

## **Policy on the 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 jaundiced 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, 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.

### **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease 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.

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.

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

# Policy on the Use of Technology & Social Media

This social media policy applies to parents and members of staff at Cornerstone Childcare Academy

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, Twitter, Snap Chat, Shutterfly, Remini)
- Blogs
- Discussion Forms
- Media Sharing Services
- Electronic Forms of communication such as email and text messaging

As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families.

Posting of photographs or videos of children, other than your own, is prohibited including, but not limited to photographs or videos of children obtained through handheld devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission.

Any breach of the centers policy on use of technology and social media identified must be promptly reported to the director.

General center information/updates may be posted with prior approval from the director. Posting of private or sensitive company, staff or prior staff, and/or enrolled or previous children/family information is prohibited.

Maintain professional boundaries in the use of electronic media. Social Networking/media parent/staff relationships are limited to center sites and personal sites, with center director's permission.

Use of social media/networking and/or other websites is prohibited when supervising children.

Vulgar and abusive language, despairing remarks and or references of disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.

Posts that may reveal the centers, current, off-site locations are prohibited.

## **POLICY ON THE RELEASE OF CHILDREN**

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

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 the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) 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 the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) 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, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center 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.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

# Cornerstone Childcare Academy 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:

## **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.
- Other (explain)

## **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.
- Other (explain)

## **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 and 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.

## **A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- 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.

## **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

## **BITING POLICY**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

### **When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Injury Occurring at School" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

**If a child bites twice in a 4 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.**

# POTTY TRAINING POLICY

**Dear Parents,**

The preschool teachers are happy to help with your child's transition from diapers to the potty. We do feel as though we need to have a policy concerning this transition due to the amount of time it takes to clean up from an accident. After careful consideration, we have decided that children must wear pull-ups or diapers to school until they have used the potty successfully (pee and poop) for one full week at home and at school (excluding night time). We are happy to take your child to use the bathroom every two hours and we will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process. This is an exciting time for you and your child because they are becoming more independent and learning how to make their own way in the big world. We understand that accidents happen and are to be expected. For the first month of wearing underwear, please send pull-ups to school for your child due to the fact that we will them if they have two consecutive accidents in a day. Please keep three full changes of clothes in your child's cubby during this period. If you are experiencing some potty training issues, please hang in there. We absolutely promise that your child will not be going off to college in a pull-up. The following are guidelines that will help in the potty training process.

## **Toilet Training**

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. Toilet training will be done in a relaxed manner. We require that the child must be at least 18 months old and must be showing signs of readiness. The child must be kept in pull-ups at all times. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that (s)he must use the bathroom (not just at home, but here as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

**Do not bring your child in panties or underwear until (s)he has used the potty successfully for one full week at school.** During potty training, the child needs to be dressed in "user friendly" clothing as much as possible. The best items are shorts and pants with elastic waists. Try to avoid really tight clothing, shirts that snap in the crotch, pants with snaps and zippers and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many buttons or snaps makes it harder to get the child on the potty in time.

We will only begin helping to potty train a child if you have been successfully began training at home for a week prior. Please don't ask us to begin potty training your child if you haven't successfully begun training at home. We will gladly follow your means of potty training if you just let us know what it is. For example, if your child is rewarded a sticker for each potty in the chair, just provide the stickers and we will follow your lead. We will **not** discipline your child if (s)he has an accident. Please note that we will not use candy or food as a reward.

During potty training, you are asked to supply us with at least 3 extra full changes of clothing, including socks, training & plastic pants or pull-ups. These are to be left at the classroom and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

## **Toilet Learning Readiness**

### Verbal Stages of Readiness:

Basic verbal skills: The child is able to speak in three or four word sentences

Stage 1: The child tells you (s)he has a wet diaper, recognizes when (s)he is wet.

- The child tells you (s)he is wetting, recognizes the sensation of getting wet.
- The child tells you (s)he will wet a diaper, can control her/himself and use a toilet.

### **Physical and Psychological Signs of Readiness:**

- Stays dry for a long time. (The child is able to “hold” his/her urine and bowel movements.)
- Can recognize when a diaper is wet or soiled.
- Has bowel movements at regular times. (Child chooses when to move his bowels)
- Adults can recognize when a child is moving his bowels. (Child is deliberately moving his bowels)
- Can undress and pull up his/her own pants. (Important because this is the work of the child, not the caregiver.)
- Initiates interest in using the toilet and asks to wear underwear.
- Wants to be independent (which is very important for the learning process).
- Child is emotionally ready and is open to learning (Is the child generally cooperative?)
- Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to toilet learning, but it is behavior that is seen in children ready to use the toilet.)
- Can follow three and four step instructions. (This is critical for learning to urinate or move bowels, wipe him/herself, flush the toilet and then wash hands.)
- Can use consistent words or gestures to communicate.
- Is able physically to get to the toilet and sit on it without help.
- Must show a willingness to want to sit on the toilet and understand its function.

### **Our Policy Requires the Following:**

- Child will wear loose fitting clothing (which is easy to pull down and pull up)
- No overalls, bib-type pants, onesies or T-shirts with snaps between the legs.
- No pants with belts or one-piece outfits.
- Determine from the beginning of learning whether the child will sit or stand (boys).
- minimum of 3 changes of clothing, including socks, 3-4 pairs of training pants to leave here (an extra pair of shoes would also be helpful).
- Positive reinforcement must be continued at home.

For the first week, the child will be scheduled to use the toilet at consistent times of the day whether the child indicates the need to use the toilet or not:

1. Before and After Breakfast
2. Before and After Lunch
3. Before and After going outside
4. Just before going home
5. As needed

## Potty Training Policy Agreement

I have fully read the **Potty Training Policy** and agree to comply with the policies set forth.

Childs Name \_\_\_\_\_

Parent/Guardian Signature	Date
Parent/Guardian Signature	Date

### References:

CARING FOR OUR CHILDREN, National Health and Safety Performance Standards: Guidelines for Out-Of-Home Child Care Programs. 2<sup>nd</sup> Edition. American Academy of Pediatrics, American Public Health Association, and U.S. Department of Health and Human Services. 2002  
<http://nrc.uchsc.edu/CFOC/>

National Network for Child Care: Toilet Training. 1995 [www.nncc.org/guidance/toilet.train.html](http://www.nncc.org/guidance/toilet.train.html). California Child Care Health Program: Toilet Learning in Child Care 2004 [www.ucsfchildcarehealth.org](http://www.ucsfchildcarehealth.org)

Department of Children and Families  
Office of Licensing

## **INFORMATION TO PARENTS**

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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, 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 OOL's Inspection/Violation Reports on the center, which are available soon 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 <https://childcareexplorer.njccis.com/portal/>.

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 <https://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 (877) NJ ABUSE/(877) 652-2873*. 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.state.nj.us/dcf/](http://www.state.nj.us/dcf/).