



# COX PRESCHOOL

630 South Main Street

Hightstown, NJ 08520

☎ (609) 443-4473

To: Cox Preschool Parents

RE: State Regulations

As you register your child, we ask that you acknowledge that you are aware of the following regulations:

1. I have received the *Information to Parents* document.
2. I have/will provide the names of authorized people to pick up my child.
3. I recognize that medication will not be dispensed without written instruction and permission of a doctor.
4. I have received a copy of the *Policy on the Management of Communicable Diseases*.
5. I am aware of the school discipline policy.
6. I have received a copy of the school's *Expulsion Policy*.
7. I have received a *Cox Preschool Handbook*.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_



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Dear Parents:

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Department of Children and Families (DCF).

Please read this statement carefully and, if you have any questions, feel free to contact me at (609) 443-4473.

Sincerely,

Thank you.

Karen K. Cox  
Director



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## Information to Parents

### Department of Children and Families – Office of Licensing

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.



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## Information to Parents

### Department of Children and Families – Office of Licensing

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1 (800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

OOL4/17/08



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## Philosophy of Discipline

The Cox Pre School staff establishes an atmosphere of love and respect for everyone at the school. The staff members are positive role models, enabling the children to relate to them and fostering an environment of warmth, safety and positive experiences. The entire staff takes part in the learning process and encourages exposure to various concepts, thoughts and ideas.

In the event a child's behavior creates the need for teacher intervention, a child will be talked to about how to better handle a situation in a positive way. Children are encouraged to work toward independence and problem solve. After a child and any other children involved are spoken to, a child who has acted inappropriately will apologize and be re-directed to positive behavior/activities. If, due to the severity of behavior or repeated behavior continues to occur, and a child needs to be removed from a situation, the child will be "timed out" and remain in the room, continuing to be supervised, so that the child can see acceptable behavior and still be in a learning situation while regaining control. If repeated incidents occur, a child's parents will be notified and advised of the school's modification techniques, to encourage cooperation.

Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.

Staff members shall not use hitting, shaking or any other form of corporal punishment of children.

Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.

Staff members shall not engage in or inflict any form of child abuse and/or neglect.

Staff members shall not withhold from children food, emotional responses, stimulation, or the opportunities for rest or sleep.

Staff members shall not require a child to remain silent or inactive for an inappropriately long period of the child's age.



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## Management of Communicable Diseases Policy

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home.

- Severe pain or discomfort
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Red eyes with discharge
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours
- Blood urine
- Acute diarrhea
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Infected, untreated skin patches
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the Center.

### Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the Center without a physician's note stating that the child presents no risk to himself/herself or others:

| Respiratory Illnesses   | Gastrointestinal Illnesses   | Contact Illnesses   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Chicken Pox**</li> <li>• German Measles</li> <li>• Hemophilus Influenzae*</li> <li>• Measles*</li> <li>• Meningococcus*</li> <li>• Mumps*</li> <li>• Strep Throat</li> <li>• Tuberculosis*</li> <li>• Whooping Cough*</li> </ul> | <ul style="list-style-type: none"> <li>• Giardia Lamblia*</li> <li>• Hepatitis A*</li> <li>• Salmonella*</li> <li>• Shigella*</li> </ul> | <ul style="list-style-type: none"> <li>• Impetigo</li> <li>• Lice</li> <li>• Scabies</li> </ul> |

\*Diseases that will be reported to the Health Department by the Center.

\*\* Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days have elapsed since the onset of that rash, or that all sores have dried and crusted.

If your child is exposed to any excludable disease at the Center, you will be notified in writing.



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## Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

### Parental Actions for Child's Expulsion

1. Failure to pay/habitual lateness in payments.
2. Failure to complete required forms including the child's immunization records.
3. Habitual tardiness when picking up your child.
4. Physical or verbal abuse to staff.

### Child's Actions for Expulsion

1. Failure of child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums / angry outbursts.
3. Ongoing physical or verbal abuse to staff or other children.
4. Excessive biting.

### Proactive Actions That Will be Taken In Order to Prevent Expulsion

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess classroom environment, appropriateness of activities, supervision.
3. Staff will always use positive methods and language while disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for rules.
6. Child will be given verbal warnings and possibly a brief time-out so child can regain control.
7. Child's disruptive behavior will be documented and maintained in confidentiality.
8. Parent/guardian will be notified verbally and then will be given copies of the disruptive behaviors that might lead to expulsion.
10. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.



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## Expulsion Policy

### Schedule of Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with Cox Preschool.

1. The parent/guardian will be informed regarding the length of the expulsion period.
2. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.
3. The parent/guardian will be given a specific expulsion date that allows the parent adequate time to seek alternative childcare (approximately one or two weeks depending on the risk to other children's welfare or safety).
4. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the school.

### A Child Will Not be Expelled

1. In response to a parent's complaint to the Office of Licensing regarding the center's alleged violations of the licensing requirements (1-877-667-9845).
2. In response to reported abuse or neglect occurring at the center (1-800-215-6853 or (1-800-792-8610 after 5 pm).
3. In response to the center being questioned regarding its policies and procedures.
4. Without giving the parent an adequate amount of time (one or two weeks) to make other child care arrangements.

10: 122-6.8 Expulsion Policy

Division of Children and Families