



Itsy Bitsy  
Early Learning Center

1275 15<sup>th</sup> Street  
Fort Lee, NJ 07024  
201-224-4052

## PARENT HANDBOOK

### HEALTH POLICY

1. Upon entrance, and yearly thereafter, all children **must** present the Universal Child Health Record Form, completed by the child's pediatrician. Children **must** have all immunizations appropriate to their age as mandated by the health department. They must be in good health and able to participate in normal activities at the Center.
2. Itsy Bitsy Early Learning Center shall not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the Center on a given day unless medical diagnosis from a licensed physician, which had been communicated to the Center in writing, or verbally with 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:
  - a.) Severe pain or discomfort;
  - b.) Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours;
  - c.) Vomiting;
  - d.) Elevated temperature of 101 degrees
  - e.) Sore throat or severe/persistent coughing;
  - f.) Yellow eyes or jaundiced skin;
  - g.) Red eyes with discharge;
  - h.) Infected, untreated skin patches;
  - i.) Difficult rapid breathing;
  - j.) Skin rashes, excluding diaper rash, lasting more than one day;
  - k.) Skin rashes in conjunction with fever or behavior behavior;
  - l.) Weeping or bleeding skin lesions that have not been treated by a physician or nurse;
  - m.) Swollen joints;
  - n.) Visibly enlarged lymph nodes;
  - o.) Stiff neck; or
  - p.) Blood in urine
3. Once the child is symptom-free, or a licensed physician indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center. **A NOTE MUST BE PROVIDED FROM THE CHILD'S PHYSICIAN IF THE CHILD IS OUT FOR MORE THAN 2 DAYS.**
4. In the event that the child develops a temperature of 101 while at the Center, the parent will be contacted and the child must be removed from the Center. The child will NOT be able to return to the Center until he/she has been fever free for a full 24 hours without any medication. In the event that the child's temperature is due to teething, a note from the child's physician **MUST** be provided. This policy will be strictly enforced in order to provide a safe and healthy environment for all of the children and staff of Itsy Bitsy Early Learning Center and in order to contain the spread of any illness.

\*\*\*Due to current COVID-19 precautions and procedures there is a change to our policy in regards to a child arriving at the Center with a temperature or developing a temperature while at the Center.

**HEALTH POLICY AS OF 9/7/2021:**

If an individual arrives at the Center with a temperature of 100.4 or greater, they must be excluded from the Center and are not able to return until fever free/medicine free for 48 hours and they MUST bring a note from the Doctor. If an individual arrives at the Center with a temperature of 100.4 or greater and is also presenting any of the following symptoms: chills, cough, muscle aches, headache, diarrhea/vomiting, congestion, runny nose, lethargy, or sore throat, that individual MUST be excluded from the Center until symptom free/medicine free for a full 48 hours and MUST bring in proof of a negative PCR test (not rapid test).

**PLEASE REVIEW THE ATTACHED MEDICATION ADMINISTRATION IN CHILD CARE POLICY AND PROCEDURES.**

**This form will be sent home YEARLY upon registration and must be reviewed and signed by each family.**

5. A child or staff member who has contracted an excludable communicable disease may not return to the center without a health care provider's note stating that the child or staff presents no risk to himself/herself or others.
6. If a child has chicken pox, a note from the parent stating that all sores have dried and crusted IS required.
7. If a child is exposed to any excludable disease at the center, parents will be notified in writing.
8. Some excludable diseases MUST be reported to the Health Department by the Center. A list of these excludable diseases can be found at:  
[http://www.nj.gov/health/cd/documente/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documente/reportable_disease_magnet.pdf)

**PAYMENTS AND FEES**

Itsy Bitsy does NOT send out monthly bills. Payments may be made in cash or check. Tuition is due within the first 3 business days of the month. After the 3<sup>rd</sup> day, a \$25.00 weekly fee will be charged to the account if tuition is not paid or payment arrangements are not made with the office.

**ARRIVAL AND DISMISSAL**

The doors open at 7:30 am and close at 6:00 pm. Children should arrive at the time the class begins. It is not necessary to arrive early. Please make sure you check your child in and out with a teacher. There will be a late charge of \$15.00 for every quarter hour, or part of, after your child's designated pick up time. Three unexcused lateness in one school year may result in termination of enrollment.

### MEALS

1. Breakfast must be brought from home and is served to the children arriving before 8:15 am.
2. Morning and afternoon snacks (dry) are provided as well as water throughout the day. Parents must provide milk and juice if needed, in a cup or bottle that is properly labeled with the child's name and date.
3. Lunch **MUST** be brought from home. Refrigeration is provided for perishable food. Hot lunches must be brought in a thermos, ready to eat. If food is not brought in a thermos, the meals will be quickly heated in a microwave in order to take the chill out of the meal. Infant cereal and formula will be prepared by staff if necessary. Formula and Breastmilk will **NOT** be heated in a microwave.

### SUPPLIES NEEDED

1. A seasonal change of clothes including underwear and socks. These should be brought to school and kept in a labeled plastic Ziploc bag and immediately upon use.
2. One small labeled blanket if taking a nap. Blankets must be taken home weekly for laundering.
3. One long-sleeve smock for messy art projects. An oversized shirt works best.
4. Disposable diapers. Please check that your child has an ample supply for at least a week. Itsy Bitsy will provide unscented, hypoallergenic wipes for diapering. If a parent wishes for a specific brand to be used, they may bring in a package of wipes and properly label the packaging with the child's name.
5. Ointment if needed for each diaper change.
6. Sunscreen to be reapplied at the Center. Please note that sunscreen should be initially applied at home and Itsy Bitsy will reapply if needed.

\*\*\*INFANTS DO REQUIRE SOME ADDITIONAL SUPPLIES WHICH WILL BE REVIEWED AT ENROLLMENT.

**PLEASE ENSURE THAT ALL OF YOUR CHILD'S ITEMS ARE LABELED CORRECTLY.**

### RATIOS

The following staff/child ratios are required by the State of New Jersey. Itsy Bitsy prides itself in keeping with a higher staff/child ratio whenever possible.

AGE	REQUIRED STAFF/CHILD RATIO	ITSY BITSY ELC STAFF/CHILD RATIO
2 months-18 months	1:4	1:3
18 months - 2 $\frac{1}{2}$ years	1:6	1:4

### PARENTAL NOTIFICATION

In the event of an emergency, whether related to the weather or an emergency in the surrounding area, the Center will send out a message to all parents via an automated system, ONE CALL NOW. Parents must provide the Center with the numbers and emails where they wish to be reached at. If it is possible, provided the nature of the emergency, the Center will also send out an email directly from the Center's email address.

## **SURVEILLANCE CAMERAS**

Surveillance cameras are located in each of the classrooms and hallways. Monitors are located in the office and we record on a 24 hour basis. Parents are welcome to watch the monitors at any time during the day. This system is closed circuit and cannot be viewed in your home or office.

## **PARENT INVOLVEMENT**

We at Itsy Bitsy Early Learning Center both invite and encourage parents to be active participants in classroom activities, fundraisers, etc. If you or someone in your family has a special trade, job, or hobby we would love for you to share it with us, so sign up today to join us in the fun!

## **ABSENCES AND VACATION CREDITS**

Since Center expenses continue and space is reserved whether or not a child is in attendance, no refund of money will be made for absence. "Make up" days are not permitted. Vacations WILL NOT be credited during the school year. Extended Care families can receive up to ONE week of vacation credit during which will be applied to the month of August ONLY if the child is enrolled for a full school year (September 1st-August 31<sup>st</sup>) and if the office is notified by May 31<sup>st</sup>.

## **BABYSITTING POLICY**

It is Itsy Bitsy Early Learning Center's company policy that employees do not take care of children enrolled in our program outside the Center at any time. Employees are not permitted to take children to and from the Center for any reason. Insurance does not cover our staff off of the premises. Furthermore, the job demands are high and we feel that professional stance is to avoid this conflict. Violation of these policies may be cause for termination.

## **TOILET TRAINING**

Most children do not have the physical ability to control their bladder and bowels before the age of about eighteen months. Beginning toilet training early simply causes frustration for the caregiver and puts unnecessary pressure on a young toddler. Our policy is as follows;

1. No child shall ever be forced to go to the toilet if he/she shows signs of fear;
2. We shall follow parents' toilet training procedures to the best of our ability if they are in the best interest of the child;
3. We will encourage a child to go on the toilet if they exhibit any of the signs indicating that they are getting ready;
4. No child will ever be punished or harassed by a staff member if they are not ready to be toilet trained;
5. We will use positive reinforcement or rewards for children who are in the process of toilet training, but under no circumstances will negative reinforcement be used;
6. No child shall ever be embarrassed or have anger shown to them by a staff member if they should have an accident, whether they are in the toilet training process or are completely trained;
7. Parents will be kept informed of their child's progress.

## **BITING**

Although biting is a "normal" part of behavior, in that one out of ten toddlers and two year olds bite, it is a disturbing and potentially harmful behavior that parents and educators must discourage from the very first episode. If your child is experiencing difficulty in this area or is involved in a situation with a child who is experiencing difficulty, the Staff of Itsy Bitsy Early Learning will follow guidelines as set forth by the National Association for the Education of Young Children. We are happy to speak with and discuss these guidelines with parents. When a biting incident occurs, parents of all children involved will be notified. We have found that it is in the best interest of the children not to reveal the identity of the child who is having the biting problem. If the behavior continues after a reasonable amount of time, and effort has been exercised in preventing a child from biting, temporary withdrawal from the center may be necessary.

Young children may bite for different reasons, and not all will respond to the same types of intervention. The key is cooperation and understanding for adults and children alike. Together, we can usually guide toward self-control and away from biting.

### **BIRTHDAYS / HOLIDAYS**

It is Itsy Bitsy Early Learning Center's policy to not allow families to give out "goodie bags", gifts, books, candy, pencils, etc. By allowing these, or any items, to be sent home, Itsy Bitsy Early Learning Center becomes responsible for what is inside. Although the majority of what is being given out is safe, we cannot risk being responsible for something we do not prepare. Also, not all families chose to send home "goodie bags" or gifts and we feel this may cause children and their families undue stress and sadness if they feel they should have done the same. Please understand that these decisions were reached by us at Itsy Bitsy Early Learning Center after much thoughtful consideration, discussion and experience. We truly feel these policies are in the best interest of our children and hope you will feel the same. This policy applies to ALL holidays or birthdays.

Another note about birthdays concerns the treats served. Children are sensitive to excessive sugar as we are sure you are well aware! Please send treats that are not excessively sweet, such as muffins or cupcakes with little or no frosting. Treats should also be NUT FREE. Lastly, we need to address lengthy or excessive celebrations. The proper place for families to gather and hire entertainers to be enjoyed is at a home/party place. We feel an appropriate celebration at school should be simple and short so as not to disrupt the class routine, therefore parties will be a classroom celebration only and will be held at snack time.

### **WEBSITE AND SOCIAL MEDIA**

By enrolling your child at our Center, you authorize Itsy Bitsy Early Learning Center to use your child's photo on the Center's website and social media page. Parents are also always welcome to post feedback on YELP!

**\*\*A DETAILED SOCIAL MEDIA POLICY IS PROVIDED TO YOU AT REGISTRATION. YOU MUST SIGN THIS POLICY AND A COPY WILL BE KEPT IN YOUR CHILD'S FILE.**

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

1. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s), to take the child from the Center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. A child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the Center to allow such a visit or release in writing. This written authorization, including name, address, and telephone number shall be maintained in the child's file. Identification will be required in order to verify identity. 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.

2. In the event that the parent(s) or the other person(s) authorized by the parent(s) fails to pick up, or is late in picking up a child at the time of the Center's daily closing, the following procedure will be followed:

- A. The child will be supervised at all times by 2 Center staff members or the Director;
- B. Staff member(s) will make every effort to contact the custodial parent(s) and/or persons listed on the child's information sheet, and authorized by the custodial parent(s) to be called in case of emergency, and/or person(s) authorized by the parent(s) to care for the child; and
- C. 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 members cannot continue to supervise the child at the Center, the staff members shall call the 24 HOUR STATE CENTRAL REGISTRY HOTLINE 1877-NJ-ABUSE(1877-652-2873) 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.

3. If the parent(s) or person(s) authorized by the parent(s), 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 or harm if released to such an individual, the procedure shall be:

- A. The child may not be released to such an impaired individual;
- B. Staff members will attempt to contact the child's other parent or an alternate person authorized by the parent; and
- C. If the Center is unable to make alternate arrangements, the 24-hour STATE CENTRAL REGISTRY HOTLINE 1877-NJ-ABUSE (1877-652-2873) will be called in order to seek assistance in caring for the child.

4. No child shall be released from the program unsupervised.

### **DISCIPLINE POLICY**

DISCIPLINE at Itsy Bitsy Early Learning Center DOES NOT allow hitting, shaking, corporal punishment, abusive language, frightening treatment, withholding of food or emotional responses, or making a child stay silent for long periods of time. The Center follows 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. These methods MUST be consistent with the child's age and developmental need, and lead to the ability to develop and maintain self- control.

Positive discipline is different from punishment. Punishment tells a child what they should NOT do while positive discipline tells a child what they SHOULD do. Punishment teaches fear and positive discipline teaches self-esteem.

Positive discipline will be used 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 and plan for ample elements of fun and humor.
- Provide time and space for each child to be alone but also include some group decision-making activities.
- Make it possible for each child to feel he/she has had positive impact on the group.

- Provide the structure and support children need to resolve their differences
- Share ownership and responsibility with the children

Positive discipline will be used by intervening when needed:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help a child deal with a situation.
- Use a "break time"-by removing the child for a few minutes from the area or activity so that the child may gain self- control (Always following the 1 minute per year rule of thumb).
- Divert the child and remove him/her from the area of conflict and provide an alternate activity in order for the child to release their feelings.
- Point out natural or logical consequences of child's behavior.
- Criticize the behavior NOT the child. Do not say "bad boy" or "bad girl". Instead try saying "This behavior is not allowed here"

Positive discipline will be used by showing love and encouragement:

- Respond to and reinforce positive behavior. Acknowledge or praise the child to let them know that you approve of their behavior. Using rewards as positive reinforcement for good behavior is highly effective.
- Use encouragement rather than comparison, competition, or criticism.
- Overlook small annoyances and ignore provocations.
- Give hugs and caring to EVERY CHILD EVERY DAY.
- Appreciate the child's point of view and be loving.

Positive discipline is NOT:

- Disciplining a child for not eating, failing to 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 form of emotional punishment.
- Engaging in or inflicting and form of child abuse or neglect.
- Withholding food, emotional response, stimulation, or opportunities for rest.
- Requiring a child to remain silent or inactive for a long period of time.

### **REPORTING OF CHILD ABUSE / NEGLECT**

Any owner, teacher, counselor, or other employee who has reason to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language or ridicule, or harsh, humiliating or frightening treatment, or any kind of child abuse or neglect by any person shall immediately report such allegations to the Department of Child and Families, child abuse hotline at 1-877-NJAbuse (652-2873) or TTY or TDD 1-800-835-5510.

### **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 in order to prevent this policy from being enforced.

**IMMEDIATE CAUSES FOR EXPULSION:**

- A child is at risk for causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions towards a staff member.
- Parent exhibits verbal abuse to staff in front of enrolled children.

**PARENTAL ACTIONS FOR CHILD'S EXPLUSION:**

- Failure of parents to pay or habitual lateness in payments.
- Failure to complete required forms or providing copy of child's health records.
- Habitual tardiness in picking up child.

- Physical or verbal abuse or inappropriate behavior or language with staff or children.

#### CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums or angry outbursts
- Ongoing physical or verbal abuse or inappropriate behavior or language with staff or children
- Behavior/learning disabilities which require professional intervention not provided at the center
- Excessive biting.

#### PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER NOT TO EXPEL A CHILD:

Staff will try to redirect child from negative behavior

Staff will reassess classroom environment, appropriateness of activities, and supervision

Staff will use positive methods and language while disciplining children

Staff will praise appropriate behaviors

Staff will apply consequences for behavior consistently

Child's disruptive behavior will be documented and maintained in confidentiality

Child will be given verbal warnings

A brief time-out may be given, if appropriate to age, so child can gain control

Child may lose some special classroom privileges if appropriate to age

Staff will verbally describe to parent and document the child's disruptive behavior and maintain confidentiality.

Literature regarding behavior will be offered to parent if available.

Parent conferences will be required, if judged to be necessary, by teacher or director.

Written parent and/or center action plan may be developed

Parent may be required to schedule an evaluation by a professional or local school child study team

Parent may be required to immediately pick up child if staff cannot handle the child's behavior

#### SCHEDULE OF EXPULSION:

If after remedial actions as described above have not worked, the child's parent/guardian will be advised verbally and/or in writing about the child's or parent's behavior warranting 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 come to an agreement with the center. The parent/guardian will be informed regarding:

- a. The length of the expulsion period
- b. Expected behavioral changes required in order for the child to return to the center
- c. A specific expulsion date that allows the parent a reasonable amount of time to seek alternate child care will be given if possible (approximately one to two weeks), depending on the safety of other children or severity of the problem with the child or parent, as judged by center director.
- d. Failure of the child/parent to satisfy the terms discussed and/or severity of the problems as judged by the center director may result in permanent expulsion from the center

#### REASONS FOR WHICH A CHILD WILL NOT BE EXPELLED:

- A parent made a legitimate complaint to the Office of Licensing regarding the Center's alleged violation(s) of licensing requirements (1-877-667-9845)
- A parent made a legitimate report of abuse or neglect occurring at the center (1-800-215-6853 or 1-800-792-8610 after 5 pm)
- A parent questioned the Center's policies and/or procedures
- A parent is not given sufficient time to make other arrangements for child care



**INFORMATION TO PARENTS-See Attached**

The following documentation is provided to each parent by the State of New Jersey Office of Licensing.  
Please read this documentation carefully and thoroughly.

UPDATED 4/2017 se