



**1 Barnida Drive
East Hanover, NJ 07936
973-503-9010
973-503-0569 (fax)
www.overtherainbownj.com**

Policy Handbook for Parents

Table of Contents

- INFORMATION TO PARENTS FROM THE DEPARTMENT OF CHILDREN AND FAMILIES OFFICE OF LICENSING
- MISSION STATEMENT
- DISCIPLINE POLICY
- CURRICULUM
- POLICY OF THE RELEASE OF CHILDREN
- POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES
- QUICK REFERENCE FOR REPORTING COMMUNICABLE DISEASES
- MEDICATION ADMINISTRATION POLICY
- CENTER POLICIES
- ENROLLMENT REQUIREMENTS
- PERMISSION TO GIVE MEDICATION IN CHILD CARE FORM

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. 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.

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 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/cpsc/pub/prerel/prerel.html>. 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.nj.gov/dcf and select Publications.

OOL8/1/13

Mission Statement

We believe that every child should feel safe, loved and be inspired to explore and learn. When children feel secure, optimal learning takes place.

Each child is unique. We believe in embracing individual and cultural differences through the care we provide and the learning experiences we offer.

Our goals are to provide a developmentally appropriate curriculum in which curiosity and creativity are encouraged. We achieve these goals by creating a safe, nurturing, educational and fun environment.

DISCIPLINE POLICY

We believe that an effective discipline policy is positive, centers around consistently enforced rules, and is applicable to all children. It is our philosophy that no child is ever to be made to feel humiliated, that discipline is not “punishment oriented”, and that discipline provides valuable opportunities to teach developmentally appropriate lessons. It is our belief that in order to ensure the safety and well being of all children at our center, a clear discipline policy is needed.

1. Whenever possible, all potentially undesired or dangerous behavior will be redirected before it occurs. Should this not be possible, or be ineffective, the child will be redirected toward appropriate behavior and the applicable rule shall be restated/reinforced verbally. The use of compassion for others will be emphasized.
2. If the interventions in statement number 1 are ineffective and the undesired behavior continues, the child will be removed from the area or activity until he/she gains self control. The staff will take this opportunity to help the child realize why they have been removed from the activity.
3. Any discipline problem that is continuous in nature will result in a parent-teacher conference to discuss finding appropriate solutions to the problem.

Curriculum

All of the activities are specifically planned for each age group. Our center focuses on four principles of learning using the teaching strategies outlined in *The Creative Curriculum*.

1. **Children learn through play.** Play provides opportunities for children to learn and experiment with real world concepts. We provide age appropriate centers for dramatic play and social interaction.
 - A block and construction center containing materials for building and experimenting with balance and form.
 - A science center for observations and experiments.
 - A library center with books to inspire interest in reading and develop language skills.
 - A manipulative center to develop fine motor skills and the understanding of math concepts.

In all play centers time is allotted for independent, structured as well as teacher guided play.
2. **Children learn from other children and adults.** Each child is a valuable resource for their group. We encourage every child to share and communicate with caregivers and other children. Through this interaction, socialization skills are developed.
3. **Children learn about the world around them.** We appreciate all children. We provide learning opportunities to expand the children's horizon and experience the world around them. We focus on the similarities and celebrate the differences of all children in our community and the world.
4. **Children learn through the arts.** Using the arts we provide the children with immeasurable opportunities to experiment and express themselves. Through the arts, all our curricular areas can be strengthened and enriched. Art will be included in all areas of our curriculum.

POLICY OF 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 to assume responsibility for the child in an emergency if the parent(s) cannot be reached. A proper photo ID must be shown to a staff member upon request.

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 parents(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).
3. An hour or more after closing, 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 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 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).
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, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and the parent will be called to take the child home.

Sever pain or discomfort

Acute diarrhea

Episodes of acute vomiting

Elevated temperature of 101.5 degrees Fahrenheit

Sore throat or severe coughing

Yellow eyes or jaundice skin

Red eyes with discharge

Infected, untreated skin patches

Difficult or rapid breathing

Skin lesions that are weeping or bleeding

Skin rashes lasting longer than 24 hours

Swollen joints

Visibly enlarged lymph nodes

Stiff neck

Blood in urine

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 COMMUNMICABLE DISEASES

In certain instances we are required to report illnesses to the local health department. See the following page titled Quick Reference for clarification.

Quick Reference



Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service
Disease Reporting Requirements and
Regulations can be viewed at:
<http://nj.gov/health/cd/reporting.shtml>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your **own** local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

REPORTABLE **WITHIN 24 HOURS** OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Written report within 24 hours

HIV/AIDS

609-984-5940 or 973-648-7500
Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

Sexually Transmitted Diseases

609-826-4869

Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases)

609-826-4878

Written report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings

609-826-4920

**Report within 30 days after
diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

July 2013

www.nj.gov/health/cd

MEDICATION ADMINISTRATION POLICY

Over the Rainbow's staff will administer medication only if a parent or legal guardian has provided written consent in the form of the center's *Permission To Give Medication In Child Care Form* along with the medication in an original labeled prescription or manufacturer's container that meets the safety check requirements.

Prescription Medication

- Parents or legal guardians will provide the medication in the original container that is labeled by a pharmacist with the child's name and strength of the medication;
- the date the prescription was filled;
- name of the health care provider who wrote the prescription;
- the medication's expiration date;
- and administration, storage, and disposal instructions.
- The center's *Permission To Give Medication In Child Care Form* filled out by the parent and health care provider must accompany the medication.

Nonprescription Medication

- Parents or legal guardians will provide the medication in the original container.
- The medication will be labeled with the child's first and last names;
- specific, legible instructions for administration and storage supplied by the manufacturer;
- and the name of the health care provider who recommended the medication for the child.
- The center's *Permission To Give Medication In Child Care Form* filled out by the parent and health care provider must accompany the medication.

Permission To Give Medication In Child Care Form

Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given must be provided to the child care staff on the *Permission To Give Medication In Child Care Form*. This requirement applies to both prescription and nonprescription medication (over the counter medications). A health care provider may also provide the required information on a signed note or prescription label. The instructions must include:

- the child's name;
- the name of the medication;
- the dose of the medication;
- how often the medication may be given;
- the conditions for use;
- any precautions to follow; and potential side effects.
- A child may only receive a medication with the permission, of the child's parent or legal guardian either on the center's form or in a separate signed note.

OVER THE RAINBOW CHILDREN'S CENTER POLICIES
Open Monday thru Friday from 7:00 a.m. to 6:00 p.m.

Before your child is accepted for registration, the following must be submitted for our files:

1. Signed enrollment contract.
2. Universal Health Care Record filled out and signed by your physician with an attached copy of the child's immunization records.
3. Signed permission forms and policies.

LATE PICK-UP POLICY

All children must be picked up by 6:00 PM or a late fee of \$1.00 per minute will be charged. The centers hours of operation are between 7 am and 6 pm. Please be in and out of the school by 6 pm. If you need to speak to a teacher or the director, please, either call during the day or make an appointment for a conference. The staff does not get paid after 6 pm. In the event that you are going to be detained unexpectedly please call the center and...

- a. Make arrangements for someone else to pick up your child.
- b. Be prepared to pay a late pick-up fee of \$1.00 (in cash) for every minute past 6:00 pm to the staff member taking care of your child/children.
- c. If you do not have the cash that day the fee will be added to you account.

We understand that emergencies happen, so please be considerate to our staff and make every effort to pick up your child on time.

PAYMENT POLICY

All weekly payments are due in advance or on the first day of the week of attendance. Monthly payments are due on the first day of the month. The Center accepts cash, personal checks and money orders only. A charge of \$10.00 will be added weekly to accounts with a past due amount balance greater than zero. There are no credit allowances for school closings, except for lunch. No child will be allowed to remain in our program if your account is overdue more than two weeks. There will be a \$35.00 service charge for any returned checks. There is a \$100.00 registration fee, nonrefundable upon withdrawal. A security deposit is not required for enrollment. To terminate a contract, payment in full is required along with two weeks notice. A discount will be provided to families enrolling more than one child fulltime or full day.

SICK POLICY

No credit will be given for any single absence. If your child does not attend for all days in your contract, you are still required to pay for these days due to staffing and enrollment. For accounts contracted to pay weekly only, if a child is sick for more than 1 week a "freeze" will be placed on account for up to 1 week based upon a doctor's note of diagnosis and return date. Accounts contracted to pay weekly are entitled to a one-week "freeze", once each year, if it has not been used for a vacation.

VACATION POLICY

Due to limited enrollment, we cannot guarantee a space upon return from vacation unless normal tuition is paid. Once a year the one-week "freeze" can be used by accounts contracted weekly. This discount is used for a vacation week if it has not been used for an illness. Your regular weekly fee will be applied to your account for any additional days or weeks that your child is absent from our program. If your child is enrolled part time your days cannot be switched or replaced for other days. If, however, you have an emergency, please speak to us and we will try to accommodate you if we have an opening. A "freeze" week cannot be applied until the child has attended the center for three months. This discount does not apply to monthly tuition or lunch fees.

Before your child is accepted for registration, the following must be submitted:

1. Signed enrollment contract
2. Universal Health Care Record filled out and signed by your physician with an attached copy of the child's immunization records.
3. Signed permission forms and policies.

Items needed for Infants:

1. 2 to 3 changes of clothing
2. 2 portacrib sheets
3. 2 blankets

Items required daily for Infants:

1. A daily supply of dietary needs including bottles, formula or breast milk, other drinks, a sippy cup, food either packaged or prepared from home and snacks. Perishable food items can be stored in the refrigerator and non perishable foods can be kept in the child's cubby or food basket.
2. A daily supply of diapering needs including diapers, wipes and ointments.
A larger supply can be stored in the changing room located in the infant room bathroom.

One box of tissues and one package of wipes due on the first of each month.

Please label all items clearly with your child's name.

Items needed for Toddlers:

1. A change of clothing including socks (underwear for potty trained children).
2. Diapers, wipes and ointment for children not potty trained.
3. A bedroll purchased from the center for nap time.
4. Lunch and snack (nut free) daily if not enrolled in the center lunch program.

One box of tissues and one package of wipes due on the first of each month.

Please label all items clearly with your child's name.

Items needed for all Pre K 3 Children:

1. A change of clothing including socks and underwear (potty trained children).
2. Diapers, wipes and ointment for children not potty trained.
3. A bedroll purchased from the center for nap time.
4. Lunch and snack (nut free) daily if not enrolled in the center lunch program.
5. backpack
6. 1 box of crayons 24 count (no more than 24 please)
7. 2 glue sticks
8. 1 folder with two pockets

One box of tissues and one package of wipes due on the first of each month.

Please label all items clearly with your child's name.

Items needed for Pre K 4 Children:

1. A change of clothing including socks and underwear.
2. A bedroll purchased from the center for nap time.
3. Lunch and snack (nut free) daily if not enrolled in the center lunch program.
4. 1 backpack
5. 2 composition notebooks
6. 3 #2 pencils
7. 1 box of crayons 24 count (no more than 24 please)
8. 1 blunt tip scissor (ex. Fiskars)
9. 2 glue sticks
10. 2 folders with two pockets

One box of tissues and one package of wipes due on the first of each month.

Please label all items clearly with your child's name.

Items needed for Kindergarten Children:

1. A change of clothing including socks and underwear.
2. Lunch and snack (nut free) daily if not enrolled in the center lunch program.
3. 1 backpack
4. 2 composition notebooks
5. 3 #2 pencils
6. 1 box of crayons 24 count (no more than 24 please)
7. 1 blunt tip scissor (ex. Fiskars)
8. 2 glue sticks
9. 2 folders with two pockets

One box of tissues and one package of wipes due on the first of each month.

Please label all items clearly with your child's name.

Items needed for Before and After Care School Age Children:

1. A change of clothing including socks and underwear.
2. After care children must bring a snack daily.

One box of tissues and one package of wipes due on the first of each month.

Please label all items clearly with your child's name.

10:122-7.5 Administration and control of prescription and non-prescription medicines and health care procedures
May be used to record permission for administration of medication to children

PERMISSION TO GIVE MEDICATION IN CHILD CARE

(Please use one form per medication.)

The following information is to be completed by the child's health care provider:

Child's name: _____ Birthdate: _____ Weight: _____

Medication: _____ Allergies: _____
Include food and/or medication allergies

Dosage: _____ Route: _____

Time of day medication is to be given: _____

Purpose of medication: _____

Special instructions: _____

Possible side effects: _____

Start date: _____ End date _____

Signature of Health Care Provider

Phone number

Date

.....
The following is to be completed by the parent or guardian:

I hereby give permission for my child, _____,
to receive the above medication, according to the listed directions and cautions, from the Child Care Director, or the
Child Care Director designee. I confirm that I have given at least one dose of the medication without any evidence
of side effects or adverse reactions. I understand that it is my responsibility to provide the medication in its original
container and labeled with my child's full name. I am also to supply the appropriate measuring device needed to
give the accurate dose of the medicine. I authorize the Director or Director Designee to contact the pharmacist or
health care provider for more information about this drug, if necessary. I also authorize the Director or the Director's
Designee to contact the health care provider regarding my child's health, if necessary.

I usually do the following to make giving medication to my child easier: _____

Amount of medication brought to Child Care: _____

Date: _____

Signature of Parent or Guardian

Date & amount of medication returned to Parent: _____

Signature of Director/Director Designee

Signature of Parent/Guardian

Source: Medication Administration in Child Care, Healthy Child Care New Jersey