

WELCOME TO FUTURE'S BEST NURSERY ACADEMY

Future's Best Nursery Academy is a Nursery School that provides day care for children six weeks to six years old. The Division of Youth and Family Services certify the program as a licensed children's day care center.

The purpose of our Parent Handbook is to provide general information about our program, enrollment procedures, operating guidelines, and parent involvement. All parents will be provided with a copy of our parent handbook upon registering and are encouraged to read it thoroughly and to keep it as a reference. If questions arise that are not addressed in this handbook, please feel free to call or stop by the program. We encourage parents to share concerns and seek additional guidance if needed.

Please read this handbook carefully, and if there are any questions, feel free to contact the program at (201) 585-9400.

INFORMATION TO PARENTS

STATE INFORMATION REGULATIONS:

Information to Parents

Under the 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 parent of enrolled children written information of parent visitation rights and other child care matters. The Center may comply with this requirement: (1) by reproducing and distributing to Parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or (2) by incorporating the required information in its own handbook, brochures, or other informational materials. 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 Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you are at 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/safety; staff qualifications, supervision and child-to-staff ratios; program activities and equipment; health, food and nutrition; parent and/or community participation; administration and record keeping requirements.

Our Center must have on the premises a copy of the Manual of Requirements for Child Centers and make it available to interested parents for review. If you would like to review our copy, please inquire. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717 Trenton, NJ 08625.

We encourage parents to discuss with us any questions about the policies and programs (the Center, or the meaning, application, or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange an opportunity for you to review and discuss these matters with us.

Our Center must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child.

Our Center must have a policy about dispensing medication and the management of communicable diseases.

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 at our Center. If there is a 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 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 examination.

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.

Our Center must post a listing or diagram of those rooms and area approved by the Bureau for children's use. Please talk to us if you have any questions about the center's physical layout

Our Center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the Center. Parents wishing to participate in the activities or operations of the Center should discuss their interest with the Center

Parents of enrolled children may visit our Center at any time without having to secure prior approval from the staff members. Please feel free to do so when you can.

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 the parents before taking a child on such a trip

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.

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 the State law to report the concern immediately to Division of Youth and Family Services Office of Child Abuse control, Toll Free at (800) 792-8610 or to any district office. Such report may be made anonymously.

Parents may secure information about child abuse and neglect by contacting; Community Education Office Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625

CHILD CARE STAFF CHILD RATIOS

The following is taken directly from the Manual of Requirements for Staff to Child ratios. The center adheres to the following ratios

Below 18 months	-	1:4
18 months-2.5 years		1:6
2.5 years – 4 years		1:10
4 years – 5 years		1:15

DISCIPLINE PHILOSOPHY

Future's Best recognizes that some children on various days will have difficulty cooperating with the rest of the group. Sometimes children will demonstrate inappropriate behavior; this will be the policy of the day care center:

1. The child will first be prompted verbally about his/her behavior and hope correction occurs
2. The child will be prompted verbally again to discontinue the behavior that is not desired. If the child does not use the 2nd prompt a child will be removed to a pre-designated area. This area will be in full view of teachers and aides and classmates. We hope by watching the rest of the class continue the activity a child will model desirable behaviors exhibited by classmates
3. Any child will be encouraged to rejoin the group when they feel their behavior can conform more closely to the rest of the group and they can participate without disrupting the rest of the group.
4. If a child repeatedly disrupts the class he/she will be placed in a designated area and not have the choice to rejoin his/her class without first talking to the Director, Assistant Director, Head Teacher or designated staff persons.
5. A child who is removed from the group will have a time out period of 2-5 minutes based on maturity of child and age.

Anyone who has reasonable cause to believe that any 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 or neglect or exploitation by any adult whether working at the center or not, is required by New Jersey State Law to report the concern immediately to the Division of Youth and Family Services of Office of Child Abuse Control, Toll Free at 800-792-8610, or to any District Office such reports may be made anonymously. Any Parents who wish to receive more information may contact DYFS at the above number.

POLICY ON THE RELEASE OF CHILDREN

Our Center must have a policy concerning the release of children to parents or people authorized by the parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. We encourage all parents to make the appropriate documentation on the application to avoid any unforeseen problems with the drop off or departure of students.

Each child may be released only to the child's custodial parents or person authorized by the custodial parents, to take the child from the center and to assume responsibility for the child in an emergency if the custodial parents can not be reached.

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

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

Written procedures to be followed by staff members if the parents or person authorized by the parents as specified in above fails to pick up a child at the time the centers daily closing. The procedure shall require:

1. The child is supervised at all times
2. Staff members attempt to contact the parents or person authorized by the parents and Emergency contact person will be contacted to pick up child
3. An hour or more after closing time and provided that other authorized person have failed and the staff member can not continue to supervise the child at the center, the staff member shall call the Division 24 hour Child Abuse Hotline 1-800-792-8610 to seek assistance in caring for the child until the parents or person authorized by the child parents is able to pick up the child
4. The Director will discuss with parents if continued problems arise.

It is the policy of the center if it is determined that the parent or person authorized by the parent appear to be physically and or emotionally impaired to the extent that in the judgment of the Director or staff member the child would be placed at risk or harm if released to such an individual. The procedures shall require that:

1. The child not be released to such an impaired individual
2. Staff members attempt to contact the Child's other parent or alternate person authorized by the parent and if the center is unable to make alternative arrangements as noted in #4 above a staff member shall call the Division of Youth and Family Services 24 hour hotline 1-800-792-8610 to seek assistance in caring for the child.

BABYSITTING POLICY

It is Jacobs Childcare Inc. – Future's Best Nursery Academy company policy that employees do not take care of children enrolled in our program outside the Center at any time. Employees are also not permitted to take children to and from the Center for any reason.

Jacobs Childcare Inc. – Future's Best Nursery Academy insurance does not cover staff off our premises. Furthermore, the job demands are high and we feel that professional stance is to avoid this conflict. Violation of these policies may be cause for termination.

POLICY ON THE PARTICIPATION AND VISITATION

Our Center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the Director or any staff. Please feel free to do so when you can. We welcome visits from parents and encourage participation in programming.

DAY TRIPS AND OUTINGS

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 talking a child on such trip.

HEALTH POLICY

All children are required to receive a physical exam prior to admission in program. All children must have all necessary immunizations and physician's note indicating a schedule of immunizations, prior to admission

Every child attending Future's Best Nursery Academy will be required to have an updated Universal Child Health Record filled out and completed by the child's Health Care provider on an annual basis. We recommend in September upon return to the school each year.

According to the New Jersey state Department of Health requirements, and in the best interests of your child, he/she must be kept at home if he/she shows any of the following symptoms:

Rashes or inflamed skin areas
Fever or headache
Abdominal pain, nausea or vomiting
Diarrhea
Earache
Sore throat
Inflammation of the eyes
Enlarged glands
Persistent Cough

If a note from a physician is submitted to the center stating that any of these ailments aren't transmittable to other children and or adults, then a child may return to the center

If a child develops any of these symptoms in school, the parent or guardian will be notified and requested to pick up the child as soon as possible

MEDICATION DISPENSING POLICY

1. When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to Future's Best, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.

2. The first dose of any medication should always be given at home and with sufficient time before the child returns to Future's Best to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to Future's Best. This is for the protection of the child who is ill as well as the other children in Future's Best.

3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. "Permission to Give Medication in Child Care" form must be completed before any medication will be given at Future's Best.

4. "As needed" medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.

5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

6. Any **prescription or over-the-counter medication** brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows and be accompanied by a doctor's or health care provider prescription:

* **Prescription medication** must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions. All prescriptions must be for the current date or accompanied by a current note from your doctor or health care provider. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.

* **Over the counter medication** must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible. This must be accompanied by a prescription from your doctor or health care provider on each occasion. Any over the counter medication without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being administered in the childcare center.

7. **Exceptions** to the above prescription/over counter medication:

The center will limit the dispensing of non-prescription over the counter medication to ones with written consent by signature of the child's parent/guardian on the medication permission form.

Non-Aspirin fever reducers (children's Tylenol, Advil)

8. All medications will be stored:

Inaccessible to children

Separate from staff or household medications

Under proper temperature control

A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. If a child has a chronic health condition requiring the administration of prescription or non-prescription medication or health care procedures on a long-term basis, the center shall obtain from the child's parent a written statement from a health care provider, indicating:

- a. The name of the child;
- b. The name of the medication or procedure;
- c. The condition or indications for administration of the medication or procedure and date of medication
- d. The instructions for administration of the medication or procedure;
- e. The name and telephone number of the health care provider that is prescribing medication.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center.
12. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.
13. Confidentiality related to medications and the Center Director and staff will safeguard their administration. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.
14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly is the parent/guardian cannot be reached.
16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of their child.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

Severe pain or discomfort
Acute Diarrhea
Episodes of acute vomiting
Elevated oral temperature of 101.5 degrees
Sore throat or severe coughing
Yellow eyes or jaundice skin
Red eyes and discharge
Infected untreated skin patches
Difficult or rapid breathing
Skin lesions that are weeping or bleeding
Skin rashes lasting longer than 24 hours
Swollen joints
Visible enlarged lymph nodes

Stiff neck
Blood in urine

Once a child is symptom free or has physicians stating that he/she no longer poses a serious health risk to himself/herself then he/she may return to the center

TABLE OF COMMUNICABLE DISEASES

If a child contracts any of the following diseases please report it to us immediately. The child may not return to school without physicians stating that the child presents no risk to himself/herself or others.

Respiratory Illnesses

Chicken Pox
German Measles
Homophiles influenza
Measles
Meningococcus
Mumps
Strep Throat
Tuberculosis
Whooping Cough

Gastrointestinal Illnesses

Guardian Labia
Hepatitis's A
Salmonella
Shigella

Contact Illnesses

Impetigo
Louse
Scabies

DIAPER AND TOILET TRAINING POLICY

The center will help with diaper training in the following manner: All Children will have their diaper on until completely trained, but our staff will continue taking each child to the bathroom every hour. Diapers must be left on for health reasons.

GUIDELINES FOR DIAPERING PROCEDURES

1. Change each child's diaper when wet or soiled. Change clothing also if necessary. Keep a supply of clean diapers near changing table, but out of children's reach.
2. Wash and dry each child's bottom during each diaper change with individual sanitary washcloth or paper towel or diaper wipe.
3. After putting on the clean diaper, wash the child's hands with soap and water and dry with individual cloth or paper towel
4. Place used diaper in a closed container that is lined with leak proof or impervious liner. Diapers must be removed daily. Disposable diapers must be returned to child's garbage can with lid. Cloth diapers and soiled clothing must be returned to the child's parents.
5. Sanitize the area used for changing a child's diaper with soap and water, followed by a disinfectant solution. You may use store-brought disinfectant or make your own by mixing one tablespoon of bleach per quart of water. Put in labeled, sealed container and keep out of the children's reach. Discard any left over bleach solution at end of the day and mix a fresh supply each day. Clothes or sponges that are used to apply disinfectant should be changed daily and should not be used for any other purposed.

6. Wash your hands with soap and water immediately after each diaper change. If you use disposable gloves, discard them first.

CHILDCARE CURRICULUM

- ** Block Area Large and small blocks, lettered and number blocks and colored blocks.
- ** Housekeeping Stove, sink, cabinet, table chairs carriage broom
- ** Library Area Quiet corner table chairs and books
- ** Music Area Earphones, record player records and musical instruments
- ** Art Area Crayons, paste, clay easels and drying racks?
- ** Science Area – Plants magnets magnifying glass fish tanks and fish
- ** Math Area Colors shapes puzzles play cards of numbers and letters
- ** Outdoor Playground Large climbing toys see saw, sprinkler system and many other gross motor activities
- ** Indoor Gym small exercise softballs, small riding toys
- ** Physical Education 2 days a week by a certified gym instructor

CELEBRATIONS POLICY

Holidays and Birthdays are special times at the Center. We try to celebrate all holidays with the children with special art activities, stories, songs, finger plays, and special snacks.

The most important celebrations are the children's individual birthdays. We try to make each birthday special for each child.

We would welcome any contribution you, the parent or guardian, would like to make to help us celebrate any or all of the holidays. If you are interested a special birthday celebration for you child, you can make arrangements with your child's teacher.

We recognize that not all children and families celebrate the same Holidays and ask that parents who wish to help us celebrate any additional holidays please see Assistant Director or Director to schedule these types of celebrations.

DAILY ITEMS TO BRING TO CENTER

- ** *Blanket and sheet for crib or mat with name labeled*
- ** *Change of clothes (infants 2 changes) with name labeled*
- ** *Bibs (for infants or toddlers)*
- ** *Plastic Dish or Cup*
- ** *Diapers if needed*
- ** *Wipes if needed*
- ** *Lunch for child labeled with name*
- ** *Bottles and formula name labeled*
- ** *Pacifier if needed*
- ** *We ask that you bring 4 boxes of tissues for the year.*

POLICY ON CREDIT DAYS, HOLIDAYS AND EARLY CLOSINGS

It is the Policy of the Center **NOT** to issue any Credit for missed days, holidays, early closing due to unforeseen weather or circumstances, vacations, illnesses. This policy guarantees your child's place in our program.

POLICY ON TUITION

The following are the student fees for childcare at the Center. Tuition must be paid at the beginning of each month to avoid any unnecessary administrative paper work. **Tuition is on a monthly base.** Any tuition balances that are in arrears for 7 days or more a student will be suspended from school until payment is brought up to date. If you decide to pull your child out a two-week notice must be given or you will be charge for two weeks. A discount is offered on second siblings.

FULLTIME TUITION

Nursery	\$270.00 Weekly
Toddlers	\$260.00 Weekly
2's	\$240.00 Weekly
3's	\$235.00 Weekly
Pre-K	\$230.00 Weekly
Registration	\$85.00 One time (non- refundable)

Signature of Parent responsible for tuition: _____ Date: _____

SECURE CREDIT TUITION POLICY

The following policy is to ensure that tuition is paid on a timely basis. Future's Best will require all parents to secure tuition with a credit card that may be billed after two weeks of unpaid tuition.

Number of Credit Card _____
Name of as it Appears on Credit Card _____
Billing Address of Credit Card _____
Type of Credit Card (please circle): Amex M/C Visa Discovery
Expiration Date on Credit Card _____
3 digits of 4-digit security code _____

I understand if my tuition for my child is more than two weeks unpaid I give Future's Best Permission to Charge my child's tuition to the above credit card.

Signature of Card Holder _____ Date _____

FUTURE'S BEST NURSERY ACADEMY

1435 10TH STREET

FORT LEE, NEW JERSEY 07024

TEL. (201) 585-9400 FAX (201) 585-8172

<http://www.futuresbestnurseryacademy.com>

Dear Parents:

In Keeping with New Jersey's childcare licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this Information to Parents statement and booklet.

The statement highlights, among other things:

- Policy on Visitation of Center.
- Policy on the release of children.
- Policy on Diaper Changing.
- Policy on Discipline philosophy.
- Policy on Tuition.
- Policy on Health and Communicable Disease.
- Policy on Medication Dispensing.
- Policy on Expulsion.
- Policy on Days off and School Closing Calendar.

Please read this statement carefully and, if you have any questions feel free to contact me at: (201) 585-9400.

Sincerely,

David Jacobs, MA, CSW.
Program Director

Please complete and return this portion to the center with your registration material (please print).

Name of Child: _____

Name of Parents: _____

I have read and received a copy of the Information to Parents statement prepared by the Bureau of Licensing in the Division of Youth and Family Services

Signature _____ Date: _____

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**Medical Emergency Permission
Form**

I hereby give Future's Best Nursery Academy permission to take my Child _____
to the nearest hospital and to provide emergency medical care to my child until I am able to be present.

Parents Signature: _____

Date: _____

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Photograph Consent

I give permission for my child to be photographed for public relations purposes. I agree to allow these photos, films, or videotapes to be used in newspapers, slide presentations, displays, TV, Internet or any other media the school deems necessary.

_____ YES my child's photograph may be used as stated above.

_____ NO my child may not be included as stated above in School Photographs.

I give permission for my child to appear in photos, films, or videotapes, to be used for "in school purposes". In his/her classroom bulletin boards, video of the school special events, etc.

_____ YES my child's photo may be used as stated above.

_____ NO my child's photo may not be used as stated above.

Name of child

Class

Parents/Guardian Signature

Date

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To: Parents and Staff
From: Mr. Dave
Re: Parking Lot

Everyone is aware at times parking can be problematic. We are requesting the following guidelines be followed to avoid accidents, blocking cars and unsafe conditions for the children.

Park in either the upper or lower lot.

Pull up to the wall in the upper lot.

Pull up to the railroad ties in the lower lot.

Parking on street is permitted unless snow covered.

Never park behind other vehicles.

Never park in the center of either lot.

Drive Slowly at all times.

Do not block the entrance gate area in the upper lot.

Do not block driveways when parking in the street.

I recognize everyone has a very busy schedule but a little common courtesy will go a long way in resolving our parking problems.