



PARENT'S POLICIES AND PROCEDURES MANUAL
2017/2018

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Dear Parents,

Welcome to Transformation Learning Center!

Our sponsor, Transformation Life Church, has always emphasized the importance of serving Wood-Ridge and its surrounding communities by hosting events and programs that bring joy to children and serve their families. We are very excited to continue their vision by opening Transformation Learning Center ("Center") at 190 Valley Blvd.

The content contained in this "Parent Manual" provides valuable information about the various policies and procedures of the Center. Please take time to read this manual and make sure it is in your keeping during the time your child is enrolled at Transformation Learning Center. We will be reviewing and making changes to the Manual as needed throughout the year.

We regard parents as the child's first and most important teacher; therefore, we welcome your input in understanding the unique needs of your child. Parents may offer suggestions to improve the quality of our Center at any time. Please keep us informed about any major changes in your household which may impact your child's behavior: moving, death or illness in the family, a new baby, separation or divorce.

Within the confines of the policies in our manual, we will do our best to accommodate your childcare needs whenever our regulations, space and budgetary restrictions permit.

We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning.

Sincerely,

Lydia Kelly
Director

1. OUR PHILOSOPHY

As a Christian organization, the values of Transformation Learning Center (TLC or the Center) are influenced by Christ's teachings - that every child is special, precious and deeply loved by God. We believe it is our responsibility as parents and educators to make sure we give the care, support and guidance in order to help children grow mentally, emotionally, socially, physically and spiritually to become healthy individuals. We seek to work together with parents to consistently provide the best environment possible (loving-nurturing, creative, fun-filled and safe) at home and at school to help our children to thrive and grow - discover truth, develop healthy relationships, and do good- put into practice what they are learning.

2. OUR VALUES AND BELIEFS

As a ministry of Transformation Life Church, we espouse the following Christian values and beliefs to be foundational to Transformation Learning Center:

OUR VALUES

Becoming Christ-Like

Spiritual growth is a life-long process of imitating Christ. As we cultivate a balanced lifestyle of purity, holiness, and Christian character, we honor God and influence others.
(Ephesians 5:1-5, Philippians 2:1-11, Galatians 5:22, 23)

Intimacy with God

We share God's desire for an intimate relationship which is cultivated by the consistency of prayer, dynamic worship, and a need for an understanding of the Word of God.
(Psalm 139, Acts 2:42, Matthew 6:5-15)

Authenticity

We believe how we represent ourselves is a reflection of who we really are. This is accomplished collectively as we individually pursue accountability to each other based on integrity, sound character, high moral values, and biblical principles. (I Peter 2:12, Proverbs 27:17, Proverbs 12:15)

Maximizing Our Potential

We believe God equips each of us with talents, abilities, and resources, expecting us to fully develop and use these gifts, thereby maximizing our potential to serve Him and our community. (Matthew 25:14-30, Ephesians 3:20-21)

Excellence in Ministry

We believe when you truly experience the excellence of God, you will be compelled to serve Him with a passion and give Him your absolute best!
(Colossians 3:17, 2 Samuel 24:24, Mark 12:30)

Reconciliation

We believe a right relationship with God is essential for achieving reconciliation among family members, races, and denominations. (2 Corinthians 5:18-20, Galatians 3:26-29)

Community

We believe God designed us to serve (to value others above ourselves), and to be served (to allow others to fulfill needs in our lives). As we are obedient to this calling, God brings together our talents and abilities to form a powerful Christian community.

(John 13:34-35, Galatians 6:2, I Corinthians 12:7, 12-27)

Faith

We believe our faith in God compels us to take well-planned, aggressive, visionary steps to present the message of Jesus Christ – regardless of the risk involved.

(I Samuel 17:45-47, Hebrews 11, James 2:14-26)

Relevance

We believe God's Word contains the solution to every challenge in life. Therefore, we present God's Word in creative, artistic, and culturally relevant ways.

(Psalm 119:105, I Corinthians 9:19-23, Acts 17:16-19)

Commissioned!

As fully devoted followers of Jesus Christ, we are urgently driven to share our faith with nonbelievers, to educate believers for practical victorious living, and to equip believers for abundant service to God.

(Matthew 28:18-20)

OUR BELIEFS

One Holy God

Eternally existent in three persons: The Father, Son and Holy Spirit.

The Holy Bible

The inspired, infallible, authoritative source of Christian belief and teaching.

Man

Created in the image of God but fallen, lost and powerless to save himself.

Jesus Christ

Virgin-born Son of God Who was crucified to take upon Himself the punishment for the sin of all mankind. He arose from the dead, thereby conquering sin, death and the grave. Jesus will personally return to the earth in power and glory.

Man's Only Hope

Believe in Jesus Christ as Savior and Lord.

We Celebrate

Water Baptism and Holy Communion are among the ways we celebrate our hope in Jesus Christ.

Healing

Consistent with His earthly ministry, Jesus Christ still offers healing for the physical, relational and emotional pain in our lives.

The Holy Spirit

Indwells those who receive Christ and empowers believers to live righteous and holy lives. The Baptism of the Holy Spirit, along with its evidences, and the Gifts of the Spirit are available to believers today.

Lifestyle

When a life is changed by the love of Christ, we begin a journey of becoming like Christ. It is displayed inwardly with love, joy, and peace. It is displayed outwardly in lives of integrity and is shown relationally by love and grace.

Someday

Life, as we know it, will come to an end. Jesus will return and show Himself to be "King of Kings." Everyone will be held accountable for the choices of their lives. A permanent, personal relationship with God, without the influence of evil and pain will be established for all who chose Christ. This will be heaven . . . forever.

The Church

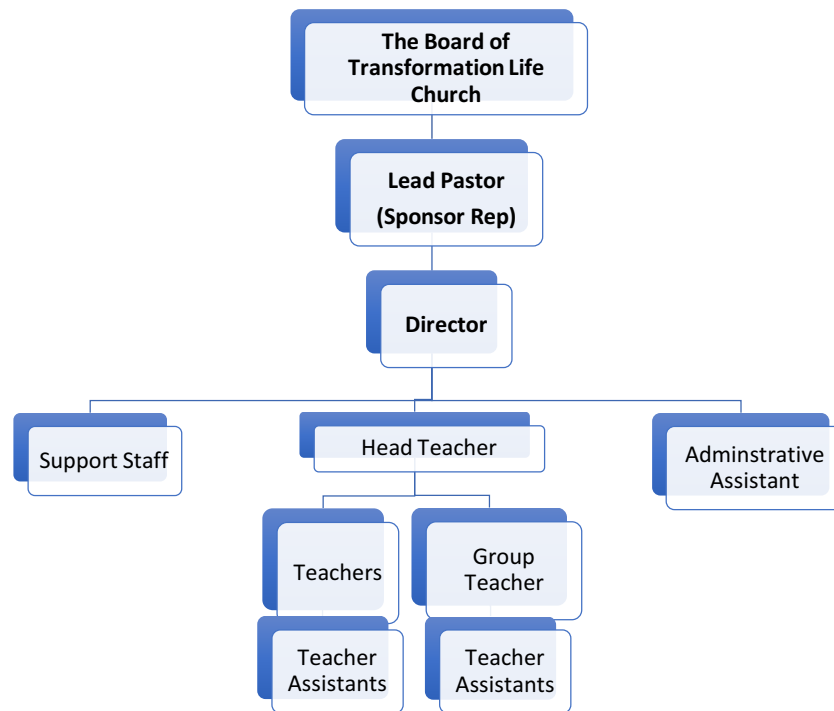
The Body of Christ, of which Jesus Christ is the head, is comprised of all those who, through belief in Christ, have been spiritually changed by the personal work of the Holy Spirit. Believers are called to pursue God's mission, both collectively and individually. For some it is a vocation (pastors, missionaries, etc.), for all . . . a passion.

3. AFFILIATION

- Transformation Learning Center is a ministry of Transformation Life Church, affiliated with the Assemblies of God denomination.
- Transformation Learning Center is a licensed Child Care Center through the New Jersey Department of Children and Families

4. ADMINISTRATIVE STRUCTURE

The Board of Trustees of the Sponsor, Transformation Life Church, is the official policy making body for the Center. The Sponsor Representative is the person authorized by the Board to implement all required policies at the Center to be in compliance with the Office of Licensing as well as the Sponsor. The Director has the responsibility for day-to-day operation of the Center in adherence to all the policies and programs established by the Sponsor.



5. OUR CURRICULUM

Transformation Learning Center utilizes a comprehensive, research-based “study approach” curriculum that features hands-on exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical-thinking skills. The study approach integrates content learning through children’s in-depth investigations of a meaningful topic relevant to their everyday experiences. These studies tap into children’s natural curiosity, resulting in a learning environment that is both fun and intentional.

Religious instruction is not an official part of our Preschool curriculum, but as a ministry of Transformation Life Church, we embrace Christian beliefs and values (see *Our Values and Our Beliefs*); thus, we may pray, make references to the triune God - God the Father, God the Son, God the Holy Spirit - and talk about biblical principles: being loved by God, loving others, forgiveness, generosity, patience, kindness, humility, etc. We may incorporate Christian songs, biblical stories and themes in our activities especially during Extended day hours if relevant to the lesson plan.

We will celebrate the birth of our Lord Jesus Christ on Christmas.

We will observe Good Friday as the day the Lord Jesus was crucified in our place for our sins.

We will celebrate the resurrection of our Lord Jesus Christ on Easter

6. OUR PRESCHOOL PROGRAMS

Three programs are available to meet your family's needs: Half-day, Full-day, and Extended day. A minimum of 2 days per week is required.

Half Day: 8:30 am – 11:30 am

Full Day: 8:30 am – 3:00 pm

Extended Day: 7:00 am – 6:30 pm

We encourage parents to enroll their children for at least 3 – 4 Full-days per week for continuity in lesson plans and to avoid missing critical learning opportunities from our Preschool curriculum.

7. HOURS OF OPERATION

TLC will be open between the hours of 7:00 am and 6:30 pm five (5) days a week, twelve (12) months of the year except during holidays and scheduled closings as indicated on the Center's calendar.

8. ADMISSION POLICIES & REGISTRATION

- Enrollment at TLC is open to preschool children aged 3 to 5. Enrollment shall be granted without regard to a child's race, color, religion, national origin or gender.
- All children must be age 3 or 4 by October 1st of the school year to be eligible for enrollment.
- Children aged 5 may enroll in our preschool as long as they do not reach age 6 during their enrollment at our Center.
- All children must exhibit the ability to perform age appropriate activities and function within a classroom setting. The school is not properly equipped to admit children with severe academic, emotional or disciplinary problems.
- All children must be toilet trained to be enrolled in our Preschool.
- Enrollment is subject to receiving all required fees, forms and documents contained in the Registration Packet prior to the child's first day of attendance.
- Each child's legal guardian will be responsible to meet all financial obligations as outlined in the Registration contract and this Manual.
- Chronic late payment or non-payment of tuition and fees is grounds for immediate dismissal from the program.

- An annual physical, completed immunization record, and Universal Health Child Record are required before the child begins school each year.
- Continued enrollment at TLC is contingent upon the parents', legal guardians', emergency contact persons' and the child's adherence to the policies and procedures of TLC as outlined in this manual.
- Parents are required to notify TLC immediately of any changes to the information collected at the time of enrollment or thereafter. Failure to do so may result in dis-enrollment of the child from the program.

9. TUITION AND FEES

The Registration Fee, first month's Tuition and Security Deposit as indicated on the Tuition and Fees schedule must accompany the Registration Form. Registration fees are non-refundable. The Security Deposit will be applied to the last month's tuition. Payments may be made by cash, check, or credit card. **Please make checks payable to "TLC" or "Transformation Life Church".**

Children are accepted on a monthly basis. Monthly Tuition is **due the first business day of the month.**

- **DISCOUNTS:**

3% discount with 3 months commitment and advance payment in full.

10% sibling discount for the 2nd child

- **LATE FEES**

Monthly tuition is due on the 1st business day of each month.

\$35.00 late fee is automatically charged on the 4th business day of the month.

\$75.00 late fee is charged on the 8th business day of the month. Your child will not be allowed to attend school if your account is 14 days past due.

- **RETURNED CHECK OR NSF FEES**

A \$30.00 fee will be charged for any check that is returned for insufficient funds.

Subsequent payment must be made in cash, money order or credit card.

- **SCHEDULE CHANGES**

There will be a \$15.00 charge for each adjustment that results in a decrease in schedule.

Prior authorization must be given by the TLC director. All schedule change requests must be made two weeks in advance of the proposed change.

- **CREDIT CARD PAYMENTS**

We accept Visa, Master Card and Debit Cards. A 2% fee will be charged for each Credit Card transaction.

- **ABSENCES**

The tuition is based on enrollment and not attendance. No refunds or adjustments will be made for any absences: scheduled holidays, vacations, sick days, personal days or emergency school closings.

- **EXTRA HOURS CHARGES**

On an occasional basis, any enrolled child who is not in the Extended Day program may stay at TLC for extra hours beyond the normal day. The charges for the extra hours will be billed at the end of every month.

TLC office must be notified of your extended care request by no later than 1pm on the day additional hours are needed. The charges will be billed as follows:

RATE: \$12 per hour or portion thereof, \$6 per half-hour or portion thereof.

Example: Full Day 9am – 3pm (15 min grace period until 3:15pm)

If you pick up your child at 3:16pm, \$6.00 will be charged.

If you pick up your child at 3:31pm. \$12.00 will be charged.

- **LATE PICK UP CHARGES**

TLC's operating hours are 7:00am to 6:30pm Monday through Friday unless otherwise noted on the calendar. A 5-minute grace period will be given to pick up your child after closing. Immediately after the grace period at 6:36 pm, you will be charged **\$16.00 PLUS \$1.00 for each minute** your child remains at TLC.

(See Section 23 - Departure/Pick-up Procedures)

10. **SPECIAL NEEDS**

Transformation Learning Center will provide reasonable accommodations for children with special needs as long as they do not require fundamental alteration of our existing program or facility. Each child will be evaluated on an individual basis to determine eligibility.

11. HEALTH AND MEDICAL INFORMATION

An annual health examination and completion of a **Universal Child Health Record form** by a health care provider is required for all preschool children. All students are required to be immunized as required by the New Jersey Department of Health and must have an up-to-date immunization record on file at Transformation Learning Center in order to be enrolled.

A child may be exempted from physical examination, immunization or medical treatment for valid medical or religious reasons under the following conditions:

Medical Exemption: A written statement from a health care provider stating the reason and the specific time the immunization is medically contraindicated.

Religious Exemption: A written statement signed by the parent explaining how the examination, immunization or medical treatment conflicts with the child's exercise of bona fide religious tenets or practices.

We may exclude children with immunization exemptions from the Center during a vaccine-preventable disease outbreak or threatened outbreak as determined by the Office of Licensing or the NJ Department of Health.

12. TOILET TRAINING

Children must be toilet-trained before attending preschool. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should occur infrequently.

Toilet-trained preschool children:

- no longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- can tell the teacher when they need to go to the bathroom, and
- can attend to their own hygiene. A teacher will assist only when needed under rare circumstances i.e. when a child uncommonly asks for help.

If your child is not completely potty-trained as described above when preschool starts, you may withdraw your child from preschool and place their name at the top of our waiting list.

The registration fee is nonrefundable, but will be applied if your child is placed in class at a later date.

13. WITHDRAWAL FROM TLC

Thirty (30) day's written notice before the last day of attendance is required when withdrawing a child from TLC. An additional one month's tuition will be charged if proper notice is not given.

Once withdrawn, parents and the child are not permitted to re-enter our premises after the child's last day of enrollment without prior permission of the Director.

14. SCHEDULING

- Transformation Learning Center must maintain New Jersey State regulated ratios in classrooms. Therefore, students must maintain their registered schedule.
- Children scheduled for half day must leave by 11:30 am to avoid exceeding our ratio limits.
- Under no circumstances may a student attend school on an unscheduled day without prior approval from the TLC office.
- All schedule changes must be made to the Center Director no later than two weeks prior to the proposed change. Schedule changes will be approved based on availability and are subject to a change fee. (See Section 9 – Tuition and Fees)

15. SCHOOL CLOSINGS

- **SCHEDULED CLOSINGS**

Please refer to our annual calendar for scheduled closing dates.

- **EMERGENCY CLOSING**

In case of inclement weather, Transformation Learning Center will usually follow Wood-Ridge Public School District's assessment of the conditions (News12NJ). Nevertheless, parents should check TLC office voicemail or the website prior to leaving home. We will also make every effort to contact the parents via email and/or texting in case of delayed opening, early or full day closing.

In case of Delayed Opening: Extended care will start at 9 am.

Preschool will start at 10:30 am.

Half Day program will end at 12noon

If the Center must close during the day, we will first attempt to notify the parents. If parents/legal guardians cannot be reached, we will contact the persons listed on the Emergency and Release Form with instructions for pick-up.

- No refunds or adjustments will be made to tuition fee for any absences: scheduled holidays, vacations, sick days, personal days or emergency school closings.

16. DRESS CODE

Since children will be involved in a variety of indoor and outdoor physical and potentially messy hands-on activities throughout the day, they are required to be dressed in seasonably appropriate, casual, comfortable play clothes.

- Shoes should be comfortable, closed-toed, with Velcro or shoe lace closures and rubber-soled to prevent slipping. **Sandals, Crocs and flip flops are NOT PERMITTED.**
- Children will be using the outdoor playground throughout the year whenever weather permits. Please make sure your child is dressed appropriately for the weather – warm clothing, coats, hats, gloves, scarves on colder days.
- All clothing items whether worn or carried must be labeled with the child's full name. Transformation Learning Center will not be responsible for lost or damaged personal items.

17. JEWELRY

For the safety of all children enrolled at the Center, children are not permitted to wear jewelry of any kind.

18. TOYS

Toys from home are NOT allowed to be brought to the Center. Exceptions: Teddy Bear, doll or other stuffed animal may be used for nap time only.

19. PERSONAL SUPPLIES FROM HOME

Parents must provide the following items:

- **CHANGE OF CLOTHES:** All children are required to have a complete change of seasonally appropriate clothing including socks, underwear and shoes at the Center at all times. All items must be labeled with the child's full name and placed in a labeled shoebox.
- **REST/NAP ITEM:** A light blanket labeled with your child's name should be sent in a labeled backpack. Rest items should be taken home, washed and returned weekly.
- **SUNSCREEN:** We recommend "broad spectrum" sunscreen with an SPF of 15 or higher to be applied at least 30 minutes before going outdoors from May through September. A written permission from parent/guardian is required for TLC staff to apply sunscreen to your child. Sunscreen should be applied to the child at least once at home and observed for reaction to the sunscreen prior to its use in our Center. Please make sure sunscreen is labeled with your child's full name with instructions for use clearly visible.

20. ATTENDANCE

Daily attendance and punctuality are vital to a student's academic success and self-discipline. Preschool classes will begin promptly at 9:00 am. We ask Full and Half day parents to drop off their children between 8:30 and 8:45 am to give them time to settle in. All students must be dropped off no later than 8:45 am.

21. ABSENCE

Parents are required to call the Center by 7:00 am if the child will be absent on a scheduled day. This will enable the Center to maintain appropriate ratios and the teachers to effectively plan for the day.

If the absence is due to illness, we ask that you notify the Center Director of the nature of illness. See our *Policy on the Management of Communicable Diseases* for symptoms that will prohibit your child from attending school. A note from a health care provider is required if a child is absent for more than 5 consecutive days due to illness.

22. ARRIVAL/DROP-OFF PROCEDURES

All children must be dropped-off INSIDE the Center by their parents or guardians and must be signed in using the Biometric fingerprint pad or sign-in sheet located at the front desk.

Since some young children may have a problem separating from their parents during the first school experience, parents may stay with their child for a few minutes during the first week of school. After the first week of school, we ask the parents to leave the child in our TLC staff's capable hands as soon as possible after check-in. If a child is unable to adjust after a reasonable period of time, the parents will be called.

In order to reduce the level of the child's separation anxiety, we ask parents to make their good-byes as brief as possible - quickly put away child's things, kiss, hug and then leave immediately after saying good-bye.

*Medication (Non-prescription and prescription): If a child must receive medication during the day, a Medication Authorization form must be submitted. The form must be completed by both the child's physician and parent. No medication will be given by any TLC staff without this authorization.

*Special instructions: Parents are required to give written and verbal instructions to the child's teacher or the Director of any special instructions or needs for the child's day. These special instructions may include but not limited to: Early Pick-up, Late Pick-up, Alternative pick-up person, non-serious health issues from previous night, any general issues that TLC staff should be aware of that impacts your child.

23. DEPARTURE/PICK-UP PROCEDURES

Every child must be signed-out using the Biometric fingerprint pad or a sign-out sheet at the front desk. We will not release children to anyone other than parents/legal guardians or persons listed on the Emergency and Release Form. Parent/legal guardian must notify the Center in advance if one of the emergency contacts will be picking up their child. Please inform all your emergency contacts that they must present a valid photo identification.

Parents are required to handle all *brief* business issues prior to signing out their child. An appointment should be scheduled for any in depth discussion or meeting. Once the child is signed out, the parent/legal guardian will be solely responsible for supervising their child while on TLC premises and are required to directly exit the building.

If no prior arrangements have been made with the Center Director, TLC staff will contact persons on the Emergency form if a child is not picked up by 6:45 pm.

If the child is still in our care at 7:30 pm and/or when we are unable to take care of the child, we will contact State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

❖ **HALF DAY:** Children in the Half Day program must be picked up promptly at 11:30 am.

(See Sec. 9 - Tuition and Fees for Extra Hours and Late Pick Up charges)

24. EMERGENCY AND RELEASE FORM

Every child must have an Emergency and Release Form on file with a list of people who are authorized to pick up the child. TLC will not release a child to persons other than a parent, legal guardian or authorized persons on the Release form. Any changes or additions to the list should be submitted to the office as soon as possible. In order to ensure children's safety, we will only accept written requests (no phone call requests) which must be dated and signed by a parent/legal guardian on file.

❖ **All emergency contacts must be able to pick-up the child within 1 hour notice from TLC.**

25. RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) 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 a 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 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 24-hour State Central Registry 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 State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

26. PARENT'S RIGHT TO IMMEDIATE ACCESS

We are required by law to allow BOTH parents of enrolled children to visit the Center at any time during the hours of operation to observe our program activities without prior notice or approval.

- ❖ **COURT ORDERS:** If parents are divorced or separated and one parent is prohibited or has limited access to see or pick up the child, we must have on file a certified copy of the court order of final judgment in order to enforce the order. Otherwise, we are required to allow equal access to a child to both parents.

27. STAFF TO CHILD RATIOS

Maximum group size in a classroom: 20

3 year olds: 1 staff: 10 children

4 year olds: 1 staff: 12 children

5 years and older: 1 staff: 15 children

28. SCHEDULE OF ACTIVITIES

We will have a structured schedule that allows for flexibility.

The following is a general outline. Actual schedules will be posted at the Center.

- 07:00 – 08:30: Center opens – Arrival of Extended day kids/breakfast/activity
- 08:30 – 09:00: Arrival of Full day/Half Day kids.
- 09:00 – 11:00: Group Meeting/Choice time activities/snacks/Small group
- 11:00 – 12:00: Outdoor choice time (Gross motor) and Half day departures
- 12:00 – 12:20: Cleanup, handwashing, Circle time
- 12:20 – 1:00: Lunch
- 1:00 – 2:15: Rest/nap and quiet activities
- 2:15 - 3:00: Music/Group meeting and Full day departures
- 3:00 - 3:45: Circle time/snacks
- 3:45 – 4:30: Outdoor choice time (Gross motor)
- 4:30 – 5:45: Circle time/Choice activities/Small group/snacks
- 4:45 – 5:45: Limited choice time/Small group/Snack
- 5:45 – 6:30: Group meeting/Free play/Extended day departures
- 6:30: Center closes

29. ACTIVITIES

Transformation Learning Center shall provide a variety of children's planned activities, geared to the ages and developmental levels of the children that:

- *Promote the development of language, thinking and problem-solving skills, curiosity, exploration, large and small muscles, coordination and movement skills, social competence, self-esteem, and positive self-identity
- *Are relevant to the cultural background of the children and foster intercultural awareness.
- *Both staff-directed and child-selected, a mixture of active and quiet experiences.

PHYSICAL ACTIVITY

Children will be provided with daily structured and unstructured indoor and outdoor energetic physical activity as follows:

- At least 30 minutes for children in our care for less than 4 hours
- At least 60 minutes for children in our care for more than 4 hours

Children will be encouraged to participate in activities, but not required to participate in every group activity; they will be provided with the time and space within the area to be apart from the group and to participate in an alternate activity if they choose to do so.

Whenever feasible, children will not be inactive for more than 30 minutes unless the child is eating, sleeping, needs to complete a seated activity or is ill.

30. DISCIPLINE

The goal of discipline in the early childhood classroom is to guide the child in developing inner controls, or self-discipline, that will be later needed in adult life. Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop strong self-esteem, problem solving abilities, and self-discipline. Based on this belief, Transformation Learning Center uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- ◆ Provide a safe physical environment and establish routines.
- ◆ Communicate to children on their level using positive statements.
- ◆ Talk with children in a calm quiet manner.
- ◆ Set limits and explain unacceptable behavior to children.
- ◆ Give attention to children for positive behavior through praise and encouragement.
- ◆ Explain and apply clear rules consistently.
- ◆ Provide alternatives and redirect children to acceptable activity.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect their needs, desires and feelings.
- ◆ Provide appropriate words to help solve conflicts and express their feelings.
- ◆ Use storybooks and discussion to work through common conflicts.
- ◆ Use supervised time-out as a last resort - for no longer than one minute per age of the child- to help him/her calm down before returning to an activity.

WE DO NOT

- ◆ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ◆ Use any strategy that hurts, shames, threatens, intimidates, or forces a child.
- ◆ Use or withhold physical activity or food as a form of reward or punishment.
- ◆ Shame or punish children for failing to eat or sleep or for soiling themselves.
- ◆ Embarrass any child in front of others.
- ◆ Compare children.
- ◆ Place children in a locked and/or dark room.
- ◆ Allow discipline of a child by other children.
- ◆ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

We will make every effort to work with parents of children having difficulties in class. If a child exhibits chronic behavioral problems and does not respond to discipline techniques, the TLC Director will schedule a conference with parents and staff to discuss the issues and identify some possible solutions. A plan of action that is acceptable to parents and staff will be developed and implemented.

If after a specified time, there is no significant change in the child's behavior, the Director, staff and parents will meet again to determine whether the Center is the best place for the child. At the discretion of the Director, TLC may cancel the child's enrollment at the Center.

Regardless, a child's behavior that consistently endangers the safety of other children and/or staff will result in immediate expulsion from our program and the parents will be asked to withdraw the child immediately from the premises (*See Expulsion Policy*).

31. USE OF TELEVISION/TECHNOLOGY

TLC provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. TLC follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits.

TV/Computers/Video, if used, will be age/developmentally appropriate and will only be used for educational and instructional purpose to supplement the teacher's lesson plans.

For children age two and older who are in our care four or more hours each day: Television/video screen time will be limited to 60 minutes per week and no more than 20 minutes at a time. Computer use will be limited to 15 minute increments per child.

For children age two and older who are in our care less than four hours per day: Television/video screen time will be limited 30 minutes per week. Computer use will be limited to 15 minute increments per child.

32. REST/NAP TIME

There will be a scheduled nap/rest time each day when children can nap, rest or engage in quiet activities.

33. MEALS AND SNACKS

- **SNACKS:** TLC will provide mid-morning snacks. Afternoon snacks will be provided to children enrolled in our Extended day program. Snacks will consist of milk (skim or 1%) or juice and a fruit or a whole grain rich or enriched bread product (biscuit, cracker, bagel or muffin). We will avoid foods with high sugar or fat content except to celebrate birthdays or other special occasions.
- **BREAKFAST:** Breakfast is NOT provided. Extended day children may bring their breakfast to eat at the Center. Full day children should eat breakfast at home.

- **LUNCH:** Lunch is NOT provided. Full day and Extended day children must bring lunch from home in a lunch box labeled with the child's full name and the date. Foods high in sugar, animal fat or sodium should be avoided.
- Please do not send food that requires reheating or preparation.
Food must be servable cold.
- ❖ **EMERGENCY LUNCHES:** In the event a child forgets to bring a packed breakfast or lunch, the Center will provide these meals for that day. *This is for emergency situations only* and the office must be notified in advance. The cost of these meals will be added to the monthly invoice.
- ❖ **FOOD ALLERGIES:** **Allergy and Anaphylaxis Emergency Plan form** completed and signed by a Health Care Provider must be submitted to the Center Director.
(See Sec 46 – Allergies)
- ❖ **DIETARY RESTRICTIONS:** Please provide a written notification of any food/dietary restrictions such as - sensitivity to any foods (lactose intolerance, gluten) or other restrictions (vegetarian, religious). In the event we cannot accommodate your child's dietary restrictions, we will ask you to provide packed snacks for your child.
 - TLC staff will not force or bribe children to eat nor use food as a reward or punishment.
 - **HELPFUL RESOURCE FOR FOOD AND NUTRITION** including recipes and menus: Visit MyPlate.Gov <https://www.choosemyplate.gov>

34. PROHIBITED FOODS:

- **FOODS CONTAINING NUTS:**

For the safety of children and staff with nut allergies, Transformation Learning Center strives to be a nut-free environment.

Please refrain from bringing lunches, snacks or food for parties or other celebrations that contain any kind of nut. This includes peanuts (including peanut butter), hazelnuts (including Nutella™ and similar products), almonds (including almond milk, cashew milk), cashews, pecans, pistachios, walnuts, etc.

Due to continual changes in manufacturer's packaging and processing, please read the ingredients label of your food to ensure that it does not contain any of the following: peanuts/nuts, peanut/nut butter, peanut/nut oil, peanut/nut flour, peanut/nut meal, or "may contain traces of peanuts/nuts," or "may have been manufactured in a facility where a nut product is produced or is manufactured."

If any of these are listed on the food items or we do not have an ingredient list to check, the food items will not be consumed.

If the food you provide for your child contains nuts or we suspect that they contain nuts, your child will not be allowed to eat it at the Center.

- **FOODS THAT ARE CHOKING HAZARDS:** Almost 90% of fatal choking occurs in children younger than 4 years of age.

For children under age 4: Do not pack foods that are associated with young children's choking incidents (round, hard, small, thick and sticky, smooth, compressible or dense, or slippery)

Examples: *Hot dogs* and other meat sticks (whole or sliced into rounds), raw carrot rounds, whole grapes, hard candy, raw peas, hard pretzels, chips, popcorn, rice cakes, marshmallows and chunks of meat larger than can be swallowed whole.

- **SODAS OF ANY KIND, CANDY, GUM** are not allowed at the Center

35. BIRTHDAY CELEBRATIONS

Parents may drop off cupcakes and other special treats to celebrate a child's birthday during snack time as long as they are STORE BOUGHT and SEALED with ingredient labels intact. Please also bring napkins, plates, sturdy forks, etc. Parents are asked not to remain at the Center during this time. Gift giving will not be permitted.

If a party is planned outside of school, invitations may be distributed in school if and only if ALL the students in the class are invited.

- ❖ **NUT FREE:** Please make sure any food items you bring to the school are totally nut free. Otherwise, it will not be served or consumed. (**See Sec. 34 - Prohibited Foods**)
- ❖ **BALLOON POLICY:** Mylar helium balloons are the only type of balloons allowed in the Center. Rubber or latex balloons are NOT allowed because of a potential choking hazard.

36. PROGRESS REPORTS/STUDENT EVALUATIONS

Student evaluations will be issued twice a year (Fall and Spring) with periodic parent/teacher conferences to discuss your child's development and progress. Parents may request a conference at any time throughout the year.

37. PARENT PARTICIPATION

Parents of enrolled children are invited and encouraged to be involved in the activities and operation of the Center. Parents may donate items, volunteer to read in the classroom, assist teachers, and/or coordinate special events, help with maintenance or assist in the reception area.

Parents who volunteer in the classroom on a regular basis will be required to pay for and undergo fingerprinting and all criminal background checks as required by NJ licensing regulations.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they have custody of the child (joint/shared custody arrangement). Parents with visitation-only arrangement (sole/exclusive custody) will only be permitted to volunteer with the express written permission of the custodial parent.

Transformation Learning Center reserves the right to assign volunteer positions to parents as needed and does not guarantee that the position will be in a location of their child(ren).

38. COMMUNICATION - METHODS OF PARENTAL NOTIFICATION

Transformation Learning Center (TLC) desires to maintain open communication throughout the Center community. Depending on the level of urgency, we may use one or more of the following modes of communication to contact parents/guardians of children enrolled in the Center:

1. Office Telephone: (201) 933-2894

We will primarily use the office telephone to contact parents/guardians unless emergency situations require evacuation from the building. Under these circumstances, we will use whatever communication means are available to contact the parents/guardians or authorized people listed on the emergency release form.

2. Company Email

We will use company email to communicate about non-urgent matters or to supplement all other communication methods about an urgent issue.

3. Text Message

Text Messages may be sent out from the company system when an urgent matter requiring immediate attention must be quickly communicated to ALL the parents/guardians (Ex. Emergency closing, evacuation, lockdowns, delayed opening, etc.)

4. TLC Website www.tlcps.org and TLC Facebook page

TLC Website and Facebook page will be used primarily as promotional/marketing platforms. They will also be used to communicate information about the Center: operating hours, special events, calendar etc. as well as additional tools to notify parents/guardians of emergency closings and delayed openings.

5. Hard copy - Letters, forms, memorandums, etc.

We will routinely send home letters, forms, calendars and memorandums with your child or via USPS mail.

39. USE OF TECHNOLOGY AND SOCIAL MEDIA

As an organization with a commitment to quality of education and the safety of the students under our care, as well as the preservation of our reputation, the standards for appropriate online communication at Transformation Learning Center (TLC) are necessarily high. While we respect the right of employees, parents/guardians of our children, and other members of our community to utilize the variety of technology and social media options available (Twitter, Facebook, Instagram, LinkedIn, etc.), we must insist that the standards in this policy be met by the parents/guardians of our students and TLC staff at all times.

TLC further reserves the right to reject or remove comments for any reason from all TLC-sponsored sites, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Social Media Policy as well as the values and philosophy of TLC and its Sponsor, Transformation Life Church. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

Parent/guardian agrees to indemnify and hold harmless Transformation Learning Center and its Sponsor Transformation Life Church, their affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material parent/guardian has posted on TLC-sponsored sites.

TLC makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

To that end, this policy outlines the guidelines and behaviors that employees of TLC and parents/guardians of the students enrolled in our Center are expected to follow:

CAUTION:

- Misuse or breach of this social media policy can result in Staff disciplinary action or Student expulsion.
- Users of social media should never share personal information, including phone number, address, social security number, birthday, or financial information of themselves and others over the Internet
- Use good judgment in all situations.

FAMILIES OF TLC STUDENTS:

- May NOT use a personal device of any kind – camera, mobile phone, tablets etc. - to take photographs or videos at TLC or during excursions unless they are only taking images of their own child, and that no feature of any other children (recognizable or not) is in the image, photo or video.
- May not post photos, images or videos of TLC Staff and their names without their written permission.
- Use of abusive, offensive, threatening or harassing language, attacks of any kind or offensive terms that target the Center, its staff and other families or children enrolled in the Center are strictly prohibited. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in immediate expulsion from the Center. In some cases, cyberbullying can be a crime and will be reported to relevant authorities.
- May not use TLC sponsored site to promote or advertise products and services.

Except in case of extreme emergencies when evacuation from the Center is required, TLC staff will use the on-site office phone and/or company emails to communicate with parents/guardians. TLC will also utilize its website and Facebook page as marketing tools to promote its program as well as to communicate information about the Center including emergency closings and delayed openings.

- TLC Staff are prohibited from using their personal devices to communicate (texting, emails, phone calls, etc.) with parents/guardians of children enrolled at the Center unless absolutely necessary in case of extreme emergencies requiring evacuation from the Center. Regardless, parents/guardian should refrain from contacting TLC Staff on their personal devices; all communication with TLC Staff should be made through the office telephone, TLC email or TLC website.
- If Transformation Learning Center believes that an employee's or parent/guardian's activity on a social networking site, blog, or personal website may violate the Center's policies, the Center may request that the employee and/or parent/guardian cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action or dismissal and the children of the parent/guardian may be subject to expulsion.

40. CONFIDENTIALITY

Transformation Learning Center has a strict confidentiality policy regarding the sharing of sensitive and confidential information about our staff, the Center, parents and children. Confidential information includes but is not limited to: names, addresses, phone numbers, financial information, familial situation, disability information, HIV/AIDS status or other health related information. We will not share information about a child with an outside third party without written consent of a parent, unless otherwise required by law (e.g. suspected child abuse or neglect). Any parent who violates the confidentiality policy will not be permitted to enter the Center premises and the child will be subject to immediate expulsion.

41. COMPLAINTS OR PROBLEM RESOLUTION

Any complaints or problem regarding other parents or children should be first brought to the attention of the teacher and then to the Director if the matter cannot be resolved. Issues regarding the Center or Center staff should be first brought to the attention of the Director. If a discussion with the Director does not result in a satisfactory resolution, the complaint or problem should be put in writing and forwarded to the Sponsor Representative to address the issue with the Board of Trustees at his discretion. The final decision of the Board will be adhered to by all parties.

42. PARENT CODE OF CONDUCT

Transformation Learning Center strives to create a positive and nurturing environment for all our children. We therefore require our staff and the parents of enrolled children to behave in a manner consistent with decency, courtesy and respect.

Parents who violate the Parent Code of Conduct will be asked to leave immediately and will be prohibited from the Center premises. Moreover, the enrolled child may be subject to immediate expulsion. *See Expulsion*

The following conducts are strictly prohibited at the Center:

- SWEARING/CURSING, INAPPROPRIATE OR PROFANE LANGUAGE
- THREATS OF ANY KIND, VERBAL ABUSE, HARRASSMENT– verbal, written, physical - made toward TLC staff, other adults or children
- CONFRONTATIONAL INTERACTIONS with TLC staff and other adults. Disagreements should be handled in a calm and respectful manner.
- PHYSICAL PUNISHMENT/VERBAL ABUSE OF CHILDREN: Parents are not allowed to physically punish or verbally abuse their child at the Center premises. Parents are prohibited from verbally or physically reprimanding or disciplining any child other than their own.
- Parents should never approach other parents to discuss behavioral issues concerning other children. All concerns regarding other parents and/or children at the Center should be brought to the attention of a teacher or the Center director only.
- SMOKING is prohibited. *See Smoking*
- VIOLATION OF CONFIDENTIALITY POLICY – **(See Sec. 40 – Confidentiality)**

Parents who share information that is considered confidential or pressure TLC staff or other parents to divulge confidential information will be in violation of the Confidentiality Policy.

43. SMOKING

Transformation Learning Center is a smoke free environment. Smoking is strictly prohibited on the property – in the building, on the grounds including the parking lot and playground.

- Cigarettes should be extinguished and disposed of prior to entering the property.

44. EXPULSION

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the Center:

- Immediate Cause for Expulsion:

The school has the discretion to determine if a behavior is deemed threatening. Children of parents that pose a dangerous threat to the school or staff will be asked to leave immediately. These threats include, but are not limited to:

- The child is at risk of causing serious injury to other children, himself/herself, or the staff.
- 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.
- Violation of Center's policy in the parent manual including technology and social media.
- Verbal or written threats, negative comments or harassment of staff/Center including through social media.

- Child's Actions for Expulsion:

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

Schedule of Expulsion:

If after remedial actions 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 and 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 Parent/Guardian:

- 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.
- Was not given sufficient time to make other child care arrangements.

45. MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Transformation Learning Center staff members are required by law to immediately report to the State Central Registry Hotline at (877) NJABUSE or law enforcement whenever there is a reasonable cause to believe that a child has been subjected to abuse or neglect by a staff member or any other adult including parents/guardians.

By law (N.J.S.A.9:6-8.13), the staff of Transformation Learning Center are protected from civil or criminal liability, discharge from employment, and discrimination, if the reports were made in "good faith".

- Child abuse includes physical, mental, sexual and emotional abuse.
- Child neglect occurs when the parent/guardian does not meet the child's basic needs (food, clothing, shelter, education, medical, emotional).

When to Report:

- When we see signs of abuse/neglect
- When a child tells us about the abuse/neglect
- When we witness abuse/neglect
- When a parent or other individual tells us about abuse/neglect

46. ALLERGIES

If your child has any allergies, an **Allergy and Anaphylaxis Emergency Plan form** that has been completed and signed by a Health Care Provider must be submitted to the Center Director. This treatment plan will provide critical instructions on how to care for your child in case of an allergic reaction.

47. COMMUNICABLE DISEASES/ILLNESS

Children with obvious signs of illness or unable to fully participate in all daily activities should remain at home.

If a child shows any of the following symptoms, the child should NOT attend the Center. If such symptoms occur at the Center, the child will be removed from the group, and parents will be contacted to take the child home within one hour of the call:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing/sore throat
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Frequent scratching of body or scalp – lice, rash or any other symptoms of disease including ringworm.
- Mouth sores with drooling
- Stiff neck
- Blood in Urine
- Swollen Glands
- Runny nose (other than clear)

- Once the child is symptom-free for 24 hours (without the aid of medication), or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the Center unless contraindicated by local health department or Department of Health.
- Children who have shown signs of illness within the previous 24-hour period will not be admitted back into the Center.
- Parents are required to notify the Center director whenever a child or family member has been exposed to a communicable/infectious disease so that all TLC families can be alerted.
- Any child who is absent for 5 (five) consecutive days requires a note from a health care provider in order to be readmitted to the Center.
- Any child with flu-like symptoms - runny nose, sore throat and a cough along with a fever - will be required to stay home for a minimum of 7 days.

Excludable Communicable Disease

- 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 presents no risk to himself/herself or others.
- Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.
- If a child is exposed to any excludable disease at the Center, parents will be notified in writing.

Communicable Diseases Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the Center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

48. MEDICATION

Any medication for your child should be administered at home whenever possible.

In accordance with school policy and state mandates, if your child needs to take any prescription or over the counter medications during school, the following procedure must be followed before the authorized staff member will administer medication to your child.

The five necessary requirements are:

1. Provide written physician statement identifying the type, dosage, and purpose of the medication.
2. Provide written parent/guardian permission for our staff to give the medication prescribed by physician.
3. Provide medication in **original-labeled pharmacy container** (pharmacies will provide an extra labeled container) with child's name, date, name of medication, dosage schedule and physician's name.
4. Parent/guardian confirmation that at least one dose of medicine was administered at home without adverse effect.
5. Parent/guardian (not child) must bring in all medication to the director.

A completed **Medication Authorization Form** (available at the Center) and physician's note must be turned into the Center Director in order for our staff to dispense any medication (prescription or non-prescription) to a child.

- TLC staff will not administer the first dose of any medication.
- Nebulizer treatments must be administered by the parent whenever possible. TLC staff will administer treatments only if the treatment is absolutely necessary and a parent is unable to come.

49. MINOR ACCIDENTS AND INJURIES

Safety of your children is our top priority, but sometimes accidents are unavoidable. In the event a child has a minor injury such as a bump, scrape, scratch etc., our staff will provide proper First Aid Care as needed. The parent will be notified by the end of day (during pick-up).

The parent will be notified immediately when one of the following occurs:

1. Broken skin after a bite
2. Head or facial injury, including when a child bumps his/her head
3. A fall from a height greater than the height of the child
4. Injury requiring professional medical care

An Accident/Injury report will be completed for any accident or injury sustained by a child in our care and it will be made available to the parents of the injured child by the end of the next operating day.

50. MEDICAL EMERGENCIES

Should a child require medical attention, every attempt will be made to contact a parent first. If a parent cannot be reached, Emergency contacts will be called. In case of an extreme emergency, we will call 911 for Wood-Ridge Fire Dept. Emergency Squad to take the child to the hospital listed on the Emergency Form unless WFD Emergency responder selects another hospital for a valid reason.

- Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

51. FIRE/EMERGENCY DRILLS

Fire drills will be conducted once a month without prior notice to staff, parents or children. Parents must wait outside until the drill is finished and all the children and staff have returned to the building in order to sign in or sign out their child.

52. LOCKDOWN DRILLS

- Lockdown drills will be conducted two times a year. Parents will be notified prior to a drill. No one, including parents, will be allowed in or out during a lockdown drill.
- In case of a real lockdown situation, all children and staff must remain in the building until All Clear is given by law enforcement.

53. EMERGENCY PROCEDURE

The staff of Transformation Learning Center will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency preparedness agencies. We ask parents to remain calm and cooperate with the Center staff and emergency personnel during emergency situations.

If an emergency occurs during Center hours:

- We request that parents do not call the Center or the church office as it is important to keep phone lines free for emergency communications. Please keep in mind that circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the Center facility.
- Parents will be notified by phone (as soon as it is feasible for the Center staff) with instructions to pick up their children.
- Do not drive to the Center unless it is safe to do so and/or you have been directed by the Center to pick up your child.
- It may be difficult to get through to the Center via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible.
- Evacuation to an alternate location may be required. We ask that parents wait until the Center Director or designee has completed taking attendance and has given the staff permission to release children.
- Tune to news media for emergency instructions.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

- Local media
- The preschool website: www.tlcps.org and Facebook

54. VIDEO MONITORING

For the safety of your children, TLC has on-site video monitoring of the classrooms as well as the playground area.

55. PHOTOS/VIDEOS

Your child may be photographed or videotaped by members of our staff or local media throughout the year. These photos and/or videos may be used for class projects, Center newsletters and brochures, TLC's website, Facebook or sent to the local newspaper for promotional purposes. For the safety of our students, names will not be published. Please complete our **Photo Release form** to allow or refuse the use of your child's photos and videos as indicated.

If we do not hear from you, we will assume that you AGREE to having your child's photos and/or videos to be used. If at any time you choose to reverse your decision, please notify the office in writing.

56. PARENT RECRUITMENT OF TRANSFORMATION LEARNING CENTER STAFF

The staff of TLC is prohibited from being employed by any client of the Center. Any staff who become employed by current or former clients of TLC will be subject to immediate termination of their employment with TLC.

Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who recruit TLC staff will have their child's enrollment in our Center terminated and any deposits and/or tuition will be forfeited.

Employment refers to any relationship outside of the TLC services which involves an employee of TLC to interact with a current or former client of TLC. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not these services are voluntary or paid.

- ❖ TLC employees are strictly prohibited from carpooling – providing or receiving transportation - with any TLC client and their children.

57. TRANSPORTATION - CHILD CAR SEATS

One of the most important jobs you have as a parent is keeping your child safe when riding in a vehicle. Each year, thousands of young children are killed or injured in car crashes. Proper use of car seats helps keep children safe.

We ask parents and all authorized persons that pick-up a child to have an age-appropriate car seat to transport a child from our Center. Preschoolers should be in a car seat (rear or front-facing) until they have outgrown the weight or height limit of the seat. All larger children should be in a booster seat until they have reached the minimum height and age requirements of car seatbelts – 4 feet 9 inches in height and 8 through 12 years of age.

Types of Car Seats

Age Group	Type of Seat	General Guidelines
Infants & toddlers	<ul style="list-style-type: none"> • Rear-facing-only • Rear-facing convertible 	All infants and toddlers should ride in a rear-facing seat until they are at least 2 years of age or reach the highest weight or height allowed by their car seat manufacturer.
Toddlers & preschoolers	<ul style="list-style-type: none"> • Convertible • Forward-facing with harness 	Children who have outgrown the rear-facing weight or height limit for their convertible seat should use a forward-facing seat with a harness for as long as possible, up to the highest weight or height allowed by their car safety seat manufacturer.
School-aged children	<ul style="list-style-type: none"> • Booster seats 	All children whose weight or height exceeds the forward-facing limit for their car safety seat should use a belt-positioning booster seat until the vehicle seat belt fits properly, typically when they have reached 4 feet 9 inches in height and are 8 through 12 years of age. All children younger than 13 should ride in the back seat.
Older children	<ul style="list-style-type: none"> • Seat belts 	When children are old enough and large enough for the vehicle seat belt to fit them correctly, they should always use lap and shoulder seat belts for the best protection. All children younger than 13 years should ride in the back seat.

Important Reminders:

- **Be a good role model.** Make sure you always wear your seat belt. This will help your child form a lifelong habit of buckling up.
- **Make sure that everyone who transports your child uses the correct car seat or seat belt on every trip, every time.** Being consistent with car seat use is good parenting, reduces fussing and complaints, and is safest for your child.
- **Never leave your child alone in or around cars.** Any of the following situations can happen when a child is left alone in or around a vehicle. A child can:
 - Die of heat stroke because temperatures can reach deadly levels in minutes.
 - Be strangled by power windows, retracting seat belts, sunroofs, or accessories.
 - Knock the vehicle into gear, setting it into motion.
 - Be backed over when the vehicle backs up.
 - Become trapped in the trunk of the vehicle.
- **Always read and follow the manufacturer's instructions for your car seat.** If you do not have those, write or call the company's customer service department. They will ask you for the model number, name of seat, and date of manufacture. The manufacturer's address and phone number are on a label on the seat. Also, be sure to follow the instructions in your vehicle owner's manual about using car seats. Some manufacturers' instructions may be available on their Web sites.

58. REVISIONS TO MANUAL AND POLICY CHANGES

The TLC Parent's Policies and Procedures Manual is subject to change at any time. Every effort will be made to notify parents in a timely fashion of any changes to the policies or procedures.