

# Parent Handbook



## Ring around the Rosie...

Pre-School and  
Day Care Center

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# Welcome

Thank you for choosing Ring Around the Rosie for your child's Day Care Center. All children ages 2½ through 5 years are welcomed at our center. Please take the time to read this booklet carefully. If you have any questions or concerns, please don't hesitate to ask. We are here to help you with and child.

Our goal is to teach your children through play how to socialize, express themselves, and to be proud of their accomplishments in a Safe and Happy Environment. Children are active learners, and will be taught through hands-on involvement. All interactions that your child will experience while attending Ring Around the Rosie will be positive in nature.

Our positive guidance and discipline will always be in a gentle but firm manner. We want our children to learn how to express their feelings so that we can help them to learn self esteem. Acceptable behavior and self-control will also be taught. At no time will a child be disciplined for failing to eat, sleep, or soiling themselves.

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## Hours

Our center hours are Monday through Friday, 7 AM until 6 PM  
Students can be dropped off anytime after 7 AM  
and need to be picked up by 6 PM.

The only time your child cannot be picked up is  
between 1:00 PM and 2:30 PM due to down time.

You may pick up if prior arrangements have been made.

## Tuition Rates

\$40.00 Per Day for 5 days a week

\$45.00 Per Day for 4 days or less

## Age

All children ages 2½ through 5 are welcomed at our centers.  
Older children are welcome during the summer.

## Registration Fee

A one time family registration fee of \$40.00 must be paid at the  
time of enrollment. If your child leaves the center for three weeks or  
more and would like to return, the registration fee must be paid again.

## Additional Fees

Any accounts one month past due will be subject to a 18% late  
fee. Overdue accounts will be responsible for an additional 40%  
collection fee to cover collection services, filing court documents  
and filing bank and wage execution documents.

A Service charge of \$50.00 will be assessed for all returned  
checks. Your child must be picked up by 6PM. A late fee of \$40.00  
will be charged for every 15 minutes that the child remains at center  
after 6PM.

## Weather Closing Policy

It is not our policy to follow public school closings. We will make  
every effort to stay open so parents can get to work. We must al-  
ways remember safety first, so please listen to WOBF FM 92.7 for  
school closings.

## Holidays

Ring Around the Rosie will be closed for the following holidays:

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve through New Year's Day

Last Week of Summer

## Our Schedule

\* Please remember Blue Room children need to be in by 10:00 AM.

Please be aware of the schedule in your child's classroom. If you happen to miss an activity for the day it will not be made up. For example, if your child misses a project it can not be done later. Our teachers have activities scheduled for the children all day. Please also be aware of your child's lunchtime. If they miss lunch they will have to have it at home.

## Visitation

Ring Around the Rosie encourages parents to observe our program with an open door policy. A strong relationship between the parent and caregiver strengthens a child's confidence and growth. We do ask that you limit your time in the classroom to no more than 30 minutes and try to make your presence as inconspicuous as possible. If your child is having problems adjusting to being dropped off, please try to leave as quickly as possible. Usually lingering can make them even more upset. Feel free to call to see how your child is doing. We would love for you to watch and see what we learn. We do ask that you do not disrupt or try to interact with your child while they are involved in the daily schedule or party. It is very hard to keep a child's attention at this age. Please think before visiting your child in the middle of the day if you are not taking them with you. A child does not understand why they can not go with you. We love to see your children happy!

## Arrival at School

It is important to us that your child is always safe. Please walk your child into school, do not allow them to come in by themselves. All doors are locked from outside the building. Please ring the bell and one of our staff members will let you in. You must sign them in and out every day in our book located on the counter. When leaving the school the child needs to wait for you. Keep in mind that doors are not locked from inside by state law. Do not let them open the door and walk out by themselves. This is your responsibility.

## Pick Up Policy

A Child can only be released to a parent, guardian, or someone listed on your pick-up list. We do prefer that you add a new person to the file but we will accept an add on over the phone. Anyone coming to pick up a child should be ready to show a valid drivers license or picture ID. This is for the safety of your child and if our teachers do not recognize you or an add-on ID WILL BE REQUIRED! Please make anyone picking up your child aware of this policy. Children will not be released to anyone under 16 years of age. Try to remember to tell us if someone other than the usual pick up person is coming for your child. It is good for us to know if we are expecting someone different. A photocopy may be made of the drivers license or photo ID for future reference.

Each child may be released only to the child's parent(s) or person(s) authorized by the parents to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

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

If the parent(s) or person(s) authorized by the parent(s) fails to pick up child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) An hour or more after closing, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Each child must be picked up by 6:00pm. A late fee of \$15.00 will be charged for every 15 minutes that the child remains at the center after 6:00pm.



## Breakfast

You may bring breakfast for your child any time before 8:15. Breakfast will be given between 8:00 and 8:30. Please make a teacher aware if your child has breakfast.

## Snack

An AM and PM healthy snack will be provided by the school with bottled water, whole milk or 100% juice. On a special occasion, such as a child's birthday, the snack may be sweet. Please let us know if you do not wish your child to participate in party foods.

## Lunch

The parent or guardian provides lunch. It should include a lunch that can be independently eaten by the child, a healthy snack, and a drink. Please make sure your child's lunchbox is clearly labeled as well as the containers inside. Please be aware of your child's lunchtime. If you should miss lunch it will need to be given at home. All lunches will be refrigerated. We can heat food but please make sure it is already prepared.

## Naptime

All the children staying at school by state law must have a rest period. The school will provide cots. You must provide a small pillow and thin blanket. Please keep in mind that storage space is limited. You must provide a SMALL pillow and THIN blanket that will fit between two cots. Please make sure pillow and blanket are clearly marked with your child's name. All bedding needs to be taken home every other week to be washed.

## Toy Policy

The center does permit children to bring ONE comfort toy from home. We do understand how difficult it can be to get your child out of the house and comfortable at their school. We do ask your assistance and cooperation in support of our toy policy to make this fun and not cause tears for your child. Please limit the toy to one. An

overwhelming amount of toys is hard for your child and us to keep track of. Do not send anything that can break easily, contains small pieces, or sharp edges. Our young children can put these small parts in their mouth and we do work very hard to keep small toys at a minimum in our school. Please not send any expensive or sentimental toys. The center will not be responsible for anything lost or broken. Make sure your child's name is clearly labeled on the toy. Explain to your child that if they bring a toy from home they will have to share. Our other children do not know this is a toy from someone's home and we share all of our toys at our school. Children will be allowed to share and play with these toys during scheduled times. If your child brings a snuggle toy just for down time they will not be required to share. Most important do not send any toy that has a reference to violence. Do not send super heroes that fight or hit and absolutely nothing with a gun. Feel free to bring a cuddle toy if that does make your child feel more at home.

A teacher may notify you if a special toy may be brought in for show and tell.

Please no candy, gum or money.

## Dress Policy

Please have your child wear a comfortable play clothes. Remember that sometimes activities can be messy. Please do not send your child in clothing that cannot be soiled. (paint, mud, food etc...) Socks, sneakers or closed shoes must be worn at all times. At no time will open back or open toed shoes be allowed. On colder days, children should come with coats, hats, mittens and boots. However, please do not substitute outdoor boots for your child's regular footwear. All clothing and items need to be marked with your child's name to ensure that items can be returned to their rightful owner. During sunny days please apply sunscreen to your child before bringing them to school. If you bring in the sunscreen labeled with your child's name we can reapply it in the afternoon upon request.

## No Smoking Policy

Our school is smoke free. This means our grounds outside are too. Please do not put cigarettes out in the driveway or on the grass.

## Fire Drills

Once a month, by state law, we must have a fire drill with all of our staff and students. All doors are locked from outside of the building, for your child's safety. As per state policy, doors are never locked from the inside so children can get out quickly, in case of an emergency.

## Field Trips

All parents or guardians will be notified in writing of any outing away from the school grounds. Before your child can participate you must sign a permission slip and return it to the school.

## Teachers Education

By State law, our Head Teachers must be accredited by the State in Early Education. There is at least one teacher always present in the center CPR and First Aid certified. All teachers require 8 credit hours a year in Early Childhood seminars.

## Progress Reports

Progress reports will be done sometime in April. If at anytime during the school year you would like to see your child's teacher, appointments can be made.

## Illness Policy

The health of the children at our school is very important to us. We are a center serving well children so be considerate of other children and staff at the center. If a child comes in with symptoms they already expose other children to their illness. As per state guidelines, please do not bring in your child if they have the following conditions:

Severe pain or discomfort

Acute diarrhea. No more than 3 times in a 24 hour period

- Two or more episodes of acute vomiting within a 24 hour period
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Elevated oral temperature of 100.5 in conjunction with other symptoms
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes, excluding diaper rash, lasting more than one day
- Weeping or bleeding skin lesions that have been treated by a physician or nurse
- Swollen joints
- Visible enlarged lymph nodes
- Stiff neck
- Blood in urine
- Inability to participate in daily activities

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

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

**RESPIRATORY ILLNESS**

- |                       |                 |                 |
|-----------------------|-----------------|-----------------|
| Chicken Pox           | German Measles* | Strep Throat*   |
| Hemophilus Influenza* | Measles*        | Tuberculosis*   |
| Meningococcus*        | Mumps*          | Whooping Cough* |

**GASTRO-INTESTINAL ILLNESS**

- |                  |              |             |           |
|------------------|--------------|-------------|-----------|
| Giardia Lamblia* | Hepatitis A* | Salmonella* | Shigella* |
|------------------|--------------|-------------|-----------|

**CONTACT ILLNESS:**      Impetigo      Lice      Scabies

\* indicates reportable diseases, as required by N.J.A.C. 10:122-7.10a

If you are called for your child being sick they must be picked up within one hour. A fever must be absent for 24 hours. Nausea,

vomiting, or diarrhea has subsided for 24 hours. Antibiotics have been given for 24 hours or your child has completed the contagious stage of the illness. Do not ask that your child stay inside due to illness. If they are well enough to come to school they need to be well enough to go outside.

## Medication

Over the counter medication will not be administered without a doctor's note and written consent by a parent. Medication must be in it's original bottle. The doctor's note will need to contain a child's name, name of medication, dosage, frequency, doctor's name and a current date. The first dose of any medication must be given at home. Prescription medication can be administered with a parent's written consent on the medication log. The label on the bottle is our doctor's note. The medication must be in its original bottle with the label. The label must contain the child's name, name of medication, dosage, frequency, doctor's name and current date.

Please supply an accurate measuring device with your child's medication. Please make staff aware of any medication that is brought into the center. No "as needed" medication can be signed off on for the day. The parent must decide if and when a child will need meds. A parent must sign the medication log correctly or the medication will not be administered. The same medication or type of medication will not be given for more than one week. Medication will only be given if it can not be given at home.

## Adding a Day you are not scheduled for

If you wish to add a day, your child may come if there is an available slot. Prior approval will need to be made.

## Change of Schedule

To change your child's schedule you must give a 2 week written notification. Please understand when you sign up for days for your child we are holding a slot for them, and are prepared with staff.

## Absentee Policy

Please call if your child will not be in school for an illness or a day off. We do miss your child when they are not here, so let us know everything is all right. Please understand when you sign up days for your child you are paying for the slot not the presence of your child.

## Withdrawal Policy

If a parent elects to remove a child from the center, a two week advance notice is required in writing. If written notice of withdrawal is not provided, the parent or guardian is responsible for continued tuition payment, whether or not child care services are utilized.

## Toilet Training Policy

Children do not have to be toilet trained to attend Ring Around the Rosie Pre School. We will encourage and reinforce whatever is being done at home. Due to sanitary reasons, please do not send your child in underwear unless you and the teacher feel they are ready.

## Baby Sitting

Please be advised that no staff at Ring Around the Rosie is allowed to babysit for any students currently enrolled. If this occurs your child will be expelled from the center.

## 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.
  - Other (explain)

#### CHILD'S ACTIONS FOR EXPULSION

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

#### SCHEDULE OF EXPULSION

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

• The parent/guardian will be informed regarding the length of the expulsion period.

• 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 (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):

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

## Evacuation, Disaster and Lockdown Procedures

*The safety of children and staff is our first priority. Our second priority is to reunite parents with their children. Parents should check the following sources for information and status report.*

- Local Media
- The schools website: [www.ratrpreschool.com](http://www.ratrpreschool.com), if it is possible to post information.
- WOBN 92.7
- All parents will receive a personal phone call from a staff member as soon as possible.

In the event of an emergency, the director will contact the Emergency Management Team of the Borough of Island Heights at 732-270-5500.

- The First Aid Kit and all medical supplies are located on the bottom left shelf in the utility closet at the end of the foyer.

All patients will be transported by the Island Heights First Aid Squad to Community Medical Center located on Route 37 in Toms River.

In the same utility closet as the First Aid Kit will be six back packs with the following items:

- Written authorization from parents for emergency medical care for each child.
- Written authorization from parents for KI
- Parents names, address and cell telephone numbers



- List of all student allergies
- Needed medications
- First Aid Kit
- Food and Water

**A diagram is located in each classroom and foyer showing how the center is to evacuate from the building in case of an emergency. If students and staff need to be evacuated from the property, transportation will be provided from the county, under the direction of the Island Heights EOC.**

*All decisions will be made by the EOC and everyone will be evacuated to the Island Heights Fire House (Lake and Maple Aves) or Ocean County College (Hooper Ave, Toms River).*

*We will be implementing the family reunification from that location.*

## Information to Parents Statement

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 center 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 center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, 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 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 of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to : NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

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

Parents are entitled to review the center's copy of the Office of Licensing'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 Office'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.

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 Office 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 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 to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1 (800) 242-5846.

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 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, NJ 08625-0717.



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Ring around the Rosie...

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## **Pre-School**

100 Garfield Avenue • P.O. Box 347  
Island Heights, NJ 08732