



WRC Nursery School Parent Handbook

Dear Parents:

Welcome to a new school year at the WRC Nursery School. We are looking forward to everyone making new friends and having fun while learning.

Please read this Parent Handbook in its entirety. It covers information required by the state of New Jersey licensing requirements as well as other policies and procedures important to our school.

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent of a child enrolled at our school, with an informational statement entitled *Information to Parents*.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; and the 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 Child Abuse Hotline at 1(877)NJABUSE/1(877)652-2873.

Please read this statement carefully and, if you have any questions, feel free to contact me at (201)847-1330.

Once you have read the Parent Handbook, please return to <https://wrcns.squarespace.com/parent-handbook-and-signatures> to complete the three required forms. These forms along with the Universal Child Health Record and record of immunizations must be completed by August 27, 2018.

Thank you for your cooperation and we look forward to a wonderful school year.

Sincerely,

Katherine Naumann

Kat Naumann
Director

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Documents included in Parent Handbook:

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Required forms not included in Parent Packet:

- **Completed Forms (online only)**
 - **Required Signatures***
 - **Medical Emergency Information***
 - **Student Background Information***
- **Copy of immunization record***

Please obtain from your pediatrician a dated and signed list of all immunizations.

Remember to include the two new state required vaccines for Pneumococcal and Influenza discussed on the *Immunization Requirements* included in this packet.

*** These documents must be completed and returned by August 27.**

INFORMATION TO PARENTS

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 (OOL), 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 view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, New Jersey 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 by calling toll-free 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 parent(s) 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 OOL'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 OOL'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 or you can view them online at http://data.nj.gov/childcare_explorer.

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 OOL 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 provide reasonable accommodations for children and/or parents with disabilities and 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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 Central Registry Hotline, toll-free at: [1-877-NJABUSE/1-877-652-2873](tel:1-877-NJABUSE). 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 <http://www.state.nj.us/dcf> and select Publications.

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 expel or suspend a child from this center:

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The parent will be given literature or other resources regarding methods of improving behavior.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- Recommendation of evaluation by local school district child study team.

A CHILD WILL NOT BE EXPELLED IF A CHILD'S PARENTS:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

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

EXPULSION POLICY (Cont.)

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 an 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 the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

GUIDELINES FOR POSITIVE DISCIPLINE

Here at WRC Nursery School we believe in a positive approach to guiding children's behavior. One of the goals of positive discipline is to help children develop internal controls. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior. Positive discipline is consistent with the age and developmental needs of the children, and leads to the ability to develop and maintain self-control.

Our staff is trained to help your child, by word and example, with love and encouragement.

Guidance and positive discipline techniques used include the following:

- Setting clear and enforceable limits
- Modeling acceptable behavior
- Recognizing children's individual needs and efforts
- Anticipating and eliminating potential problems
- Redirection
- Good timing of teacher intervention
- Having a well-planned daily schedule
- Pointing out natural and logical consequences of a child's behavior

Children may be invited to work independently for a short time in order to regain self-control. In those cases, the child has an open invitation from the teacher to return to the group when ready. Any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child's age and maturity. Parents will be informed of any separation from the group.

For more information on positive discipline, please see the "Guidelines for Positive Discipline" posting outside the nursery school office.

USE OF TECHNOLOGY AND SOCIAL MEDIA

The Wyckoff Reformed Church Nursery School believes that young children learn best through direct interaction with people and materials, in activities they choose and shape themselves, and which spur them to reflect on what they are doing and learning.

Technology and media will be used only to supplement, not replace, hands-on learning with real materials that provide a full range of physical, sensory, intellectual, and social experiences.

Although the majority of communication from the WRC Nursery School staff will be through personal interactions, email and text messages, social media, including but not limited to, the NS website, Facebook, Twitter, Instagram and Snapchat may be used to share information relating to our nursery school. This includes individual and group photos, videos, related NS news, class updates and fundraising. A yearly review process will take place before the start of each school year to remove all out of date images and videos involving children who have not attended the nursery school for one year.

The Wyckoff Reformed Church Nursery School recognizes that social media has become a part of everyday life for many, including parents and staff. To help us safeguard our children please follow these guidelines. These guidelines continue to apply after you have finished your time at the WRC Nursery School and exist to ensure appropriate confidentiality for families as well as to ensure professionalism can be maintained by the nursery school and its staff in relation to how it is presented publicly:

- Remember that no information posted on social media can be considered fully private, no matter how strong your privacy settings are.
 - Do not post photos of nursery school events and activities, except those of your own child.
 - Do not post names of other children and their parents/caregivers who attend the nursery school.
- Be cautious with how you discuss the nursery school:
 - If you have any negative opinions or concerns about any aspect of the nursery school, do not discuss this on social media. Concerns should always be brought to the attention of the Director.
 - If opinions discussed on social media result in any detrimental effect on the nursery school, its employees, its children or parents/caregivers, the nursery school will follow formal proceedings to investigate.
- In order to maintain a professional relationship between staff and parents, it is recommended that social media friendships not be established with staff of the nursery school. This no longer applies once your child has left the nursery school.

MANAGEMENT OF COMMUNICABLE DISEASES

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

- Severe pain or discomfort
- Acute Diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free for 24 hours, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases **MAY NOT** return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others:

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenzae*	Giardia Lambliia*	Scabies
Measles*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	
Mumps*	Shigella*	
Strep Throat		
Tuberculosis*		
Whooping Cough*		

*Reportable diseases that must be reported to the health department by the center. A complete list can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

** Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

METHODS OF COMMUNICATION AND PARTNERSHIP

Because open communication is important to the WRC Nursery School community, we utilize a variety of methods to communicate school activities, important information, curriculum objectives and educational goals as well as to support at home learning:

Bulletin Boards - Located throughout the school, bulletin boards provide classroom news, upcoming events and announcements. The new community bulletin board outside the nursery school office offers information.

Digital newsletter - Weekly newsletters provide nursery school office news and announcements and Parent Committee events and information. Tips to support home learning are also provided along with a summary of each class's activities from the week. Newsletters are emailed each Friday to all families. Copies can be found on classroom bulletin boards and near the main nursery school office.

Parent Workshops - Workshops on a variety of topics from health and safety to educational topics such as positive parenting and developmental issues. These workshops will be scheduled throughout the school year at a variety of times to allow all parents to participate.

Parent conferences - Family and teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Email - Your family email address will be utilized to regularly send you newsletters and other announcements or general updates.

Phone calls - Sometimes, a phone call is the best way to communicate. Please do not hesitate to call us with any concerns at 201-847-1330.

Text - We use the Remind text messaging service to notify parents of school closings and special announcements. Please be sure to join the group by texting @wrcns to 81010.

Monthly Parent Committee meetings - The Parent Committee is made up of any parent or caregiver who would like to become involved with shaping our school. Parents help with fundraisers, events and have the opportunity to advise the director in the workings of the school.

School Bags - Tuition statements, flyers and classroom work all come home in your child's bag. Don't forget to check it regularly.

Facebook - Our school has both a closed parent page for current families as well as a public page where we share our events and activities with the public.

RELEASE OF CHILDREN

Each child may be released only to a child's parent or person authorized by the parents to take the child from the center and to assume responsibility for the child in an emergency if a parent cannot be reached.

If a parent would like a person who is not identified as an Emergency or Release contact to pick up a child, written authorization is required. Photo ID is also required upon arrival to verify the identity of the newly authorized pick-up person.

If a non-custodial parent has been denied access, or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If a parent or person authorized by the parents fail to pick up the child at the time of WRC Nursery School's daily closing, the center shall ensure that:

- The child is supervised at all times
- Staff members attempt to contact parents or persons authorized by the parents; and
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parents or persons authorized by the parents, have failed and the staff member cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-Abuse (1-877-652-2873) to seek assistance in caring for the child until a parent or a person authorized by a child's parent is able to pick up the child.

If the parent or person authorized by the parents appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, WRC Nursery School shall ensure that:

- The child may not be released to such an impaired individual
- Staff members attempt to contact the child's other parent or an alternative person authorized by the parent; and
- If WRC Nursery School is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-Abuse (1-877-652-2873) to seek assistance in caring for the child.

HEALTH AND SAFETY RESOURCES

Because our school plays an important role in your child's overall development, communication between your child's health providers and our nursery school is important. The Grow NJ Kids program seeks to ensure every child receives comprehensive health screenings. As part of our participation in this program, each child is required to have hearing, vision and dental screenings completed by a pediatrician and/or other practitioner. These screenings must be documented in the "Preventative Health Screenings" section of the Universal Child Health Record.

Your pediatrician has access to a variety of resources to help address the medical and non-medical needs of your child and your family, including prevention, education, and engagement. You may also visit our community board outside of the nursery school office for more guidance and information.

DEVELOPMENTAL SCREENING AND REFERRAL

The WRC Nursery School uses the Ages and Stages Questionnaire, Third Edition (ASQ-3), a set of questionnaires about children's development. It has been used for more than 20 years to make sure children are developing well. The ASQ-3 questionnaires are designed to be filled out by the parent or caregiver since the parent/guardian is the best source of information about each child. Each screening provides a quick look at how children are doing in important areas, such as communication, physical ability, social skills and problem-solving skills

ASQ-3 can identify a child's strengths as well as any areas where a child may need support. The results of the ASQ-3 will be used along with teacher observation and curriculum assessments to tailor instruction to each child's individual needs as well as to provide a foundation for parent-teacher conferences. If necessary, the screening can also be used to provide resource information for further screenings, evaluations, and early intervention and treatment.

The development screening process is a collaborative one, involving parents/guardians and WRC Nursery School staff. The ASQ-3 will be administered twice yearly, completed by a parent or guardian, in October and April. Each assessment will be scored by the classroom teacher and followed by a parent-teacher conference to discuss the results.

If a need for further screening, intervention or assistance is determined, the WRC Nursery School staff will provide parents with a referral form that includes resources and other information.

Developmental screening is conducted with written consent from the child's parent/guardian(s).

TRANSITION POLICY

A portfolio of work will be maintained for each child which will follow them through their time at the WRC Nursery School. The portfolio will be used to track growth and development through work samples, anecdotal evidence, developmental screenings and conference notes. As children transition out of our program, parents will receive a transition folder documenting their progress during their time at our school and providing information for their next placement.

WE STRIVE TO BE NUT-FREE

The WRC Nursery School is committed to providing a safe environment for all of our students and staff. We understand that many of our students with allergies are not old enough to make informed choices about what should go into their mouths and are therefore less able to self-manage their allergies. Students with peanut/tree nut allergies could have a serious allergic reaction from contact with even a microscopic amount of a particular allergen. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her. For this reason, we strive to be a peanut/tree nut-free school and require that no peanuts or tree nuts be brought into our school for snacks or lunch.

We also require that special treats for class parties and special occasions be peanut/tree nut free. It is safer to use packaged food items with ingredient labels, as opposed to home-baked goods. If you choose to bake, use an allergen-free mix. Because inadvertent cross contamination can trigger an allergic reaction, when home baking with a mix, please make every effort to clean all surfaces and utensils. For your reference, we have compiled a list of items that are safe for children with nut allergies. You will find this on our website, WRCNS.org.

Because ingredient lists change frequently we are very cautious when giving a list of “safe packaged food”. Always make sure to check the labels on the food you are sending to school whether it is for your own child’s lunch or to share at a class party.

You **MAY NOT** send foods with the following warnings on the label:

- Contains (or may contain) tree nuts or peanuts in the ingredient list
- Made on equipment that processes tree nuts or peanuts
- Made in a facility that processes tree nuts or peanuts

When sending in items to be shared with other students, please be sure to include the ingredient label or box for our reference.

We appreciate your cooperation with this policy – not having nuts or nut products in the school is a small sacrifice to make compared to the consequences a child with severe allergies could face.

SNACK AND MEALTIME GUIDELINES

Snack

Each child is provided with a nutritious light snack during our morning sessions. Each snack is carefully planned, prepared and portioned by our staff. Our school strives to be nut free and all snacks provided adhere to this policy.

Water

Our school uses a reverse osmosis system to provide our children with clean, fresh, filtered water at snack time and throughout the day.

Mealtimes

Prior to mealtimes, (snack or lunch) each child is given the opportunity to use the bathroom and wash hands. Students and staff work together to sanitize our dining table using a peroxide based non-toxic cleanser. The table is then set and everyone sits together to recite a prayer of thanks. Children are encouraged to serve themselves using proper portion guidelines. Mealtime is a peaceful and pleasant time in our classroom, where trying a variety of foods is encouraged, but never forced. All our staff are CPR and first aid trained and are always present at mealtimes.

Classroom Celebrations

Perishable food to be shared with other children must be store-bought and in its original package. Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children. Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all children. Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Lunchtime

After following our beginning of mealtime procedures outlined above, children are encouraged to unpack lunchboxes and eat lunch independently. All lunch boxes and food containers should be labeled with the child's name. All food packed for lunch should be nut free and in child sized portions. Lunches should be balanced and nutritious. The children are encouraged to eat their lunch. When your child is full, the staff will assist in packing away remaining food and cleaning up. If your child is scheduled to stay a full day, please consider sending an additional snack. Children will have an opportunity to eat snacks from home or finish their lunches later in the afternoon.

SNACK AND MEALTIME GUIDELINES (Cont.)

5 Week Cycle: Snack Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Graham Cracker Peaches	Pretzels Shredded Carrots	Whole Grain Crackers Pears	Pirate Booty Oranges	Veggie Chips Bananas
Week 2	Rice Cakes Sun Butter Apples	Tortillas Turkey Tomatoes	Muffins Peppers	Pita Hummus Cucumbers	Yogurt Berries Goldfish
Week 3	Cheese Apples	Fruit and Grain Bars	Bagels Cream Cheese	Graham Cracker Peaches	Pretzels Shredded Carrots
Week 4	Whole Grain Crackers Pears	Pirate Booty Oranges	Veggie Chips Bananas	Rice Cakes Sun Butter Apples	Tortillas Turkey Tomatoes
Week 5	Muffins Peppers	Pita Hummus Cucumbers	Yogurt Berries Goldfish	Cheese Apples	Fruit and Grain Bars

Child Sized Portions

Fruit ½ Cup

Veggies ½ Cup

Cheese ½ oz

Sun Butter, Yogurt, Hummus 1 T

All other snacks ½ recommended package serving size

DAILY REST

The Department of Children and Families, Office of Licensing requires any child who attends the WRC Nursery School for four or more consecutive hours to have a period of rest or sleep. In keeping with this policy, we provide the children who stay for Lunch and Play or other enrichment classes with 30 minutes of down time.

Our school provides each child with a mat to be used for this rest period. Although these mats are sanitized after each use, it is also required that each mat have a covering such as a sheet. For this reason, children who remain at school for Lunch and Play or enrichment classes past 1pm must provide a crib sheet and a small covering such as a light blanket or top sheet to be placed over the nursery school mats.

Please bring your child's labeled items in a 2.5 gallon labeled Ziploc bag. These will be stored in the Lunch and Play room and will be used on days when s/he is present for rest time. It is recommended that the items be taken home weekly, washed and returned.

SCHOOL CLOSINGS

The WRC Nursery School follows the weather closing schedule of the Wyckoff Public School System.

Closings, delayed openings and early closings will be communicated via:

- Text message and email
- The *Wyckoff Reformed Church Nursery School* Facebook pages

In the event of a delayed opening, nursery school classes will begin at 9:45am.

There will be no tuition refunds, adjustments or added days of school for school closings.

ABSENTEEISM

Please call 201-847-1330 to report your child's absence. You may also send an email to wrcnsadmin@wyckoffreformed.org.

If we have not heard from you, we will contact you if your child is absent for 3 consecutive days.

ADMINISTRATION OF MEDICATION

Whenever possible, it is best for medication to be given at home.

Medication (prescription or over-the-counter) will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A *Permission to Give Medication in Child Care* form must be completed before medication can be given. Copies of this form are available in the NS office.

Medication given in the Nursery School will be administered by the Director.

Any prescription or over-the-counter medication brought to the school must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled as follows:

- Prescription medication must have the original pharmacist label that includes pharmacy phone number, child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency and special instructions for administration or storage.
- Over-the-counter medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency and special instructions for administration or storage. The expiration date must be clearly visible.

APPENDIX H

**UNIVERSAL
CHILD HEALTH RECORD**

*Endorsed by: American Academy of Pediatrics, New Jersey Chapter
New Jersey Academy of Family Physicians
New Jersey Department of Health*

SECTION I - TO BE COMPLETED BY PARENT(S)					
Child's Name (Last) _____ (First) _____		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth / /	
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Child's Health Insurance Carrier _____			
Parent/Guardian Name _____		Home Telephone Number () -		Work Telephone/Cell Phone Number () -	
Parent/Guardian Name _____		Home Telephone Number () -		Work Telephone/Cell Phone Number () -	
SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER					
Date of Physical Examination: _____			Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Abnormalities Noted:			Weight (must be taken within 30 days for WIC)		
			Height (must be taken within 30 days for WIC)		
			Head Circumference (if <2 Years)		
			Blood Pressure (if ≥3 Years)		
IMMUNIZATIONS		<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due: _____			
MEDICAL CONDITIONS					
Chronic Medical Conditions/Related Surgeries <input type="checkbox"/> List medical conditions/ongoing surgical concerns:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Medications/Treatments <input type="checkbox"/> List medications/treatments:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Limitations to Physical Activity <input type="checkbox"/> List limitations/special considerations:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Special Equipment Needs <input type="checkbox"/> List items necessary for daily activities		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Allergies/Sensitivities <input type="checkbox"/> List allergies:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Special Diet/Vitamin & Mineral Supplements <input type="checkbox"/> List dietary specifications:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Behavioral Issues/Mental Health Diagnosis <input type="checkbox"/> List behavioral/mental health issues/concerns:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Emergency Plans <input type="checkbox"/> List emergency plan that might be needed and the sign/symptoms to watch for:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note if Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		
<input type="checkbox"/> <i>I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.</i>					
Name of Health Care Provider (Print)			Health Care Provider Stamp:		
Signature/Date					

Instructions for Completing the Universal Child Health Record (CH-14)

Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3838.

Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)

- Weight** - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
- Height** - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
- Head Circumference** - Only enter if the child is less than 2 years.
- Blood Pressure** - Only enter if the child is 3 years or older.

2. **Immunization** - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-826-4860. The Immunization record must be attached for the form to be valid.

- "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.

3. **Medical Conditions** - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.

- a. Note any significant medical conditions or major surgical history. **If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow.** A generic care plan (CH-15) can be downloaded at www.nj.gov/health/forms/ch-15.dot or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.
- b. **Medications** - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration.

Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.

c. **Limitations to physical activity** - Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.

d. **Special Equipment** - Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.

e. **Allergies/Sensitivities** - Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at www.pacnj.org or by phone at 908-687-9340.

f. **Special Diets** - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.

g. **Behavioral/Mental Health issues** - Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.

h. **Emergency Plans** - May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.

4. **Screening** - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.

- For lead screening state if the blood sample was capillary or venous and the value of the test performed.
- For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
- Scoliosis screenings are done biennially in the public schools beginning at age 10.

This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.

5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)

- Print the health care provider's name.
- Stamp with health care site's name, address and phone number.