



# **The Growing Tree Learning Center II**

160 5<sup>th</sup> street,  
Jersey City, NJ 07302

## **Parent Handbook 2017-2018**

## **TABLE OF CONTENTS**

Welcome Letter .....	3
Goals .....	4
Admission Requirements .....	5
Hours of Operation .....	5
Tuition and Fees .....	6
Parent Participation .....	7
Usage of Technology.....	8
Health Regulations .....	8
Medication Policy .....	9
Policy for Sick Children .....	10
Illness/ Injury Policy .....	11
Policy on the Management of Communicable Diseases.....	11
Nutrition Program .....	12
Toileting Skills .....	13
Educational Curriculum .....	13
Transportation .....	13
Outdoor Play .....	14
Emergency Drills and Evacuation .....	14
Rest Period .....	15
Personal Hygiene .....	15
Personal Items .....	16
Jewelry Policy .....	16
Snow/Weather Emergency School Closing .....	17
Policy on the Release of Children .....	18
General Procedures .....	19
Parent Notification .....	19
Discipline Policy .....	20
Expulsion Policy .....	22
Termination Policy .....	23
Information to Parents Statement.....	24
Helpful Hints to Parents.....	28

## WELCOME

Welcome to the Growing Tree Learning Center II, serving children 6 weeks to 4 years old.

This handbook is designed to help you understand how our center operates and provide you with a copy of our policies on a variety of areas. The Growing Tree Learning Center II prides itself in having a warm and caring environment where children can grow, learn, and explore.

Choosing a child care center that meets your needs is sometimes difficult. We are confident that you will be very happy with our center and the exceptional care that we provide.

We look forward to providing your family with the best child care possible!

Sincerely yours,

*Sandra Vasquez*

Sandra Vasquez

Director

## GOALS

Our learning center anticipates providing your child a safe, secure, and wholesome, physical, social, emotional, and intellectual environment:

### **A. Physical**

1. To ensure that the physical environment both inside and outside are safe and free of hazards for the children.
2. To provide activities and programs that will stimulate the physical development and competence of each child.

### **B. Emotional**

1. To respect each child as a unique individual with his or her own needs and interests.
2. To encourage development of independence, self-confidence, self-reliance, and self-esteem in order to reinforce a positive self-concept in each child.

### **C. Social**

1. To create and maintain a relaxed and stimulating social environment in which the children can function, relate to and respect each other in groups.
2. To encourage child-adult interaction in a warm, active family type atmosphere.

### **D. Intellectual**

1. To provide cognitive programming in relation to the child's interest, stages of development, and levels of readiness.
2. To prepare an environment that will stimulate creative and spontaneous responses.

## **ADMISSION REQUIREMENTS**

Children must be at least 6 weeks old to register in our program. Children turning three years old after October may remain at our center until the beginning of the following academic year when they will become eligible for admission into pre-kindergarten programs.

## **HOURS OF OPERATION**

The Growing Tree Learning Center II is open for regular hours of operation from 7:30 am to 5:30 pm, Monday to Friday, twelve months a year. The center will be closed on major holidays, please refer to the yearly holiday calendar for the exact dates.

The center is open for those children paying for extended hours from 7:00 am to 6:30 pm. Any child picked up after their scheduled time as per their signed fee agreement will be charged a late fee as outlined on page 6, under the section titled Tuition and Fees.

In addition as required, the 24-hour State Central Registry Hotline: 1-877-NJ-ABUSE must be called when a child is not picked up an hour after the program's closure without notification by the parent or caregiver. Please refer to page 18 for more information regarding this policy.

It is important that your child be at the center by 8:30 am for breakfast. Classroom activities begin at 9:00 am. It is important that your child be at the center on time in order to participate in the daily routines and activities.

## **TUITION AND FEES**

Tuition payments are due every 1<sup>st</sup> of the month. Any payments made after the 5<sup>th</sup> of the month will be charged a \$25 late fee payable immediately. Child care services will be suspended if your tuition payment is not received by the 12<sup>th</sup> of the month. Your child's enrollment at The Growing Tree Learning Center II will be terminated if payment is not received by the 20<sup>th</sup> of the month. Payments can be made in cash, check, or money order payable to UCP of Hudson County. Please note that any checks returned by the bank for any reason will be subject to bank fees and an additional \$25 late fee. The child will not be permitted to attend the center until payment is made in full. Payments will only be accepted in the form of cash or money order from then on.

A late fee of \$1 per minute will be charged when your child is not picked up on time as per your signed fee agreement, e.g. 5 minutes late will result in a \$5 payment. The late fee shall be paid at the time of pick-up. This fee is charged in an effort to encourage parents to pick their child up on time. Please arrange your schedules accordingly or have an alternate person, 18 years or older, to pick up your child in a timely manner.

## PARENT PARTICIPATION

Parent participation in the learning center is necessary to help us achieve our goals in providing the best possible care for your child. It is important for us to know what your values are for your child, and we would like to share our plans and experiences with you. We do this through daily informal talks and periodical individual conferences that you may request at any time. A "Back to School Night" will be scheduled at the beginning of the school year (September/October) in order for parents to get to know their child's teacher and familiarize themselves with the daily activities.

Parents are encouraged to participate by:

- Offering to volunteer in the classroom
- Offer your special talents such as; singing, sewing, dancing, storytelling, etc.
- Share cultural experiences with your child's class
- Read books to the children
- Help teachers with special projects
- Volunteer to be a guest speaker

While we understand that job schedules limit the amount of time you are available, we encourage each parent to become involved in some way with the center. We welcome extended family members to volunteer and visit the center. All events will be announced in the monthly event calendars.

Please contact the Director if you have any questions regarding parent participation. If any parent or person volunteers at The Growing Tree Learning Center II, there will be a Mantoux and Physical Exam required. This document will be found with your child's medical documents.

## **USAGE OF TECHNOLOGY**

At the center, we monitor the use of social media, computers, TV and videos for:

- Staff Personal Use
- Child Entertainment

Staffs are only allowed to use smart boards for educational activities lasting no more than fifteen minutes during circle time for children age fifteen months and older. Teachers are allowed to take pictures of the children during activities upon parental request and with parental consent. Teachers are only permitted to take pictures of the children for school projects to be published on school website as consented by parent(s)/guardian(s).

## **HEALTH REGULATIONS**

1. All children should receive a physical prior to admission.
2. All children must have all necessary immunizations
3. All prescribed medication shall have the child's name, name of medication, a pharmacy label containing: directions for administering the medication and the doctor's name.

## MEDICATION POLICY

The Growing Tree Learning Center II does not have a sick room; therefore our staff is limited to handling routine problems. The Growing Tree is equipped with staff members that have received medication training and will dispense prescription medication under the following conditions:

1. Medication will be given only after the child's parent has given written consent.
2. Prescription medication for a child must be prescribed to the child in order for it to be given to them.
3. Medication must be in its original container with its original label (child's name, name of medication, and date prescribed).
4. Unused medication will be returned to parent(s) when no longer being administered.
5. We will administer antihistamines, decongestants, cough suppressants, or typical skin ointments, eye or ear drops antibiotics when prescribed by a physician.
6. Aspirin or aspirin substitutes will not be given except with a doctor's note.
7. We will not give any medication that has to be administered rectally.
8. We will not dress or treat burns, wounds, open sores, skin lesions, etc.

## POLICY FOR SICK CHILDREN

Staff at the center will evaluate the child's condition and notify the parent/caregiver if necessary. If we cannot reach the parents/caregivers, we will contact the persons listed as emergency contacts. In case of a high fever, accident, or any other illness that we feel requires immediate medical attention, an ambulance will be called and the child will be taken to the nearest hospital/emergency treatment facility and we will continue to reach the parents/caregivers and/or emergency contacts for more information on this policy please refer to the next section, titled "Illness/Injury Policy." If the child display's any of the conditions listed below the child may not return to school until 24 hours after the condition has cleared. Absences of three or more consecutive school days require a doctor's note indicating that the child is well to return to school. A parent/caregiver must pick the child up from the center no more than one hour after being contacted with regards to the situation.

- Skin rash with fever or behavioral changes
- Elevated temperatures of 101.5 degrees Fahrenheit
- Severe pain or discomfort
- Acute (severe) Diarrhea
- Episodes of acute vomiting
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge\*
- Earache
- Infected untreated skin patches\*
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Ringworm\*
- Lice
- Lethargy

\*Condition requires a doctor's note in order to return to The Growing Tree Learning Center II.

## **ILLNESS/INJURY POLICY**

The following steps will be taken in the event of a serious illness/injury or emergency.

1. The staff personal in charge will call an ambulance for the child to be transported to the nearest hospital.
2. The parent/caregiver will be notified of the incident.
3. Staff member will notify parent of the location the child will be taken for medical attention and diagnosis.
4. An Incident Report will be completed by the staff person in charge within 24 hours and submitted to the program director so that the appropriate administrative steps may be taken.

**Note:** for minor illness/injury the child will be isolated, appropriately treated, supervised and the parent/caregiver will be notified.

## **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom and a parent/caregiver will be called to take the child home. The child must be picked up immediately after the parent/caregiver is notified.

<b><u>Respiratory</u></b>	<b><u>Gastro-Intestinal</u></b>	<b><u>Contact Illness</u></b>
Chicken Pox	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenza*	Giardia Lamblia*	Scabies
Whooping Cough*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	
Measles, Mumps*		
Strep Throat		
Tuberculosis*		

\*Reportable diseases, as required by N.J.A.C. 10:122-7.10(A)

The child who has any of the above illnesses will not be admitted to the day care until he/she is symptom free and has a medical diagnosis that indicates that the child poses no health risk to himself/herself or any other children and must have a date when the child can return to the program. The child may not return to school without a doctor's note.

### **NUTRITION PROGRAM**

1. All children [with the exception of those children in the Infant Room unless consented by parent(s)/guardian(s)], will be served three meals a day; breakfast, lunch, and a snack.
2. Staff members are to inform parents of any repetitive feeding problems experienced by their child.
3. Staff members shall not force-feed or coerce a child to eat against his/her will.
4. For children on special diets, an alternative choice of food is provided by the center (*be sure to inform staff about these needs*).
5. Individualized written diets must be submitted to the center by the child's physician.

No outside food is permitted in the center without prior approval from the center director. The Growing Tree Learning Center II is a NUT FREE ZONE; therefore nuts and products containing nuts are not permitted at our center.

## **TOILETING SKILLS**

Children enrolled at The Growing Tree Learning Center II are not required to be toilet trained. However it is the parents' responsibility to provide at least a weekly supply of diapers, pull ups, wipes, and any ointment that is to be applied when the child is changed. When a child is ready to begin toilet training, we ask that the parents communicate with the teachers the methods that are being used at home so that the same method can be used at the center and the skills being taught can be reinforced helping the process to be more successful.

## **EDUCATIONAL CURRICULUM**

The Growing Tree Learning Center II uses an educational curriculum that reflects the needs, interests, and capabilities of the children enrolled at the center. The curriculum covers the following areas: gross motor development, fine motor development, social/emotional development, literacy development, and creative skills development. Children learn mostly through indoor and outdoor play and large and small group activities. Children participate in the daily classroom routines varying in theme and lesson plan.

## **TRANSPORTATION**

The learning center does not require transportation services, as we do not travel outside the premises. Staff members are allowed to take children for a walk, no longer than five blocks from the center. Our teachers will usually walk to the nearest park (Hamilton Park) which is three blocks away. Children under fifteen months require the group strollers. Children over fifteen months can go for short walks during the walking rope.

## **OUTDOOR PLAY**

Our program curriculum involves daily outdoor time for the children to play and exercise depending on weather conditions. Children 12 months and older are taken outside to the playground. Each class takes turns going outside. The children explore their natural surroundings and develop their gross motor skills as they run, jump and climb on the center's playground equipment.

**\*Note:** Please be sure that your child is appropriately dressed for the season.

Although the center is located inside a housing complex, where other buildings include groceries stores, laundry room, and PACO agency, children do not share outdoor time with others around the community. Outdoor play is carefully monitored by staff and the area is restricted for the center only.

## **EMERGENCY DRILLS AND EVACUATIONS**

Evacuation drills are held once a month at The Growing Tree Learning Center II. Should an emergency occur that would require evacuation of the center, you will be notified as soon as possible. You will be asked to pick up your child if the emergency is expected to last a significant length of time.

**\*Note:** It is very important to update emergency contact information and telephone numbers if there is a change.

If you are at the center at the time of a drill or an emergency, we ask that you remain calm and follow our procedures and evacuate the building immediately along with the children and staff.

## **REST PERIOD**

The Growing Tree Learning Center II understands the importance of rest for your child's well-being, growth, and development. Therefore, after lunch time every day, the children have nap time. During this time the children are supervised as they lie in their own cots and nap if desired. Children are not forced to sleep; they may rest quietly at their cots or play with a quiet toy as to not disrupt the children who are sleeping.

In order to make naptime more enjoyable and comfortable for your child, we ask that you provide a clean crib size fitted sheet and blanket for your child to use on their cots during nap time. These linens should be taken home at the end of the week and a clean set should be returned at the beginning of the following week. Please make sure that you label all of your child's linens in order to ensure that they are not misplaced.

## **PERSONAL HYGIENE**

In order to help your child practice personal hygiene, all children are required to wash their hands with soap and running water as follows:

1. Before the intake of food.
2. Immediately after using the toilet.
3. Immediately after coming into contact with blood, fecal matter, urine, vomit, and/or nasal secretions.
4. Immediately upon returning to the classroom after outdoor play.

Children are also expected to brush their teeth upon completion of meals.

## **PERSONAL ITEMS**

In the event that child may get dirty or have an accident that may require a change of clothes, we ask that all children have at least one complete set of clothes at the center at all times. This includes a shirt, pants, underwear (if used), socks and sneakers. Please check the clothes regularly to ensure that it still fits your child and that it is appropriate for the season. If your child's clothes are changed during the day please make sure that you bring in a clean set the following day. Also please make sure that your child's spare clothes are labeled.

## **JEWELRY POLICY**

Due to the number of children in the classroom, it is not possible to keep track of your child's jewelry and it may get lost, damaged, or stolen. In order to avoid this, please do not bring your child to The Growing Tree Learning Center II wearing any type of jewelry. The Growing Tree Learning Center II will not be responsible for the replacement of any lost or damaged jewelry.

## **SNOW/WEATHER EMERGENCY SCHOOL CLOSING**

The Growing Tree Learning Center II will do its best to remain open on all the scheduled days, however in case of severe weather or emergencies the center will follow the same procedure as the Jersey City school system. In the event of poor weather or emergency, two possible adjustments to the center's schedule may be necessary.

1. The center will be closed for the day.
2. A 10:00 am delayed opening will occur.

Parents may call The Growing Tree Learning Center II main phone line, (201) 386-1502, to hear any emergency message regarding the center's closing. You may also listen to or watch the following radio or TV stations for information about such closings.

### **Radio Stations:**

FM Stations: 101.5 FM, 105.9 WCAA (Spanish)

AM Stations: 770 WABC, 1010 WINS, 710 WOR, 880

### **TV Stations:**

Channel 4 WNBC

Channel 5 FOX TV

Channel 42 News 12 NJ

Channel 41 (Spanish)

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

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

- The child is supervised at all times.
- Parents and authorized pick-up person will be contacted by staff.
- Failure to pick-up child within an hour or more will result in staff member calling the 24-hour State Central Registry Hotline: 1-877-NJ-ABUSE for assistance.

In the event that a staff member or Director suspect a parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired, and that the child would be at risk. The center shall ensure that:

- The child is not released to the individual.
- An alternative person is contacted or the other parent.
- If unable to contact a responsible person for the child, staff member must contact the 24-hour State Central Registry Hotline: 1-877-NJ ABUSE to seek assistance in assuring safe care for the child.

**\*Please Note:** that your child will not be released to anyone under the age of 18, other than the parent(s).

## **GENERAL PROCEDURE**

1. Teachers will not discuss a child's negative behavior with a parent without consulting the Director first.
2. There will be NO PHYSICAL PUNISHMENT of any kind to any child.
3. Positive reinforcement and rewards will be used for discipline. Children learn through repetition. Children should be reminded of your expectations of them on a daily basis.
4. Teachers will not discuss a child's behavior in front of the child.
5. No food or rest shall be denied.

## **PARENTAL NOTIFICATION**

Communication is very important for our center. Teachers are responsible for communicating with parents regarding the children's needs and behaviors. To ensure the children are receiving the best service possible, we communicate with parents in the following methods:

- The Director keeps parents informed of any changes or upcoming events via email, printed letters, flyers, etc.
- Teachers may also hold conferences with parents and the Director when needed.
- Also, monthly newsletters are posted on their bulletin boards for parents to see what the children are learning.
- Parents will also be notified by a staff member in case of an unusual incident or accident, via phone promptly.

The Director is always available to speak to parents directly.

## **GUIDANCE AND DISCIPLINE POLICY**

The Growing Tree Learning Center II will redirect and guide the children through the use of:

1. Positive Reinforcements;
2. Consistency to meet the children's needs based on age and developmental needs;
3. Help aid children's ability to develop and maintain self-control;

Our staff is expected to lead and guide children with love and respect. Each classroom teacher will discuss and reinforce "classroom rules" through:

- circle time activities,
- role playing,
- socialization activities, and
- visual aids such as: pictures, study and films, and music and songs

Teachers will set limits in the classroom, encouraging and rewarding positive behavior. If a child exhibits negative behavior, the child will be spoken to in a calm, yet firm manner.

- Children will not be disciplined for failing to eat, sleep, or for soiling themselves.
- Staff members will not discipline the child by hitting, shaking, or any other form of corporal punishment; No abusive language, and frightening treatment.
- Staff members will not withhold children food, emotional responses, stimulation, or the opportunities for rest or sleep.

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

If the disruptive behavior of the child becomes consistent, the teachers will consult the Director. The center will attempt to resolve discipline problems following the steps:

1. The director will offer positive discipline suggestions and techniques after observing the child in the classroom;
2. the teacher will record daily observations of the child in the classroom;
3. If the behavior does not improve, the director will schedule a conference with the child's parent(s) and teacher.

The conference will include a discussion of effective and consistent methods to resolve the child's behavior problems. If a child is a threat to the safety of him/herself, another child, staff member or the center property, the center director can recommend dismissal from the center.

## EXPULSION POLICY

Unfortunately, there are sometimes reasons we may have to expel a child from our program either on a short term or permanent basis. We will work with the family to prevent policy from being enforced.

### *OUR REASONS FOR IMMEDIATE EXPULSIONS ARE:*

- The child is at risk of 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

### *PARENT ACTIONS THAT LEAD TO EXPULSION:*

- Failure to pay or habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Verbal abuse to staff

### *CHILD ACTIONS THAT LEAD TO EXPULSION:*

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

A child will not be expelled if a parent/guardian:

- Reported abuse or neglect occurring at the center
- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing
- Questioned the center regarding policies

Children will not be expelled without giving the parent sufficient time to make other child care arrangements (one or two weeks' notice). Failure of the child/parent to satisfy the terms of Expulsion plan will result in permanent expulsion.

### ***PREVENTATIVE ACTIONS:***

At growing Tree we aim to avoid the need for expulsion via a collective effort to meet the children's needs of proper guidance. Staff will ensure that proactive actions are done to prevent expulsion, such as:

- Try to redirect a child from negative behavior
- Reassess classroom environment, appropriateness of activities, and supervision
- Always use positive methods and language while disciplining children
- Praise appropriate behaviors
- Consistently apply consequences for misconduct
- 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 with parents and child's teachers and the Director
- Give the parent literature of other resources regarding methods of improving their child's behavior
- Recommend an evaluation by professional consultation on premises
- Recommend an evaluation by local school district study team

### **TERMINATION POLICY**

To withdraw your child from our program, The Growing Tree Learning Center II requires a thirty (30) day notification in writing.

**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://data.nj.gov/childcareexplorer>. 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.

Xcz

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 or (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/).

## **HELPFUL HINTS FOR PARENTS**

1. You, as a parent, are the expert when it comes to your child. Your interaction with your child's teacher is important to assisting us in providing a safe, secure, and wholesome environment. In order to keep the lines of communication open we encourage you to speak to your child's teachers on a regular basis.
2. A part of The Growing Tree Learning Center II. The curriculum includes arts and crafts, painting, etc. Please dress your child appropriately so their clothing is not ruined. If you want to send a smock or another cover up, we would be happy to use it.
3. In the event of an emergency, The Growing Tree II will contact you. It is the parent's responsibility to provide us with any changes in emergency information immediately.
4. We discourage children from bringing their own toys to the center.
5. Breakfast is served at 8:30 am. Please make sure that your child arrives before this time in order to ensure that they can eat their breakfast and be ready to start the day with a full stomach!
6. The Growing Tree Learning Center II is centrally heated and cooled. Please dress your child appropriately according to the weather and make sure that they wear comfortable, safe shoes. Please refrain from sending your child to school in sandals, heels, or flip flops since the children may fall off and cause an accident.