

MI CASITA DAY CARE CENTER, INC.
PARENT
HANDBOOK
TABLE OF CONTENTS

Introduction

Mission

Philosophy

The Policies:

- 1. Information to Parents***
- 2. Enrollment***
- 3. Transition policy***
- 4. Parent Code of Conduct***
- 5. Discipline***
- 6. Health and Safety***
- 7. Administration of Medication***
- 8. Management of Communicable Diseases***
- 9. Nutrition and Food Service***
- 10. Arrival/Pick-up***
- 11. Parent Involvement and Family Support***
- 12. Termination/Expulsion Policy***
- 13. Court Orders Effecting Enrolled Children***
- 14. Emergency/Inclement Weather***
- 15. Policy on the Release of Children***
- 16. Tuition/Fees Payment***
- 17. Accident Policy***
- 18. Dress Code***
- 19. Curriculum***
- 20. Field Trips***
- 21. How to request a Fair Hear***

INTRODUCTION

Mi Casita Day Care Center, Inc. was incorporated in 1971 as the first Hispanic bi-lingual bi-cultural childcare center licensed in the State of New Jersey. We want to welcome every parent with open hands to our little house and congratulate them for their interest in selecting our program.

The primary objective of our program is to help your child develop a positive attitude toward school and everything associated with learning. It is not our goal to rush young children into acquiring academic knowledge. Each individual child is gently guided into learning what he/she can do to accept him/her and to take pride in and derive satisfaction from personal achievements. We want to help build a creative and lasting foundation of learning within your child.

Our school is also interested in promoting and developing positive social skills. We believe that building relationships with peers and adults is very important. The staff of Mi Casita is committed to provide an environment where your child will be educationally challenged, receive plenty of love, and individual attention...that is our promise to you.

MISSION

Mi Casita Day Care Center a bi-lingual/bi-cultural non-profit organization, exist to provide quality early care and education to children and families residing in Camden County. Our primary purpose is to provide a wide range of enriching and learning activities in a nurturing and challenging environment.

PHILOSOPHY

Programmatically, the concepts of outreach, family support and community-based services are common denominator among most agency programs. At Mi Casita, a child's initial school experience is designed to meet their emotional, social, and intellectual needs based on the premise that all children come to school with knowledge, curiosity, ready to learn and explore their environment. We strongly believe that individual and cultural differences are to be respected, valued and nurtured while recognizing that we all share common links to humanity.

Policy 1:

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The 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, 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 Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, PO Box 18500, Newark, New Jersey 07191.

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 standards, you are entitled to report them to the Bureau of Licensing 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 parent(s) 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 dispensing 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 Bureau 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 Bureau'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 Bureau 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 opportunities to participate assist the center in complying with licensing requirements; and 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. 101-336 (42 U.S. C.) (N.J. S. A. 10:5-1 et seq.), and the Americans with Disabilities Act (AD), 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 (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 <http://www.cpsc.gov/cpsc/pub/prerel/prerel.html>. 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) NJABUSE/(877)652-2873. Such reports may be making 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 and select Publications.

POLICY 2: ENROLLMENT

Enrollment at MI CASITA DAY CARE CENTER is open to children from ages 18 months to 5 year olds. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, sexual orientation, or disability; and without regard to a parent or guardian's race, sexual orientation, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment at the office of MI CASITA DAY CARE CENTER located at 551 Spruce St., or 2601 Carmen St., Camden, N.J. by completing the Assessment Application Form.

Initial enrollment is contingent upon space availability, receipt of the completed enrollment application with all the documentation required by our agency and a signed (if applicable) contract agreement between the parent and the Camden County Department of Children Services. The Enrollment Application and the signed agreement with the Camden County Department of Children Services are not meant to serve as a contract guaranteeing service for any duration.

When the child is finally accepted into the program the parent receive a completed orientation of our program. They also have the opportunity to tour the facility, meet the teaching staff, discuss their expectations and needs, and provide the center with their availability to our family support program and activities. Our parents are welcome to participate in our monthly board of director's meeting and are encouraged to become members of the board.

Continued enrollment at MI CASITA DAY CARE CENTER is contingent upon the child's needs for service and the parent adherence to the policies and procedures of MI CASITA DAY CARE CENTER as outlined in this handbook.

Parents are required to notify MI CASITA DAY CARE CENTER immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child's suspension or termination of service.

REGISTRACION

El Centro de Cuido de Mi Casita sirve a los niños entre las edades de 18 meses a los 5 años. Este servicio se provee sin distinción de raza, color, credo, religión, origen nacional, sexo, o incapacidad; y a los padres o encargados sin distinción de raza, color, religión, sexo, origen nacional, sexo, embarazo o incapacidad.

Cualquier persona puede aplicar llenando los formularios de registraci3n en cualquiera de nuestras oficinas localizadas en el 551 de la calle Spruce St. o en el 2601 de la calle Carman St., en Camden, N.J.

La registraci3n depende de la disponibilidad de espacios en el centro y de la rapidez con que se reciba todos los documentos necesarios para la registraci3n y (tambi3n si aplica en su caso) dependemos un contrato firmado entre las oficinas del condado de Camden y los padres. Es importante que usted sepa que el tener un contrato firmado del condado y

el haber entregado todos los documentos necesario, eso no significa que el espacio sea garantizado.

Una vez que su hijo/a sea aceptado en el programa los padres reciben una orientación completa del programa, tienen la oportunidad de ver las facilidades, conocer al personal, discutir sus expectativas, las necesidades individuales de su hijo/a y nos provee su disponibilidad para involucrarse en nuestras actividades. Los padres son bienvenidos y se les recomienda que se hagan miembros de nuestra junta de directores y que participen en las reuniones mensuales.

Si hay algún cambio en la información que se sometió la primera vez, que pueda afectar su elegibilidad, lo debe notificar a la oficina lo más pronto posible sino esto puede resultar en la terminación de los servicios.

POLICY 3: TRANSITION PLAN

Imagine that you have just landed in a foreign country. Can you find your way around? Does anything look familiar? Can you locate things easily? Do you have the words to ask questions that will help you find your way? Chances are, the answer is no.

For many young children, this is what going to school for the first time is like. Everything is new, different, and sometimes completely unrecognizable.

Recognizing that for young children, going to school can be exciting, frightening, exhilarating and exhausting, Mi Casita Day Care Center, In. wants to provide an environment that is conducive to a smooth transition for both parents and child.

At Mi Casita Day Care Center, we begin this process by inviting the parents to visit the classroom as soon as they know their child is ready to be enrolled in our Center. They are welcome to spend time in the classroom, talk to the staff, and have a sense of the consistent and predictable classroom routine. This way they can have an idea of the daily schedule and activities plan for the child in that particular classroom.

We also encourage parents to bring a family photo from home to share with teachers and other children. We help parents to make good-byes brief and encourage them not to drag good byes out, which can make the separation harder for both parent and child. The parent is also encourage to establish a good-buy ritual if it helps with the transition. If the child is attached to an object (a favorite blanket or toy), we encourage the parent to bring it to school.

We want the parents to know that they are welcome at the Center at any time. For security reason they have to go directly to the office first where they can get a pass to get into the classroom. The may also call at any time during the day to check how their child is doing.

It is also appropriate to pick up the child at the same time every day and in the first, few weeks the parents should be pick them up early until they adjust to the routine. This way the child can learn what to expect and have a secure routine to rely on.

Parents should check with teachers every day at the end of the day to have an idea of how their child's day went. We can reassure you that the feelings of both parents and children are normal and the child will adjust soon even though some of them may take more time.

Transition between classrooms: It is expected that during the school year due to drop of any child from the program or new enrollment, that a child may be change to another class either because of age or because of any other appropriate reason. At that particular moment parents are informed ahead of time of any changes of classroom. The child to be transfer to another class is giving the opportunity to visit the new class and expend a few hours in the morning so he/she can get use to the new environment.

Transition from Pre-school to Kindergarten: Mi Casita Day Care Center, Inc. schedule and provide the students who are ready to go to kindergarten according to age, an opportunity to visit the neighborhood school. During the visit, they have the opportunity to meet the school principal, the kindergarten teachers and get a tour of the facility. Parents are welcome to come also. In addition to visit the kindergarten class, they will also have the opportunity to participate in the class activities.

POLICY 4: PARENT CODE OF CONDUCT

*Our agency expects parents to treat our staff with decency, courtesy, and respect. One of the goals of MI CASITA is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of MI CASITA but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct as shown in the Parent Handbook will not be allowed in the agency.***

SWEARING/CURSING:

No parent or adult will be permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and

will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to express verbally the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS:

Threats of any kind will not be tolerated. In today's society, MI CASITA cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted fully of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT MI CASITA.

While MI CASITA does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF MI CASITA DAY CARE CENTER

While it is understood that parents will not always agree with the employees of MI CASITA or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

CODIGO DE CONDUCTA DE LOS PADRES

Se espera que los padres que tienen niños/as registrados en nuestro programa se comporten de manera consistente y en forma correcta, con decencia, cortesía y respeto. Cualquier persona que incurra o no cumpla

con este Código de Conducta, se le prohibirá la entrada en nuestra agencia.

No se permite decir malas palabras o maldecir especialmente si está dirigido a alguno de nuestros empleados. No se permite amenazas a los niños, empleados u otros adultos en la agencia. Tampoco se permite castigos físicos o corporales de sus niños u otros niños del Centro cuando usted este visitando la agencia. No se permite además confrontaciones de ninguna índole con los empleados, otros padres o personas asociadas con la agencia.

Esperamos que cualquier conflicto se pueda resolver de manera sana y positiva y que siempre se mantenga un ambiente sano y confortable donde los niños puedan aprender a desarrollarse educativamente de una manera positiva y saludable para todas las personas que trabajan en la agencia.

POLICY 5:

DISCIPLINE

Mi Casita Discipline Policy must be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child the acceptable behavior and self-control. Positive discipline teaches self-esteem, which is the opposite of punishment that teaches fear. Teaching staff must model and encourage appropriate behavior.

1. *The staff will have consistent and clear positive methods of discipline and guidance that are explained to the children and understood by adults, which encourage self-esteem, self-control, and self-direction.*

Example of positive disciplinary measures:

- *Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.*
- *Reminding a child of behavior expectations daily by using clear, positive statements.*
- *Redirecting behavior using positive statements.*
- *Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. This will allow the child to calm him/her and reinforce the concepts that rules are a natural part of a safe, consistent environment.*
- *Preventing discipline situations from re-occurring whenever possible.*

2. *Notification to parents: Parents will receive verbal and written notification of their child's performance in the classroom. The Head Teacher, Family Worker, classroom staff and parent/guardian will have a conference, if necessary, to discuss how to promote positive behavior. A behavioral action plan will be prepared to be followed not only in the classroom but also at home.*
3. **The use of corporal punishment, of any kind, in the childcare setting by childcare staff is strictly prohibited. There must be no harsh, cruel, or unusual treatment of any child. Anyone who has reasonable cause to believe that a child has been abused or neglected is required by State Law to report the concern to the Division of Youth and Family Services (DYFS) Office, toll free at 1-800-792-8610.**

DISCIPLINA

La póliza de disciplina del centro es individual y consistente para cada niño, apropiada para el nivel de entendimiento y dirigida a educar al niño hacia un comportamiento aceptable. Bajo ningún concepto se permite abuso corporal o físico de cualquier niño/a que este registrado en el centro. Si en algún momento surge algún problema de disciplina con cualquier niño, se le notificara a los padres y se llevara a cabo una conferencia con la maestra principal, la trabajadora social, el personal del salón y los padres para discutir y preparar si es necesario un plan de acción que pueda implementarse tanto en el salón de clase como en la casa.

Si usted cree que en este Centro algún niño ha sido maltratado, abusado o descuidado deberá reportarlo inmediatamente a la oficina de La División de Niños Y Familias (DFYS) local al teléfono 1-800-792-861.

POLICY 6:

HEALTH AND SAFETY

Mi Casita strives to provide a safe, clean and healthy environment for our children and staff. The building must meet all local, state codes and requirements. Exits, hallways, and entrances must be free from obstruction. All fire extinguishers are inspected on a yearly basis. Mi Casita conducts fire and emergency/evacuation drills every month. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

Parents are required to provide an updated emergency contact information list with a minimum of 3 authorized adults, (18 years of age and over) individuals who we may contact in case the parent is not available. Telephone calls authorizing individuals other than the ones listed on pick up list will not be permitted. Any changes to emergency/pick up list must

be made in person only. All visitors must stop by the main office and if an unauthorized person come to pick up a child the staff member will direct the individual to the main office for verification.

Parent must swipe and sign in and out every day in order to leave/pick up a child in the center. For the safety and security of your child, if you do not swipe/sign the child will not be accepted in the classroom.

A signed consent is obtained at the initial enrollment authorizing the agency the use of children's photos, videos, and digital image for public viewing.

All parents are required to wash their and their child's hand as soon as entering the building. Teachers are required to check and observe each child daily for signs of illness and report any findings to the nurse or office clerk.

Children who exhibit symptoms of any communicable disease will be excluded from attending the program. They are permitted to come back to school after receiving clearance from a licensed physician.

*All children before being admitted to the program are required to bring proof of having received appropriate immunizations and a physical examination as mandated by the **NJ Department of Health**.*

SALUD Y SEGURIDAD

El Centro de Mi Casita se esfuerza por mantener el sitio limpio y saludable para nuestro personal y los niños. Necesitamos cumplir con las regulaciones locales y estatales requeridas. Las salidas de emergencia están nombradas y están libres de obstrucciones. Se realizan simulacros de fuegos todos los meses con los niños/as para que aprendan las salidas de escape y emergencia.

Los padres deberán proveer un mínimo de 3 teléfonos de emergencia de adultos autorizados a recoger a su hijo/a en caso de una emergencia. No se permitirán llamadas telefónicas autorizando otras personas que no están en la lista de emergencia. Todos los visitantes no autorizados serán enviados a la oficina donde se les requiere presentar documentos de identificación.

Los padres tienen que firmar y registrar todos los días la asistencia de sus hijos/as en el sistema electrónico si tienen un contrato aprobado por el condado de Camden.

Los padres tienen que firmar una autorización al centro para dar permiso a que su niño sea retratado, grabado y que su foto se ponga en los medios electrónicos presentes.

Los padres deberán de lavarle las manos a los niños/as inmediatamente entren al salón de clases. Si algún niño/a muestra síntomas de enfermedad se llama al padre inmediatamente. Si esta tomando medicamento deberá seguir la indicación de la póliza de medicamentos. Todo estudiante del centro antes de comenzar, deberá tener las vacunas requeridas de acuerdo a su edad y un examen físico del doctor requerido por el Departamento de Salud del Condado y de nuestra agencia.

POLICY 7: ADMINISTRATION OF MEDICATION

It is Mi Casita's policy to administer only prescribed medication when strictly necessary for the well being of the child or in an emergency situation. If medication is required, the parent is responsible for the first initial dosage of the day and they need to follow the following procedures:

- 1. All medications must be labeled with proper instructions, including the dosage and frequency and **must be authorized by a licensed healthcare professional for that particular child and the parent.***
- 2. The nurse will administer such medication. However, in the absence of the nurse, if required, the Executive/Program Director will designate a staff member to administer medication following procedures as specified in the manual of requirements for child care center from the State of N.J. Parent should be aware that these individuals had completed and had on file their required trainings as required by the licensing office of the State of N.J.*
- 3. Any regular medication or treatment delivered by a device will only be administered after written approval from the child's parent and the doctor, and the parent must provide to the nurse or authorized designee of the center the specific indications for the medication.*
- 4. A form is signed and completed by the parent before leaving any medication for a child. This form indicates the name of the medication, dosage, time and date the medicine is given with the authorized parent's signature. The nurse or the designated trained person or nurse will sign and attest after each administration.*
- 5. All prescriptions will be stored in a locked place inaccessible to the children and in its original bottle or dispenser and must be labeled clearly the child's name, name of the medication, and expiration date, and directions for its administration.*
- 6. Over the counter medication **will not** be administered to the children under any circumstances unless prescribed by the family physician and the parents follow the process indicated above.*

7. *All unused or expired medication and health care equipment will be return to the child's parent for disposal.*

ADMINISTRACION DE MEDICAMENTOS

En Mi Casita se administran medicamentos recetados por el doctor solamente, en caso de emergencia y que sea estrictamente necesario para el estudiante, siguiendo las siguientes instrucciones:

1. *El medicamento deberá incluir la dosis con las instrucciones requeridas, incluyendo la frecuencia y tiene que ser autorizada por el doctor del estudiante.*
2. *La enfermera administrara el medicamento. En ausencia de la enfermera, el director Ejecutivo nombrara las personas autorizadas a dar medicamentos. Estas personas deberán tener los requerimientos necesarios del estado.*
3. *Los padres de estudiantes que necesiten tratamiento de maquinas o agujas deberán indicar a la enfermera o persona autorizada de cómo hacerlo.*
4. *Se firmara una forma individual antes de dejar cualquier medicamento. Esta forma indica el nombre del medicamento, la dosis, la frecuencia, la fecha y día autorizando a la persona indicada. La enfermera o persona autorizada firmara testificando después que administre el medicamento.*
5. *Todo medicamento estará guardado bajo llave y fuera del alcance de los estudiantes en su empaque o caja original e individual.*
6. *No se administraran medicamentos que se compran sin receta en la farmacia bajo ninguna circunstancias, a menos que haya sido recetado por el doctor de familia y tengamos una autorización como se indica arriba.*
7. *Todos los medicamentos expirados se le entregaran a los padres para que dispongan de ellos.*

POLICY 8: MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and the parent will be called to take him/her home.

*Sever pain or discomfort
Acute diarrhea
Episodes of acute vomiting
Yellow eyes or jaundice skin
Infected untreated skin patches
Red eyes with discharge
Difficult or rapid breathing
Skins rashes lasting longer than 24 hours*

Skin lesion that are weeping or bleeding
Mouth sores with drooling
Stiff neck
Elevated oral temperatures of 101.5 degrees Fahrenheit.
Lethargy
Severe Coughing

The child may return to school within the next 24 hours if symptoms free, or has a health care provider's note stating that he/she no longer, possesses a serious health risk to themselves or others.

Excludable communicable diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child present no risk to himself/ herself or others.

Excludable communicable diseases includes: respiratory illness, gastro-intestinal illness, chicken pox, impetigo, German measles, lice, homophilus influenza, meningococcus, mumps, strep throat, tuberculosis, giardia lamblia, whooping cough, hepatitis A, salmonella, scabies, and shigella.

Note: A child who has chicken pox, may not require a health care provider's note to return to school. A note form the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted. If a child is exposed to any excludable disease at the center, all parents will be notified in writing.

POLICY 9:
(Amended 2/2/2015)

NUTRITION AND FOOD SERVICE

Mi Casita provides the children enrolled in our Center with (3) meals a day.

*Breakfast..... 8:30 am.
Lunch..... 11:45 am
PM Supplement..... 2:30 pm*

MEAL REQUIREMENTS:

BREAKFAST: *Milk, fruit, vegetables, juice or whole grain bread, cold or dry cereal or cooked pasta or noodle products. (Three components are needed from this category).*

LUNCH: *Milk, lean meat, poultry, fish or protein alternate, fruits, cheese, eggs, cooked dry beans or peas, vegetables and bread or bread product. (Five components are needed; two must come from the fruit/vegetable category).*

PM SUPPLEMENT: *Milk or juice, fruit, vegetables, bread or bread alternate, cold or dry cereal, cooked pasta or noodle, cheese, eggs or yogurt. (Two components are needed from this category.)*

Children who are allergic to milk or other products, are in special diets due to religious belief, must bring a doctor's note certifying the conditions and or exceptions. The information will be kept confidential in the child's file for further examination and review. In these cases parent are required to provide their child's own food. Parents are encouraged to provide meal with adequate nutritional value. The food is appropriately storage in the center. Our program will supplement the food brought from home to meet USDA's CACFP guidelines.

Drinking water is available at all time for all children. Only 1% milk is served to children older than 2 years old. 2 % or whole milk is served to children 1-to 2 years of age. The center encourages family style serving. We also encourage children to try new foods. Food is not used as a reward or punishment.

Parents will be train in food nutrition, foods that may trigger allergic

reactions and physical activities once a year. Parents are encourage to communicate any concerns they have regarding their child's eating habits.

The nurse will provide regular assessment to the families related to their child's nutrition and physical activity behavior.

Meals served must meet the minimum requirements as established by the United States Department of Agriculture and is prepared in our kitchen that is inspected yearly by the local department of health. Our cook posses a Safe Serve certificate as required by the county.

Menus are posted monthly for parents and the food included in the menus represent the variety of culture that we served at the center.

PROGRAMA DE NUTRICION Y SERVICIO DE COMIDA

Mi Casita provee tres comidas diarias a los estudiantes; desayuno, almuerzo y merienda.

Todos los alimentos están preparados por cocineras entrenadas y se sirven calientes al estilo familiar. Además deberán de incluir todos los componentes necesarios requeridos por el programa del Departamento de Agricultura de Estados Unidos. Los niños/as que son alérgicos a la leche u otros derivados deberán tener una nota del doctor indicando esta condición. Esta información es confidencial y se mantendrá en el expediente del niño/a. Cualquier problema con la alimentación se discutirá con los padres.

POLICY 10:

ARRIVAL AND PICK-UP TIME

Our Center hours of services is from **7:00 a.m. – 5:00 p.m.** Based on our contract with the State, every child must arrive at the Center between the hours of **7:00 am to 8:15 a.m.** and must be picked-up between the hours of **2:30 p.m. to 5:00 pm.**, based on your contract agreement. Parents must notify the office in advance when taking their child to the doctor for a morning appointment or any other emergency that required the child to be late. Child is required to attend the center on a daily basis unless the child is sick. Vacations are approved only 2 weeks at a time. If a child for any reason need more time off the child will be dropped from the program and enrolled, if the space is available, when child come back from leave or vacation.

For our children safety, only adults (18 years old and over) are allow to bring a child in the Center and to sign him/her in or out. Parent must sign in and out and they also need to swipe the card in and out every day if you have an approved voucher from The Camden County Department of Children Services. If you do not sign in/or our swipe your card you are responsible to pay the fee for that date in order for your child to be admitted into the classroom. They must also wash their child hands as soon as entering the building following the procedure posted at the bathrooms.

We charge an additional fee for parents who come after 5:00 p.m. to pick up their child. The fee is based on a dollar (\$1:00) per minute the child remains at the center after 5:00 p.m. or after 3:00 p.m. if you do not have a voucher for before and after care. The additional charge must be paid in full during the same week the child is picked-up late. **It is the parent responsibility to ensure that someone (emergency/alternate pick-up person) is available to pick up the child on time.**

Children who remain at the Center one (1) hour after closing time, 5:00 pm., will be referred to the Division's 24 hours Child Abuse Hot- line, (1-877- 652-2873). State officials will advise our staff as to the measures or actions to take. Parents are fully responsible for the outcome of such actions.

Children whose parents are constantly in violation of this policy will be subject to suspension or termination of service.

HORARIOS DEL CENTRO

Nuestro Centro abre de 7:00 de la mañana a 5:00 de la tarde de lunes a viernes. Los niños/as deberán estar en el centro no mas tarde de las 8:15 de la mañana y se deben recoger no mas tarde de las 5:00 de la tarde. Los niños deberán asistir al centro todos los días a menos que estén enfermos. Si el niño va de vacaciones se aprueban dos semanas consecutivas. Si está afuera más tiempo tenemos que darle de baja y volverlo a registrar cuando regrese, si todavía tenemos el espacio.

Por razones de seguridad solo se permite a los adultos traer y llevarse los niños a menos que por otras razones usted haga otro arreglo en la oficina. Deben de firmar todos los días la hora de llegada y salida del niño/a. Además tienen que pasar l tarjeta proveída por el programa del voucher ofrecido por la División de Niños del Condado de Camden. Además deberá lavarle las manos enseguida que entre al salón de clases.

Se cobra una cuota de \$1 por cada minuto de tardanza si viene a recoger al niño después de las 5:00 de la tarde o después de las 3:00 p.m. si no tienen un contrato de voucher. Si un niño se queda en el centro hasta las 6:00 de la tarde tendremos que notificar a la División de Abuso de Niños de este descuido. Los padres serán responsables de cualquier decisión que esta agencia tome.

Si usted por cualquier razón no sigue esta póliza de entrada y salida su niño/a puede ser terminado del Centro. Además si usted no pasa su tarjeta para registrar el nino/a sera responsable por el pago de ese dia.

POLICY 11: PARENT INVOLVEMENT AND FAMILY SUPPORT

Mi Casita Day Care Center believes that parents are their child's best teachers. Parent involvement plays an important role in the success of our program. Parents can participate and volunteer at the center in many different ways. Parents may volunteer to attend trips, read stories in the classroom, assist teachers in the playground, and help to coordinate special events.

When parents apply for service, a tour of the Center is provided so that they can see first hand the type of environment where their children will be placed. Once their children are admitted into the school, we expect them to take an active role in their child's education.

At the beginning of the school year, Mi Casita will provide parents with four (4) required trainings related to our program, curriculum, discipline/behavioral problems, health and nutrition and introduction of family workers. The Program is called, CASA Program (Communication, Advise and Support Alliance). This program is designed to build confidence and support and to begin working as a team for the success of the children in our center. We also offer two parent-teacher conferences during the school year in order for parent to receive information related to the progress and developmental success of their child.

Every year parents are also required to do a survey of our services and have the opportunity to give us feedback or comments related to our strengths and weakness. Parents are encouraged to join and attend our monthly board of director meetings.

Parents are required to dress in appropriate clothing while at Mi Casita involved in any of our center's sponsored events or working as a volunteer in the classroom. **Parents are not permitted to enter our facilities in pajamas.**

PARTICIPACION Y AYUDA DE LOS PADRES:

En nuestro centro entendemos que los padres son los primeros maestros del niño. Es por esta razón que es bien importante que los padres se envuelvan en las actividades del Centro y tengan participación activa en la educación de los niños.

En Mi Casita se ha desarrollado un programa llamado (CASA PROGRAM). Este programa esta diseñado con el propósito de presentar 4 entrenamientos mandatorios para los padres relacionado con los temas de nuestro programa incluyendo, el currículo, problemas de comportamiento e introducción del componente de las trabajadoras sociales además de salud y nutrición. El propósito de este programa es el de desarrollar un equipo con nuestro personal y los padres para así poder mejorar las necesidades educativa de los niños.

Los padres también completan un cuestionario anual donde nos dan información de nuestros servicios para así nosotros poder mejorar. Esperamos que los padres también se envuelvan en nuestras reuniones mensuales de directores y que se hagan miembros.

Se requiere que los padres vistan apropiadamente cuando participen en actividades del centro o hagan trabajo voluntario en el salón de clases. Bajo ninguna circunstancias se permite que los padres entren al centro en ropa de dormir.

POLICY 12: TERMINATION /EXPULSION POLICY

Unfortunately, there are sometimes problem(s) which may jeopardize your child's enrollment. 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 our center:

IMMEDIATE CAUSES FOR TERMINATION

- The child is at risk of causing serious injury to other child, staff, 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 TERMINATION

- Failure to pay/habitual lateness in payment.

- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Failure to swipe the card provided by the Department of Children Services for the voucher program.

CHILD'S ACTIONS FOR TERMINATION

- 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

- Child ages out of eligibility.
- Family income exceeds the income eligibility limits as per the state guidelines.
- Center's inability to meet the child needs.

SCHEDULE OF TERMINATION

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 and expulsion. An expulsion action is meant to be a period 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 and they will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

When child care services require termination, parents will be notified by mail with a specific expulsion date so that it allows the parent sufficient time to seek alternative child care (approximately one to two weeks notice depending on risk or other children's welfare or safety).

POLICY 13: COURT ORDERS EFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order), parents must provide a **Certified Copy** of the most recent order and all amendments there after to Mi Casita. The orders of the court will be strictly followed. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with MI CASITA administration, both parents shall be afforded equal access to their child as stipulated by law. MI CASITA cannot limit the access of a one parent by request of the other parent, regardless of the reason without

a court order. If a situation presents itself, where one parent does not want the other parent to have access to their child, MI CASITA suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, MI CASITA is obligated to follow the order for the entire period it is in affect. Employees of MI CASITA cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. MI CASITA will report any violations of these orders to the court.

Ordenes de la corte que afectan nuestros estudiantes:

Los padres deberán proveer la oficina una copia de alguna orden de la corte que afecte la custodia del estudiante registrado. La agencia seguirá la orden como se especifica. Si no hay alguna orden especifica de la corte los dos padres tendrán acceso al estudiante. El centro no tiene la autoridad de limitar el acceso de un padre/madre a un estudiante solo porque alguno de los dos encargados lo indique. Si existe alguna indicación de peligro, le pedimos al padre indicado que mantenga el estudiante en su casa hasta que se ejecute una orden legal. Una vez la agencia reciba una orden judicial, esta se continuara y el padre no puede pedir un cambio a menos que solicite otra que sea legal y judicial.

POLICY 14: EMERGENCY CLOSING/INCLEMENT WEATHER INFORMATION

In the event of emergency closing and/or inclement weather, parents will be notified of the closing by listening to local T V channels or radio station KYW1060. **The Camden School District and Mi Casita closing number is 614. Parents must make immediate arrangements to pick-up their children after having received notification of the closing.**

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call regarding the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternative location if one is indicated. Any change on the emergency contact person or telephone number must be notified to the office immediately.

OTHER EMERGENCIES

- 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 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 member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) 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.

Any parent(s) or person(s) authorized by the parent(s) who 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 will call the 24 hour State Central Registry Hotline 1-800-652-2873) to seek assistance in caring the child.

POLICY 16:

FEES FOR SERVICES/TUITION/REFUND

Mi Casita Day Care Center, Inc. has different tuition or fees plans according to the program or funding sources that the child is enrolled.

The Department of Human Service has established a co-payment schedule based on Income Eligibility and family size. Families enrolled in this program are asked to bring proof of income and the fee is calculated based on family size and family income. Parents are charged in a weekly basis, bi-weekly or monthly, which ever is preferable for the family. The rates are calculated on a yearly basis, it means the fees are charge even if the child is out sick, or on vacation, or the center is closed for holidays or training days.

Mi Casita also provides a private slot program with a set fee per child. This plan is available for parents who for any reason do not qualify for the contracted slots offered by the Department of Human Services. Mi Casita is also providing services for the wrap around for those parents who based on income eligibility do not qualify for the wrap around services.

Fees or tuition is paid on the first day of services or Monday. Payments need to be updated at all time. Payments must be in cash, check or money orders.

If you fall behind in payments, you will receive notice of lateness in fees. After the third notification, you will receive a termination notice. Please make sure your payments are up to date at all time.

Fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. In the case of an absence lasting more than 5 days due to holiday or sickness we ask that you put this in writing. We ask also for 2 weeks notice is given before withdrawing your child from our sessions. If notice is not given we reserve the right to not refund any money that that parent has paid in advance for those weeks.

You must sign a Day Care Fee Agreement. If you have grievances, you may request a fair hearing. Pay your fee when due, and inform the center of all changes in your financial circumstances.

POLIZA 16. PAGOS POR SERVICIOS/ REEMBOLSO DE PAGOS

En el centro de Mi Casita Day Care Center, Inc. tenemos diferentes planes de pago dependiendo el programa de donde su niño está registrado. En el programa de el estado de New Jersey, departamento de servicios humanos, los pagos están basados en el numero de familia y el ingreso. El departamento de servicios humanos ha establecido una tabla de pagos basado en el ingreso y el numero de familia. Los padres que tienen niños registrados bajo este programa tienen que presentar prueba de ingreso para así poder calcular los pagos basado en el ingreso y numero de familia. Los padres pueden pagar las cuotas, semanal, cada dos semanas o mensual como se le haga más fácil para ellos. Los pagos se cobran aunque los niños estén enfermos, de vacaciones o el centro este cerrado por día de fiesta o entrenamiento o cualquier otra emergencia.

También proveemos espacios privados donde cobramos una cuota fija para aquellos padres que no cualifican para este programa de el estado. Además de estos ofrecemos servicios de antes y después de las horas escolares con una cuota fija.

Los pagos se hacen el primer día de servicio o el primer día de la semana,(lunes). Los pagos deberán estar al día todo el tiempo. Se puede pagar en efectivo o con un cheque. Si usted no paga a tiempo va a recibir una carta de tardanza. Si tenemos que mandar 3 cartas de tardanza, su niño/a será terminada del programa.

Los pagos son siempre la misma cantidad aunque su niño este ausente. Si su niño está ausente por más de 5 días deberá notificarlo a la oficina lo más pronto posible.

También se pide escrito con dos semanas de anticipación si usted decide terminar a su niño/a del programa para que así pueda recibir un reembolso si es que usted ha pagado dinero adelantado por el servicio.

Tiene que firmar un contrato de pagos. Si tiene o quiere apelar cualquier decisión, puede pedir una audiencia. Usted se compromete de acuerdo al contrato a pagar sus pagos a tiempo e informar al centro de cualquier cambio en su situación financiera inmediatamente.

POLICY 17: ACCIDENTS/INJURY/INCIDENT

We should take all necessary precaution to avoid injuries while children are enrolled in our Day Care Center. In case an accident/injury occurs at the Center, the following procedure should be follow:

- *Employee will notify the accident to the Main Office immediately.*
- *The Office Personnel will be responsible to call the child's parents to apprise them of the accident as necessary. In case the child needs to be transported to the hospital, a person designated by the Center will accompany the child until parent/guardian arrives at the hospital.*
- *Parents will sign an accident report prepared by the Teacher, a copy is given to the parent and a copy is kept in the child's file. A "Claim Form" is also completed for insurance purpose.*

If the child injuries do not require medical treatment, first aid treatment it is applied and the "Accident/Injury Report is completed.

Should your child be involved in an incident during the course of the school day, a staff member will complete an Accident Report. The parent must sign the accident report or designated person pick in up the child. The classroom teacher will be able to briefly discuss the matter with you at pick-up time. However, should you feel it necessary to have an in depth discussion you need to schedule a meeting for the next day.

Policy 18: CHILDREN DRESS CODE POLICY

Individual articles of children's clothing can be quite expensive. While enrolled in our centers children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Taking this in consideration and based on safety concern when attending field trips outside the centers, Mi Casita Day Care Center, Inc. implemented a uniform policy for all of our 3 to 5 year old children.

UNIFORM

- ❖ *Baby or Navy Blue Polo (Short or long sleeve) with the Agency Logo*
- ❖ *Khaki, Navy blue or Black (pants, shorts, skirts)*

The uniform is available at Uniform City located at 721 Broadway St., Camden, N.J. 08103. Their phone number is (856) 963-7680.

No open toe, and/or open back shoes, or sandals are permitted. *The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.*

*Children are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age not completely potty-trained are required to have two. A complete change of clothing includes shirts, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. All clothing must be clearly labeled with the child's name. This includes coats, hats, gloves, scarves, and boots. **Mi Casita Child Development Center, Inc is not responsible for lost or damaged items of clothing.***

*Children are not permitted to wear expensive jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, **Mi Casita Child Development Center, Inc. will not be responsible for lost or stolen valuables.** It is the parent's responsibility to enforce this policy with their children. Should a child come to school wearing any expensive jewelry, parents will be required to take it with them.*

POLIZA DE VESTIMENTA DE LOS NIÑOS

Sabemos que la ropa de los niños es cara. Mientras los niños están en nuestro centro están expuestos a varias actividades en el transcurso del día; algunas de estas actividades pueden ser sucias, y/o de naturaleza atlética. Tomando todo esto en consideración incluyendo la seguridad de los niños especialmente cuando participan en viajes fuera del centro, El Centro de Desarrollo del Niño de Mi Casita implemento uniformes para los niños de 3 a 5 años de edad.

Uniforme

- ❖ *Camisa polo de mangas cortas o largas de color azul claro u oscuro con el Logo de la Agencia.*

- ❖ *Pantalones o faldas, largos o cortos de color kaki, negro o azul oscuro*

Los uniformes están disponibles en “Uniform City” localizado en el 721 de Broadway St., Camden, N.J. 08103. El número de teléfono es el (856) 963-7680.

Se considera que las chanclas abiertas o de tacones no son apropiadas para los niños. Son aprobados los tenis, zapatos cerrados escolares o deportivos.

*Los niños tienen que traer al centro por lo menos un cambio de ropa completa y apropiada de acuerdo a la estación. Para los niños menores de 3 años se recomienda por lo menos 2 piezas. Un cambio de ropa completa incluye, camisa, pantalón o falda, ropa interior, medias y zapatos. Los maestros les recordaran a los padres acerca de los cambios de ropa tan pronto el tiempo comience a cambiar. Todos los artículos de ropa que sea llevada el centro debe estar debidamente identificada con el nombre y apellido el niño. Esto incluye las capas, las bufandas, los sombreros, guantes y demás objetos. **El Centro de Mi Casita no es responsable por artículos perdidos o ropa dañada.***

*Los niños no se les permite usar prendas caras o de valor de ninguna clase, ya que estas pueden atentar contra su seguridad y la de los demás compañeros de clase. Además, **El Centro de Mi Casita no se responsabiliza por objetos de valor perdidos o robados.** Es la responsabilidad del padre hacer cumplir esta póliza con sus niños. Si un niño viene al centro con una prenda de valor se le pedirá al padre que la regrese a su casa.*

POLICY #19

CURRICULUM INFORMATION

Mi Casita uses the “Creative Curriculum” Approach. This approach is a comprehensive early childhood educational system that promotes the cognitive, language, and social/emotional, and physical development of young children. Our children begin a positive school experience as they learn socialization skills, enhance emotional development, and learn through play. Through these positive experiences, it is our goal to instill within our children an appreciation for life-long learning. Parental involvement is encouraged in every classroom and is a component of our curriculum. We also believe that a high-quality program should be provided to all children, including those with special needs.

- ✓ *Daily Schedule: The daily schedule is from 7:00 a.m. to 5:00 p.m. and is posted in each classroom. The educational program runs from 8:30 a.m. to 2:30 p.m. every day.*
- ✓ *Class assignments: Is based according to age and program.*

- ✓ Nap/Rest time: Toddlers nap is as needed or from 12:30 to 2:30. Preschooler' nap is only 1 hour. We need two sheets/ or a sheet and a blanket for naptime. We provide table activities for those children who prefer not to take a nap. Sheets are send home every week to be wash and you need to have them at all times. If you forget your blankets you will receive a call and the child will not be allow to nap without his/her blankets.
- ✓ Birthday celebrations: Each child birthdate is recognized and celebrate in their individual classrooms, however, birthdate celebrations with cake and food are prohibited.
- ✓ Parent/Teacher conferences are held twice a year. Make sure to check the school calendar for the dates and schedules.
- ✓ Lesson Plans/Monthly Menus - Weekly lesson plans and Monthly Menus are posted in each classroom for parent's review.
- ✓ Holidays – Our agency is closed during the following commemorative holidays: New Year, Martin L. King, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving and the Christmas Week. We are also closed for (3) Professional Development Dates for all staff.
- ✓ End of the year celebration: Parents input are taken into consideration related to the end of the year celebration. Based on the suggestions received by parents the center will plan the activity accordingly taking into consideration the age of the children. Cap and gowns with our school colors are part of the celebration for those children transition to Kindergarten.
- ✓ T.V. are not allowed in the classrooms. Computer time is limited to 15 to 20 minutes per week per child over 3 years of age.
- ✓ Children are provided with at least one hour daily of structure and unstructured physical activities. The child will need a doctor's note in order to be excused from physical activities.

***POLICY # 20
(Amended 2/2/2015)***

FIELD TRIPS

Mi Casita Child Care Center, frequently supplements the class curriculum with off premise field trips.

Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip with all pertinent trip information including: destination, date, time, reason for trip, cost, mode of transportation, address, telephone number and contact person at the visiting site.

Accompanying the notification paper, teachers will include a field trip permission slip. The field trip permission slip must be filled out completely and accurately, and any trip cost must be paid in advance in order for you child to attend.

On a yearly basis our center secured on file an agreement with a bus company, which complied with school and state regulations related to the transportation of children.

Chaperones are always welcome to the trip to meet the ratio and help with the trip. Chaperones wishing to attend the trip with their child, should discuss it with the classroom's teacher after reading and signing the chaperones rules and regulations. Parents are not permitted to transport any child, other than their own in their private cars.

If your child needs medication on a field trip, (asthma or Epinephrine) the parent needs to accompany the child on the trip.

If your child is not attending the trip, you must keep the child home.

VIAJES

Como parte del currículo muchas veces hacemos viajes con niños. Los padres tienen que darnos permiso para que sus niños participen en los mismos. Se les enviara un permiso con la información del viaje incluyendo el día, hora, destino, razón del viaje, costo y el modo de transportación. Firme la hoja de permiso y devuélvala a la maestra antes del viaje con el dinero del costo, si alguno. También pedimos a los padres voluntarios para los viajes que deben de comunicarse con la maestra lo mas pronto posible si está interesado. Si usted esta dispuesto a seguir las regulaciones de los chaperones entonces discuta su disponibilidad con la maestra/o del niño/a.

Los padres no pueden transportar a ningún niño del centro en sus carros, excepto los suyos.

Si su niño necesita medicina en un viaje (por asma, o EPI pen por alergias) los padres deberán acompañarlos al viaje. Si usted no desea que el niño participe en el viaje, lo tiene que dejar en su casa.

Policy # 21

HOW TO REQUEST A FAIR HEARING

Our agency is licensed by the State of New Jersey, Department of Human Services. If you have applied for, or are receiving social services that are funded with federal social services block grant funds, and either your request for services has been denied or your services have been decreased in any way, or you have a complain, you have the right to review these actions with the service agency, in this case, Mi Casita Day Care Center, Inc. Administration, and/or ask for a "Fair Hearing".

You must try to resolve the issue first with our agency during the 10 days after you received the notification. If you do not resolve the issue with the agency, in this case, Mi Casita Day Care Center, Administration, you have 90 days to request a Fair hearing to the State, if you want to appeal the decision:

A denial of services;

A failure of an agency to act upon your request for services within a reasonable time;

A reduction of services; or

A termination of services.

Your request must be in writing and must be submitted to Division of Youth and Family Services, Administrative he

Como pedir una audiencia justa

Nuestra agencia esta licenciada por el Departamento de Servicios Humanos del estado de New Jersey. Si usted aplica o está recibiendo servicios fundados bajo esta agencia y sus servicios han sido negados, terminados o disminuidos de alguna manera, o si usted tiene algún problema con los servicios, usted tiene el derecho de pedir una "Audiencia Justa".

Primeramente usted deberá tratar de resolver el conflicto con la agencia, en este caso, Mi Casita Day Care Center, Inc. durante los 10 días después que usted recibe la notificación. Si no se llegara a resolver la situación entonces usted tiene 90 días para apelar la decisión:

Si los servicios son negados,

Si la agencia no contesta a su pedido dentro de un tiempo razonable,

Si se redujeron los servicios,

Si se terminaron los servicios.

Puede someter su apelación escrita a la División de Niños Y Familia, Unidad Administrativa de Apelación, CN 717, Trenton, N.J. 08625, teléfono # (609) 292-8715.

Acknowledgment of Receipt:

By signing below, I declare that the policies in this “Parent Manual” were read and explained to me in full details. I had the opportunity to ask questions and I will keep this document for future reference.

INTRODUCTION

MISSION

PHILOSOPHY

POLICIES:

- 1. Information to Parent Statement*
- 2. Enrollment*
- 3. Transition*
- 4. Parent Code of Conduct*
- 5. Discipline Policy*
- 6. Health and Safety*
- 7. Administration of Medication*

8. *Management of Communicable Diseases*
9. *Nutrition and Food Service*
10. *Late Arrival/Pick-up*
11. *Parent Involvement and Family Support*
12. *Termination/Expulsion Policy*
13. *Court Orders Effecting Enrolled children*
14. *Emergency and Inclement Weather*
15. *Other emergencies*
16. *Policy on the Release of Children*
17. *Tuition/Fees Payment*
18. *Accident Policy*
19. *Field Trips*
20. *Curriculum*
21. *How to request a Fair hearing*

Date

Parent or guardian Signature

Family Worker/Office Clerk

Certificación:

Por medio de la firma de este documento certifico que he leído, y se me ha explicado en detalles todas las pólizas incluidas en el Manual de los Padres. También certifico que se me ha dado la oportunidad de hacer pregunta con relación a la información.

Introducción

Misión

Filosofía

POLIZAS:

1. *Información a los padres*
2. *Admisión/Registración*
3. *Transición*
4. *Código de Conducta para los padres*
5. *Disciplina*

6. *Salud y seguridad*
7. *Administración de Medicamentos*
8. *Manejo de enfermedades contagiosas*
9. *Nutrición y salud*
10. *Tardanzas en llegadas/recogidas*
11. *Envolvimiento de los padres y apoyo de la familia*
12. *Terminación de servicios*
13. *Ordenes de la corte que afectan a los niños admitidos al Centro*
14. *Emergencias debido al tiempo*
15. *Póliza para recoger los niños*
16. *Pagos por servicio*
17. *Póliza de Accidente*
18. *Póliza de Uniforme*
19. *Viajes*
20. *Currículo*
21. *Como Pedir una Apelación*

Date/ Fecha

Firma del padre o encargado

Trabajadora de Familia/Oficinista