

MAGIC KINGDOM DAY NURSERY
AND
KINDERGARTEN
PARENTS
HANDBOOK



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Dear Parents/Guardians:

Welcome to Magic Kingdom Day Nursery! The purpose of this handbook is to provide you with important general information about student school policies and discipline procedures. This handbook also provides you with detailed information on other salient matters such as reporting a student absence, requesting make-up work during a student absence, school security, and much more.

We encourage you, along with your family, to read carefully each section of this handbook. If you or your relative has any questions pertaining to the information contained in this handbook, please feel free to contact the principal to seek answers or clarification.

In addition to familiarizing yourself with this information, Active participation in school and in related organizations, which are both dedicated to the benefit of children and are supportive of your schools, is greatly encouraged. Your presence and your involvement in the schools sends clear messages to your student that their education is a priority to you; that school plays an important role in your life as well as their own; and most importantly, that you are invested in their success.

Education is a partnership. We need your support to be truly effective. To that end, we pledge our best efforts to the education of your children. Best wishes for a good year. The principal's office is always open to you. On behalf of Vocationist Sisters and Magic Kingdom Day Nursery Staff, as well as our certified and non-certified staff, I welcome you to the new scholastic years.

Sincerely,

Sr. Perpetua da Conceição
Director/Principal

MAGIC KINGDOM DAY NURSERY AND KINDERGARTEN REGULATIONS & POLICY.

ARRIVAL AND DEPARTURE

The Nursery school opens at 8:00 a.m. and closes at 5:00 p.m.

Monday through Friday. Dismissal time is from 3:00 p.m. to 5:00 p.m. extended hours are available from 7:30 to 8:00 am or 5:00 to 5:30 pm

REGISTRATION FEE

For all \$100.00

Weekly depend on the age of the child.

18 Month to 3 years old: \$205.00 per Week

3 years old \$ 200.00 per Week

4 years old: \$ 180.00 per Week

Kindergarten: 150.00 per Week

In case of siblings, one child pays in full the second 10%.

be notified as openings arise.

We also offer K-enrichment -price depend on time of arrival.

PLEASE NOTE: The registration fee is *NONREFUNDABLE* and is not prorates for late payment, as well as the tuition paid in advance is *NONREFUNBABLE*.

Tuition Monthly tuition is based on the number of Mondays in the month: if they are (4) Mondays then four-time weekly tuition and if there are (5) Mondays, then 5 times the weekly tuition. For any bounced check will be subject to a fee \$ 25.

The tuition is due the first Monday of the Month. Please make checks payable to the Vocationist Sisters.

Tuition Policy

Tuition is charged monthly, as is the policy in most other nursery school and day care centers. If your child is sick or does not attend school for other reason. Full tuition payment is still required on the normally schedule payment day, as well as for weekly payment, if a child will not attend school for a week or so, weekly tuition is still required. this includes personal family vacations, during school year observances or school closings due to inclement weather.

Late Payment Penalty:

Tuition is due on the first Monday of the Month. If payment is received after one-week a \$ 5.00 will be added to the tuition fee.

A 10% discount will be offered for Siblings enrolled.

Daily sign-in and out sheets

Parents must sign children in and out each day according to 4.4[b]3ii of New Jersey State Department of Family Services Regulations. *Sign In and Out* sheets is placed at the front of the counter by the entrance door.

Upon arrival, all children shall be accompanied by an adult from the car into the school and upon departure, from the school to the car. Children will be released only to persons authorized by the parents. If you must send someone else to pick your child who is not on our approval list, we must be notified in writing or please call the office for notification. A child will be allowed to leave the Nursery only in the company of one of his/her parents or a person known to the Sisters. If a parent has a restraining order prohibiting the other parent from picking up a child, we require that a copy of the signed order be provided to us.

****PLEASE NOTE: ONLY THE PARENTS/GUARDIAN CAN SIGN A CHILD IN/OUT****

Pick-Up

It is important to pick up children on time. Please read the center's policy on the release of children.

Children may be picked up before 12:15pm if necessary. If possible, we ask that you please refrain from picking up your child during rest time. It is disruptive to the children resting and to the teachers.

Late pick-up policy

If a parent is late, a staff member will stay with the child at the center to await pick up. After 5-15 minutes, the parent/guardian will be called. If the parent/guardian cannot be reached, the emergency numbers listed on the authorizations/emergencies will be called. After one hour, after all efforts to reach the parents or emergency numbers have failed, the director or teacher is required to call the Division of Youth and Family Services' 24-hour child abuse hotline to seek assistance in caring for the child until the parent[s] or person[s] authorized by the child's parent[s] is able to pick up the child.

NOTE: If a parent has been denied access or granted limited access to a child by a court order, we require a copy of the signed order which will be kept on file. Magic Kingdom will comply with the terms of the court order.

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adults. Methods of positive discipline shall be consisted with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their difference.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a situation.
- Use time-out-by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "*bad boy*" or "*bad girl*." Instead you might say "that is not allow here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting, shaking or any other form of corporal punishment.
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- Engaging in or inflicting any form of child abuse and/or neglect.
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

Policy on visits to our Center

Parental visits are welcome. Parents/Guardians of enrolled children may visit our center at any time; however, prior arrangements or appointments must be made. We do ask that you stop at the Principal's office before entering the classroom. For the kindergarten children, please keep in mind that classes are in session and we try to have as little disruption as possible therefore we request that visits are kept short.

Meals – are provided by the School each day. Breakfast, Lunch and Snack. Please ***Refrain bringing food to school, for allergies reasons***. Except with the Director permission for any special reason.

Withdrawing the absence of a child that is not reported to the School will be interpreted as a withdrawal after one (1) week. When a child is to be withdrawn from the Nursery, a two-week written notice should be given.

Attendance Parents should notify the school every time the child is absent.

Changes in address or telephone number

Parents must immediately notify the Nursery in writing if there is a change in their address, telephone number or work telephone number.

Nap and quiet time

All preschool and pre-kindergarten children attending the center in the afternoons are required to rest during rest time. Rest time begins at 12:30pm and end at 2:00pm. The 4 & 5 years old will rest/relax only 30 minutes.

In order to keep your child's school, experience a positive one, we will not accept children dropped off after 12:15 pm. It is very important for your child to have time to play and socialize with his/her friends before rest time. It is also disruptive to the children resting and to the teachers when parents are coming in and out during rest time. If you need to drop off your child in the afternoon you may do so before 12:15pm or after 2:00pm. The center provides only cots, a Cot size blanket and a sheet and a small pillow for nap time if the child needs, has to be provided by each family. If you bring a pillow for your child, please make sure it is a washable cover. All sheets, blankets and pillow covers MUST be taken home every Friday for cleaning and must be returned each Monday. *(PLEASE LABEL ALL THE ITEMS FOR NAP TIME WITH YOUR CHILD'S NAME ON IT.)*

Clothing: Pants with elastic waist band are preferred for the children from 18 Month to 3 years old. (Please label child's clothing with their name.) we are not responsible for any lost clothing.

No toys

We ask that parents please refrain from sending their child to school with toys from home when it is not for show and tell day and Fridays. The center has an abundance of toys and games for your child to play with. The Nursery also will not be responsible for lost toys.

Drills and Lockdown

A Monthly fire drill is required by law to teach the student how to leave the building immediately in case of fire. Also, two Lockdown in the year. Teachers in all classrooms provide instructions in safety procedures throughout the school year. When drills or Lockdown are in progress, all occupants of the building must observe and respond to the signals by the required routes.

Birthday Celebrations

You are welcome to celebrate your child's birthday at the school. However, the celebration must be at lunch or at snack time. Keep in mind that the cake or ice- cream must be enough for two classes. Since the children eat in two groups at a time.

Please be aware that some children have allergies to certain food.

Fundraising

Several Fundraisers will be presented during the school year. The proceeds from these fundraisers will be used for various school improvements such as play equipment, health and safety features and educational materials or school supplies. Parents are encouraged to support in all the fundraisers which is for the benefits of the children that are coming to our school. If you are not able to participate to it we suggest that each family give a donation to the School, minimum of \$ 75.00 per family.

When a child is ill

Our procedure for sick children is an expression of concern for the ill child and for the well children. Our primary concern in drawing up guidelines for illnesses is to prevent the spread of colds, stomach viruses, and other contagious diseases. It is hoped that if parents and teachers follow these guidelines, the school will be a safe place to send children.

Individual health plans

Children with diagnosed health issues such as asthma, food allergies or any other ongoing or emergency condition that requires care and/or medication during the school day needs to have a health plan completed by their child's physician. The plan needs to be in place before the child begins attending school.

Administration of medication

If it becomes necessary for medication to be given to your child during school hours, please follow these procedures:

1. Medication will be stored in a cabinet or refrigerator. Medication will be administered by a designated staff member. The staff will follow the doctor's written instruction.
2. The parent/guardian must submit a signed parent Medication Consent Form and a signed/stamped Physician's Request for Medication Administration Form including potential side effect and adverse reactions.

3. Medication must be in the original container and the following information must be visible on the container label: student's name, doctor's name, pharmacy address, pharmacy phone number, prescription number, medication name, strength, date prescription filled. Prescription dosage and expiration date and measuring cup. Medication shall be refrigerated if so indicated on the label.

4. Only prescription medication will be administered. Over the counter medications (including fever reducers, pain relievers, antihistamines, decongestant, cough syrups, cold remedies, and ant-itch creams) will be administered by school staff with the doctor's prescription. Nontraditional or alternative medication (including herbal medicines and homeopathic Medicines) will not be administered. Parents will be expected to administer these medications home.

Medications should only be given in our child care only in case of an emergency like administration of an EpiPen.

Immunizations

No child can be admitted without the following certificates of vaccination required by law (New Jersey Health Department Chapter 14 regulations): A copy of immunizations must be given to the School at the time of registration or before the child starts attending school.

Children Age 2- ½ to 4 Requirements:

HIB Homophiles Influenza Type Vaccine: Children age 15 months to age 4 must have at least 3 doses of HIB. 1 of these doses MUST be administered after child's 1st birthday. Depending on vaccine manufacturer & when series started; appropriate doses for age required.

DTP: Diphtheria, Tetanus, And Pertussis Vaccine: 4 doses required

Poliovirus Vaccine: 3 doses required, 1 dose must be administered on or after the 4th birthday.

MMR Measles, Mumps, and Rubella: 1 dose required on or after child's 1st birthday

Pneumococcal Conjugate Vaccine: All Pre-k children must show proof of (1) vaccine after first birthday.

Varicella vaccine: Must have (1) dose before entering Pre -k and Kindergarten.

Influenza Vaccine: All Children, must annually receive vaccine between **SEPTEMBER 1** and **DECEMBER 31** each year.

Children Entering Kindergarten Requirements:

DTP: 4 doses required, 1 dose MUST be administered on or after the 4th birthday

Hepatitis B Vaccine: Series required

Poliovirus Vaccine: 3 doses, 1 dose MUST be administered on or after the 4th birthday

Measles: Must have 1 dose of measles administered on or after child's 1st birthday. Child must have a 2nd dose of measles vaccine prior to entry into Kindergarten on or after 4th birthday.

Varicella Vaccine: 1 dose on or after 1st birthday or proof of disease immunity will be required.

Booster age 5

Illness

Only well children are permitted to attend the Nursery. Any child showing signs of illness, fever, and heavy cold or contagious condition will not be allowed to attend school. If a child develops one of these conditions during the school day, you will be contacted and expected to pick up your child immediately. If you cannot be reached, the person designated as the emergency contact will be contacted to pick up your child. In the event of a lengthy or serious illness, a doctor's note may be requested prior to your child's return to school. The Nursery must be notified immediately if your child develops a contagious illness. If your child obtains a fever over 101.5 degrees F., they are not permitted to return to school until the fever has broken for a 24-hour period.

Universal child health record:

This is a new form required by the State of New Jersey according to N.J. A.C. 10:122. Every child must be examined by a doctor before final admission and the attached Universal Child Health Record MUST be filled out, signed by the parent and stamped/signed by the child's physician. This form is in addition to forms we have required in the past.

Communicable diseases:

Prevention of the spread of communicable diseases in schools and other places where children gather calls for the cooperation between parents and school officials. The best way to control a disease in the school is to "Keep It Out" or not "put it in" after it has started. The first step in the control of communicable disease is the knowledge of when and where these diseases are occurring. For this reason, all of the following diseases are reportable to the school. For additional information contact your family physician.

Policy on the Management of Communicable Disease

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptom occurs at the center, the child will be removed from the group, and parents will be called to take the child home.

- Elevated oral temperature of 101.5 degrees Fahrenheit.
- Episodes of acute Vomiting
- Acute Diarrhea – frequent loose bowels
- Severe pain or discomfort
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin

- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sore with drooling
- Stiff neck
- Any contagious childhood disease such as Scarlet Fever, Measles, Chicken Pox, Hepatitis, Strep Throat, Flu or Fifth Disease, etc.
- Head Lice
- Open oozing skin infections or rashes such as boils, ringworm, and impetigo

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a serious health risk to himself /herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

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

Note: If a child has chicken Pox, a note from the parents stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

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

OOL/April 2017

The common cold, sore throat and flu are very contagious. During the first three days, all students should be kept out of school and properly treated at home because;

1. it may be the start of a communicable disease.
2. if not treated, may lead to a more serious condition
3. the child's resistance is lowered and is prone to develop further infection.

P.S. Once the child is symptom free for at least 24 hours or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others; he/she may return to school.

If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school without a doctor's note stating that the child poses no risk to himself/herself or others. Children with chicken pox may return to school. with a doctor's noting stating that all sores are dried and crusted.

Magic Kingdom Day Nursery and Kindergarten Policy on the Release of Children

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

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

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

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

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

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

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

OOL/ Policy on the Release of Children/9.12.2017

MAGIC KINGDOM DAY NURSERY AND KINDERGARTEN POLICY ON EXPULSION CHILDREN

Unfortunately, there are sometimes reasons we have to expel a child from our program either in a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being reinforced.

The following are reasons we may have to expel or suspend a child from Magic Kingdom

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION

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

SCHEDULE FOR EXPULSION

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

The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).

Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPECTED

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

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassesses classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

00L/expulsion policy/9.6.2017

MAGIC KINGDOM DAY NURSERY AND KINDERGARTEN POLICY ON METHODS OF PARENTAL NOTIFICATION

The Magic Kingdom Day Nursery believe in providing high quality care and that open, honest and respectful communication between staff, teachers and parents establishes the foundation to build a trusting relationship. This partnership will enhance everyday learning,

provide meaningful experiences, and support active learning. Ongoing communication/collaboration is encouraged in the following ways:

Daily Communication: at drop-off and pick-up lets parent or teacher know how the day progressed for the child. To keep parents informed of learning activities and special events in the classroom, Director / Teachers post important information on their classroom bulletin board or provide written reminders on a white board if they have one in their classroom. Important information and special events are also posted on our hallway, front desk and exit door of our school.

Postings and Verbal Communication: are mostly used to inform parents of important information and special activities and events occurring in the school. The school web site presents only general information of the school administration, staff and classroom designation. A list of important dates for the school year is also provided to all parents and available upon request in the main office.

Meeting with Parents: Magic Kingdom Day Nursery shall assure that the Director, Owner (Vocationist Sisters) meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the classroom at the time of the meeting or prior to enrollment of the child.

Parent Conferences: The Magic Kingdom Day Nursery teacher(s) are available for individual conferences at the request of the parent(s) at any time during the school year. Arrangement will be made to avoid disruption of class and the teacher. Twice a year conferences will be scheduled for all children in order to discuss their growth and development. Progress Reports will be distributed by the teacher especially for the Pre-K 4 and Kindergarten Class.

Inclement Weather: It is very important at Magic Kingdom Day Nursery that we have open communication with all our parents, teachers and staff members. We use many forms of communication to notify parents and staff members of school closing and emergencies especially with inclement weather. Our lines of communication include:

- Telephones (landline - home phone)
- Cell Phones
- Cell -Text messages
- School Phones
- ***News 12 (especially for school closing due to inclement weather)***
- E-mail
- Written "hard copies" given out in tote bags of children
- Mail
- Parent - Director Meeting
- Parent - Teacher Conference

If parents need to contact the Nursery School director, teacher/staff member any/all of the above methods of communication are acceptable.

MAGIC KINGDOM DAY NURSERY AND KINDERGARTEN ON SOCIAL MEDIA & NETWORKING POLICY

The following guidelines apply to all social networking media, including but not limited to Facebook, Twitter, MySpace, Wiki etc. Be mindful that what you publish on a social media network, such as Facebook, Instagram, Twitter, Myspace, Wiki, or Blogs, etc., is viewed not only by the intended recipient but any and all individuals who have access to that individual's account.

Your online behavior should reflect the same, if not greater, standards of honesty, respect, professionalism and consideration that you use face-to-face. Remember that online communications are in writing and not subject to a "he said/she said" defense. This social media applies to parents and staff and Volunteers of Magic Kingdom Day Nursery and Kindergarten. As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that, ***No Photography taken within the school setting or events with the children are to be posted for public viewing, except those of your own child. If you post a group including other children, you should blur out their face, unless you have approval of their parents. In addition, parents are advised that they do not have to take pictures of anyone's child or upload photos of anybody else's children and post them on social networking sites, as: Facebook, twitter, Blogs, Instagram, etc.***

Concerns that you may have with the school, children and staff should not be aired publicly on social networking sites that can be viewed by other employees, families and/or students.

- No last names, school names, addresses or phone numbers should appear on online postings.
- When contributing online, never post confidential student information and situation.
- When uploading digital pictures to your social media sites, make sure you DO NOT POST PICTURES of children, parents, staff and nuns and all other school members WITHOUT THEIR EXPRESS APPROVAL.

Remember that Magic Kingdom Day Nursery is a catholic based preschool. Any online postings that are derogatory towards the Magic Kingdom nuns, employees, families and/or students reflect negatively on Vocationist Sisters Congregation. In short, use common sense and common decency when contributing comments on social networking sites.

When using social media remember:

- That personal security setting should be managed to ensure that information is only available to people you choose to share with.
- Remember also, that no information sent over the web is totally secure and such if you do not wish the information to be made public refrain from sending it through social media.

VOCATIONIST SISTERS
Magic Kingdom Day Nursery
88 Brooklake Road
Florham Park, N.J. 07932

Dear Parents,

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this information statement. The statement highlights, among other things:

- Your right to visit and observe our center at any time without having to secure prior permission
- The center's obligation to be licensed and to comply with licensing standards
- And the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline, (877) NJ ABUSE (1-877-652-2873)

Please read this statement carefully and if you have any questions feel free to contact the center.

Sincerely,
Sr. Perpetua da Conceicao,SDV
Principal / Director

Department of Children and Families, Office of Licensing

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at

www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf or obtain a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the 'Treasurer, State of New Jersey', and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

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

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination(LAD), PL. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 71 1 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information, call the CPSC at (800)638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/

OOL/INFORMATION TO PARENTS/APRI 2017

SUMMARY:

Magic Kingdom Day Nursery and Kindergarten, offers you a safe, supportive, loving and educational environment for your child. The Vocationist Sisters at Magic Kingdom are dedicated to the important task of caring for and helping young children grow and develop into happy, loving, well-adjusted human beings. They are fully aware of the importance and impact of early childhood education.

If you feel that you can meet the above obligations, please sign and return the form below:

Magic Kingdom Day Nursery and Kindergarten
Vocationist Sisters
88 Brooklake Rd.
Florham Park, NJ 07932

Tel. 973-966-9762

Fax 973-377-3994

School and State Regulations Agreement Form

Package includes

School Regulations

Information to Parents

Policy on the Release of Children

Policy on the Communicable Disease Management

Policy on the use of Technology

Positive Guidance and Discipline Policy

Policy on Method of Parental Notification

Policy on Expulsion of Children

I have read and received a copy of the information/policies above.

I (we) feel that the Magic Kingdom Day Nursery Regulations set forth can be met by me (us).

Child's(dren) Name: _____

Parent/guardian 's Name_____

Signature

Date

