



MISSION STATEMENT

The goal of St. Paul's Day School (the "Day School") is to provide an enriching experience for Preschool and Kindergarten children. We strive to enhance your child's emotional, social, intellectual, spiritual, and physical growth in a Christian setting of nurturing and love. We encourage individual growth through a variety of developmentally appropriate experiences. Our mission is to be responsive to the needs of the children and their parents and provide a safe and nurturing environment that empowers students to develop as confident and caring children.

DISCIPLINE POLICY

At Saint Paul's Day School, setting limits and establishing rules give children a sense of security. In learning rules, children know what is expected of them. When the rules are broken or a child's behavior is unacceptable, the teacher will gently remind the child of the rules. If the action continues, the teacher will re-direct an uncooperative child to a different activity.

When behavior continues to require too much adult attention, the child will temporarily be removed from the group activity and given a "time out," which is sitting quietly in a chair for a few minutes. The child may choose to look at books during "time out." It is a time to calm down and is not used as a punishment. It is used infrequently, and only when all other measures fail.

In any situation in which a child might be endangered, our first concern will be to stop the dangerous activity and provide a safe alternative for the child or children involved.

If a child is disruptive or physically aggressive towards another child or staff member, and "time outs" have been ineffective, the child will be removed from the classroom and taken to the Director's office for a short "cooling off" period. As a last resort and in the most extreme cases, we will call the parent to take the child home for the day.

In accordance with NJ State requirements, any form of corporal punishment by any adult toward any child will not be allowed while the child is in the care of Saint Paul's Day School. This includes a parent with his/her own child.



EXPULSION POLICY

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

1. The child is at risk of causing serious injury to other children or himself/herself.
2. Parent threatens physical or intimidating actions toward staff members.
3. Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

1. Failure to pay/habitual lateness in payments.
2. Failure to complete required forms including the child's immunization records.
3. Habitual tardiness when picking up your child.
4. Physical or verbal abuse to staff.
5. Other (explain).

CHILD'S ACTIONS FOR EXPULSION

1. Failure of child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outbursts.
3. Ongoing physical or verbal abuse to staff or other children.
4. Excessive biting.
5. Other (explain).

SCHEDULE OF EXPULSION

1. 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.
2. The parent/guardian will be informed regarding 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 center.
4. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety.) Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

1. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
2. Reported abuse or neglect occurring at the center.
3. Questioned the center regarding policies and procedures.
4. Without giving the parent sufficient time to make other child care arrangements.



PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess classroom environment, appropriate of activities, supervision.
3. Staff will always use positive methods and language while disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for rules.
6. Child will be given verbal warnings.
7. A brief time-out will be given so child can regain control.
8. Child may lose certain privileges (explain).
9. Child's disruptive behavior will be documented and maintained in confidentiality.
10. Parent/guardian will be notified verbally
11. Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
12. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
13. The parent will be given literature or other resources regarding methods of improving behavior.
14. Recommendation of evaluation by professional consultation on premises.
15. Recommendation of evaluation by local school district child study team.



INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The school must comply with this requirement by reproducing and distributing to parents this written statement prepared, by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the school must secure every parent's signature attesting to his/her receipt of the information. Our children are our most precious gift and we want you to know that we are committed to their health, happiness, and safety while in our care.

Our school is required by the State Child Care Center Licensing Law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the school.

To be licensed, our school 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 school must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers by sending a check or money order for \$5 payable to the Treasurer, State of New Jersey," and mailing it to: State of New Jersey, Department of Children and Families, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the school 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 school 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 school must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the school.

Our school 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 school must have a policy concerning the expulsion of children from enrollment at the school. Please review this policy so we can work together to keep your child in our school.

Parents are entitled to review the school's copy of the Office of Licensing's Inspection/Violation Reports on the school, which are every State licensing inspection of our school. If there is a licensing complaint Investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the school during the current licensing period. Let us know if you wish to review them and we will make them available for your review.



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

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

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

Parents of enrolled children may visit our school 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 school must inform parents in advance of every field trip, outing, or special event away from the school, and must obtain prior written consent from parents before taking a child on each such trip.

Our school is required 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).

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 school or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.



POLICY ON HEALTH REQUIREMENTS OF COMMUNICABLE DISEASES
(From Manual of Requirements for Child Care Centers 10:122-7.1)

10:122-7.1 Illnesses/communicable diseases

- (a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provision of N.J.A.C. 10:122-8.
- (b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:
 - 1. Confined to home under a health care provider's immediate care; or
 - 2. Admitted to a hospital of medical care and treatment.
- (c) The following provisions relate to illness and/or symptoms of illness:
 - 1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c)1i through xiii below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to any of the following:
 - i. Severe pain or discomfort;
 - ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency with a period of 24 hours, or bloody diarrhea;
 - iii. Two or more episodes of acute vomiting within a period of 24 hours;
 - iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
 - v. Lethargy that is more than expected tiredness;
 - vi. Yellow eyes or jaundiced skin;
 - vii. Red eyes with discharge;
 - viii. Infected, untreated skin patches;
 - ix. Difficult rapid breathing or severe coughing;
 - x. Skin rashes in conjunction with fever or behavior changes;
 - xi. Weeping or bleeding skin lesions that have not been treated by a health care provider;
 - xii. Mouth sores with drooling; or
 - xiii. Stiff neck.
 - 2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.
 - 3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 10:122-5.2(p)4 until:
 - i. He or she can be taken from the center; or
 - ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.
 - 4. The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.



(d) The following provisions relate to excludable communicable diseases:

1. The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center, until:
 - i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
 - ii. The center has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
 - iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses

Chicken Pox
German Measles*
Hemophilus Influenzae
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastro-Intestinal Illnesses

Campylobacter*
Escherichia coli*
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

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



POLICY ON THE RELEASE OF CHILDREN **(From Manual of Requirements for Child Care Centers 10:122-6.5)**

- a) The center shall maintain on file and follow a written policy on the release of children, which shall include:
1. The provision that each child may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached;
 2. The provision that, if a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order;
 3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a) 1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:
 - i. The child is supervised at all times;
 - ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
 - iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline 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; and
 4. Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a) 1 above, appear 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 procedures shall require that:
 - i. The child shall not be released to such impaired individual;
 - ii. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - iii. If the center is unable to make alternative arrangements, as noted in (a) 3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.