

# *League of Extraordinary Children*



## FAMILY HANDBOOK

6908 Park Ave

Guttenberg, NJ 07093

Phone: 201-869-3535

Fax: 201-869-3555

Email: [info@leagueofextraordinarychildren.com](mailto:info@leagueofextraordinarychildren.com)

# LOEXC FAMILY HANDBOOK

## *Policies and Procedures*

*Welcome to the League of Extraordinary Children.* This handbook contains information regarding the childcare programs at our center, including all of our policies and procedures. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the center. It will answer many of the questions you may have about our programs. If you have any questions or concerns after you have read our handbook, please feel free to contact the center at:

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[www.leagueofextraordinarychildren.com](http://www.leagueofextraordinarychildren.com)

### Child Care Regulations

League of Extraordinary Children Daycare Center is licensed by the NJ Department of Children and Families.

Staff to child ratio must not exceed the following guidelines:

Age of Children	Staff / Child Ratio
0 thru 18 months	1:4
18 months thru 2 ½ years	1:6
2 ½ years thru 4 ½ years	1:10
4 years	1:12
5 years + older	1:15

The following staff/child ratios shall apply during rest or sleep:

Age of Children	Staff / Child Ratio
Under 18 months	1:10
18 months to under 2 ½ years	1:12
2 ½ years and above	1:20

- Site License → must be displayed. The number of youth cannot exceed the maximum number of children noted on the site license.
- Emergency Contacts → must be displayed.
- Scheduled Snacks → will be offered daily after their lunch and nap. The approved snack menu will be distributed to all parents along with a breakfast and lunch menu or it will be displayed in the food preparation area.
- CPR and First Aid Certification → All staff are required to be CPR and first aid certified. League of Extraordinary Children offers CPR and First Aid Certification as needed. Staff should contact administration if they are unable to make the offered training. Staff will be required to find another organization to complete certification on their own.
- Annual Requirement Training → All new and returning staff are required to complete 20 hours of on-line training every year. They must turn in copies of the certificate of completion for their personnel file.
- Fingerprinting → All new hires AND returning employees must get their fingerprints completed before they can start working with children. Criminal History Record Information (CHRI) checks

are required for staff 18 years of age and older and must be done within 2 weeks of each staff's start date. These checks will be repeated on a three year cycle.

- Child Abuse Record Information (CARI) checks are required for all regularly scheduled staff age 14 years and older and must be completed upon hire and every 3 years at renewal.

Maltreatment of Minors Mandated Reporting -- League of Extraordinary Children recognizes the basic human and legal rights of each individual served. It is the policy of our center that all staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal, and or neglect of any individual within or outside the center is strictly prohibited. Any staff or volunteer who has knowledge of abuse or neglect of an individual or has reasonable cause to believe that an individual has been abused or neglected, MUST report this information to the site administrative staff and to the appropriate authorities. Failure to report abuse/neglect may implicate the observer and may lead to disciplinary measures. In addition, all possible abuse/neglect situations will be reported to the State Central Registry Hotline (1-877-NJ-ABUSE OR 1-877-652-2873).

Health Inspections: The center will have annual health and sanitation inspections completed by an environmental health practitioner. The center follows guidelines as suggested by the NJ Department of Health.

Fire Inspections: The center will have annual fire inspections completed by local or state fire authorities.

Confidentiality: Any and all information including personal information regarding enrolled children and their families is confidential and will not be shared without a Release of Information. The information will be shared only on a "need to know" basis.

### **Family Handbook Policy Review**

The content of this handbook is periodically reviewed by the Owners and Directors of the League of Extraordinary Children. If any family has any complaints, suggestions or ideas concerning any of the policies contained in this handbook, they should bring them to the attention of the Director for consideration. League of Extraordinary Children reserves the right to change policies and guidelines within this handbook at any time.

### **Acceptance**

Upon becoming an enrolled family of League of Extraordinary Children, it is your responsibility to familiarize yourself with all policies and procedures of League of Extraordinary Children and conform to them.

## **PART ONE: ABOUT THE CENTER**

### **Mission/Philosophy**

The **League of Extraordinary Children** aims to provide a safe, developmentally appropriate environment for children 6 weeks to 13 years old. The focus is to provide stimulating childcare with

educational experience which will promote each child's social/emotional, physical and cognitive development. The goal is to support children's desire to be lifelong learners.

At **League of Extraordinary Children**, the mission is to provide child care that meets the needs of each child and family in a safe and educational environment. The League focuses on the individual needs of each child, while providing *quality, reliable, and safe* child care.

**League of Extraordinary Children's goals are:**

- To provide affordable, convenient, dependable child care services
- To create a child care setting for social, cognitive, and physical development
- To provide a nurturing environment
- To provide learning experiences for our children

**League of Extraordinary Children** offers the opportunity for each child to develop physically, socially, and cognitively according to their individual learning style. Each child is considered unique in temperament and rate of development. Curriculum is planned to enhance and challenge particular, distinct individual needs, interests, and abilities. Activities and relationships occur in a healthy, positive and relaxed environment in which well-qualified staff provide personal attention, guidance, and nurturing to each child.

The League strives to maintain continuity and consistency throughout the program by conducting cooperative staff planning, training and a variety of joint activities involving the various groups of children. In this context, all caregivers at **League of Extraordinary Children** are encouraged to express their individual educational strengths as they work with children and in their cooperative efforts with other staff members.

When families enroll in the **League of Extraordinary Children**, children will receive the best care the industry has to offer.

**HOURS/DAYS OF OPERATION**

**League of Extraordinary Children** is open from 6:30 am to 6:00 pm Monday through Friday. The Center will be closed for the following holidays: Labor Day, Columbus Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, and Independence Day. The Center reserves the right to close for staff training days. Each classroom will be staffed as required by the licensing board. All staff members will be current on CPR and First Aid.

**STAFF**

*Lead Teachers will hold one of the following qualifications:*

- An associate degree in the field of early childhood development
- Current certification as a child-development associate or successful completion of a department-approved diploma program with an emphasis in early childhood or child care;
- Certification from a Montessori teaching training program;

- At least one year of experience in a child care or similar setting;
- Successfully complete a minimum of thirteen hours of department-approved training related to child care yearly.

*Assistant Teachers will hold one of the following qualifications:*

- An associate degree in the field of early childhood development
- Current certification as a child-development associate or successful completion of a department-approved diploma program with an emphasis in early childhood or child care;
- Certification from a Montessori teaching training program;
- At least one year of experience in a child care or similar setting;
- Successfully complete a minimum of thirteen hours of department-approved training related to child care yearly.

*Float Staff will hold one of the following qualifications:*

- A high school diploma or high school equivalency with at least one year of experience in a child care or similar setting.
- At least ten hours per week; certify nine hours of department-approved training annually.

## **PART TWO: ENROLLMENT**

**League of Extraordinary Children** offers affordable, convenient, and dependable child care services for children from 6 weeks to 13 years of age. League of Extraordinary Children does not deny enrollment on the basis of race, creed, color, national origin, gender, age, or disability. Visits are provided to parents/guardians/families to discuss and view the center, program and policies. Parents are provided written notice of any significant changes in program services or policies.

### **Procedures**

Families may enroll their child at LOEXC’s main office. A non-refundable \$100 registration fee and one-week of tuition (which can be given back to the family as long as they provide a month’s notice of disenrollment) will be due along with the enrollment papers. If your child can not be immediately enrolled, you will be placed on a waiting list.

Before your child attends the League, a short pre-admission conference will be scheduled with one of the League’s directors and classroom teacher.

### **Eligibility**

#### *Before & After School Program*

A room for a maximum of 28 school age children from Kindergarten to 5th grade. There is a 15:1 ratio. Walking transportation will be conducted by one of our staff members to/from:

- Anna L. Klein
- Robert Fulton

### *All -Day Summer Program*

The summer program is for all the children in the center. Exciting in-school field trips, picnics, and activities all summer long. *Please note:* prices may vary for certain activities during the summer program.

The following forms must be completed prior to attendance. These forms will be updated annually.

- Immunization records
- Registration/child information form must verify identification of children in care (birth certificate, certified school records, passport or other documentary evidence)
- Health Records must be completed annually
- Parent Consent forms
- Enrollment forms

All children's records are confidential. If information needs to be updated at any other point during the enrollment, it is the parent's responsibility to notify the center's director in writing.

### **Tuition Fees**

Tuition fees are based on the age of the child enrolled in the program. Parents are charged those fees for Monday-Friday with hours between 6:30am-6:00pm. Parents are paying for the slot that is held for your child.

### *Registration Fees*

\$100 registration fee, which is non-refundable, along with a one-week tuition fee.

Revision as of 8/1/21: The one-week tuition fee will be applied to the last week of care when the contract is terminated with a full month's notice.

### *Rate Schedule*

To be discussed with the directors or office manager at the time of registration. An increase to the rates are put into effect at the beginning of every school year in September.

*Please Note:* Field trips, special activities, and summer program activities will constitute additional fees.

### **Early Drop Off**

Early Drop Off Fee: A charge of \$1.00 per minute before 6:30am

### **Late Pick-Up**

Late Pick-Up Fee: A charge of \$1.00 per minute past 6:00pm

### **Vacation Credit**

Families can take up to 5 consecutive days and can apply a vacation credit that will allow that week to be without charge. This can be used (1) time during the calendar year (September to August). Vacation notification must be communicated to the Director 14 days in advance.

### **Holiday Closing/Illness**

League of Extraordinary Children will be closed on the following holidays: Labor Day, Columbus Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, and Independence Day. The regular weekly fee will still be due.

**Other absences for student illness, parent illness, maternity leave, storm days or funeral will be charged as regular fee.**

### **Uniform Policy**

Our school requires our students in the toddler, preschool and pre-k rooms to wear uniforms. Students are to wear their navy blue polos and khaki pants, shorts, skirts and/or khaki jumper. Uniforms are mandatory Monday through Thursday starting September 3rd, 2019. Fridays are dress-down days, along with July and August!

### **Advanced written permission**

Permission will be obtained from parents before any child is allowed to participate in any educational research or public relations activity. A separate permission form must be obtained before each occasion. All documentation of such events will be kept in each participating child's file.

### **Payment Policy**

Tuition is due every Friday for the upcoming week. Payments are due by Friday 6:00pm. Rates are subject to increase each new school year upon written notice and/or posted notice.

### **Payment Options**

Families are allowed to pay weekly or bi-weekly. Parents can be monthly if discussed and agreed upon with the director(s) of the center. Payments are to be made on Friday before the upcoming week.

League of Extraordinary Children allows parents to choose between cash, credit card, or check. Payments by credit card will be done through our secure and automated Brightwheel app. *Please note:* If paying by card, a 2.9% processing fee will be added to your tuition invoice. ACH processing fees are \$0.60 per transaction. Why do we love brightwheel? Because parents have full control over the billing process through their phone and have easy access to their invoices.

*NOTE: Overdue payments will be charged a \$10 flat fee & \$5.00 for every day after.*

*Bounced checks will be charged \$20.00. If a check is bounced, no other checks will be accepted.*

### **Urban League Enrollment**

Regular tuition is required whether or not families qualify for Child Care Assistance through a third party, such as the Urban League. Families who qualify are responsible for notifying the Director when completion of forms are required so that the parent can submit them to the appropriate agency.



Parents will be responsible for payments until the contract is finalized if the child is attending our center. Once the Urban League contract is finalized, the parent must pay the difference between UL payment and our standard tuition fees.

### **Changes in Enrollment**

Written notice of intent to withdraw a child from League of Extraordinary Children must be submitted to the Director two calendar weeks in advance of withdrawal. You will still be responsible for the two week's fees if a proper notice is not given. Parents are responsible for tuition for two weeks after the notice is given, whether or not if the child is in attendance at the League. Families who abandon their child care service without formal written notice are responsible for the 2 weeks payments beginning with the first Monday following the last documented day that child care services were provided at the regular tuition rate. Re-admission will be subject to space availability and a new registration fee must be paid prior to re-enrollment.

### **Probationary Period/Termination Policy**

The first two weeks of your child's enrollment will be considered as a probationary period. If you feel things are not working out, you may withdraw your child without penalty. We reserve the right to give notice for removal if we feel that we are unable to meet the needs of the child.

### **Schedule**

#### **Attendance**

- Parents/families will be billed for all days the child or children are scheduled whether or not they use the services.
- Parents must contact the center within 30 minutes of their scheduled time of arrival to notify the staff if the child will not be in the class for that particular day.
- If a child is absent for three consecutive days, parents/guardians must provide a doctor's note, unless absence was discussed with the director.

### **Inclement Weather Closing**

For any weather closings, please check the League of Extraordinary Children's Facebook or Instagram Page for status updates. You can also check our voicemail at 6:00am for any updates.

### **Waiting List**

If you are not currently enrolled in the Center, you can complete the waitlist registration process. If you are a currently enrolled family, a spot for an additional child is not guaranteed. An additional enrollment contract is required, along with a deposit, for a future infant spot will be required. If there are currently no future openings or it is unknown, no contract form or deposit will be required and the family will be directed to register through the waitlist process.

The Director will maintain an enrollment list. Priority on this list will be given as follows:

1. League of Extraordinary Children employees
2. Current families - siblings of children who are already in the program
3. Remaining families on the list by date

League of Extraordinary Children does not discriminate on the basis of race, gender, color, religion, or national origin.

### **Brightwheel Application**

As of June 2020, League of Extraordinary Children is excited to bring Brightwheel into our center. This will allow our families to stay connected to their children and our staff throughout the day. Parents will never miss a moment with their children as we will be able to update in real-time through pictures, videos and notes of daily activities. Parents will also have access to milestones and learning updates from your child's teacher, secure and private direct messaging, and secure, automated payments.

For more information on this new feature LOEXC is offering, you can visit [www.mybrightwheel.com](http://www.mybrightwheel.com) or view these helpful videos: <https://www.youtube.com/playlist?list=PLWkfMDOm0pnF0bWPntP7m7dSSi61D6JUR!>

## **PART THREE: CENTERWIDE POLICIES AND PROCEDURES**

### **Authorization to pick up child**

Your child/children may only be released to the individuals listed on your pick up authorization form and those forms must include full names and current phone numbers. Individuals picking up a child, other than the parent/guardian, will be asked to provide photo ID. Please include information if your child/children will be picked up for school or other activities. The birth parents are always entitled to custody of their child unless a court order limits their rights. If that is the case, we will need documentation from the court. No child will be allowed to leave the center with any individual that is not authorized in writing from the parent/guardian on the child's registration paperwork. If someone who is not authorized attempts to pick up a child, the child's parent/guardian will be contacted first, then the authorities if the parent/guardian is unreachable. The child will have to stay at the center until the parents or an authorized person can come to the center to confirm. If necessary, fees for picking up late will apply.

### **Impaired Person Policy:**

The safety of the children enrolled in the League of Extraordinary Children is of high concern. Therefore, no person who appears to be affected by, or under the influence of any alcoholic beverage or drugs shall be allowed to pick up any children from the League of Extraordinary Children. This policy shall apply with equal force to all persons, including a child's parent and/or guardian.

Any staff member who suspects a person picking up a child under the influence of alcohol or drugs will:

- Immediately bring the matter to the Director's attention;

### **The Director will:**

- Discuss the matter, in private, if possible, with the person who is attempting to pick up the child(ren) and based upon all of the circumstances apparent to the Director, make a determination

of whether it is safe for the child(ren) to go with that person, or suggest alternative travel arrangements at the person's expense.

- If the person takes the child(ren) over the Director's objection or if they Director and the person desiring to pick up the child(ren) cannot reach an agreement concerning alternative travel arrangements, the Director will call the appropriate authorities, including the Guttenberg Police Department at (201) 868-3300.
- The staff and/or Director should gather as many details as possible; including, but not limited to: license plate number, description of vehicle, name and description of person and address of person.
- UNDER NO CIRCUMSTANCES SHOULD A STAFF MEMBER TRANSPORT.
- In all such cases, a detailed incident report is written and given to the Director within 12 hours. Incident reports are available in the site binders.

### **Birthdays/Celebrations**

Birthdays are a special time for any of our students which is why we love to celebrate birthdays with our children! We welcome donations of commercially prepared baked goods, etc. on special holidays such as Valentine's, Easter, Halloween, Christmas, etc. Celebrating birthdays at school is fun, but please notify the teacher two days before, so plans can be made. Please note that all treats should be allergen-free (i.e. no treats with peanut butter). All celebrations will be conducted between 2:45pm - 3:45pm so please plan accordingly. Feel free to ask if we can store anything in our kitchen to help out with this fun day.

### **Children's Arrival and Parents Departure**

*Drop off:*

You may drop your child off between 6:30 am and 8:45 am. Class times begin between 8:45am and 9:15am each day. We understand that families' morning routines vary greatly, as do drop off times. The wonderful teachers have planned inclusive activities and structure around their daily schedules. The teachers have planned small group activities, circle and open centers daily. When a child is dropped off later in the day/morning, it can interrupt activities, meal times etc. Teachers also have planned for the classroom routine to be available to speak with parents at drop off time. A late drop off does not allow the teachers to have a moment for information sharing with parents, while they are leading circle time, serving food or assisting with the potty/diapering.

We understand at times, children will need to be dropped off after a routine doctor/dentist appointment, or after a play date with extended family. In the event grandparents or extended family are in town, and would like to spend a portion of the day with your child, we would appreciate the family member to pick up your child early, rather than drop off late. This allows your child to participate in our planned group activities while also spending valuable quality time with extended family members. Please be sure to communicate this late drop off/early pick up at least a day prior, on Brightwheel messaging. The staff plan ahead of time for activities & projects with the children in attendance in mind.

Our rest times in most classrooms occur around 12:00, and end at 2:30. If you wish to pick up your child early, please limit it after rest time. Picking up your child prior to 2:30, or dropping off after 9:30 is not

permitted. If you are unable to drop off your child by 9:30, please make other arrangements for the day. Of course, pre-arranged/communicated drop offs for appointments will be the main exception. It is our hope that together we can set each child up for a better start to their day!

*Pick up:*

League of Extraordinary Children closes at 6:00pm. Parents are required to be in the building to pick up their child by 6:00pm. In case of emergency situations, parents are required to call the Director and ask if their child can remain at school after 6:00pm. Additional late pick up fee of \$1.00 per minute will be assessed. The staff member will stay with the child until the parent can arrive.

At 6:40pm, if a child is still at LOEXC, and the parent has not called to notify the staff about late pick up, LOEXC staff will call the child's emergency adult contact.

At 6:45pm, if the staff can't get a hold of any adult that is allowed to pick up the child, and the parent has not called or shown up, LOEXC staff will call DCP&P. The director will call DCP&P, and the child's emergency adult contact to confirm that the child will be released to DCP&P. A member of the staff will remain with the child until the authorities arrive to collect the child.

Arriving late when class on a field trip: Children who arrive late to the Center, when the rest of the class is on a field trip, will stay with the Director until the class returns.

### **Emergency Procedures**

Parents will be notified of any emergency or injury involving their child. If parents cannot be reached the individuals they have designated as emergency contacts will be notified. Medical emergencies and disasters plans: Staff is trained in first aid and CPR, and will be prepared to administer care as needed. First aid kits are found in each classroom and other areas within the center. If immediate care is needed, the parents will be contacted to transport the child to the hospital. If the parents cannot be reached, the emergency contact designee will be contacted to transport the child. If the ambulance transport is indicated, 911 will be called. The child will be accompanied by a staff member until parents arrive.

- Emergency response procedures and phone numbers are located by every telephone within the center. Fire escape routes are marked and the staff is trained in emergency procedures.
- League of Extraordinary Children performs monthly fire and lockdown drills in preparation should a disaster occur. Logs are available for viewing at any time.
- Should a disaster occur and the center must be evacuated to the designated "safe place". The safe place will be at the restaurant located directly east of the center. Parents can contact the center's phone number and/or parents will be notified as soon as possible.
- In cases of severe weather, League of Extraordinary Children will make an independent decision to close. An announcement will be posted on Facebook, Instagram, and our website.
- Fire: We will evacuate to the corner of 70th St. All staff and children will evacuate from the front door. The fire drill records will be kept in the main office
- Lock Down: The center will practice this procedure. Staff will move the children quickly and quietly into a safe room if necessary. The lock down drill records will be kept in the main office.

- Snow Storm/Blizzard: If a winter storm warning is issued, parents will be notified. Children may need to be picked up based on discretion.
- Power Outage: If the center will experience a power outage, there will be a battery operated radio for official instructions. Temperature of the center is a factor and the capability of running water. If necessary, parents will be notified to pick up their child.

Every precaution will be taken to ensure the safety of the children within the center. League of Extraordinary Children provides the required staff to be trained in First Aid and CPR. If necessary, they will be prepared to administer aid as trained whenever possible. Parents will be informed of any accidents, incidents, injuries and all action taken. Accident/Injury reports will be completed by teachers when any accident, incident, or injury occurs. A copy of that report will be kept in the child's file.

### **Liability Insurance**

The League is required to hold liability insurance and does have the required insurance in force. Parent's insurance will be required to cover injuries as the League's insurance is secondary.

### **Meals and Snacks**

League of Extraordinary Children will serve meals daily. The League will obtain dietary instructions from the parents of the child on their enrollment application. Children are served a nutritious varied breakfast, lunch and afternoon snack every day while in care. Parents are welcome to provide feedback on menu items - this includes the children in the after school program. Menus meet the USDA requirements - we strive to exceed those standards by offering a variety of whole grains, fruits, and vegetables. Food is properly prepared, sufficient in amount and served at appropriate hours in a safe and sanitary manner. Monthly menus will be posted in each classroom and sent home with the children for parents to review. Parents can bring in food for their children on the days that they feel their children won't eat what is on the menu. All teachers and staff will know if there are any allergies that children are not able to consume.

All food allergies and special diets will be posted. A consultation may be necessary prior to enrollment to discuss allergies or special diets. Food allergies are handled on a case by case basis depending on the allergy. Parents/Families will meet with the Director for details. Children with severe allergies that require an epi pen must come to school with a double pack epi-pen jr in the original packaging from the pharmacy. The label on the epi-pen jr must match the doctor's order- Emergency Allergy Plan. The Emergency Allergy Plan, epi-pen jrs must be approved by our school Nurse prior to the start of your child. In the event of a new allergy for a current student, the child must be absent from school until the parent, nurse & director can meet to discuss the child's Emergency Allergy Plan. For tree-nut/peanut allergies, the director may deem any classroom as nut or peanut free at any time.

Children will have meals brought to and served in their rooms. At no time will the children be left unattended while eating. Children are encouraged to eat and no coercion or force feeding is done. If a child's diet must be modified for health reasons, a physician's written explanation is required. If a child's diet is modified for cultural or religious reasons, the parent is asked to put the request in writing, and may be asked to help provide supplemental food.

Infants are fed individually according to their developmental needs and feeding patterns. Breastfeeding is promoted and encouraged at the League of Extraordinary Children.

*Mixing formula:*

1. Formula will be mixed with filtered water unless parents choose otherwise in which they would need to provide the infant water.
2. Bottles will be heated using water warmed in a small crock pot on low heat or a bottle warmer.
3. Any formula left in excess after feeding will be discarded.

Parents/families will provide formula, rice cereal, oatmeal, and baby food for their infants. Refrigerator space will be made available to store expressed milk in the classroom. There is also freezer space available for frozen expressed milk. Each expressed milk must be labeled with first and last name and the date milk was expressed.

*Meal Times are:*

- Breakfast: 7:45am-8:45am
- Lunch 11:15-12:30pm
- Snack 2:30-3:00pm

Tables must be washed with soap and water before and after any food is served. Disposable paper towels must be used to clean the tables. This step should be followed by sanitizing the table with Sani-Wipes. To sanitize with Sani-Wipes, wipe enough for the table to remain visibly wet for 60 seconds. Let air dry.

Before distributing snack or helping with food preparation, staff must wash their hands.

Plastic gloves must be worn when handling food.

If necessary, Staff will heat up food in the microwave and Staff will carry the hot food to their children in each individual classroom where the children will eat.

When the children are done with their snack or meal, the garbage must be disposed of immediately and the garbage must be removed from the area daily.

Leftover milk is disposed of properly.

Refrigerators and freezers shall be cleaned and sanitized as often as necessary to assure that the appliances are maintained in a clean and sanitary condition.

Microwaves must be cleaned and sanitized as often as necessary to ensure that the appliances are maintained in a clean and sanitary condition.

Any sinks used for food preparation cannot be used for hand washing or any other purpose.

All hand-washing sinks must have hand washing practices posted by each sink.

If cleaning supplies must be stored in the same room as food, cleaning supplies must be locked up and properly labeled. Cleaning supplies and food cannot share the same cupboard.

### **Food Brought From Home**

At the League, we understand the necessity for some families to bring in food for their child's individual needs. Food from home will not be allowed to be served to other children in the center. If you have any questions, please see the Director. Nutritious foods are essential for young children's optimal growth and development. The Center will follow these guidelines to help children get the nutrients they need to grow and develop:

- Candy, popcorn, gum, and all peanut products are not allowed
- We do not regularly serve dessert
- Please do not bring in sugary drinks for children

### **Nap and Rest Time Policy**

Parents/families will be consulted at the time of enrollment and as needed about their child's napping habits. A two-hour period will be set aside every day depending on the age of the children to rest and take a break from the day's activities.

- Confinement limitation: A child who has completed a nap or rest period may choose the quiet activity provided and planned by the classroom teacher or assistant teacher.
- Placement of Equipment: Naps and rest must be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs, cots, mats, and beds must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- It is the responsibility of the parents/families to wash personal nap items weekly. Staff members will remind parents/families of this.
- All staff must place each infant on the infant's back, unless the director/center has documentation from the infant's pediatrician directing an alternative sleeping position for the infant. The physician directive must be on a form approved by the director and must remain on file at the center. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the center has a signed statement from the parent indicating that the infant regularly rolls over at home.

### **Outdoor Policy**

The outdoor policy is based on the daily outdoor temperature. Children are taken outside when temperatures are above 40 degrees F and below 90 degrees F. It is important to communicate the importance and responsibility of the parents to provide weather appropriate clothing and shoes for outdoors.

## **Photo Release**

All records, photos and information with respect to children receiving child care services are kept confidential. Each parent will provide a written permission form for each child and those forms will be found within the child's file. Pictures of the children are taken quite often for room display, bulletin boards and/or sometimes media (i.e. brightwheel app). Children cannot be photographed without permission from their parents/guardians.

## **Promotion / Transition of Children**

*Group Transitions* - This will occur the following times per year: fall, mid-year, and early summer.

During these group transitions the families will be notified by a "Transition Memo" a few weeks prior to the move-up to meet for a transition meeting. During the meeting, the new classroom teacher will explain ins/out of the new classroom. Parents will then have a Family Interview prior to the child visiting the new classroom. The Family Interview is the time for the parent to ask specific questions, and the teacher to gain insight on how the child best learns, and any specific needs the child has. If a parent wishes to forgo a family interview, the parent must sign a release to not attend the meeting.

*Individual Transitions* - The child transitioning to the new classroom will have few opportunities-during an agreed upon week- to interact in the new environment. These interactions will be short, and gradually grow longer until the last visit which will be an entire day. The immediate day following the last transition day, the child will be fully transitioned into the new classroom.

On a case by case basis, a child may not transition with their group to the next classroom. In this case, the child would be notified by the first week of the month that they will transition to the next classroom by the first week of next month. The Program Director and the new classroom teacher will individually meet with the family for their Family interview.

In the circumstance that the child's weekly schedule is not fully available in the next classroom, the parent will be given alternate days for attendance until the desired schedule is available.

## **Getting Ready (Is My Child Ready for the Next Classroom?)**

- As Early Childhood Educators, it is our job to notice when our students achieve a specific milestone. We take note of that milestone, and give opportunities for that child to build on their skills through specific activities. Areas of growth that signal your child is ready for more challenges: gross motor (crawling to walking, walking to running, skipping/hopping), cognitive (follows 1 step to 2 step directions, speaks in 2-3 word to 4-5 word sentences, identifies three main shapes to 5 shapes etc), and social/emotional.

*\*Please note: children transitioning from the preschool to pre-K room must be toilet trained prior to transition. This is a reason the child may not be able to transition with their group.*

- Changes in your child's daily routine can also prompt a need for a different environment. Napping for one long nap in the afternoon, rather than two shorter naps. Eating solid foods/pick up foods at regular



meal times instead of a 2-3 hour schedule. Replacing a binky with another comfort item that allows the child to speak at any time.

- When your child's teacher sees the signs your child is ready to move into the next class, they will relay their observations to the Program Director. The Program Director will then start the conversation with the parent about how and when the transition will occur.
- Toddlers are generally ready for the 2's classroom between 22-24 months. 2's are ready for the 3's class between 30-36 months.

### **Toys from Home**

No toys from home should be brought to the center.

### **Transportation for Before/After School**

League of Extraordinary Children will adhere to the policies of the school your child attends. When the children are dropped off at school, they must go directly into the building. The person that dropped off the students will watch them go in unless the school requires that they stand outside until the time they are allowed to go into the building. For afternoon pick-up, the League of Extraordinary Children staff will meet children upon dismissal and take roll of each child (unless families have called to report a child not being picked up). If any children are missing the staff member will call the center. The Center will contact the child's school and then the emergency contacts listed in the child's file.

*Please note:* If school begins late due to weather, League of Extraordinary Children will not transport the children to school that day.

### **Visitors**

*\*\* Due to COVID-19, visitors are not allowed to enter the school.*

During our hours of operation, we may have visitors touring our facility. They are required to identify themselves, sign our Visitor Log & be escorted by a staff member at all times. Most visitors are grandparents, occasional plumbers etc, and prospective families. Please inform us of any safety concerns you have regarding visitors.

Due to our 'open door policy', parents are welcome at the League of Extraordinary Children during hours of operation. While we do want to maintain this 'open door policy', we do request that any visits made during the day are a maximum of 10 minutes. We understand that you miss your little ones during the day; however, extended visits can disrupt the routine of the other children in our care.

Also, please keep drop-off to a maximum of 5 minutes. Our staff can better handle an upset child when their parent has left the classroom. *Please feel free to call us at any time to check up on your child.* Brightwheel will also allow us the opportunity to communicate freely with our parents. We will have the ability to send real-time photos, videos, and notes of daily activities.

Volunteers are welcome to assist teachers in the classroom during set times during our school day. Normally parents, grandparents or older siblings volunteer. Volunteers must have a specific purpose to be

at LOEXC, sign in, and remain under the direct supervision of a teacher at all times. Volunteers are never allowed to care for children without supervision. Volunteers do not assist with toileting. Staff and LOEXC owners, at times may bring their Middle-School & High school aged students who are interested in Early Childhood Education to volunteer to fulfill a school requirement. Regular volunteers (more than 2 days per year) must fill out background check, CPR and various other paperwork as required.

## **PART FOUR: PROGRAM**

### **Curriculum Overview**

League of Extraordinary Children uses the Creative Curriculum which focuses on social learning and the power in play in both English and in Spanish. Each child will receive toddler and preschool curriculum inside their classroom each day without being charged an additional fee for the families. The learning philosophy is that there is power in play and knowledge occurs through social learning. The curriculum will be used starting as early as the infant room and use a ‘scaffolding’ method. This scaffolding method will move through the ages and rooms for the children. The curriculum will be sprinkled throughout the day through the use of the Creative Curriculum and social learning methods. The curriculum will include activities that foster social, intellectual, emotional, and physical growth. It is the responsibility of the Lead Teacher to plan and implement the Creative Curriculum daily. Classroom teachers will be responsible for parent/family-teacher conferences twice a year.

### **Daily Schedule**

A basic schedule is listed below. Classroom schedules will vary to meet the needs of each age group.

6:30-7:55	Arrival time / Free play
7:55-8:00	Clean up / Hand-washing
8:00-8:30	Breakfast
8:30-8:45	Diaper Changes / Potty Breaks
8:45-9:10	Circle Time
9:10-10:10	Gross Motor / Outdoor Play
10:10-11:00	Work Time
11:00-11:10	Hand-washing
11:10-11:30	Diaper Changes / Potty Breaks
11:30-12:15	Lunch Time
12:15-2:45	Nap Time / Rest Time
2:45-3:00	Diaper Changes / Potty Breaks
3:00-3:20	Snack
3:20-3:30	Clean up / Hand-Washing
3:30-4:30	Outdoor Play
4:30-4:50	Circle Time
4:50-5:00	Diaper Changes / Potty Breaks
5:00-6:30	Free Play

### **Infant/Toddler Daily Schedule**

The daily routine for infant/toddlers fosters development of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep with time and opportunity for various experiences. The environment protects children 0-18 months from physical harm without restricting physical, intellectual, emotional, and social development. Environment and interactions requirements are complied with and reviewed.

### **Preschool Daily Schedule**

The daily routine fosters development of good health habits, self-discipline, adequate indoor/outdoor play, rest/sleep with time and opportunity for various experiences. The environment protects children from physical harm without restricting physical, intellectual, emotional and social development. Environment and interactions requirements are complied with and reviewed.

## **PART FIVE: GUIDANCE AND SOCIALIZATION POLICY**

### **Positive Guidance**

League of Extraordinary Children uses guidance to help children learn appropriate ways of handling their feelings and desires. We want to ensure that each child is provided with a positive model of acceptable behavior to enable the children to develop self-control. Our goal is to protect the safety of children and staff persons at all times.

League of Extraordinary Children does not use punishment. Instead, we provide direction toward alternative and acceptable ways of behaving, guided by the individual and developmental needs of children and families. These include:

- Modeling, praising and encouraging positive behaviors;
- Setting clear, reasonable and consistent rules which are explained to children;
- Planning developmentally appropriate activities;
- Continuous monitoring and assessing of the environment;
- Practicing low children to staff ratios;
- Permitting flexibility within curriculum;
- Facilitating problem solving skills in children;
- Maintaining developmentally appropriate expectations of children;
- Being aware of possible causes of behaviors.

Redirection is essential to creating a learning environment that is positive, supportive, safe, and effective. To create this environment, the following principles for conduct have been set for the children.

1. Practice the golden rule: Treat others the way you would like to be treated.
2. Use appropriate language.
3. When the staff asks for your attention: Stop, Look & Listen.
4. Only during gross motor activities, can we run.
5. Keep your hands, feet, and other objects to yourself.

If and when behavior issues occur, staff will use one or a combination of the following directives:

- Ignoring minor attention seeking occurrences;
- Verbally reminding children of the rules;
- Redirecting children to another activity;
- Teaching children how to use acceptable alternatives to problem behavior;
- Allowing natural and logical consequences for behaviors within limits
- Partnering with parents to develop guidance techniques.

It is not possible to list all of the unacceptable behaviors, but the following are examples of actions that are not allowed by children and will result in corrective steps:

1. Use of inappropriate language and gestures
2. Inappropriate touching, hitting, and fighting
3. Presenting a danger to oneself, other students, or staff members
4. Bringing weapons or dangerous articles to any are of the center
5. Vandalism of the center
6. Going into off-limit areas of the center
7. Disobeying rules established for field trip safety
8. Leaving the group setting without permission
9. Stealing
10. Harassing staff members
11. Repeated ignoring or disobeying staff directions

When infractions of the rules occur, they will be dealt with in the following ways: ‘take-a-break’, exclusion from an activity, and removal from the center, suspension, or expulsion. You can refer to our discipline and/or expulsion policy, as well.

### **Take-A-Break**

‘Take-A-Break’s are used to give the children an opportunity to sit out of an activity and ‘rest’ for a moment until he/she is calm enough to rejoin the activity. Children who are on a ‘take-a-break’ time will be supervised by a staff member at all times. The amount of time will be determined by age. (i.e. a 3 year old will get a 3 minute break).

### **Exclusion from an Activity**

Children must be responsible or he/she may not be able to participate in all privileges. Staff members may exclude the children from any activity for a definite time period. Specifications will be discussed with both the child and the parent, including time limits (for example, if art materials are misused, the children would not be permitted to participate in the art portion for the day).

### **Removal from the Center for the Remainder of the Day**

If at any time a child’s actions warrant immediate removal, the teaching staff needs to talk with the Director to discuss the situation. The Director will make the decision to send the child home. The Director will contact the parent immediately to come and pick up the child.

### **Suspension/Expulsion**

Please refer to our discipline and expulsion policy.

**Persistent Unacceptable Behavior:**

*Non-aggressive Behaviors:*

Staff will conduct these progressive corrective actions if a child is demonstrating non-aggressive behaviors:

- Ignore minor attention seeking occurrences;
- Verbally remind children of rules;
- Redirect children to another activity;
- Within limits, allow for natural and logical consequences for behaviors;
- Partner with parents to develop guidance techniques;
- If behavior continues, place the children in an area designated for “Take-a-Break”.

No child will be separated from the group unless the following has occurred:

- Less intrusive methods of guiding the child’s behavior have been tried and were ineffective
- The child’s behavior threatens the well-being of the child or other children in the program

A child who required separation from the group must:

- Remain within an enclosed part of the classroom where the child can be continuously seen and heard by a staff member
- Be able to return to the group when the child’s original behavior that caused the separation is under control or has stopped.

If the child is separated from the group three or more times in one day, the child’s parents/family will be notified and the parent notification will be indicated on the League of Extraordinary Children’s Behavior + Bite Log. If a child engages in unacceptable behavior (examples: violent behavior and/or inappropriate language) then Behavior Guidance Procedure will be followed.

*STEP ONE: Behavior Guidance Procedures*

- Staff will observe and record the behavior of the child and the staff response to the behavior by using the Behavior and Bite Log Form
- Staff will work with parents and other professionals (if needed) to develop a plan to address the unacceptable behavior immediately.
- Child will be sent home: Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent/family notified to pick up the child based on the severity.

If a child is separated five or more times in one week, eight times or more in two weeks, then *STEP TWO Persistent Unacceptable Behavior Procedures* will be followed.

- League of Extraordinary Children will provide extra resources should a classroom be dealing with behavioral issues. Extra staff members if available will be scheduled to provide teachers more time to deal with the behavior. All measures taken will be recorded and kept in the child’s record.

- League of Extraordinary Children will observe and record the behavior of the child and staff response to the behavior by using League of Extraordinary Children’s Behavior and Bite Log
- Dealing with persistent unacceptable behavior will involve a second conference with the parents to outline new approaches and discuss consequences
- Child will be sent home: Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent/family notified to pick up based on the severity. If the unacceptable behavior persists in spite of the use of the established plan, the child may be suspended or dismissed from the Center.

### **Biting and Hitting**

Biting and hitting may occur in several of the rooms. This happens periodically in even the best child care center and is an unavoidable consequence of group care. When it happens it can be scary, frustrating and very stressful for children, parents/families and teachers. It is not something to blame on children, parents/families or teachers and unfortunately there are no quick or easy solutions.

*Bite Policy - Under the age of 2:* If a child bites 3 or more times in a day, the parent/families will be notified and need to pick up immediately.

*Bite Policy - Age 2 years and older:* If a child 3 or more times in a day, the parent/families will be notified and need to pick up immediately. If a child bites through the skin 1 time, the parent will need to pick up immediately and protocol for both families will be followed. Both hitting and biting is normal toddler behavior, but the safety of the children in our care is the priority.

League of Extraordinary Children will do everything we can to prevent a situation where this policy must be put into effect.

What teachers/staff members do when biting or hitting occurs:

- Focus on the child who was injured
- The aggressive child will be redirected
- Simple language is used “biting hurts”
- Explain to the child that they need to use gentle touches. Explain what our mouth is used for.
- Accident/Injury Incident Report will be given to parents of the child who was bitten. The parent of the child who bit will have a verbal conference with a staff member in the room. Teachers will track occurrences of biting or hitting. Listing the time of day, reason (if known), and action taken by the staff will be documented.
- Conferences with parents/families will be scheduled at the Director and Teacher’s discretion, if necessary.
- Strategies will be provided to the parents/families and agreed upon by the lead teacher, director and parent/families to reduce hitting/biting behavior.
- Confidentiality will be maintained at all times (the name of the child who bites will not be released to the parents of the child who is bitten). Biting is a developmentally appropriate infant/toddler behavior. Delayed punishment does not work. Infants and toddlers do not connect

an event of one time of the day to be a consequence of an event, activity or action of an earlier time of the day.

- Teachers address the biting incident when it happens and assist the children in appropriate alternatives at that time. We discourage parents from punishing or reprimanding their child later in the day for a biting or hitting incident which occurred at the center.

Documentation is to be written in detail regarding the situation on a behavior slip. The parents/families, as well as League of Extraordinary Children's administration, will receive a copy of the behavior slip. The Director will review and track each child's behavior concern slip. If a child's behavior becomes an issue the teacher will consult with the Director and the children's parents may be contacted by Administration to set up a meeting to discuss concerns. If necessary, a referral can be made to a professional agency for assistance with the children's behavior. The Director may decide if suspension and/or expulsion from the program is necessary.

Under no circumstance is the staff member allowed to use physical punishment or physical restraints with a child, this includes using exercise as a punishment. It is extremely important that staff remain calm and under control at all times. Staff are to refrain from yelling at children - calm voices are required to model desired behavior. Documentation is to be written in detail regarding the situation on an Accident/Injury/Behavior Incident Report. The parent/families as well as League of Extraordinary Children's Administration, will receive a copy of the report. The Director will determine if the children will be suspended and/or expelled from the program.

*Prohibited Actions:*

League of Extraordinary Children prohibits the following actions against children or staff in the program. Failure to comply may result in termination from the program.

1. Subjection of child/staff to corporal punishment, which includes but is not limited to:
  - Rough handling
  - Shoving
  - Hair pulling
  - Ear pulling
  - Shaking
  - Slapping
  - Kicking
  - Biting
  - Pinching
  - Hitting
  - Spanking
2. Subjection of a child/staff to emotional stress, which includes but is not limited to:
  - Name calling
  - Exclusion from the group
  - Shaming
  - Making derogatory remarks about a child/staff or the children/staff's family

- Using language that threatens, humiliates, or frightens the children/staff
  - Questioning staff in a way that makes them feel uncomfortable
3. Separation of a child from the group that is not warranted.
  4. Punishment for lapses in toileting.
  5. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
  6. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
  7. The use of mechanical restraints, such as tying.

Staff and/or League of Extraordinary Children administration will observe a child who exhibits mental health concerns. The children's parents/families will receive referral resources and/or mental health information. When services are not provided due to parental decision and the environment and mental health and safety of all children and staff are compromised; a meeting will be held with the League of Extraordinary Children's administration, teaching staff, and the children's parents/families to address concerns and strategize.

*Continuous concerns or behaviors that compromise the learning environment may lead to suspension of program attendance.*

## **PART SIX: PARENTS IN THE PROGRAM**

Good open communication between parents and our staff will help ensure the best experience for your child and your family. At LOEXC, we ultimately strive to communicate effectively with parents daily. We learn the best way to communicate to each parent as we get to know them. For general information, we leverage multiple channels of communication in hopes that everyone will have their preferred method. We use email, onsite posts to individual classes as well as our LOEXC Brightwheel Mobile App.

### **Daily Communication**

Parent-teacher communication is achieved through several methods including:

- **Daily Communication:** After you check in at the front desk, please sign-in and drop your child off with their teacher in the designated classroom or through the brightwheel mobile app. At this time children are supervised by the League's staff until they are picked up by an authorized person. Each program provides daily information on your child. Each classroom's daily schedule is posted on the Parent/Family board in your child's room. Here you will find weekly lesson plans, teacher's bios, calendar, menus, and daily/weekly/monthly classroom/center events. Individual children's activities, physical care, napping, toileting, feeding records are recorded on a daily sheet along with any supplies needed for both infant and toddlers.
- **Social Media:** It is suggested to not become friends on Facebook with your child's teachers. This can be a confusing line to draw between professional and personal. You can feel free to follow the League of Extraordinary Children on both - Facebook and Instagram - to keep updated with



things going on at the center, monthly calendars, and even photos of your children participating in the various events (permission forms must be signed for us to photograph your child).

- Newsletter/Calendar: Classroom newsletters are emailed out or printed and a center calendar will be available on our website and sent out to parents.
- Assessment & Conferences: Children are assessed by ongoing observation and an assessment depending on their age that aligns with our curriculum which promotes physical, intellectual, social and emotional development. We are proud to assist in any referral process that are necessary to help your child in their development. Conferences are planned and offered 2 times each year. Parents will be notified of dates and times in advance. Other conferences may be held throughout the year at either the parent or teacher's request.
- The center communicates with parents about individual needs of children on an ongoing daily basis.

### **Mandated Reporter**

The League of Extraordinary Children recognizes each individual's basic human and legal rights. Any staff member, caregiver or volunteer who has knowledge of abuse (physical, verbal or emotional) or neglect of any individual or has reasonable knowledge of abuse or neglect of an individual **MUST** report this information to Social Services as required by New Jersey State Law. If staff want assistance in completing a report to Social Services, contact Administration ASAP. If a report is made to Social Services, the Director is responsible for completing an internal review of the policies and procedures. The internal review will be documented and reviewed by the administration and kept on file.

*The internal review will evaluate the following:*

- Were related policies and procedures followed?
- Are the policies and procedures accurate?
- Is there any need for additional staff training?
- Is this report similar to past events with the children or the services involved?
- Is there a need for corrective action by the League of Extraordinary Children to protect the health and safety of the children in care?

The Maltreatment of Minors Mandated Reporting Policy is located in the staff binder.

### **Procedures for League of Extraordinary Children Staff**

If League of Extraordinary Children staff has knowledge of abuse or neglect or has reasonable knowledge of abuse or neglect, the staff member will conduct the following:

- Immediately contact Social Services. The phone number is listed below and also in each classroom.
- Within 24 hours, a report must be sent to Social Services. Document in writing the children's first and last name on Suspected Maltreatment of Children Report form.
- Document in writing the nature and extent of the suspected abuse or neglect.
- Include any information of previous abuse or neglect.
- Try to answer the following questions without conducting an interview of the children:
  - Who is the abuser/neglecter?

- What type of abuse or neglect?
- Where does the abuse or neglect take place and/or what areas of the body are affected?
- When does the abuse happen?
- Why does the abuse happen?
- How often does the abuse or neglect happen?

Suspected Maltreatment of Children Forms are available in the site binder to assist staff members with documentation. Complete as thoroughly as possible. Sign the documentation and turn it into Social Services or hand it to the Director. The center has up to 12 hours to file a report to Social Services.

## **PART SEVEN: HEALTH AND SAFETY**

The safety of your children is extremely important to us. Therefore, we have established the following policies to ensure we're able to provide the safest environment possible for your children:

- Our staff will keep the children together at all times, so they are always supervised.
- We require that parents sign their children in and out each day.
- We will only allow your child to leave with an authorized individual. Parents must inform staff in advance, if an authorized individual, other than the parent will be picking up their child. If an unauthorized individual attempts to pick up a child, we will immediately call one or both parents to inquire as to whether this individual is authorized to pick up the child. We will only allow the individual to take the child if a parent confirms that the individual is authorized to pick up the child.
- If an authorized pick up adult arrives at school intoxicated or under the influence, we will not release the child to the adult. A secondary adult will be called to pick up the child, and the adult under the influence will be sent outside our gate, to wait for the secondary adult. If the under the influence adult takes their child without our permission, we will immediately call the police and report the abduction to Child Protective Services.

### **Situations of Fire / Tornados / Active Shooter**

We will be having monthly fire drills, tornado drills, active shooter drills and other precautionary exercises. Our staff is trained to do the following:

- In the case of a fire, staff will organize children into a straight line and will lead the children out the front door in an orderly manner. Staff will remain calm and will ensure that the children are safely exiting the building. All staff are trained to do the following in case of an emergency where we need to exit the building:
  - Gather all the children. Children who are non-mobile (infants) must be placed in an evacuation crib & wheeled to their exit. Children who have special needs or functional needs, and need assistance moving out of the building, can be placed in a wagon and wheeled toward the exit. Children who are in a wheelchair can be wheeled by one staff member to the exit. Management is to report to classrooms that have special needs,

access needs or functional needs children that need additional support to leave the classroom safely. Support staff are to report to the infant classroom to help assist infant teachers to gather non-mobile babies into cribs & to the exit.

- Once you have all the children form a line & grab your name to face. As the children exit into the hallway, count & recount the children in your care. As you exit the main doors, count & recount the children in your care. Meet on the far side of the parking lot. Sit the children down on the sidewalk. Count the children in your care & check their face against the list of names on your clipboard. Wave your clipboard in the air to signal to management “all clear”. Management will count & recount your name to face once all the classrooms have exited the building.

If there is a situation where shelter in place is needed (i.e. like a tornado warning or an active shooter); children will be taken to the bathroom & door closed behind them. Staff will ensure that the children are in the safest part of our space, quiet & that they are low to the ground. The staff are trained to do the following:

- Gather all the children. Children who are non-mobile (infants) must be placed under the overturned evacuation crib. Children who have special needs or functional needs, and need assistance moving out of the building, can be placed in a wagon and wheeled toward the bathroom in their classroom. Children who are in a wheelchair can be wheeled by one staff member to the bathroom. Management is to report to the classroom that has special needs, access needs or functional needs children that need additional support to get to the bathroom safely. Support staff are to report to the infant classroom to help assist infant teachers to gather non-mobile babies under the cribs.
- Once you have all the children and grab your name to face, quietly check that all the children in your care are safely & quietly waiting in the bathroom until the emergency situation has been resolved.

### **Inclement Weather/Excessive Heat or Cold**

League of Extraordinary Children will be closed due to weather in accordance with Guttenberg School District inclement weather closings.

- If Guttenberg School District closes prior to the school day starting, LOEXC will be closed.

In the event of closure, parents will be alerted via Brightwheel alert/text message. In the event that LOEXC does not have the necessary utilities to operate the school, or if the building has sustained damage that is unsafe for the children, LOEXC will close school. Parents will be notified via Brightwheel alert/text.

League of Extraordinary Children does have air conditioning as well as heat, so excessively hot or cold weather should not impact the students.

## **Emergency Closures or Evacuation**

If a need arises and we must evacuate the center, we will gather the children and walk to Guttenberg Police Department. We will then call each parent according to the Emergency number you recorded on the sign in sheet. In case of tornado, protect in place, or active shooter → the children will be evacuated into the bathrooms & doors locked. We will call 911 & emergency alert families via Brightwheel about the situation. When it is safe, families can collect their children for the day.

If there is a situation of a missing child, we will ensure that all other children are properly supervised and will conduct a thorough search of our space and surrounding businesses. We will contact the police and fire departments if it becomes necessary.

## **Incident Procedure**

Purpose: Injury reports are used to assist in communication between staff and parents, communication between staff and administration, and for documentation (a copy of each injury report is filed in the child's file and provided to each parent).

When to fill out an injury report: Injury reports must be completed for ANY injury at the time of injury. No injury should be considered too small to receive an injury report - an injury report shall be completed for all children, staff, and visitors.

## **Children with Special Needs**

Children with special needs are more than welcome at the League of Extraordinary Children. Parents/families will need to discuss the needs of the child with the Center's Director and the teacher that will be involved in the child's care so the child receives the best care possible for their specific needs. This would include following an Individual Education Plan (IEP). These IEP plans must be updated yearly with the Center's Director. The League does not train staff to deal specifically with special needs, however some staff choose to take training in this area of child development. A trial period will be set up. If the Director, the child's teacher or the child's parent/family decide they are uncomfortable with the care provided by the center, care may be dismissed. All records, photos and information with respect to children receiving child care services are kept confidential. All staff are recommended to be familiar with all of the children and staff in the program with care plans. Staff are trained and follow care plans.

League of Extraordinary Children has adopted the following policy:

- The parent/family is responsible for setting up a meeting with the Director prior to completing enrollment paperwork to discuss the children's needs. If the Director feels that the League of Extraordinary Children can adequately serve the children, the family will be allowed to register the children.
- If a child has been accepted into one of our programs and (1) it is later determined that we cannot competently, properly or adequately meet the needs of such children; or (2) it is later determined that such children's enrollment in our program poses an unreasonable risk of emotional or physical harm to our staff or other children enrolled in our program; then the child's staff person having knowledge of any of the foregoing shall communicate such facts to his or her Director. The Director shall conduct an appropriate investigation regarding dismissal of the children from

the program and, if applicable, an explanation as to why such children should be dismissed. The Director will make the final decision.

- If a child is dismissed from our program based on this policy, this fact shall first be communicated orally to the parent or guardian by the Director. The Director shall take the opportunity to clarify the children's special needs, explain why the children have been dismissed from our program and refer the parent or guardian to other agencies that may be able to provide the necessary services for such children. The Director shall confirm the conversation in writing and provide the parent or guardian with a copy of this policy.
- Any decision approved by the Director pursuant to this policy shall be final. There is neither a right of appeal, nor children whose application has not been accepted, nor children who have been dismissed from one of our programs pursuant to this policy who shall later be accepted into our program without the Director's written approval.

For those children who do not have a formal diagnosis, or whose parents fail to contact the Director to talk about the children's needs prior to enrollment, there is a section on the registration form that will signal any health concerns or behavioral issues with staff with whom they may come into contact. To help flag concerns the League of Extraordinary Children has adopted the following policy:

- League of Extraordinary Children application for registration shall require a child's parent or guardian to make certain disclosures concerning the children's special needs, if any. If any special needs are disclosed, the application shall be referred to the Director to make an initial determination as to whether the staff are competent to meet the needs of such children while they are enrolled in our program. The Director shall make a recommendation regarding acceptance into the program and, if applicable, an explanation as to why such children cannot be accepted. The Director will then refer the application to the Director who shall make the final determination. If necessary, a meeting will be arranged between the parents or guardian to allow a deeper discussion on the needs of their children.

### **Water Hazards**

The center must have parent permission before they are allowed to attend 'sprinkler day'. There may be times where sprinklers are available for supervised children use. Children will be kept in sight at all times during water play.

## **PART EIGHT: ILLNESS/INJURY/IMMUNIZATIONS**

### **Guidelines for Exclusion Due to Illness**

Keeping all the children who attend League of Extraordinary Children as healthy as possible is a top priority. Illnesses can be difficult and frustrating and the center appreciates all of the cooperation and understanding when dealing with these issues. The Center's health policies will not be undermined even by a doctor's authorization from attendance. The child must be excluded if illness is characterized by one or more of the following:

- The illness has a specified cause that requires exclusion
- The illness limits the child's comfortable participation in the center's activities

- The illness results in a need for more care than the staff can provide, which compromises the care and safety of the other children.

Below is a listing of possible signs of illness and communicable diseases and if your child shows one or more of the following the child will be sent home:

- The illness prevents the child from participating comfortably in activities as determined by either the child's teacher or the Center's Director
- The illness results in a greater need of care than the center's staff can provide; which in turn would compromise the health and safety of the other children.

If a child arrives ill or becomes ill while attending the League of Extraordinary Children, the employees are requested to:

- Stay calm;
- Call the parent or the emergency phone numbers listed on the information sheet, ask them to take their children home;
- If we cannot reach the parents or emergency contacts, contact the League of Extraordinary Children office and they will assist you with locating the parents;
- Have the children lie down in a comfortable area within sight and hearing of a staff member;
- Apply first aid procedures. If available, contact the main office and request assistance;
- Never leave children unattended.

A child with any of the following conditions or behaviors is considered a sick child and must be excluded from the site. If the child becomes sick while at the site, the child must be separated from other children in care (must be within sight and sound of staff) and the parent called immediately.

*The site must exclude a child or staff:*

- With a reportable illness or condition that the commission of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risks to others;
- With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- Who has vomited one or more times since admission that day;
- Who has had three or more abnormally loose stools since admission that day;
- Who has contagious conjunctivitis (pink eye) or pus draining from the eye;
- Who has a bacterial infection, such as streptococcal pharyngitis (strep throat) or impetigo (skin rash) and has not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has a temperature higher than 100.4 degree Fahrenheit temperature of undiagnosed origin before fever reducing medication is given;
- Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in child care program activities with reasonable comfort; or
- Who requires more care than the program staff can provide without compromising the health and safety of other children in care.

*Children or staff who are sick must be excluded from the site until:*

- A minimum of 24 hours has passed, symptom free

- A healthcare provider has determined that the children can return
- Children can participate in routine activities without more staff supervision than usual

If parents have any further questions, they are asked to please refer back to the *Illness and Communicable Disease Policy*.

### **Handwashing Policy**

Children must wash their hands before and after meals and after using the restroom. Children and staff will also wash their hands after coming in from the playground or gym area. Staff must wash their hands before distributing snacks or helping with food preparation. Staff must wash their hands after using the restroom personally and also must wash their hands when helping a child use the restroom and after diapering a child. Any sinks used for food preparation cannot be used for hand washing or any other purpose. All hand-washing sinks will have Hand Washing Practices posted by each sink.

### **Health Policies**

Any contagious illness or condition must be reported immediately to the Director. An exposure notice will then be posted to let families know their children were exposed. If a child becomes sick over the weekend, parents need to contact the center's Director on Monday morning. Depending on the severity of the illness, a health report will then be filed to the Department of Health by the Director within 24 hours of receiving the parent's report or notification from staff of any contagious illness or condition.

### **Infant Sleep Policy**

All infants under the age of 12 months will be placed flat on their backs for sleep in a safety approved crib or playpen. If parents request that their infant is placed in an alternate sleep position or in another device/equipment for sleep, parents must provide a written order from a health care provider stating the medical reason and time frame to follow the order as well as written parental permission. All infants will sleep within sight. A sound monitor will be used in the infant nap room at all times. Visual checks will be done every 10-15 minutes.

### **Immunization Policy**

All children are required to be up-to-date with their immunizations and parents are required to provide their child's immunization record as part of their enrollment paperwork. According to New Jersey State Law, child care programs cannot refuse to provide care to unimmunized children who are otherwise eligible if they present a *valid exemption* from immunization requirements. Parents need to be made aware that an unimmunized child may be enrolled in the program due to the state law. If a vaccine preventable disease to which children are susceptible occurs at the program, it is recommended for unimmunized children to be excluded for the duration of the possible exposure.

### **Medication Policy**

At League of Extraordinary Children, children requiring medication must have a Medication Permission Form/Log form signed by the parent that is on file at the League of Extraordinary Children office. All medication will be kept in an office or inside a locked medication box. Licensing requires that medication be properly stored/inaccessible to children, in a spill-proof container. Parents must provide a one week's

supply of medications if these medications are taken on an ongoing basis - this includes prescription or over the counter medications (such as Tylenol or cold medicine). Short-term medications, such as antibiotics, may be brought in daily. At the end of the week, the empty bottle(s) will be returned to the parent for refills. All medication bottles, including over the counter medications, must have the child's name, the name of the medication and specific dosage with the time of day to be given. Only medications belonging to the children may be given. **ABSOLUTELY NO SHARING OF MEDICATIONS.**

The Director will dispense medication or will designate a child's teacher to dispense medication. Nonprescription medicines and products must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. Staff administering the medication must indicate the date, time given, dosage, and sign the Medication Permission Form/Log. Each time the medication is given the staff must sign the log. The medication log will be filed in the children's file and accessible to parents to view. Please note that when applying sunscreen and insect repellent, the center may use the lotion or spray on more than one child.

It is extremely important that effective communication exists between parents and staff in order to ensure proper medication dispensing. Parents need to be contacted if there exists any question in regards to a child's medication needs PRIOR to dispensing the medication.

*Proper Procedures for Giving Medication:*

- Wash hands
- Follow the SIX RIGHTS:
  - Right Children
  - Right Medication
  - Right Dose (use correct dispenser not silverware)
  - Right Route (mouth/eyes/inhale)
  - Right Time
  - Right Children (DOUBLE-CHECK)
- Administer medication.
- Return medication to proper storage out of any children's reach (Lock Box or Office).
- Record on correct children's Medication Permission Form/Log.
- Accurate, written documentation of every dose is critical to prevent mistakes and to improve the safety and health for every child.
- Record on Medication Permission Form/Log if any medication is not given and document reason.

## **Potty Training**

At the League of Extraordinary Children, we recognize that potty training is a big and exciting moment in any family's life and we want to do our best to participate and support that moment. In order for us to fulfill that goal, we have laid out some guidelines and information in this document that we hope will keep teachers and parents aligned on the big change. Generally speaking, we ask that potty training be approached in a coordinated effort with both the parents and staff aligned on the expectations and



methods being used for the child. This coordination will give your child the best chance for success and a positive experience throughout the day while they're with us at LOEXC. Below is the process for this collaboration.

1. Please take the time to schedule a meeting with teachers when thinking of starting potty training at school – This allows teachers and parents to all get on the same page, share information and make a plan for their individual child's potty training needs

A. At the meeting cover:

- What signs are we seeing that their child is ready for potty training?
- What does potty training look like at home?
- What do we do at school?
- Come up with a plan together

2. Prepare: Children should come with plenty of extra clothes each day (bottoms, underwear and waterproof shoes for accidents.)

A. For health and safety regulations and for sanitary purposes, underwear is required for potty training while at League of Extraordinary Children.

3. Other

- Children are never forced to become potty trained, we want to build a positive experience and feel successful.
- If a child runs out of underwear, diapers will be used.
- If your child has more than 3 accidents in a day, the natural consequence is to put them in a diaper.
- Not using pull ups (as these are designed to take the “wet feeling” away and the child should learn the feeling of wet versus dry).

Per health regulations, staff are not allowed to rinse, scoop or shake off poop off of clothes or underwear. If a poop accident occurs, the staff will bag the soiled clothes/underwear in a plastic bag and place it in a child's backpack to go home. BM potty accidents will be noted on your child's timeline on your Brightwheel mobile app, so you can expect to find a soiled bag of clothes in your child's backpack.

All potty training children will be taken to the potty hourly. It is unrealistic for teachers to take children to the potty every 15 minutes, or even every 30 minutes. Taking children to the potty more frequently than 60 minutes hinders small group, circle time and enrichment that the whole class participates in daily.

We suggest you keep your child home if they need to use the potty every 15-30 minutes.

*IMPORTANT NOTE:* Potty training children in the 2's and 3 & 4's class are learning what it means to be in charge of their own body. For the safety of the children and staff, children in these classrooms are not forced to have help if they don't want it. Teachers can offer to help a student get on & off the potty, gather toilet paper, button pants. Teachers ARE NOT allowed to wipe the children, if the child says “No” when a

teacher asks if they need help. We are believers that children are in charge of their own body, and as such, we as adults respect their wishes if they say they do not want help with wiping.

In the case of a poop accident in undies, the child will be offered help to clean up & change into clean clothes. The child will not be changed on the diaper table (like a baby) if they don't want to. To ensure your potty training child does not get a rash, please be sure to bath your child daily. The teachers will alert parents via BW if the child changed their underwear while at school.

## **PART NINE: PERSONAL BELONGINGS**

- **Personal Belongings** - Children will have a cubby in which to place their personal belongings. There are hooks for their coats and shoe racks for their shoes. Diapers will be placed in the bathroom cabinet. Please keep extra clothes labeled in their cubby. Specific classrooms have specific areas to house extra clothes, please inquire with your child's teacher. Backpacks and diaper bags must be labeled, and only contain child related items in it. Keep out of reach items (such as: diaper cream, medication, adult only items) can't be stored in the child's back pack within reach of the child.

Children's personal property or money should not be brought to school. If a child brings a personal valuable item or money to school, League of Extraordinary Children staff is not responsible if the item or money are lost or stolen. Children can bring stuffed animals or comfy toys to assist them with separation anxiety.

- **Diapers** - If you need to leave diapers and other items for your child at League of Extraordinary Children, please put the items in a bag with your child's name on it, so that we can easily identify who the bag belongs to. All classrooms use only the diapers and wipes you provide for your own child. For a full time child, it is normal for 4-5 diaper changes to occur each day. Most full time children need a full sleeve plus a full large pack of wipes a week. All teachers will alert you at the end of the week if your child needs more diaper materials for the following week. In emergency situations, extra diapers will be used on a child who has run out of diapers mid-day. **If a parent does not bring sufficient diapers or wipes after first notification, an extra diaper charge will be asked. \$10 per day for diaper fee, and \$5 per day for wipes fee.**

## **PART TEN: INVOLUNTARY DISENROLLMENT**

At League of Extraordinary Children, we reserve the right to disenroll any child in our program. This can be the result of the problematic behavior of either the child or the parents. While this happens in very rare cases, it's important that we preserve and protect the rest of our children and families should we not be able to resolve these behaviors. As Early Childhood Educators, it is LOEXC staff's goal to promote prosocial behaviors and avoid any child to be involuntarily disenrolled.

*Please review the below policies:*

- Children that are exhibiting consistent poor behavior must have a behavior plan in place to continue care at LOEXC. The following caregivers must meet to agree on a plan: the teacher, director & parent. After implementing this behavior plan for an agreed upon time, and the child improves their behavior, the behavior plan may be concluded. If the child's behavior does not improve, the director can request parents/guardians to get a consultation on the child's behavior.
- Children that cause 3 or more incident reports that involve bullying, shoving, hitting, biting or any physical/emotional harm within a 90 day period will automatically require a behavior plan with LOEXC.
- If a child is physically harming other children, and another child is in mortal physical or emotional peril, the child can be immediately expelled. The parent will not be refunded money from your current payment, but you will not be charged for future payments.
- Parents of a child that exhibits any inappropriate or non-compliant behavior will be dis-enrolled immediately. Within 24 hours of the incident, parents will receive an email with the specific concerns, and the timeline for disenrollment. (This list is not exhaustive.)
  - Non-payment (after 30 days, one day notice for dis-enrollment)
  - Non-compliant paperwork (after 1 wk of requests, 1 wk notice of disenrollment)
  - Rude, derogatory, disrespectful behavior towards staff or other children (one week notice of disenrollment)
  - Threaten the physical or emotional safety of staff or other children (immediate dis-enrollment)

**Student's Name:** \_\_\_\_\_

By signing this contract, parents/guardians and providers agree to abide by the written policies as stated in this handbook.

\_\_\_\_\_  
Director's Name (print)

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Attention parents:** Licensing requires all parents to be given a copy of our center's family handbook.