

eliminating racism
empowering women
ywca
Princeton



Parents' Handbook

The Burke Foundation Early Childhood Center
at YWCA Princeton

UPDATED July 2020

YWCA Princeton is on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities.



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Welcome

The Burke Foundation Early Childhood Center at YWCA Princeton is excited to welcome your child and family to the 2021-22 school year.

As a licensed childcare by the State of New Jersey's Department of Children and Families (DCF), we are subject to inspection by the state and local health, fire, Office of Licensing, and building agencies. In keeping with New Jersey's childcare center licensing requirements, we have provided you with the informational statement on the following pages.

Staff training includes but is not limited to the following:

- **NEW** Health & Safety Protocols (followed up with a practical assessment to ensure staff follow the strict guidelines established due to the COVID-19 Pandemic)
- Office of Licensing requirements
- Guidelines from Princeton Health Department
- Orientation
- Grow NJ Kids established practices
- Creative Curriculum

Additional precautions put into place to protect the wellness of our community include:

- Wellness checkpoint for touchless student temperature taking and symptom screening upon arrival each morning;
- Social distancing throughout the day, including and isolation between groups;
- Naptime linen will be cleaned weekly and kept at the center;
- Communicating updates to parents via email, hard copy, and our website: www.ywcaprinceton.org.

Our multicultural staff brings a myriad of talent, dedication and special learning opportunities that are not found in most childcare environments. We utilize the most recent editions of the **Creative Curriculum** for Infants, Toddlers and Twos, and Preschool. We also utilize the **Get Set for School** curriculum to assist our Preschoolers while they learn through active participation. By using hands-on, engaging materials and playful teaching strategies we make learning fun!!

As a participant in Grow NJ Kids, New Jersey's quality rating and improvement system (QRIS) which is a collaborative effort of the state of New Jersey and the Departments of Children and Families, Education, Health, and Human Services, we are showing our commitment to offering a high quality childcare center. Please take a moment to watch the following 5-6 minute video about the Grow NJ Kids process: https://www.youtube.com/watch?v=R_U7OKdS_dU

Grow NJ Kids technical assistants have come into our center to work with us in reviewing quality standards. Working together, we assessed areas of interest such as our activities and curriculum, the physical environment, how we work with families and how we interact with children. As a Grow NJ Kids participant, we have received resources to help develop our program through coaching sessions for staff, free training as well as materials, and added supplies for the enhancement of the classroom learning environment. One of Grow NJ Kids focuses is on the importance of family involvement, which serves to promote and support the social-emotional, physical and academic learning of your child in a childcare setting.

As always, if you have any questions after reading this Parent Handbook, please do not hesitate to contact Trashawn Collins, Family Liaison, Office Manager at 609-497-2100 Ext. 336 or tcollins@ywcaprinceton.org or Tara O'Shea, Director at 609-497-2100 Ext. 325 or toshea@ywcaprinceton.org. We look forward to working with the children, parents and families in our community.

Information to Parents from the Bureau of Licensing in the Department of Children and Families (DCF)

General Information

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 <http://www.state.nj.us/dcf/>

Licensing

We are licensed by the Department of Children and Families. We are subject to inspection by the State and local health, fire, Office of Licensing State of New Jersey, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding our licensing, please contact us. Please review this information in its entirety.

Child Abuse and Neglect Policy

As a licensed childcare facility, staff and parents are required to report suspected child abuse or neglect to DCF. Should staff have any questions or concerns, they will immediately contact the Director of the Burke Foundation Early Childhood Center. For more information regarding how you can get involved, please visit <https://www.preventchildabuse.nj.org/>.

COVID-19 Response – YWCA Efforts

Brief Overview

We are committed to safeguarding our teachers, staff, students, and their families.

The CDC recommends personal protective equipment (PPE) for staff during daily temperature checks when social distancing. YWCA Princeton will require PPE for the health and safety of our staff and children, including masks or face coverings, face shields or safety goggles, gloves, smocks, and sanitizing cleaners for staff.

Extra precaution will be taken while changing diapers, feeding children, and sanitizing toys. Safety or sports goggles can be used in the absence of face shields. Wearing gloves during cleaning, diapering and preparing food is required. Hand washing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used.

YW Preparedness Planning

- Ensure adequate supplies (PPE mask, face shields, gloves, smocks, sanitizing cleaners)
- Sick children and staff will not be permitted to enter childcare wing
- Maintain an active substitute list to ensure proper coverage
- Continuous monitoring of social distance
- Nonessential visitors are not permitted to enter childcare wing

Staff Requirements

- Temperature check
- Confidential Screening (asked if you or anyone in your household is displaying symptoms of fever, shortness of breath or cough, flushed cheeks, rapid breathing, fatigue or fussiness)
- PPE (gloves, mask, face shields)
- If during their shift, any staff verbally or physically displays any symptom of COVID-19, they will be removed from the group and sent home.

Who Should Be Excluded?

- Any child or staff with known or suspected COVID -19 diagnosis until:
 - at least 72 hours of no fever, without using fever reducing medications,
 - AND at least 10 days after symptoms started,
 - AND symptoms improving (follow Princeton Health Department guidelines)
- Any child or staff with fever 100.4F or 38C
- Any child or staff with cough or shortness of breath
- Any child or staff with other signs of illness, flushed cheeks, rapid breathing (without recent physical activity), fatigue or extreme fussiness
- Child, staff waiting for covid-19 test results

Staggered Drop Off/ Pick Up

In an effort to decrease the number of people dropping off and picking up at the same time, we will stagger drop off and pick up based on the last name of the child and the start/end time of the child's program (*See COVID-19 Response – Parent Responsibilities for more detailed information*).

Parents should park their car and walk to the front door, forming a line 6 ft. behind the family in front of them as indicated by social distancing markings on the ground. Hand sanitizer will be readily available. YW administrator in PPE gear will greet each family, one at a time.

At Drop off, a staff member will perform touchless temperature taking and symptom screening. If these screenings are not passed, the family will not be permitted attendance until the child has been fever-free (without fever-reducing medicine) for at least 72 hours, and at least 10 days after symptoms started, and symptoms are improving (as per Princeton Health Department guidelines). If the child is fever and symptom-free, the staff member will walk the child

inside to their classroom teacher. **Parents and staff should be prepared in inclement weather with an umbrella as this process will take place outside.**

Staff will wear gloves and sanitize the touchless thermometer between each screening. Staff will encourage children with hand gestures like clapping and thumbs up.

At Pick up, everyone must have their ID ready. Please call **609-273-6524** to announce your arrival for pick-up. Please give your child's name and classroom. At that time, your child's classroom teachers will sign them out and escort them to the entrance of the building where you will be waiting.

What If Someone Gets Sick At School?

- If staff becomes ill during the day, they will be excluded immediately and sent home to self-isolate
- If a child becomes ill during the day, they will be isolated immediately
- Put mask on child if older than 2, if possible
- Staff will stay with child, 3 ft. distance, wear a mask and protective clothing, wash hands often
- Parent/Guardian must come immediately to pick up ill child
- In the case of a positive COVID-19 test, the center will follow the direction of the Princeton Health Department as well as New Jersey Office of Licensing.

Classroom & Transitions

- Staff will need to arrange furniture to give children more space
- Cots & cribs are set up with children facing head to toe (3ft) at rest/naptime
- Schedules will be organized to avoid groups passing in the hallways and on the playgrounds

Intensify Cleaning and Disinfection Efforts

- Routinely clean and disinfect items that are frequently touched, especially toys & games
- Toys that cannot be cleaned and sanitized will not be used
- Only washed and sanitized toys will be shared between groups
- Books and other paper materials are not considered high risk for transmission
- Keep cloth bedding stored separately and washed weekly

Meal Time

- Food handling & diaper changing may not be done by the same staff member
- Sanitize table surfaces
- Wash hands
- Ensure children wash hands prior to and after eating meals
- Children in the same group may eat at the same table at snack/lunch
- Serve each child individually
- Wear gloves when serving food

Physical Distancing: Infants & Toddlers

- It is not possible to care for infants or toddlers from a distance. We will hold infants just as much as we always have, taking the added precaution to change smocks after each holding.
- Clean smocks and/or isolation gowns for staff and change children's clothing when soiled with secretion or bodily fluids
- Same room, staff, children and when possible keep siblings together

Physical Distancing: Preschool

- Groups remain separate
- Playground time will remain staggered
- When possible more time outside
- Activities should limit physical contact, sharing of equipment and waiting in line
- Schedule group movement to avoid passing in the hallways
- Only a Lunch pack is needed, classroom teachers will bag any necessary items that go home from school

Ratios

Office of Licensing & new staff child ratio by CDC and local health department (1:4 infants, 1:6 toddlers and 1:10 preschoolers) as of 8/1/21. Subject to change based on CDC and local health regulations.

Maximum group size: 15 children while maintaining minimum 6ft physical distance from another group.

Everyday Preventive Action

- Wash your hands often with soap and running water
- Avoid touching your eyes nose or mouth
- Avoid close contact with people who are sick
- Open window for fresh air
- Stay home from school when you are sick
- Updated information provided by Child Health Care Consultant (Grow, NJ Kids) Judi Connor, BSN, RN, CCHC, Lead Child Care Health Consultant, Central Jersey Family Health Consortium

The CDC is continually updating their guidance on personal protective equipment (PPE). We check their webpage regularly for the newest guidance.

The goal is to increase hand hygiene as much as possible during this pandemic. The Caring For Our Children recommendation is to use soap and water when possible and when there is visible soiling, but alcohol-based hand sanitizer is permissible if soap and water is not available. Given the COVID-19 pandemic, it is recommended to increase significantly the frequency of hand hygiene. If alcohol-based hand sanitizer is available and will increase the frequency that children and staff do hand hygiene, then it will be used if necessary. Remember that alcohol-based hand sanitizer is toxic if ingested and must be kept out of reach of small children.

Disclaimer

We cannot prevent all infections, but can reduce the risk of infection. We can focus on health practices to reduce the risk of contracting Covid-19 and decreasing the spread.

COVID-19 Response – Parent Responsibilities

Symptoms

- If you or anyone in your household is displaying symptoms (fever, shortness of breath or cough, flushed cheeks, difficulty breathing, new loss of taste or smell, Chills, Shivers, Muscle aches, Headache, Sore throat, Nausea, Vomiting, Diarrhea, fatigue, Congestion/Runny nose) your child is not permitted attendance. If any these are present, your child is not permitted attendance until after a quarantine period of 10 days since symptom onset or a negative COVID test result.
- Take your child's temperature each day before coming to the center. If your child has a temperature over 100.4 F your child is not permitted attendance

Drop Off

In an effort to decrease the number of people dropping off at the same time, we will be staggered drop off (if you can), as follows based on the last name of the child and the start time of your child's program:

Last name starting with A – J	5 minutes before to 5 minutes past
Last name starting with K – S	10 minutes before to 10 minutes past
Last name starting with T – Z	20 minutes before to 20 minutes past

Based on the above, if your child's last name is Little and their program start time is 9:00 AM, you should drop off between 8:50-9:10 AM.

Parents should park their car and walk to the front door, forming a line 3 ft. behind the family in front of them. YW staff will greet each family, one at a time, perform touchless temperature taking and symptom screening. If these are not passed, the family will not be permitted attendance until the child has been fever-free (without fever-reducing medicine) for at least 72 hours, and at least 10 days after symptoms started, and symptoms are improving (as per Princeton health department guidelines).

If the child is fever and symptom-free, the staff member will walk the child inside to the pass-off point to their classroom teacher. **Please be prepared in inclement weather with an umbrella as you will need to remain outside.**

During The Day

We understand anxiety may run higher during this time. Please know we are taking very good care of your children, as always, and we will contact you immediately if needed. If you feel you must reach out to us during the day, we understand and ask that you call the Family Liaison, Office Manager at (609) 497-2100 Ext. 336. Please know we will respond by text or phone call as soon as possible, while making the children in our care are our first priority.

Pick Up

Routinely In an effort to decrease the number of people picking up at the same time, there will be staggered pick up (if you can), as follows based on the last name of the child and the end time of your child's program:

Last name starting with A – J	5 minutes before to 5 minutes past
Last name starting with K – S	10 minutes before to 10 minutes past
Last name starting with T – Z	20 minutes before to 20 minutes past

Based on the above, if your child's last name is Butler and their program end time is 3:30 PM, then they should be picked up between 3:25-3:35 PM.

Parents should park their car and walk to the front door, forming a line 6 ft. behind the family in front of them, with ID ready. Since many staff will be participating in the new pick up procedure, it will take some time to get to know everyone. Once the pick-up person is present and their IDs have been checked, a YW staff member will retrieve the child and bring them out for the designated pick-up person.

About the Program

Curriculum

The Creative Curriculum is a rich, developmentally appropriate program that incorporates best practices and reflects how young children develop and learn. It features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and critical thinking skills.

There are 38 objectives for development and learning that define our goals for young children. These goals cover the following areas of children's development:

- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science
- Technology
- Social Studies
- The Arts
- English Language Acquisition

Outdoor Play

Outdoor play is extremely important because of the opportunities it provides for exploration, discovery & experimentation. The variables outside are endless: plants, animals, insects, water, trees, rocks, dirt. The gross motor play children need to encourage physical development emerges spontaneously while children are enjoying the

outdoors. Nature offers the opportunity for mental and emotional growth as well. In addition, sunlight provides a natural dose of Vitamin D.

All children who are well enough to attend school will be taken outdoors on a daily basis. The only exceptions are if there is active precipitation, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollution, extreme cold or heat that might cause health problems. On these days, children may go outside for a short walk and return inside to participate in large motor activities. The all-purpose room (W Center) provides an alternate space for active play when weather is an issue for outdoor play.

All children must go out at the same time to maintain our child-staff ratios. Parents may not request for their child to stay indoors unless requested in writing from a health care provider. Please dress your child in weather appropriate clothing. Please note that the playground structure will be cleaned and sanitized each day.

During the summer months, we schedule several opportunities for outdoor play each day. Water play activities will be planned in advance so that parents can be advised of when to provide proper materials such as bathing suits, towels, water shoes. Please note that water will be changed between groups in order to adhere to our updated health and safety protocols. Children always have access to drinking water while outside. Our teachers provide reminders and encourage the children to take regular water breaks.

Transitions

Due to the current COVID-19 Health and Safety guidelines, children (12 – 30 months) will transition after it is deemed developmentally appropriate. Whenever a child transitions to a new classroom during the school year, teachers will inform parents, collaborate and pass on information to the new classroom teachers. If at any time we feel a child needs more or less time to transition, we will adjust our plans accordingly.

Discipline Policy

The goal of discipline at the Burke Foundation Early Childhood Center is to enable and encourage the growth of self-discipline within all our children. Since self-discipline is a slow process, children are disciplined in a positive manner and at a level that is appropriate for their age and actions. Self-discipline is achieved when a child can make appropriate decisions for themselves without being told which decision is correct and accept responsibility for those choices.

Our YWCA teachers play a crucial role in the decisions children make during this development process. We strongly believe in positive reinforcement. Through positive reinforcement, teachers can guide children towards self-discipline and self-control, while ensuring the health, safety, and respect of every child. It is our expectation that teachers should always remember to maintain developmentally appropriate expectations of young children. Children are developing self-regulation skills and their attention spans are short. Attention spans are estimated by doubling a child's age, (i.e. a three-year-old will have an attention span of about six minutes). Therefore, teachers are trained to remain positive, use soft, yet sometimes firm voices, and model self-regulation skills while maintaining manners and consideration for others.

Children have to be allowed to try to work out their differences and resolve problems without teachers always intervening. Children are told what they can do, rather than what they cannot do. Children are encouraged to talk about their feelings and actions in order to grow and reflect. Also, natural consequences should be applied to relevant behaviors. To discourage inappropriate behaviors, children are redirected to other materials and activities in a positive and encouraging manner.

As required by New Jersey law, discipline **will not** consist of any type of spanking or any other physical punishment. Discipline will also never consist of any type of verbal abuse such as cruelty, inappropriate tones, humiliation, sarcasm or fear. Lastly, discipline will not be connected with toileting, food, or rest.

If a child's inappropriate behavior becomes consistent or harmful, you will receive a Behavior Report from your child's teacher. During this transition, we will work with you and your child for a positive outcome.

Suspension/Termination Policy

Most of the time childcare is provided in a group setting, and, as always, the welfare and safety of all children and staff is our top priority. There are times and reasons we must suspend or terminate a child from our program. We want you to know that we will do everything possible to work with the family of the child in order to prevent this policy from being enforced.

Following are the reasons we may have to suspend or terminate a child from the Burke Foundation Early Childhood Center:

Suspension

Immediate causes for suspension:

1. The child is at risk of causing serious injury to other children or themselves.

Child's actions for suspension:

1. Failure of the child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outbursts.
3. Excessive biting.

Parental actions for child's suspension:

1. Failure to complete required forms.
2. Habitual tardiness when picking up child.
3. Failure to pay and/or habitual lateness in tuition payments and/or late pick-up fees.

Termination

Immediate causes for termination:

1. Parent threatens staff members with physical or intimidating actions.
2. Parent exhibits verbal abuse to staff in front of enrolled children.

Parental actions for child's expulsion:

1. Verbal abuse to staff.

Child's actions for expulsion:

1. Ongoing physical or verbal abuse to staff or other children.

Schedule of termination:

1. If remedial actions have not worked out, 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 Director.
2. The parent/guardian will be informed of the length of the expulsion period.
3. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program.
4. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternative childcare (approximately one to two weeks' notice, depending on the 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 program.

A child will not be suspended/terminated if the parent/guardian:

1. Made a complaint to the Office of Licensing regarding the program's alleged violations of the licensing requirement.
2. Reported abuse or neglect occurring at the center.
3. Questioned the Director regarding policies and procedures.
4. Has not been given sufficient time to make other childcare arrangements.

Proactive actions that can be taken in order to prevent suspension/termination:

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess program environment, appropriateness of activities, and supervision.
3. Staff will use positive methods and language while disciplining children.
4. Staff will praise appropriate behavior.
5. Staff will consistently apply consequences for breaking rules.
6. Child will be given verbal warnings.
7. Child will be given time to regain control.

8. Child's disruptive behavior will be documented and maintained in confidentiality.
9. Parent/guardian will be notified verbally.
10. Parent/guardian may request written copies of disruptive behaviors that might lead to expulsion.
11. The Director, Lead Teacher, and appropriate staff will have a conference to discuss how to promote positive behavior.
12. The Director, Lead Teacher, and parent/guardian will have a conference to discuss how to promote positive behavior.
13. Parent will be given literature or other resources regarding methods of improving behavior.
14. There will be a conference with the Director and Director of Programs when warranted.

Health and Nutrition

Food Guidelines

The YWCA Princeton is a **Nut Free Facility**. Please label anything that may resemble nuts. **Round firm foods that might lodge in the throat of a child less than 4 years of age are not permitted. These foods include whole grapes, popcorn, raw peas, chunks of raw carrots, celery, and meats larger than can be swallowed whole.** If the staff feel that your child's lunch may contain nuts or is unsafe for consumption they are instructed to send it home and provide an alternative lunch option.

We provide a morning and afternoon snack for children each day. Parents are encouraged to donate snacks for the child's classroom. Please speak to your child's teacher in regards to donating healthy snacks such as fruits, vegetables, yogurt, and crackers. We adhere to any religious and/or dietary restrictions reported on the [EZChildTrack Parent Portal](#) as well as follow USDA meal guidelines.

The USDA recommended servings for snack is as follows:

	Ages 1-2	Ages 3-5
Milk	½ cup	½ cup
Fruit or Vegetable	1 cup	1 cup
Grains	½ oz eq	½ oz eq

OZ eq= Ounce equivalent

Due to the new health and safety protocols, lunches cannot be stored together in the refrigerator therefore, a non-perishable lunch is necessary. Please include ice packs in lunch boxes that need to be kept cool. Also, please send any hot food, already heated, and stored in a thermos. In order to limit our contact with your child's food items we will **not** be warming them up in the classroom.

We follow USDA meal guidelines for lunches so please keep the following chart in mind when packing your child's lunch.

The USDA recommended servings for lunch is as follows:

	Ages 1-2	Ages 3-5
Milk	½ cup	¾ cup
Meat and Meat Alternative	1 oz	1 ½ oz
Fruit or Vegetable	¼ cup	½ cup
Grains	½ oz eq	½ oz eq

OZ eq= Ounce equivalent

Allergies

Please inform the Burke Foundation Early Childhood Center office in writing as well as your child's teacher if your child has an allergy so we may take the proper precautions to protect your child's health to the best of our ability.

Records and Universal Health Form

State law requires that we have doctor's records indicating that each child has been seen and deemed in good health, and that each child is properly immunized. This includes at least one dose of the influenza vaccine between September 1 and December 31 each year. Parents must provide written documentation of this. Forms must be filed for religious or medical exemptions. The records must be completed within the last 12 months. The center must have a valid [Universal Health Record](#) on file in order for your child to start, **NO EXCEPTIONS**.

Administration of Medication

MEDICATION MUST BE GIVEN TO DIRECTOR OR FAMILY LIAISON, OFFICE MANAGER

Prescription and Non-Prescription Medications

The following steps must be followed:

1. A signed order by a physician must be submitted, with specific directions for administration.
2. A bottle with the pharmacist's label designating the patient's name, instructions, name of drug, and name of physician must be submitted.
3. A record must be kept of all children receiving medication.
4. A note regarding the medication must be attached to the child's health care records.

If medically necessary, an inhaler for asthma or an Epi-Pen **MUST** be stored at the center with parental and physician written approval ([please see the office for an Allergy Action Plan form](#)). Please send the inhaler or Epi-Pen in its original box with doctor's script in a clear Ziploc bag with your child's name and allergy written on the outside of the bag. **We require two epi-pens to be stored at the center in classroom first aid bag out of reach of children.**

Fever Reducers such as Tylenol cannot be administered to your child while at the center and should not be given to a child prior to attending school. If there is a special circumstance that requires this medication then a written doctor's note **MUST** be provided stating the reason. "Fever reducer" or "to avoid a fever" will NOT be accepted as a reason for it to be administered. We respectfully ask that if your child is in fact ill or feeling under the weather that you refrain from bringing them into the center that day or give them Tylenol to mask a fever before they enter the center. For the safety and well-being of your child, the other children in the class, and our staff we ask that you please consider this before bringing your child in if they are ill in any way.

Communicable Diseases

To provide the best possible care for children under our supervision, the center is designed as a "**well child program**". **If your child becomes ill at the center, you will be called to pick up your child within 30 minutes.** If you cannot be reached we will call the next person on your pick-up authorization*. In the case of a medical emergency, the local rescue squad will be called. **Be sure your medical records and phone numbers are up-to-date.** Inaccurate numbers can only delay treatment for your child.

***Pick-up authorized person must be within a 30-minute driving distance.**

Policy on the Management of Communicable Diseases

If a child develops any of the following symptoms at home or while at the center, the child cannot attend or return to the center without the permission of a physician.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Red eyes with discharge
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Infected, untreated skin patches
- Shortness of breath or rapid breathing
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck

- Elevated oral temperature of 100.4 degrees Fahrenheit
- Mouth Sores with drooling
- Blood in urine
- Symptoms & signs of possible severe illness (lethargy; uncontrolled coughing, persistent crying, difficulty breathing; wheezing)

If your child is being treated with an antibiotic, they must be on the medication for **A FULL 24 HOURS** before returning to the center.

Table of Excludable Communicable Diseases

If a child contracts any of the following diseases, please report it to us **immediately**. The child may not return to school without a physician's note stating that the child presents no risk to themselves or others.

Respiratory Illnesses	Gastrointestinal Illnesses	Contact Illnesses
<ul style="list-style-type: none"> • Chicken Pox • German Measles* • Hemophilus • Influenzae* • Measles* • Meningococcus* • Mumps* • Strep Throat • Tuberculosis* • Whooping Cough* • COVID-19* 	<ul style="list-style-type: none"> • Giardia Lamblia* • Hepatitis A* • Salmonella* • Shigella* 	<ul style="list-style-type: none"> • Impetigo • Lice • Scabies

*Reportable diseases, as specified in N.J.A.C. 10: 122-7. 10(a)

Staff perform a **daily health check** and may recommend that a child be sent home if he or she appears to be ill, exhibits any of the above symptoms and does not want to participate in any activities. We will isolate the child from others and call a parent to pick the child up. We are relying on parents to make good decisions regarding their child's health and not bring a child to school that has been vomiting or has had diarrhea during the night or the previous day. Any Communicable Disease **MUST** be reported to us; and requires a physician's note. We notify parents if children are exposed to illnesses at school as soon as possible. Please help us reinforce good health habits at home by encouraging your child to wash hands frequently and practice sneezing into a tissue or against the INNER arm only if a tissue is not available.

Accidental Injuries

We take precaution to ensure your child's safety while at school. During normal child's play accidental injury does occur, (We are not liable for this normal consequential injury). Staff are trained in First Aid & CPR and will immediately assess an injury & administer appropriate care or determine medical or dental attention is necessary. If deemed necessary, our procedure is as follows:

- Contact the Primary parent/guardian; If unsuccessful, Contact the Secondary
- Contact the First Medical Emergency Contact if neither parent/guardian can be reached;
- Contact the child's physician or dentist & explain the circumstances

The Director will be in charge of making decisions regarding the care of the child until a parent/ guardian or emergency designee arrives. For breathing difficulties, seizure episodes, unconsciousness, or severe bleeding our policy is to call 911 immediately. One of the child's teachers will accompany the child in the ambulance to Princeton Medical Center. It is essential for you to keep your contact information up to date.

If injuries are not of a serious nature we will provide initial care & ask parents to sign a written incident report at dismissal. Parents may request a copy. Parents will be called should a child receive an injury above the shoulders, or sustains an injury requiring professional medical care. On occasion, a child does not tell a staff member that an injury has occurred. Please call us to report such incidents, as we still must log the incident.

“Back to Sleep” Campaign

According to the revised Manual of Requirement for Child Care Centers, all childcare centers are required to place children in the face-up sleeping position unless a different sleeping position is indicated in writing by the child’s health care provider.

This new requirement is part of the “Back to Sleep” campaign, which has resulted in dramatic drop in the rate of SIDS (Sudden Infant Death Syndrome) in the past years. SIDS, the sudden death of an infant under one year of age, is a disease of unknown cause. SIDS is rare in the first month of life, peaks between two and four months and then declines. Despite the recent decreases in the incidences of SIDS, it is still responsible for more infant deaths in the United States than any other cause of death during infancy beyond the neonatal period.

This requirement became effective September 2004. We do understand that children fall asleep in their own way. If your child is under one year of age and prefers to sleep on his/her stomach, we ask that you please bring in a physician’s authorizing note.

Biting

As young children develop, they experience many ways of communication. Part of this development includes the phase of biting and usually affects older infants through toddlers. When children do not have their words to help them express their frustration, affections or overall feelings they often use biting as a form of communication. While our staff are very aware of this part of development and will do their very best to help prevent a biting incident to occur, there are times when biting will become an issue in a classroom. When this occurs it is important for you as parents and guardians to know how we handle situations like these.

When a biting incident occurs, the child who is injured will receive immediate attention. We will cleanse the wound with soap and water and give lots of tender loving care. The parent/guardian will also be notified by phone regarding the incident. The child who caused the injury will receive a report for their parent/guardian to sign as well. We will explain on their level that biting hurts, and we will continue to encourage them to use their words. Whenever biting becomes an issue with any child, we will work closely with the families to help them and the child get through the phase.

Safety and Security

Maintaining the safety and security of your child is one of our primary concerns. To establish a safe environment, we take many safety precautions for picking up and dropping off your child, including monthly fire drills, evacuation procedures, and a continual review of safety rules with the children.

Arrival and Departure (signing in and out)

It is imperative for parents to drop off and pick up their children on time. Each child will have a designated “cubby” for his/her belongings including lunch, blankets, and anything brought from home. **Toys from home should remain at home.** We are not responsible for lost or stolen items. The YWCA Princeton supplies all necessary games, toys and supplies.

For the safety of your child, and other participants at the facility, **do not park in the front circle.**

To meet our licensing requirements, children will be signed in at the time of the AM screening process and signed out by their teachers at the time of pick-up. This ensures we have an accurate list of children in case of any emergency evacuation. If someone else is to pick up the child, a written dated note must be given to the teacher and/or admin that morning. Please note that you may **not** enter the classrooms for pick up or drop off through the playground doors.

If you have any emergency and cannot pick-up your child on time, please call us on 609-273-6524 and inform us of your arrangements. You will be billed for time beyond that of your contract.

Supervision of Children

Once a child has been signed in, the teacher will accept the transfer of supervision of the child from the parent. Once the child has been signed out the responsibility of supervision is transferred back to the parent. Parents are responsible for the safety and well-being of their child(ren) any time in which the parent and child are together at school for programs or activities, but our staff will step in if we feel a child's behavior is unsafe.

Please **do not allow your child to run off anywhere on the premises without you**. We encourage parents to hold their child's hand in the parking lot and watch for cars backing out. **We adhere to the policy that no child will be unsupervised while attending our program**. Teachers will directly supervise infant, toddler, twos and preschool children by sight and sound in the classroom, during outdoor activities, while eating, at rest time and during toileting procedures as appropriate for the age and developmental needs of the child. Teachers regularly count children as a means of tracking children during transitions and when moving from one place to another or from inside to outside or outside to inside. Staff continually assess the environment for opportunities to improve visibility and hearing of children's activities.

Release of Children

A parent/guardian or person designated on the center application is required to pick-up the child by 6 p.m. Your center online registration provides space for you to list those people who are authorized to pick up your child after school. It is the parent/guardian's responsibility to make these arrangements. **For the safety of your child, we require anyone authorized to pick up your child, with whom our staff are not familiar, to provide a government-issued photo identification at the time of pick-up.** Your child will not be released to any other person unless you have called the center office and/or site and that designated person brings a note signed by you (parent or guardian) or a phone call has been made to the site to notify staff. These procedures are for the protection of your child and will be strictly enforced.

Your online registration also provides a space to indicate who is not permitted to pick up your child. In addition, no child will be released from the center unsupervised. Please note that we will not release a child to any individual younger than 18 years of age. It is the responsibility of all parents/guardians to keep the center informed of all changes in the information listed on the application.

In order to be in compliance with any court orders pertaining to the custody of your child, we require a certified copy of said court orders. A copy must be provided at the time of registration or when said court orders are filed. The center will maintain copies at your child's center site and in the center office. We keep this information confidential but we must be informed. If at any time, a new custody order is issued or a restraining order is issued, we need to have this information on file.

If the parent/guardian or person authorized by the parent/guardian appears by the staff to be physically and/or emotionally impaired to the extent that the child would be placed at risk, staff will ensure that:

- The child is not released to the individual.
- The child's other custodial parent or other authorized individual is contacted.

In the event no one can be reached, the center staff, with approval from the Director, will contact the police or DCF.

Late Pick-ups/Early Drop-offs

Every effort should be made to pick up your child on time. If you find that you will not be able to arrive on time, it is your responsibility to call the person designated for emergency pick-up, giving the designated person ample time to arrive at the center site by their scheduled pick-up time. In case of an emergency, or if you anticipate being late, please contact the center. If you fail to notify us, we will assume that something unusual has happened, and an attempt will be made to contact the dismissal/emergency numbers on file. If we cannot reach any of the dismissal/emergency contacts, we will be obligated to call the police or DCF Hot Line for help.

Early Drop-offs are not permitted. If your child is scheduled to start at 9am they cannot be dropped off in their classroom prior to 845am.

Late pick-ups and early drop-offs put an unfair burden on your child and on the center staff who have other obligations. A late pick-up/early drop-off fee of \$25 for the first 15 minutes and \$1 per additional minute will be charged. If the parent/guardian is not able to pick up the child on time on a regular basis, the parent/guardian will be asked to make other child care arrangements.

Sunscreen

Parents will need to put on the first layer of sun block before coming to school. Sun block should be at least SPF 15 with UVA & UVA protection. If your child stays all day, we will re-apply sunscreen each time we go outside. Please sign a permission form at registration and provide the sunscreen of your choice in a zip lock bag labeled with your child's name. Newly purchased sunscreen is the safest and most effective. Please make sure to write your child's first and last name on the product. You may also want to provide a wide-brim hat and sunglasses.

Non-smoking Facility

Our building is a smoke-free environment. No smoking is allowed within 100 feet of the building.

Computers & TV (Yoga)

We do not incorporate computers or TV into our everyday routine. Audio or visual presentations are only used for our Music and Yoga programs, which will reflect the creative curriculum (See page 6). It helps develop their social-emotional, physical, gross motor and manipulative skills. The purpose of the presentations are to encourage social skills, movement, flexibility and body awareness; not for passive learning.

Social Media

The YWCA Princeton often posts announcements and photos on our website and/or Facebook page. No photos will be used without parental permission. Parents/Guardians are prohibited from publishing photos of any child other than their own.

Program Policies and Procedures

Hours of Operation

7:30AM to 6:00PM, Monday to Friday.

For ages 2.5 and up – 9:00am to 1:00PM and 9:00AM to 3:30PM programs are available

Attendance and Absences

We encourage you to send your child to school on all of their scheduled days, except in the case of illness. Consistent attendance helps your child meet their educational goals and develop attendance habits that will carry on throughout their school years. Supporting a child's daily attendance allows parents to convey a message to their child that they value education and that school is an important priority.

If your child will not be in school, please notify the staff as soon as possible. For safety's sake, if a student is absent without notification, a member of staff will attempt to contact the family to verify the student's absence from school. If we are unable to reach the primary and secondary account holders, we will attempt to contact the emergency contacts listed at the time of registration. If your child will not be attending school, please call us at 609-497-2100 Ext. 336 or e-mail tcollins@ywcaprinceton.org leave your child's name, classroom and reason for absence. If a child is absent due to a communicable disease, (see pgs. 16-17) a physician's note is required for the child to return to school.

Emergency Closing Information

How we make our decision

Because of unforeseen emergencies, usually related to the weather, our center may be delayed, closed early, or closed entirely. If the forecast indicates the possibility of a delay or closing, you should check our website at www.ywcaprinceton.org or your child's classroom **ClassDojo** for the most up-to-date alerts and announcements.

In weather-related emergencies, the Director and the Executive Director make the final decision, based on many factors. In addition, the Director monitors weather and road conditions to determine not only if staff and parents can safely get to the location, but also if they can return home safely. Safety is extremely important—we want to ensure everyone's safety.

When storms or emergencies occur after students at the center, it is sometimes necessary to send them home early. If the center closes early due to a weather related emergency, parents/guardians are responsible for picking up children from the center. We appreciate your understanding and patience when such decisions must be made. It is for the safety and well-being of the children and staff.

Delayed Openings/Closings

You may visit our website at www.ywcaprinceton.org for alerts and announcements as well as your child's classroom **ClassDojo**. It is imperative that you keep your contact information (cell phone, work phone, email addresses, emergency contacts) current with the center. Failure to do so could result in our staff not being able to contact you.

Tuition Information

There is no pro-rating for shorter weeks. Enrollment, which is on a first-come, first-served basis, is completed upon submission of online registration along with payment of registration fees and a security deposit. The \$100.00, non-refundable/non-transferrable, security deposit will be used for the last week's attendance. Approved registration, payment of your child first month's tuition along with any related fees stated on the webpage, and receipt of a current Universal Health form and immunization records, **are due prior to your child's start date.**

If payment is not received by the **fifth** of the month, your child will not be permitted to attend the center until satisfactory arrangements are made to pay outstanding bills. Payment received after the fifth of the current month will have a surcharge of \$25 added to the bill. Therefore, it is critical to contact the center office as soon as possible regarding payment difficulties, so payment arrangements can be made to prevent the removal of a child from the center. This policy will be adhered to strictly. If you need financial aid, please see the Financial Aid section below.

To enroll your child in any additional programs, all balances must be paid.

- **Withdrawal:** If you need to withdraw your child from the program, your deposit will be applied to the last week of child care service. We require one month's written notice by the first of the previous month to be given to the center Office. **NO CREDIT OR REFUNDS CAN BE GIVEN IF LESS THAN ONE MONTH'S NOTICE IS GIVEN.**
- **Status Changes:** Subject to availability. Changes need to be submitted in writing to the administrative office, by email: cmendoza@ywcaprinceton.org. Notification of changes attending full-time to part-time or part-time to full-time must be received, at the latest, two weeks prior to the start of the week desired. There is a fee of \$25 for any status change if less than two weeks' notice is given.
- **Payments:** Automatic monthly payments (checking account or credit card) can be scheduled by completing the Auto Pay option in [EZChildTrack](#). Late payments or repeated calls regarding your child's account can result in the child's termination from the program. We accept Master Card, Discover and Visa.
- **Financial Aid:** Financial assistance is available. Call the Financial Aid Coordinator at 609-497-2100, ext. 319. Scholarships for those who qualify are available through New Jersey CCDF (Child Care and Development Fund) subsidies, and YWCA Princeton in-house scholarships. Scholarships are awarded on a first-come, first-served basis.
- **Receipts:** Receipt of payments made in [EZChildTrack](#) are automatically e-mailed to the payer. To print a statement for a specific time period, please login to your parent portal and print a statement for the dates required.
- **Tax ID:** Our tax identification number is **210-635-056**.

Calendar

The Burke Foundation Early Childhood Center is open year round with the exception of major holidays. For a complete list of closing dates for the current year, please refer to the website at <https://www.ywcaprinceton.org/programs/childcare/>

Parent Communication and Involvement

Communication

The best form of communication is face-to-face. When that is not appropriate to give important messages to our parents, we rely on ClassDojo, emails, our website, and our emergency hotline. In order to ensure good communication between the Burke Foundation Early Childhood Center and parents, we ask you help in the following ways:

- Keep the lines of communication open. Share your concerns. If something special is happening with your child, please inform the staff. It will help them to assist your child.
- **Download the ClassDojo app.** (Posts for delayed or closing during inclement weather.)
- Read our Monthly Newsletter.
- Fill out our survey and provide us with feedback.
- Follow us on Facebook [@ywcaprinceton](#)
- Contact the Director of the Burke Foundation Early Childhood Center with any questions / concerns via email: toshea@ywcaprinceton.org or phone 609-497-2100 Ext. 325

E-communication

We communicate through Constant Contact and EZChildTrack e-mails and use our website and/or Facebook page to get information out to our parents. Please make sure that you provide us with your email address. Ensure you receive our information by emailing mrabanales@ywcaprinceton.org, so you can be added to the appropriate distribution list. We send out emails with information regarding all that pertains to the program, such as upcoming events, reminders, full day information, general information, newsletters, emergency closing information, etc.

The Burke Foundation Early Childhood Center Webpage

Be sure to utilize our website at www.ywcaprinceton.org. Our website is used for newsletters, registration, enrichment information, and much more. In addition, the home page will have weather and emergency alerts.

Satisfaction and Commitment

The YWCA Princeton is committed to giving you total satisfaction with our Burke Foundation Early Childhood Center. We continually look for ways to improve our programs and ask for your input by asking you to share your ideas, suggestions, and concerns, whether it is contacting us directly, sending us an email, mentioning something to a staff member, or filling out our surveys. Please feel free to contact us if you have any questions or concerns.

Quick Reference

Hours of Operation	7:30AM to 6:00PM	Monday - Friday
Contact Information	Tara O'Shea Director of Childcare	609-497-2100 Ext. 325
Email	toshea@ywcaprinceton.org	

Contact Information

Trashawn Collins
Family Liaison, Office Manager
tcollins@ywcaprinceton.org

609-497-2100 Ext. 336

Website

www.ywcaprinceton.org/childcare

Emergency Closing/ Delays

ClassDojo or www.ywcaprinceton.org

Tax ID

21-0635056

Notes

The YWCA USA is the oldest and largest women's membership movement in the United States. Established in 1922, the YWCA Princeton is one of 300 operating YWCAs across the country. Nearly 7,000 women, men, children, and families are members of this local organization, which meets the needs of the community through affordable programs that are dedicated to eliminating racism, empowering women, standing up for social justice, helping families, and strengthening communities.

eliminating racism
empowering women

ywca

Princeton

59 Paul Robeson Pl, Princeton NJ 08540

www.ywcaprinceton.org/childcare

Join us on social media [@ywcaprinceton](https://twitter.com/ywcaprinceton)

