WELCOME LETTER

FIRST DAY NEEDS, TRANSITIONING NEW CHILDREN, SEPARATION

COMMUNICATION, SOCIAL MEDIA, TECHNOLOGY POLICY

CHILD-SPECIFIC INFORMATION, CLOTHING (back packs)

TODDLER & NURSERY INFO, CONFERENCES AND SPECIAL DAYS

FOOD (lunch, birthday, class parties), CLASS PARENT, OBSERVATIONS AND VISIT

OBSERVATIONS AND VISITS cont., SAFETY, ALLERGIES, MEDICATION ADMIN.

ILLNESS, EXCLUDABLE COMMUNICABLE DISEASES

DISCIPLINE POLICY GUIDLINES FOR POSITIVE GUIDANCE

POSITIVE GUIDANCE con’t & BITING

EXPULSION POLICY

DROP OFF and PICK UP instructions

PICK UP PROCEDURES (late, different person etc.)

EMERGENCY LOCK DOWN PROCEDURES, EVACUATION

NJ D.C.F. INFO TO PARENTS and PROJECT CHILD FIND
Dear parents and guardians,

Welcome everyone. We look forward to seeing familiar faces as well as getting to know the new ones. A fabulous new year awaits your youngsters. They will have fun exploring the classroom and getting to know one another and their teachers. It is a true gift to be an educator. A teacher’s day is never the same. It is filled with joy, excitement and sometimes challenges. Spending a year sharing and expanding a child’s mind and heart with education is a gift, what could be better than that? Thank you parents for sharing your children with us, we love them as our own.

This year each of your children will learn at an individual rate and learning style. Rather than being “taught,” when they learn when they are developmentally ready to do so. Your children will explore and experiment in a classroom with teachers that understand and build on the world he/she knows. Our educators possess an excellent overall scope and sequence of child development and design the classroom and program for their students. Learning in a "sequential order" is necessary to develop important abilities such as communication and cooperation with each other. Our classrooms are designed for the sequential needs and the development of your child. We recognize what each child knows and needs and match the materials and experiences to those factors. We are dedicated to the whole child! It is our priority to provide a caring and supportive environment. It is filled with educational toys (materials) and events that have relevance to the child’s realm of experience; concrete, not in any way abstract. It will serve as a foundation for future development. Each classroom environment enables our teachers to:

* Foster and protect the child’s physical health and well-being
* Help the child to achieve a positive self-image and express creativity
* Offer a variety of experiences that satisfy and stimulate the child’s innate interest and curiosity
* Create an atmosphere where the child feels free to participate as an individual yet learn the social give and take of relationships
* Encourage communication among classmates and adults to improve language skills and sharpen conceptual learning
* Help children develop an internal control system for behavior
* Encourage and reinforce listening and concentration
* Communicate with and assist parents

We feel all children have the right to be cared for and respected for the unique beings that they are. We are excited to meet these unique beings and enjoy their company this school year.

Thank you and welcome!
ON OR BEFORE THE FIRST DAY

Health Form: either a universal health form or physical from your pediatrician
Immunization report: please check with your pediatrician they are current. If you use a delayed schedule we must have a letter from your pediatrician stating so.

Updated Registration Form
Parent / child survey

Emergency medications if needed: for example an EPI pen.

TRANSITIONING NEW CHILDREN

We prefer to have new children ease into the room and routine.

Visit back day is a half hour meet and greet (visit) for all new children. This is a wonderful way to familiarize your child to a new school, teacher and classroom without all the hustle and bustle of the first day of school.

If a child enters the program after school has begun, we recommend a few short visits, gradually lengthening the visit time, prior to enrollment. This helps your child become familiar with the environment and also helps us get acquainted.

Each child is unique in his/her patterns and ease of adjustment to new situations. Be sure to talk with the staff if you have questions during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment.

SEPARATION

Children sometimes have difficulty separating upon arrival at Green Twig. This is typical behavior which, over time, should decrease as children become more secure in their new environment. Here are a few suggestions to help ease separation:

* Allow adequate time in the morning for arrival adjustment before needing to leave.
* While traveling, talk to your child about going to “school,” who will be there, etc. This prepares your child for what will occur. When you are rushed, children feel hurried and anxious.
* When you arrive, help your child get “settled in” by becoming involved in play.
* Once your child is playing comfortably, tell your child it’s time for you to go. (You might also try a two-minute warning ahead of time.) Please, do not leave without letting your child know. Children are establishing their sense of trust and need to see you go and see you return at the end of the day.
* Give hugs and kisses and reassure your child you will be back. It is helpful to give them an idea of your return by identifying a time of day you will be back (e.g. “I’ll see you after snack”).
* If there is still protest and difficulty, teachers are close by to help your child when you leave. Usually, children calm down and begin to play soon after you leave. Remember, even those children who are comfortable in play and in their environment need your attention, affection, and reassurance.
COMMUNICATION

The Green Twig office communicates with parents in a number of ways:

Email  office@greentwigschool.com
Telephone      (201) 445-0747
GT website    www.greentwigschool.com
Facebook   https://www.facebook.com/GreenTwigSchool/
Notices sent home in children's backpacks

Classrooms: Teachers send out weekly or monthly newsletters to inform you of day to day classroom news.

Green Twig also has a Facebook page. Check us out and give us a like!

https://www.facebook.com/GreenTwigSchool/

Social Media Policy:
The Green Twig School currently uses our school website and Facebook page account to inform our families and the community about our school. We reserve the right to adopt other forms of social media in the future if we determine such methods enhance our ability to communicate with our families and our community and benefit our school.

1. All methods of social media, either sanctioned by The Green Twig School or ones of personal use, shall not be used inappropriately. GT defines inappropriate electronic conduct as anything of a sexual nature, statements that threaten, libel, slander, malign, disparage, harass or embarrass members of GT community, families, students and/or staff.

2. No person shall use words, actions, or depictions which violate the privacy, safety, or good name of the community, families, students and/or staff associated with the school. In addition, inappropriate electronic conduct includes words and/or statements that can harm the school either internally or how the school is viewed by outside sources.

3. The Green Twig School reserves the right to remove comments or content from social media site(s) that compromise the dignity of the school community, families, students and/or staff.

Technology and television use policy:
We use Dropbox, email and Facebook to share pictures and videos of your children. Please be sure to review our pictures policy located on the updated registration form.

Children 3 years and 4 months and under will have no use computers or television
Children 3 years and 5 months - 4 years and 5 months may have group usage (thematic relation) and individual usage of no more than 5 minutes at 2 times per week
Children 4 years and 6 months - 5 years may have group usage (2 videos per month, 20 minutes long maximum) science or thematic related. They may play a computer game no more than 5 minutes 1 time per week.
Child-Specific Information:
During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.

Parent-teacher conferences are held two times per school year (winter, and spring). At the conference, teachers and parents will discuss the evaluation and your child’s developmental progress.

If, at any time, you have special concerns, please feel free to contact your child’s teacher - send a note, or call the office to leave a message. During school hours, teacher cannot accept phone calls. If you have a message for the teacher during school hours please call the office, and we will relay the message. The teacher will respond as soon as possible.

If you wish to talk to the teacher at length, you can send a note or call the teacher and, if needed, arrange a time to meet in person or over the phone.

Please do not discuss problems or concerns in the presence of your child or other parents.

Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child’s behavior, and it is useful for staff to be aware of these developments. GT will always respect your privacy.

If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

Clothing
Children learn through play. They use their senses to learn. Your child should come to school dressed for play in clothing that is okay if it gets messy.
Please dress your child in comfortable clothing that can get DIRTY. We have smocks, but we want the children to feel free to try messy projects. Sometimes children worry about their clothes getting dirty. If they come home with something on their clothes, please reassure them you have a ‘special’ spray that will get it out.
If your child uses a spare change of clothes from school, please wash and return the next day. Also, we gratefully accept donations of any outgrown clothes for our extras container.

Backpacks should be clearly labeled with your child’s first and last name. Please write it on the upper inside of the backpack. Make sure it is large enough to bring home lots of projects without us having to fold them. It should be able to fit a 9 x 11 inch paper. We send home lots of projects and paintings.

Label everything!!!! Often we see many of the same back-packs, lunch boxes and coats. A suggestion is to put your child’s initials on a label inside of their coat. Don’t forget to label those car seats left for play dates or different pick up.
**TODDLER AND NURSERY CLASS:** please send a spare set of clothes (shirt, pants, underwear and socks). Place it in a large Ziplock bag labeled with your child’s name. We will send this back at the end of the year.

**Diapering**
Diapers are changed every two hours, or more frequently as needed. Please speak with your child’s teacher if you would like another arrangement to be made, and we will do our best to accommodate your needs. You are responsible for all diapering supplies, and will be notified in advance when your supply is running low. (In the event that supplies run out we will temporarily borrow from another child with the understanding that the items borrowed will be replaced.) We retain the right to temporarily refuse care if the proper supplies are not provided after ample notification has been given.

**Potty Training** (children should be toilet trained entering the Nursery class and up)
At Green Twig we do not believe in pushing children to accomplish tasks that are not age appropriate. Although in some instances children are potty trained before 2 ½ we will not actively potty train here until children have reached the nursery classroom. Once the child had reached 2 ½ years we will make every attempt to work with parents to use the same techniques that are being used in the home. Common techniques are frequent reminders and rewards or treats. Soiled clothes will be given to you in a sealed bag to be laundered at home.

**CONFERENCES AND SPECIAL DAYS:**
All classes will have a Back to School Night in early to middle October. This will give parents a chance to see and hear what the children have been doing and will be doing in the future. It’s a fun night to meet one another and see some adorable pictures of the children in action!

Each class uses 2 days in the winter and spring for PARENT/TEACHER conferences. This is time for you and the teacher to discuss your child and their progress in depth. The days are indicated on the school calendar. If a phone conference would be more convenient than a visit, this can be arranged. There is no school for the children on conference days. Children should not accompany you to the conference. If you need assistance with someone watching your child(ren), you may wish to call the parent who is before or after your conference. They too, may need help with someone watching their children. As always, please feel free to call your teacher or director with a question or comment.

**Father’s Play Day** is a time for the children and dads to come and play together. It is held on a Saturday morning for about an hour.
**Mother’s Play Day** is a time for the children and moms to come and play together. It is held during the school day on a Thursday and Friday in the late fall.
If moms or dads cannot attend we strongly suggest a substitute, moms, grandparents, uncles, aunts even older sibling 12 and over are welcome!
The Director offers a PARENT COFFEE at the beginning of the year to share information about our school, its philosophy, and expectations.

**SCHOOL PICTURES:**
School pictures will be taken in early October and ready for pick up before Thanksgiving. You are under no obligation to purchase or pre-pay for them. Individual and a group, class will be taken.
FOOD

LUNCH:
Lunch space is reserved first for all day students and work situations. Any remaining space is offered on a first come first served basis, after the before mentioned students’ needs are met. If you need or want lunch services, please fill out the appropriate form. This lets us know to put your child on our wait list. Once all the regular fall classes fill up we will be able to determine what lunch space is available. As with regular classes, the state of NJ regulates how many children may occupy a lunchroom. You will be notified as soon as possible the lunch days you have received. We talk with your child and help him/her understand that food sharing is not allowed, please reiterate at home. Complete instructions will follow. 
We are a nut free facility.

BIRTHDAYS and CLASS PARTIES (HOLIDAYS)
If you would like your child’s birthday to be celebrated, you are welcome to bring a snack to share. Please make arrangements with your child’s teacher at least two days prior to the birthday. Each class will have its own distinct way, determined by the teacher, to honor birthdays. We ask that parents not distribute favors, goody bags, or paper goods.
Class parties the teacher will provide a sign-up sheet with dates, class parents will remind you what you signed up for.
We recommend that you select a nutritious snack to share. Check with your child’s teacher for suggestions on fun and nutritious snack ideas. Due to the possibility of food allergies please provide a list of ingredients or labels of products or try to provide snacks that are pre-packaged.

For those who need more information about reading an ingredient label, review information on the Food Allergy and Anaphylaxis website (http://www.foodallergy.org/section/about).

CLASS PARENT & PARENT SCHOOL GROUP (PSG)
For the new school year coming up, we will need some help for your child’s class and our PSG. If you would consider participating please read the following job description before you decide...
• This is a job of coordination and delegating responsibilities.
* Organizing and assisting in monthly community outreach projects
• You do not have to do every task yourself.
• Notifying parents by phone, email or text to announce school closings.
• Reminding or assigning parents to assist in class parties (sign-up sheets will be provided at back to school night.).
• Teachers will discuss the details with parents as the dates to the events get closer.
Our Parent School Group (PSG) is made up of hard working parents and teachers who pool their talents to provide support for Green Twig and the surrounding community. This group sponsors and assists in school-wide fund raisers to benefit community organizations and charities.

Some examples of school-wide events include Spirit Days, Parent’s Night Out and others. Thank you for all your support!
OBSERVATIONS AND VISITS:
You are always welcome to observe your child at any time without an appointment. All classroom doors have glass to allow viewing without being seen by your child. This will give you a more accurate representation of your child's interactions during a regular day. Several visits are encouraged, since any one day may not represent a 'normal' day. If you would like to observe inside the classroom, please let your teacher know beforehand. This way we don't have too many adults in the classroom at any one time. These visits may not be used as a conference. Call the desk or teacher if you need to speak at length about your child.

As registration for the following fall grows near, you may want to observe your child's next classroom. This may help you prepare for intent forms. These forms come out in December and registration will be early January. All present G.T. families have first choice for fall classes. New families to G.T. must wait to register until returning family registration is complete.

SAFETY
Each classroom has a staff member trained in first aid, CPR and EPI Pen.
Each classroom has a first aid kit.
The school has a first aid kit, defibrillator and EPI station located centrally in the main hallway.
Each staff member must have a background check every 3 years (CHARI) and be finger printed.
All outside doors remain locked.
GT has security cameras and a security system monitored 24 hours a day by ADT.

ALLERGIES
If your child has an allergy please notify us immediately. We have emergency forms for your doctor to fill out or your doctor may have their own. Please provide us with a copy this action plan. We must have the appropriate medications needed in the original box with the original prescription with your child's name on it. Any medications must have specific instructions and be in the original box. Prescription medication must have a doctor's note with specific directions. Over the counter medication must have specific instructions but may be written by a parent. The state of N.J. requires all the above mentioned.

Please provide a supply of safe treats to be used in lieu of store-bought and bakery-prepared items. Talk with your child and help him/her understand that food sharing is not allowed. This is a preventative safety measure to reduce food allergy exposures.
Hand washing and tabletop washing are additional risk-reduction measures that are used at GT. Parents can help by ensuring adequate hand and face washing at home before arrival at school.
WE MAINTAIN A NUT FREE FACILITY

Medication Administration
Medication; prescription and over the counter can only be administered if they are
Handed directly to a teacher with times and dosages needed. All medications must be
given to a staff member and kept in an area inaccessible to children.
We will not administer medications that are in another child's name or that have expired.
Please remember that many over the counter medications mask symptoms of children that are ill.
While we realize we serve working parents, please respect that we are trying to keep all of the children in the center healthy and sending an ill child to school can make it more difficult to maintain a healthy environment. Medication associated with a recurring health condition such as nebulizer or epinephrine pen must have written directions under which conditions the medication must be administered. The center shall immediately inform parents if a child exhibits adverse effects from a medication.
**Illness:**

*Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.*

*We use the EMERGENCY FORM to contact parents or another designated adult if your child develops symptoms of illness while in class.*

*If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:*

- temperature higher than 100°F
- pale or flushed face
- loss of appetite
- headache
- nausea or vomiting
- thick or greenish mucus from nose
- red, pink, or crusted eyes
- cough
- stomach ache
- loss of energy/decrease in activity/falling asleep
- earache
- sore throat
- diarrhea
- rash/infection of skin

*Symptom free for 24 hours before returning to school.*

*Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine.*

*Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school.*

*We strictly observe this health dept. regulations for children (& staff) to protect everyone’s health.*

*Parent must notify the office immediately if a child is diagnosed with any communicable diseases including: strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that GT can inform the parents within your child’s classroom to be on the lookout for symptoms. Please remember that GT will not release the name of the child or family involved. If your child has been exposed to any excludable disease while at G.T. you will be notified by email.*

*Is taking medication, as medicine may affect your child’s behavior.*

*If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.*

*Unless we receive a doctor’s note requesting a child to stay indoors, we expect every child to participate in outdoor play.*

**ALL OF US WORKING TOGETHER AS A TEAM WILL KEEP OUR CHILDREN AND TEACHERS AS HEALTHY AS POSSIBLE!**

**TABLE OF EXCLUDABLE COMMUNICABLE DISEASES**

(this is a sampling only for a full list visit www.nj.gov/health/cd.)

If your child becomes ill with one of the following diseases, please notify us immediately!

A child who contracts any of the following diseases, may not return to G.T. without a doctor’s note.

This note must state that your child presents no risk to him/herself or others.

<table>
<thead>
<tr>
<th>Respiratory Illnesses</th>
<th>Gastrointestinal Illnesses</th>
<th>Contact Illnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox*</td>
<td>Mumps*</td>
<td>Campylobacter*</td>
</tr>
<tr>
<td>German Measles*</td>
<td>Measles*</td>
<td>Escherichia coli*</td>
</tr>
<tr>
<td>Hemophilus Influenza*</td>
<td>Strep Throat*</td>
<td>Giardia Lamblia*</td>
</tr>
<tr>
<td>Menigoccus*</td>
<td>Whooping Cough*</td>
<td>Hepatitis A*</td>
</tr>
<tr>
<td>Tuberculosis*</td>
<td>H1N1(swine flu)*</td>
<td>Salmonella*</td>
</tr>
</tbody>
</table>

*Reportable diseases that must be reported to the health department by the center.*
DISCIPLINE POLICY:
Our goal is to help the children follow certain rules set up to help him/her become a good class member and exhibit behavior that is conducive to a healthy, happy and harmonious environment. We use several techniques to help the child develop the following:

• ROLE MODELING GOOD BEHAVIOR AND INTERACTIONS
• PRAISE FOR EXHIBITING DESIRABLE BEHAVIORS
• IGNORING UNDESIRABLE BEHAVIORS (as long as they are not disruptive, dangerous or violent)
• 'STEPPING BACK' AND ENCOURAGING OR ALLOWING CHILDREN TO SETTLE DIFFERENCES (disputes) themselves (as long as safely and physical harm in not involved)
• INDIRECT INVOLVEMENT--HELPING CHILD VERBALIZE OR 'WALK THROUGH' HOW A BETTER SOLUTION MAY HAVE BEEN USED. GET BOTH CHILDREN TO VERBALIZE THEIR FEELINGS IN REACTION TO WHAT HAPPENED.
• DIRECT INTERVENTION--TEACHER ENDS SITUATION AND RESTATES GROUND RULES.
• TIME OUT--REMOVAL OF CHILD(REN) TO A NEUTRAL PLACE WITHIN THE CLASSROOM FOR A SHORT PERIOD OF TIME TO ALLOW HIM/HER TO CALM DOWN.
• TIME OUT--REMOVAL TO A PLACE OUTSIDE THE CLASSROOM ATTENDED BY AN ADULT (only used when child's behavior is disruptive or frightening to the children in classroom)
• WE FOLLOW NJ STATE GUIDELINES FOR POSITIVE GUIDANCE a copy is posted in each classroom.

GUIDELINES FOR POSITIVE GUIDANCE

Positive guidance is a process of teaching children how to behave appropriately. Positive guidance respects the rights of the individual child, the group, and the adult. Methods of positive guidance shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive guidance is different from punishment. Punishment tells children what they should not do; positive guidance tells children what they should do. Punishment teaches fear; positive guidance teaches self-esteem.

You can use positive guidance by planning ahead:

• Anticipate and eliminate potential problems.
• Have a few consistent, clear rules that are explained to children and understood by adults.
• Have a well-planned daily schedule.
• Plan for ample elements of fun and humor.
• Include some group decision-making.
• Provide time and space for each child to be alone.
• Make it possible for each child to feel he/she has had some positive impact on the group.
• Provide the structure and support children need to resolve their differences.
• Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

• Re-direct to a new activity to change the focus of a child's behavior.
• Provide individualized attention to help the child deal with a particular situation.
• Use time-out -- by removing a child for a few minutes from the area or activity so that
he/she may gain self-control. (One minute for each year of child's age is a good rule of thumb).

- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That behavior (explain in need be) is not allowed here."

You can use positive guidance by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior: acknowledge, or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child’s point of view.
- Be loving, but don’t confuse loving with license.

Positive guidance is NOT:

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

Positive guidance takes time, patience, repetition and the willingness to change the way you deal with children. But it’s worth it, because positive discipline works.

OOL/ GUIDELINES FOR POSITIVE DISCIPLINE/APRIL 2017

**Biting**

No one is happy when their child is bitten or is going through a biting phase, but for infants and toddlers this is a developmentally normal way to explore their environment and express frustration.

If the skin is broken: parents of both the bitten child and the child biting will be contacted by phone.

If the skin is not broken: written notification will be given by the end of the operating day.

In both cases an accident report will be filled out in order to track the frequency of the biting.

Sometimes groups of small children will go through a phase when everyone is biting.

This stage often passes as mysteriously as it starts.

While it lasts the teachers will use several techniques to ease the situation such as shadowing the child biting, providing teething toys, and constant reminders to "use their words."

In recurring situations the child biting parents will be asked to conference with the teacher or director, or asked to contact their pediatrician.

It is our responsibility to keep all of the children at our center safe and healthy while acknowledging normal childhood events. Extreme biting situations are handled at the discretion of the center's director.
GREEN TWIG’S 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

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

PARENTAL ACTIONS FOR CHILD’S EXPULSION

Failure to pay/habitual lateness in payments.
Failure to complete required forms including the child’s immunization records.
Habitual tardiness when picking up your child.
Verbal abuse to staff.

CHILD’S ACTIONS FOR EXPULSION

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

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child’s parent/guardian will be advised verbally and in writing about the child’s or parent’s behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child’s behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.
The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approx. 1 to 2 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):
Make a complaint to the O.O.L. regarding a center’s alleged violations of the licensing requirements.
Reported abuse or neglect occurring at the center.
Questioned the center regarding policies and procedures.
Without giving the parent sufficient time to make other child care arrangements.
PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

• Try to redirect child from negative behavior
• Reassess classroom environment, appropriateness of activities, supervision
• Always use positive methods and language while disciplining children
• Praise appropriate behavior
• Consistently apply consequences for rules
• Give the child verbal warnings
• Give the child time to regain control
• Document the child’s disruptive behavior and maintain confidentiality
• Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion
• Schedule a conference including the director, classroom staff and the parent/guardian to discuss how to promote positive behaviors
• Give the parent literature of other resources regarding methods of improving behavior (we have a lending library available)
• Recommend an evaluation by professional consultation on premises.
• Recommend an evaluation by local school district study team.
DROP OFF AND PICK UP:

*New to the school, we suggest you walk your child into the building the first few days. Please pull over to an available parking space and come on in.

*Soon you will find that your little ones love to be dropped off and picked up; besides, it’s so convenient!

*YOUR CHILD’S CAR SEAT SHOULD BE ON THE PASSENGER SIDE OF YOUR VEHICLE, IT MAKES FOR THE SAFEST EXIT AND ENTRY FOR YOUR CHILD.

*We do not buckle your child, we must keep traffic flowing. Please pull over in the bottom of the lot or just past the crest of the hill on Paterson Ave. and buckle them in.

* PLEASE REMAIN IN YOUR CAR, DO NOT PARK AND BUCKLE UP WHILE IN THE PICK UP LINE.

NEVER release your child anywhere but the sidewalk area.

NEVER release your child unless a teacher is present outside.

NEVER LEAVE YOUR CAR UNATTENDED IN THE PICK UP / DROP OFF LANE! (for emergencies)

ALWAYS, PULL DOWN TO THE FIRST GARAGE DOOR, DON’T FORGET!!!!

CAR CARDS ARE IMPORTANT!

Rubber bands work great to attach the colored car card to your passenger side sun visor.

Just flick down your visor upon entering the school driveway.

Need to speak with a teacher, please pull over and park. Do not block the line.

If you are early to pick up your child, we may ask you to pull out, go around the building and get back in line.

Please understand there may be other parents waiting to pick up.

Policy on Release of children:

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 Green Twig and to assume responsibility for the child in an emergency of the custodial parent(s) cannot be reached.

Person other than parent picking up:

Must be in writing or phone call followed up by a written note, no emails please. If GT has a question or has not been notified by the parent of a change in pick up, we will NOT release the child (even grandparents).

Babysitters and nannies:

-please provide a note stating the name and address or copy of their driver’s license, dates in which this person may pick up your child, example; Sept. ‘17 through last day of GT in June ‘18

Car pools:

If there is regular car pool, please write an open ended note stating the following:
- your child’s name, people (first and last name) your child may go home with
- dates this will take place, for example: September 2017 through the last day of GT in June 2018

The provision that a child shall not be visited or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and telephone number shall be maintained in the file.

If the non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy on file.

Unscheduled pick up or departure:
* Not going home in the usual manner:
  If your child has a play date or someone other than YOU, is picking up...
  We must have a written note from you.
* N.J. state requires written notification of change in dismissal.
* Last minute change: you must call the office. Do not email. You must follow up with a note, even if it is after the fact. The state requires we keep on file.
* CARPOOL: If you are part of a carpool or have a regular ‘sitter’ picking up, please write an open ended note for the school year.

Procedures When A Child Is Not Picked Up After One Hour:
1. Child will be supervised at all times by a GT staff member.
2. Attempt to contact parent at home.
3. Attempt to contact both parents on cell phones.
4. Attempt to contact both parents at places of business and ask for further instructions.
5. Call emergency numbers provided on updated registration form.
6. After one hour, if all above contacts and procedures have failed. Call the Division of Youth and Family Services 24 Hour Child Abuse Hotline. 1 (877) 652-2873

Procedures When Parent Picking Up Child Is Physically Impaired:
These are the procedures to be followed if a parent (or car pool parent) is judged to be in unfit physical condition to operate or/and transport children.
1. Do not release child(ren) to parent or guardian.
2. Attempt to contact the other parent or other car pool parent.
3. Attempt to contact emergency numbers on updated registration form.
4. Call Division as listed in #6 above.

Procedures When Regular Pick-Up Person Is Not Present
1. Do not release child to anyone other than a regular parent (guardian) unless GT has a written note from the child’s parent(guardian).
2. Call child’s home phone number to contact a parent and obtain permission.
3. Call child’s parent’s cell phones to obtain permission.
4. Call parent’s place of business to obtain permission.
5. Parent must follow up with a written note the next day.
6. Attempt to contact emergency numbers located on the child’s updated registration form.
7. Wait for \( \frac{1}{2} \) hour and repeat steps 2-5 and again in one hour.
8. If no success call the Division as listed in #6 above.
Emergency Lockdown Procedure

If a situation requiring emergency lockdown is required “Emergency Lockdown” will be announced. The individual making the discovery shall contact police requesting assistance, and will provide as much information about the situation as possible.

Staff will take immediate action to insure the safety of the children by:
- locking all doors, turning off lights, and closing all windows and window treatments
- gathering children quickly and quietly in classrooms keeping away from doors and windows
- ushering students in hallways or outdoors to immediate shelter within the nearest classroom
- taking a roll call of all students informing office of any missing children
- refusing to open doors to anyone without proper identification
- remaining in classrooms until “All Clear” signal is called by police or staff at which time normal activities will resume

In the event of an emergency lockdown the fire alarm will not be sounded.

If evacuation is deemed necessary by police, students and staff will follow their directions to a safe location in an orderly fashion.

Lock down will occur if it is thought that students or staff are in physical or psychological danger. Possible causes of an emergency lockdown include an irate physically or verbally abusive person, a fugitive, or menacing animal.

The directive to lockdown could come from police or other emergency personnel or center administration.

In the event of an emergency lockdown, the school voice mail will be updated stating that an emergency lockdown is in progress, and when it has ended. Parents can contact school voice mail, web site and local authorities in the case of an evacuation. Both sources will provide information about location of children and the logistics of reuniting families.

Evacuation (in the event of a disaster)

In the event of a disaster during which the children need to be evacuated from the center, the children will be taken by bus (as long as it is reasonably feasible) to a safe location as designated by local authorities. If buses are not available, the safest viable arrangements will be made. Contact the local police department for information as to the evacuation location of the Green Twig children.

Evacuation Location:
Kid’s Club House located at 85 Godwin Ave. Midland Park N.J. 07432
(201)670-4464
Department of Children and Families Office of Licensing

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). 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 OOL, Child Care & Youth Residential Licensing, in the 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 secure 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 or viewing at the following website www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf

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 issued 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 http://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 www.cpsc.gov/Recalls. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov.dcf OOL information to parents April 2017

**Project Child Find**

1-800-322-8174

Project CHILD FIND is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a delay or disability from birth through twenty-one years of age.

In addition, Project CHILD FIND develops and distributes information to the public about early intervention services and special education programs throughout New Jersey.

Project CHILD FIND's comprehensive efforts include:

1. Assisting families of infants and toddlers, birth through two, concerned about their child's development by directing all requests regarding early intervention to the family's local Special Child Health Case Management Unit. If you need the number for your Special Child Health Case Management Unit, call: Project CHILD FIND 1-800-322-8174

2. Assisting families of preschoolers, three through five, concerned about their child's development by directing requests to their local school district.

3. Helping families access community services through referral.

4. Promoting community and public awareness of all children with disabilities by providing information.
5. Assisting local school district boards of education to identify unserved children from age three through twenty-one who are in need of special education and related services. Information through Project CHILD FIND may be obtained by calling the toll-free number, 1-800-322-8174, which is in service 7 days a week, 24-hours a day. All calls received are confidential. Project CHILD FIND was established by the New Jersey Department of Education through I.D.E.A., Part B funds from the U.S. Department of Education.

WHAT CAN WE DO TO HELP?

INFANTS and TODDLERS For more information for accessing help for Infants and Toddlers (Birth to Three)

How to make a Referral. For further information on New Jersey’s Early Intervention System

http://www.state.nj.us/health/fhs/eihome.htm.

For further information on your Regional Early Intervention Collaborative

For further information on transition at age three http://njeis.org

Order form for available brochures

PRESCHOOL CHILDREN AND STUDENTS

For more information for accessing help for Preschool Children and Students (Three through Twenty-one)

How to make a Referral Child Development Checklist (print or order)

List de Verificación del desarrollo del niño (print or order)

Child Development Poster Order form for available materials