



220 Vreeland Ave, Boonton, NJ 07005

www.naturenest.info * 973-265-0696

WELCOME! We are delighted that you have chosen to enroll your child in The Nature Nest! Included in this packet are forms to fill out and information to read.

Your child will also need the following things to insure a smooth and happy beginning (follow the links next to each item for our specific product recommendations):

For Rest Time/Sleeping:

- ☐ A blanket
- ☐ Sheet for the mat such as this one <http://amzn.to/2xbvBqk>
- ☐ A soft cuddly toy

For Wearing:

To keep on hand...

- ☐ 2-4 complete sets of weather appropriate clothing, including a sweatshirt and sneakers or comfortable shoes to leave at the school, and the following as necessary to explore the outdoors comfortably in ANY weather...
- ☐ Diapers, wipes, and diaper cream (if not yet potty trained)
...For cold/winter months:
- ☐ Coat
- ☐ Hat
- ☐ Mud suit <http://amzn.to/2yg8JV2> or <http://amzn.to/2x8a7Jr>
- ☐ Rain boots <http://amzn.to/2fdrVOC>
- ☐ Gloves/mittens <http://amzn.to/2xciULV> or <http://amzn.to/2CEjKk4>
- ☐ Snow pants <http://amzn.to/2HIK9Rk> <http://amzn.to/2EXVwXj>, or <http://amzn.to/2Fqg6NB>
- ☐ Snow boots <http://amzn.to/2wxTwvy> and <http://amzn.to/2ygC4yM>
...and for warmer/summer months:
- ☐ Bathing suit
- ☐ Beach towel
- ☐ Swim diapers (if not yet potty trained)
- ☐ Plant based & Non-toxic Bug Spray & Sunscreen <http://amzn.to/2jHKprZ> and <http://amzn.to/2ynN9ya> or <http://amzn.to/2ybJKBu>,
- ☐ Indoor shoes or slippers

For Meals:

- ☐ Lunch box with an ice pack & nutritious lunch for the day.
- ☐ Because we use a convection oven instead of a microwave, food that needs to be warmed up should be in an oven safe glass or ceramic container such as these <http://amzn.to/2frOg8c> or these <http://amzn.to/2xloelx>.
- ☐ Crumb catcher bibs like these <http://amzn.to/2h9AAOZ>
- ☐ Straw cup or water bottle for the day

For Fun: (Art expression is an important part of our program and as you can imagine with little ones, materials quickly run out. As a result we kindly ask each family to supply one each of the below consumable art materials if at all possible. However if for any reason you cannot buy all of these at this time, please do not worry. We always strive to have extra on hand.)

- ☐ A set of non-toxic block crayons <http://amzn.to/2GEIQI7>
- ☐ Colored pencils <http://amzn.to/2EN9KGZ>
- ☐ Paint <http://amzn.to/2GDVBfQ>
- ☐ Modeling Beeswax <http://amzn.to/2Fosv4F>
- ☐ Watercolor paper <http://amzn.to/2CFmxtv>

For Record Keeping:

- ☐ [Admission Application](#) & Signed Contract
- ☐ [Universal Child Health Record](#) along with Vaccination Records OR Religious/Medical Exemption
- ☐ All REMAINING FORMS AND FEES
- ☐ Other _____

All items, except educational materials, must be clearly labeled by permanent marker or label machine with first and last name. If you have any question about any items on this list, our recommendations, or anything in general, please don't hesitate to ask. If you do need to purchase any of these items, please consider purchasing directly through the links as they are affiliate links and help us offset some costs.

We look forward to spending many happy hours with your child and to a long and positive relationship with you and your family. Thanks again for sharing your precious child with us and for placing your trust and confidence in us!

Gratefully,

Sarah Myriam, BS, CHC (Owner/Director)



PARENTS

RECEIPT OF INFORMATION:

- ☐ Information to Parents Document
- ☐ Policy on the Release of Children
- ☐ Positive Guidance and Discipline Policy
- ☐ Policy on the Methods of Parental Notification
(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)
- ☐ Policy on the Use of Technology and Social Media
- ☐ Expulsion Policy
- ☐ Policy on Communicable Disease Management
- ☐ Medication Administration in Child Care Policy

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name(s):

Parent/Guardian's Name:

Signature

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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/childcare_explorer.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <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/.

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).

EXPULSION POLICY

NAME OF CENTER: The Nature Nest

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.

The Nature Nest

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. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

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 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 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 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 loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

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.



Policy on The Use of Technology and Social Media & methods of parental communication

While many applaud early technology use in young children, we observe that a child's natural, instinctive, creative and curious way of relating to the world may be repressed when technology is introduced into learning environments at an early age. As a result, computers and digital technology are not a part of our early childhood curriculum.

While the children don't have access to computers and other digital devices, adults do utilize technology in the school as a means of communication between parents and staff, and the community, while reducing paper waste. We of course aim to do this in such a way that does not affect the children's safety, supervision, or natural development.

This policy aims to define allowable and appropriate use of technology in our school and provide some clear guidelines for conduct on school social networking and/or other websites for both parents and staff.

The primary methods used to update our community and communicate with staff and parents include: Phone, Email, text messages, and childcare management app (Brightwheel). The center also updates the community via the center website, and the following social media sites:

- <https://www.facebook.com/naturenestacademy/>
- https://twitter.com/The_Nature_Nest
- <https://www.alignable.com/boonton-nj/nature-nest>

Parents, staff, and members of our community may also join the following private & members-only forums for community discussions and sharing of information:

- <http://wix.to/A0AUAGY>
- https://www.facebook.com/groups/188025632113000/?source_id=453837274817015

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- Teachers only group:

https://www.facebook.com/groups/2018599801555958/?source_id=453837274817015

Devices such as center tablet, center computer, director's cell phone and staff cell phones may be used by staff to communicate via the methods mentioned above. Staff use of such devices is permitted for communication, training and administrative purposes only but shall not prevent staff from adequately supervising children.

Staff are very aware of their responsibility as role models to the children and to be actively engaged/interacting with the children all throughout the day and therefore avoid having the children see them utilizing electronic devices as much as possible. This may mean that updates to your child's electronic reports may have to wait at times, until a more convenient and safe time to be posted such as naptime or lunch.

Information that the school may communicate electronically to parents includes but is not limited to, child's daily report updates, photographs, community information, requests for records/supplies, emergency closures, unusual incidents, illness, accidents, and/or minor injuries. If communicated electronically, illness and major incidents are usually followed up with a phone call as well to ensure parental receipt.

Urgent Updates, such as school closures and/or emergencies will be communicated via Brightwheel app as a message blast. Therefore, it is important for all parents and guardians to have downloaded the app and created a profile. Visit www.mybrightwheel.com to do so.

Social Networking/Media exchanges between parents and staff are limited to sites listed above and approved devices only, and must maintain professional boundaries. No private or personal information will be shared on any public social media.

Posting of photographs or videos of children on public social media sites, other than your own child, without permission, is prohibited. This includes, but not limited to, photographs or videos

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of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.

Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously enrolled children/family information is also prohibited.

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

General center information/updates may be posted with prior approval from the director and any children/families involved.

Any breaches of the center's Policy on the Use of Technology and Social Media identified must be promptly reported to the director.

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POLICY ON THE PREVENTION AND MANAGEMENT OF COMMUNICABLE ILLNESSES/INFECTIONS

At the Nature Nest, the children's safety, health, and well being is our number one priority. Ensuring that their environment remains a healthy one, requires the cooperation of parents, caregivers, and teachers alike.

Proactive measures such as daily sanitizing of toys, play surfaces, tables and chairs, along with frequent handwashing are just some of the ways Nature Nest Teachers and Caregivers ensure a clean and healthy environment.

Nonetheless, some common and often minor childhood illnesses may be inevitable. As a result, it is important to be observant for any signs and symptoms of possible illness/infection. Should your child exhibit any such symptoms please do not bring them to the center until either a physician has cleared him/her for school, or they have been symptom free for at least 24 hours. Please do not medicate with fever reducers or any OTC medications that may mask the symptoms making it difficult to distinguish if the child needs medical care. Such symptom-suppressing OTC medications do not treat any infections/illness and may even prolong the time of illness/infection.

Additionally, Nature Nest kindly requests that all well visits in which a child is due to receive any vaccinations be scheduled for Friday afternoons/evenings or on a date/time that will allow the child to be under the parents' care for the next 48 hours, in order to monitor for possible reactions or signs of illness/infection. Children often don't feel very well after getting their shots and may require some individualized attention or snuggles, or just monitoring for slight fevers and/or malaise. This is extremely important, especially in the case of any "live" vaccines such as MMR, varicella, nasal flu, or oral rotavirus, to name a few. Children may not return to the Center prior to 48 hours following vaccinations or longer should they develop any reaction or symptoms of illness following vaccination.

Should a child be exposed to a communicable illness, we ask parent to please notify us so that we may monitor for possible signs of infection. In turn, should we become aware of any exposure or any child within our care that is diagnosed with any such illness/infections, a notice will be posted or sent to families.

For more detailed information regarding specific symptoms and state mandated regulations regarding the management of communicable illnesses, please refer to page 2 of this policy document.

Thank you for your understanding and cooperation!

NJ 10:122-7.11 Information to parents regarding the management of communicable diseases
To be distributed to parents

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 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 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. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

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.

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.

Medication Administration in Child Care Policy and Procedures

PURPOSE: *This policy was written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.*

INTENT: *Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.*


GUIDING PRINCIPLES and PROCEDURES:

1. When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - ✓ Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
 - ✓ Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
 - ✓ Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the child care center.
7. Examples of over-the-counter medications that may be given include:
 - ✓ Antihistamines
 - ✓ Decongestants
 - ✓ Non-aspirin fever reducers/pain relievers
 - ✓ Cough suppressants
 - ✓ Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
 - ✓ Inaccessible to children
 - ✓ Separate from staff or household medications
 - ✓ Under proper temperature control
 - ✓ A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are attached to this policy and include:
 - ✓ Permission to Give Medication in Child Care
 - ✓ Universal Child Health Record
 - ✓ Emergency Contact Sheet
 - ✓ Medication Administration Log
 - ✓ Medication Incident/Error Report
12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.
13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.
14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.
16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.
17. The Medication Administration in Child Care Policy will be reviewed annually by the following:

18.

<input checked="" type="checkbox"/> Child Care Director	Sarah Myriam
<input type="checkbox"/> Licensing Consultant	
<input type="checkbox"/> Child Care Health Consultant	
<input checked="" type="checkbox"/> Parent/guardian	
<input checked="" type="checkbox"/> Other(specify)	Staff Members
<input type="checkbox"/> Other(specify)	

EFFECTIVE DATE OF THIS POLICY:	PARENT SIGNATURE:	DATE:
	PARENT SIGNATURE:	DATE:
	CENTER DIRECTOR/DESIGNEE SIGNATURE: 	DATE:

REFERENCES: Information for the Medication Administration in Child Care Policy was derived from the current *Manual of Requirements for Child Care Centers in New Jersey* and *Caring For Our Children—The National Health and Safety Performance Standards for Out-of-Home Child Care Programs*, second edition.

APPENDIX H

UNIVERSAL CHILD HEALTH RECORD

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

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

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

Section 1 - Parent

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

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

Section 2 - Health Care Provider

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

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

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

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

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

a. Note any significant medical conditions or major surgical history. **If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow.** A generic care plan (CH-15) can be downloaded at www.nj.gov/health/forms/ch-15.dot or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.

b. **Medications** - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

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

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

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

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

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

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

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

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

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

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

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

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

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

Parent's/Guardian's Permission To Apply Sunscreen To Child

(Name of Child) _____

As the parent/guardian of the above named child, I hereby give permission to the staff of

(Child Care Business) The Nature Nest

to apply a sunscreen product of SPF-15 or higher to my child, as specified below, when he or she will be playing outside, especially during the months of March through October and between the daily times of 10 a.m. and 4 p.m. I understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of the ears, nose and bare shoulders, arms, and legs. I have checked all applicable information regarding the type and use of sunscreen for my child:

- ☐ I do not know of any allergies my child has to sunscreen.
- ☐ Staff may use the sunscreen of their choice following the directions or recommendations printed on the bottle.
- ☐ I have provided the following brand/type of sunscreen for use on my child:

- ☐ My child is allergic to some sunscreens. Please use only the following brand(s) and type(s) of sunscreen:

- ☐ For medical or other reasons, please do not apply sunscreen to the following areas of my child's body:

Parent/Guardian full name (print): _____

Parent/Guardian signature: _____ Date: _____

MONTHLY MEDICINE RECORD

Child's Name _____

Month/Year _____

Medicine	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Time																															
Sunscreen																																
Sunscreen																																
Sunscreen																																

Month/Year _____

Medicine	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Time																															
Sunscreen																																
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Month/Year _____

Medicine	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Time																															
Sunscreen																																
Sunscreen																																
Sunscreen																																

Month/Year _____

Medicine	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Time																															
Sunscreen																																
Sunscreen																																
Sunscreen																																

A = Absent

O = Other (Please explain for each instance)

BLANKET PERMISSION FOR WALKING TRIPS

Center Name: The Nature Nest

Child's Name: _____

I hereby give permission for my child to participate in walking trips in the neighborhood around the center. I understand that the walking route is within the center's neighborhood, includes no known safety hazards, and that the walks will not involve entrance into any facility other than the following:

Signature of Parent/Guardian

Date

CHILD CARE AGREEMENT

This agreement is entered into on _____, by and between Nature Nest, LLC, a licensed Child Care Program (hereinafter referred to as "Center") and _____ (hereinafter referred to as "Parent/Guardian").

This Agreement contains the terms agreed upon between the Center and Parent/Guardian for the care of:

Child: _____ D.O.B. _____

Child: _____ D.O.B. _____

1. Terms. This agreement expires on _____. All contracts must be renewed each year. Failure to comply with the terms set forth in this agreement may, result in immediate termination of enrollment and forfeiture of any security deposit paid. A thirty day written notice is required in order to terminate this agreement. Failure to give the Center thirty days' notice prior to terminating this agreement will result in forfeiture of security deposit or a severance pay charge, if no deposit was given at the time of enrollment.

2. Contracted Hours. The parties have agreed to the following schedule of care. Additional days will depend on availability and will be charged at the daily rate.

<input type="checkbox"/> Monday....	Hours: _____	to _____
<input type="checkbox"/> Tuesday...	Hours: _____	to _____
<input type="checkbox"/> Wednesday...	Hours: _____	to _____
<input type="checkbox"/> Thursday...	Hours: _____	to _____
<input type="checkbox"/> Friday...	Hours: _____	to _____

Late pick up must be pre-arranged and approved by the Center. If for any reason you are not able to pick up your child by the contracted time, please make every effort to arrange for someone else to pick-up and notify the provider as soon as possible.

3. Registration/Enrollment Fee. \$100/annually. Registration fees are collected at the time of enrollment and then annually on the month that your child joined NN. These fees help to offset some of the costs of equipment, toys, materials, etc... that need to get replaced from wear and tear or from children simply outgrowing them.

4. Security Deposit. Equivalent to 1/2 month tuition, due at the time of enrollment to secure your child's space. This is applied to your last month.

5. Tuition/Payment Rate. The payment rate will be \$_____ per month (12 months/year) and is due on the **1st of each month** regardless of attendance, missed hours, or any absences, or holidays and provider's vacation hereby mentioned in this contract (refer to the section on closures and holidays for more details). If taking an extended vacation of one month or longer, you may disenroll and re-enroll your child in the program, providing advance notice of 30 days or more. However, the Provider reserves the right to enroll another child in their place. For vacations one week or longer, please notify us the prior month and we will prorate the upcoming month's tuition accordingly. However, please understand that the closure days listed in this contract are considered **the staff's** PTO and will not be discounted or prorated. The Center will give the parent/guardian a minimum of thirty days written notice of any increase in fees.

6. Payment Schedule. Payment is due monthly at drop-off by **the 1st of the month**, or anytime during the prior month. If payment is not made by this set day, a **\$10.00** per day late fee will be enforced. If payment is not received by drop off on the 10th day, your child will not be accepted into care until payment (including all late fees) is received. If payment is not received by the 15th contract will terminate, which will result in forfeiture of any deposit and care will no longer be provided. You will be responsible for all unpaid fees and costs related to collection of unpaid fees. Repeated non-payment of fees may result in immediate termination of care. There are no refunds for early pick up or late arrival. Payment is a flat fee, a contracted monthly rate designed for each family based on their specific needs and schedule. Payment must be received on the day it is due (or prior to), even if your child is not in attendance.

7. Financial Assistance. Is available for income-eligible families through the New Jersey Child Care Assistance Program, and in many cases registration and/or deposit may be waived for some families who may not meet the requirements for state assistance but

have endured financial hardship. Feel free to discuss your options with Sarah. To check availability and apply, parent must contact their local county's Resource & Referral Office (Morris County's is Child & Family Resources). Parent is responsible submitting all the appropriate paperwork and to pay any difference in tuition that is not covered by assistance.

8. Late Pick Up Fees. If you need additional hours beyond 7am-6pm, a rate of **\$ 14 per hr** will be added to your rate on such days additional time is needed. This must be pre-arranged and approved by the Center in advance. Late pick-up fees will be charged at the rate of **\$ 10** per 15 minutes past 6pm. This also applies to early drop off. The Center also reserves the right to refuse a child if drop off occurs before contracted time. Repeated late pick up or early drop off may result in termination of care. Late fees are due at time of pick up. Please remember providers likely have commitments to their own families and others outside the Center and may not always be available for late pick up. As a result we ask that you please arrange for an alternate pick up if you know you will be late.

9. Returned checks. In the event of a returned or NSF check, parent/guardian will be responsible for all bank charges incurred by Center and a **\$ 35** NSF fee will be charged to your account. If payment is not received within 24 hours of NSF notification normal late fees will be accrued. Failure to pay within 5 days may result in termination of contract for non-payment and forfeiture of any deposit. After two NSF checks, all future payments must be paid in cash or money order only; checks will no longer be accepted.

10. Hours of Operation. 7am-6pm Monday-Friday. These hours are strictly enforced. If you are in need of a schedule extending beyond the listed hours, please inquire with the Center. In many cases, we may be able to accommodate an earlier drop-off or later pick up if need be. An hourly rate or rate of **\$ 14** per hour will be added to your regular rate on such days additional time is needed. And a daily rate of \$70 for additional days beyond the contracted schedule. This must be pre-arranged and approved in advance. Repeated early drop off or late pick up (outside of contracted hours) may result in additional fees and/or immediate termination of care.

11. Holiday & Vacation Closures. The Center will be closed on the following holidays: **Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Dr. Martin Luther King Jr. Day, Presidents Day, and Good Friday.** Parents will be reminded of closures prior and notified of any additional closure dates surrounding Christmas one month in advance. The Center also closes for two weeks during the year, one of which will take place during **the week between Christmas to New Years**, the other in the summer. These two weeks are considered the center staff's only paid vacation. Monthly tuition remains the same and will not be prorated for the holiday or provider vacation closures mentioned in this contract. This is the only paid time off the providers receive.

12. Weather & Emergency Closures. Unless there is a state of emergency and/or travel ban in effect, we rarely close for snow. However, we urge parents to use good judgment and stay off the roads if conditions are hazardous for their own safety and the safety of their children. In the event that weather creates a dangerous situation, you may be asked to pick your child up from care immediately or we may be forced to close for the day entirely. Examples of this may be, but are not limited to, loss of electricity or threat of serious flooding. We will notify parents immediately, via brightwheel message alert blast, of any weather related closures. Parent/guardians are responsible to have back-up care available in case of these closings. Tuition remains the same and will not be prorated for emergency closures.

13. Absences. In the event that your child needs to miss a day, please call within **1 hour** of regular arrival time. Please remember even if child is absent from care the normal rate will still applies. If you currently receive Financial Assistance, you must call the absence in from your own phone to the E-Child Care hotline.

14. Wellness/Illness. Under no circumstances should a parent bring a child in sick. If you are not sure if your child is well enough to attend care please call and discuss it with the Center. All fevers of 100.5° or higher must be considered a sign of contagious illness unless examined and cleared by a doctor. Administering over the counter medications to reduce the fever simply masks symptoms and prolongs the recovery process. Bringing your child to daycare with masked symptoms in any way, is not allowed and may be cause for immediate termination. The Center understands and respects your need to work, however the Center is also responsible for the health and well being of all children in care and will closely follow health department regulations when it comes to illness. For the health and safety of all children the Center has the right to refuse care to any sick child.

No child will be accepted with a fever (100.5°+), two or more bouts of diarrhea or vomiting, difficult/labored breathing, rash, discharge from eyes or ears, lice, and/or any communicable diseases (i.e. chicken pox, measles, influenza, pink eye, etc). Should a child become ill during care, parent/guardian will be notified and may be asked to pick the child up. Children also must be symptom free, without the aid of medication, for a period of 24 hours before they will be accepted back into care.

When scheduling well check-ups for your child with his/her pediatrician, if vaccinations are going to be administered, we ask that you schedule them for Friday afternoons/evenings or on a date/time when your child can be under your care/observation for at least the

next 48 hours. Children may not return to the Center prior to 48 hours following vaccinations or longer should they develop any reaction or symptoms of illness following vaccination.

15. Medication. Nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. Prescriptions must be labeled with the child's name in the prescription label.

16. Medical Emergencies. Please note that it is our firm hope that the authorization granted in this section of this form will never need to be used. However, for the safety of the children, sound practice calls for such permission. The authorization granted in this particular section of this form will be used **ONLY** when absolutely necessary. Every effort will be made to contact a parent. All children, whether at home or at child care, are at risk for minor falls, bumps, bruises, scrapes and such boo-boos are normal part of typical childhood play. While we make every effort to keep children safe through supervision and childproofing, and provide what we believe to be the highest standards of care and supervision, accidents can still happen. Your signature on this form will act as a Release and Waiver of Liability for any such injuries which your child may incur while under our care and supervision, unless such injury is the direct result of our gross and extreme negligence, or willful and wanton acts. Minor injuries receive appropriate first aid and if an emergency injury or illness occurs you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Parent/guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

By signing this form, _____ (Parent/Guardian) agrees to the administration of medical treatment to his/her child _____ (Child's name), by a duly qualified health practitioner in parent/guardian's absence should an emergency occur. Parent/Guardian hereby authorizes the Center to arrange for such emergency medical treatment until parent/guardian can be present.

17. Arrival and Departure. It is normal for children to be hesitant and sometimes even cry when being dropped off. It's their way of communicating that they will miss you. That is why it is best to not say good-bye or make mention of leaving until you are ready to actually follow through and leave. Once you are ready to leave, if your child does become upset, please reassure them in a positive tone that this is a fun and safe place and that you will be back as soon as work is done, place your child in the provider's arms for comforting and leave. Linger after saying good-bye often leads to confusion or anxiety, and even future manipulation attempts by the child, if older. Also, please refrain from sneaking away when your child is distracted without saying good-bye. Doing so damages the trust relationship you've worked so hard to establish with your little one and creates more anxiety for the child down the road. We feel strongly that by spending time here playing with your child, allowing them to see you relaxed and enjoy yourself in the company of the provider, it sends the message to your child that this is a safe and happy place which you trust and enjoy therefore they can trust and enjoy it here too. However, drop-off time is a rather difficult time to achieve that for most families. After saying good-bye or mentioning that you will leave it's important to be brief and follow through, as this too adds to the trust relationship you've worked so hard to establish with your little one. Therefore, don't say good-bye until you're ready and once you do, don't take your child back or prolong the departure. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. The Provider will avoid taking your child from your arms unless you verbally communicate that you want her to. This is to avoid confusion or a premature separation. Instead the Provider will wait until either you place the child in the provider's arms or you communicate that you are ready to leave and she can take over to play with or comfort the child.

18. Authorized Pick up. Under no circumstances will the child be released to anyone other than parent/guardian or those listed below without written permission from parent/guardian. Even with written permission, any persons unfamiliar to provider will be required to show valid photo identification. Please alert provider in advance when anyone listed below will be picking up.

The following person(s) has permission to pick up child(ren):

1. _____ Relationship: _____
2. _____ Relationship: _____
3. _____ Relationship: _____

Please remember to inform the above-named person(s) that photo ID must be shown before child can be released to them and be sure they create a brightwheel profile.

19. Discipline. Both the Center and Parent agree to abide by the Center's Discipline Policy which states that a positive "YES" environment for children will be created by ensuring that our guidance is developmentally and age appropriate and focused on promoting positive behaviors. Adults will use a respectful tone when speaking to children and our language is used to praise,

encourage and explain and provide appropriate words to help children solve conflict and express their emotions. Adults will also model appropriate behavior for children and provide opportunities for child choice, decision-making and problem-solving. We provide an alternative and redirect children to appropriate behaviors. We will treat children with respect and aim to help promote socially acceptable behaviors, develop self-concept and self-esteem, problem-solving skills and self-regulation. We want our children to learn how to make safe healthy choices on their own, and our approach to positive guidance will foster that.

Under NO circumstance will there ever be any use of an inappropriate tone or language to shame, humiliate threaten or intimidate children. We refrain from name-calling and labeling. There will be no form of corporal punishment or the use of any physical contact as a means of showing disapproval or punishment. (This would include but is not limited to spanking, pushing, pulling, biting, grabbing.) We do not use food as a reward or punishment in any way, nor do we use force or withhold sleep. We do not withhold or force physical activity.

20. General Information and House Rules.

- Upon arrival, parents should check-in on the iPad.
- Parents are required to notify the Center within one hour of normal arrival time if child will not be coming for the day.
- Parents are required to keep the Center informed of any change in addresses, telephone numbers, and other pertinent information.
- The Center maintains an open-door policy for parents during daycare hours, you are not required to knock. Please be aware that door is locked during the day for the safety of children. Parents can unlock it by punching in the door code. Please be sure to fully close the door shut in order to maintain the safety of the children.
- Parents are welcome to call/text during the day or evening with any questions. If unable to reach the Center, please leave a message and your call/text will be returned as soon as possible.
- Respectful treatment of other children and all property, toys, and furniture is to be expected.
- Willful destruction of property may be charged to the parent/guardian at the cost to replace the item.
- Play is an important part of development and children will get messy/dirty during activities. Please do not send children in special outfits you do not want dirty or stained and please DO send children in with weather appropriate clothing. This includes rain gear, snow gear, and swim wear according to the day's weather.
- The Center must promptly report to the proper authorities any sign of neglect or abuse of the children in care, as mandated by the state of NJ.
- There is absolutely NO SMOKING allowed on premises. This includes the front, back yard, and drive way as well.

21. Supplies. Parents are requested to bring a blanket for rest time to be kept at the child care home and a complete change of clothing (including socks) appropriate for the weather. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. All items need to be labeled with your child's initials. Parents are also required to supply diapers and wipes for non-potty trained children. The Center will notify you when your child's supply needs to be replenished. Parent should also bring diaper rash ointment, any medications, or creams (including sunscreen) needed. We ask that all creams, lotions, sunscreens, etc... be plant-based, non-toxic, and baby safe. Conventional aerosol sunscreens are prohibited as they have been shown to be bothersome to those with respiratory problems/sensitivities. Additionally, parents are also asked to contribute necessary items on the supply list.

22. Toys. No toys should be brought from home unless it is an item the child is willing to share with the others. If something to sleep with at nap is needed (special blanket or animal) please bring it, but it will only be for naptime and will be put up when the child first arrives.

23. Potty Training. Potty training requires the effort of both parents and provider. The Center will be happy to help with potty training provided that the child is ready and willing, and parents initiate the process at home first, whether it is over a weekend or during vacation. Putting a child in a diaper during the potty training process may confuse the child and delay the training process. So it is recommended that the parents initiate the training process at home over a vacation or long weekend. Once the child has successfully urinated and had a bowel movement on the potty, our recommendation is that the child begin wearing underwear and be placed on the potty every one to two hours, before & after meals, before & after naps, prior to departing one location (such as home or daycare) and upon arrival at the destination (daycare or home). Most of the time children do not begin to warn the adult that they have to go potty in the early stages of potty training, so it is up to the adults to commit to placing the child on the potty frequently, until the child gets used to this new habit and begins to verbalize it themselves. Additionally, all potty training children must wear clothing that they can handle successfully on their own - no onesies, no overalls, no belts or jeans with buttons or snaps. Elastic waist pants are the most appropriate. Parents will be asked to supply extra sets of spare clothing during the training period.

24. Birthdays/Festivals. There are festivals which are celebrated with community as well as those unique to the family. Holidays, Birthdays, Seasonal family traditions all can be meaningful markers of time that children excitedly look forward to. Some are celebrated just the day of, some are built up by preparing the week before, some continue to be celebrated for days after as a tide, &

some are entire seasons. When it comes to children's birthdays, Parent/guardian(s) are welcome to bring special food treats to share. We simply ask that you please arrange with provider beforehand as other children may have allergies to specific foods.

Additionally, we ask that parents contribute to and participate in seasonal festivals in order to strengthen our Nature Nest community and bond between home and school. Although we are Christian and observe Holy Days/Saint Days, as well as practices such as saying grace before meals or blessing one another. That being said, our program, and our hearts are open to everyone regardless of religion, race, ethnicity, or anything else. We hope you enjoy learning about and sharing in our traditions as we certainly look forward to learning about yours! If you have a special festival or activity you'd like to share with us, we'd love to learn about it so please do discuss it with the provider. If you'd prefer your child not participate in any planned festivals/activities, or participate with restrictions, alternate care may need to be arranged during those times. Be sure to discuss this with the provider ahead of time.

25. Meals. Parent/Guardian is responsible for providing meals. Anything that needs to be warmed up should be in an oven safe glass or ceramic container as we use a convection oven to warm up the food. Breakfast should be eaten at home. Infants are always fed on demand. Breast milk or infant formula, and baby food is must also be supplied by parent/guardian including an extra set to keep on hand for emergencies or unexpected growth spurts.

26. Nap/Rest Time. Each child is required to have a rest period. If your child no longer naps, your child will be offered books and/or quiet/restful activities to engage in. Parents are requested to supply a blanket for the child to be kept at daycare during the week. Please refrain from dropping off or picking up during this period as it can be disruptive to the sleeping children. Infants are always put to sleep on their backs and nap on demand. Toddlers and preschoolers generally nap once per day usually between 1 and 3 pm (give or take half an hour). Pack-n-plays are available for infants, however if you prefer to supply your own you are welcome to do so.

27. Field Trips. The Center may offer field trips. However, because of the age of the children, most "field trips" are in essence meet-ups, pre-determined dates where families and Providers with her own children will meet up at a different location (a farm or zoo for example). These are meant to extend upon the learning experience and sense of community and often times happen on a weekend. Notice of field trips will usually be given at least two weeks in advance. Parents are responsible for any admission fees if there are any associated with the activity/field trip. Walking field trips around the property and/or the neighborhood may occur weather permitting. Occasionally parents may be requested to pay extra fees for some special projects and activities and/or field trips. Parents will be notified in advance of any special project or field trip. You may choose not to participate in special field trips or activities that require additional fees, however alternate care may need to be arranged by parent/guardian.

28. Transportation. The Center may need to transport children in care for either a field trip, school drop offs/pick ups, or in case of emergency with prior written permission from the parent. All traffic laws will be followed and no child will ever be left unattended in a vehicle. Children will be placed in age/weight appropriate car seats (most often supplied by the parent) as required by state law. Parents may be requested to provide a car seat for the day. Copies of emergency forms remain with provider at all times.

29. Adjustment/Adaptation. We require that all families schedule at least one to three play-dates/visits prior to the child's first day. These visits are meant to help ease the transition into the program and allow for both child and parent to become increasingly comfortable with the new environment as well allowing the provider and child to get to know each other.

30. Termination. This agreement may be terminated by either party. Parent may terminate by giving thirty day written notice if the child or children are to be permanently withdrawn from care. The center may also give the family two weeks written notice of intent to cancel this agreement except in cases such as gross misconduct on the part of the parent/guardian or child, and/or failure to pay, or adhere to the policies/terms set forth in this contract or in the parent handbook, in which immediate termination may be warranted.

31. Confidentiality. All information provided will be kept confidential. Absolutely no information will be released to persons other than parent/guardian unless prior written permission has been received.

32. Acknowledgement of Agreement. I/we have read and fully understand this contract. By signing this agreement, I/we agree to comply with all terms and provisions stated in contract and parent handbook. This contract is subject to review and renewal on a yearly basis or more frequently as needed. Any changes made to the terms of this contract must be made in writing by the Center. Otherwise, this contract will remain in effect until the renewal date or upon termination of care as set forth herein. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Center Director's Signature: _____ Date: _____