

# **SUNSHINE** **LEARNING CENTER**

## **Hand Book**



**414 5<sup>th</sup> Ave.  
Paterson, NJ 07514**

***[www.sunshinelearningcenterNJ.com](http://www.sunshinelearningcenterNJ.com)***

Dear Parents/Guardians

It is with great pleasure that we welcome you and your child/children to our facility in which we hope will be a wonderful memorable experience for both you and your child/children. In our facility we are not just providing child care. Our mission is to implement a family oriented atmosphere where your child will develop his/her cognitive and motor skills through fun and play. We will do our best to make sure your child's first home away from home experience will be a pleasant and memorable.

Sincerely,

Director

Your child can have two weeks of vacation per contract year. A daycare space will not be held for a child who is out for more than two weeks per contract year, unless prepayment is made to hold that spot for longer than two weeks. This payment is non-refundable if for any reason the child does not return to school.

There will be a \$4.00 per minute late fee for every child that is picked up later that 10 minutes pass the pick up time.

Parents are responsible for providing their infant's formula, baby food, diapers, baby wipes and change of clothes and sheets.

We will provide breakfast, lunch and afternoon snack for the toddlers and pre-school children

Parents will have available daily reports of their children's activities, behavior, food-intake and diaper changes. When your toddler is ready to start using the bathroom we will work together with you through the big change.

We also have outdoor play and walks weather permitting.

We look forward to being that important part in your child's "First home away from home" experience.

We will be open Monday thru Friday from 6:30:am to 6:00pm. Anything before or after these times are considered overtime care and will have a charge of \$4.00 per minute.

**The Facility will be closed on Saturdays and Sundays and on the following Holidays:**

**New Year's Day  
Good Friday  
Christmas Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day**

### **Rates and Fees**

There is a one time non-refundable application fee of \$50.00 due at time of registration.

Payment for child care is to be made on the Friday before the week of child care. Any payment made later than Monday of the week child care is given will have a late fee of \$10.00 per day that can include interest.

Monthly co-payments are due the first week of the month. Anything after the first week will result in a \$10.00 per day fee that may also include interest.

For occasional one day care, arrangements have to be made in advance to make sure there is adequate staffing for your child. Payment will be made on the day the child comes in.

Payments and fees can be made by cash checks payable to Lexington Childcare. Any returned checks will result in a \$35.00 penalty fee. Payments will then be expected with penalty fee in cash only.

**Fees according to age group are:**

**6 wks. to 18 months**

**Full time - up to 45 hours \$195.00 a week.  
Part time - up to 20 hours \$100.00 a week.  
On call \$70.00 up to 10 hours.  
Or \$7.50 an hour.**

**19 to 35 months**

**Full time - up to 45 hours \$150.00 a week.  
Part time - up to 20 hours \$90.00 a week.  
On call \$60.00 for up to 10 hours.  
Or \$6.50 an hour.**

**3 years old**

**Full time - up to 45 hours \$150.00 a week.  
Part time - up to 20 hours \$75.00 a week.  
On call \$50.00 for up to 10 hours.  
Or \$5.50 an hour.**

**\*Please note: Forms must be filled out in its entirety even if child will be for on call**

## **POLICY ON THE RELEASE OF CHILDEN**

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 an 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 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 the 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 the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour Child Abuse 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 judgement of the director and/or staff member, the child would be placed at risk of harm if released to such 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 Child Abuse 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).

## **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.

- Sever pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperate 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, or has a health care provider's note stating the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

## **TABLE OF EXCLUDABLE COMMUNICALBE DISEASES**

A child who contracts any of the following diseases may not return to the center without health care provider's note stating that the child presents no risk to himself/herself or others;

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

\*Reportable diseases that must be reported to the health department by the center.

\*\* Note. If a child has chicken pox, a health care provider'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 has elapsed since the onset of the rash, or that all sores have dried and crusted.

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

## **EXPULSION POLICY**

NAME OF CENTER: \_\_\_\_\_

NAME OF CHILD: \_\_\_\_\_

SIGNITURE OF PARENT: \_\_\_\_\_

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 the 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 remedial actions above have not worked, the child's parent/guardian will be advised verbally and 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.



## **A CHILD WILL NOT BE EXPELLED**

If a child's parent(s):

- 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**

Staff will try to redirect child from negative behavior.

Staff will reassess classroom environment, appropriate 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 director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

The parent will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation on premises.

Recommendation of evaluation y local school district child study team.

10:122-3.6 Information to Parents Document

Must be distributed to parents of every enrolled child and to all staff members

The center may call the Office of Licensing for a Spanish translation of this document.

## **OFFICE OF LICENSING 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 Human Services (DHS). In keeping with this requirement, the center must secure every parent's signature attesting to his/his 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 Human Services. A copy of our current license must be posted in prominent location in 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:

State of New Jersey  
Department of Human Services  
Licensing Publication Fees  
PO Box 34399  
Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and programs 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 in licensing standards, 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.

## GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by the adults
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release a feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl". Instead you might say "That is not allowed here".

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement rather than competition through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse love with license.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

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**SUNSHINE**  
**LEARNING CENTER**

414 5<sup>th</sup> Ave. Paterson, NJ 07514

(973) 553-1048

Dear Parent:

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 Child Abuse Hotline 1 (877) NJ ABUSE.

Please read this statement carefully and, if you have any questions, feel free to contact me at: **(973) 553-1048**

Sincerely,

Director

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Please complete and return this portion to the center. (Please print)

Name of Child: \_\_\_\_\_

Name of Parent(s): \_\_\_\_\_

I have read and received a copy of the Information to Parents statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families

Signature: \_\_\_\_\_

Date: \_\_\_\_\_