

# It Takes A Village

## Infant Toddler Preschool Center

### Parent Handbook

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**IT TAKES A VILLAGE INFANT TODDLER PRE-SCHOOL CENTER**

**POLICY: MISSION STATEMENT**

**POLICY NO.: 1**

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**The mission statement for It Takes A Village Infant Toddler Preschool Center is to provide an educational excitement to toddlers and preschools that address their needs in the areas of socialization, cognitive development, fine and gross motor skills and emotional maturation. We will also develop partnerships with home and community to enhance the educational mindset of both parent and child.**

## **It Takes A Village Infant Toddler Pre-School Center**

POLICY: WELCOME

POLICY NO.: 2

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Dear Parents,

Welcome to a new school year at It Takes A Village Infant Toddler Preschool Center. You and your child(ren) is(are) going to be engaged in a world of educational excitement. Your child(ren) will endure academic, physical, social and emotional maturation through encounters with the High/Scope Curriculum, a daily schedule, extracurricular classes, playground schedule, field trips, nutritious meals and much more.

Please, we encourage you to be involved in your child's academic beginnings.

We cannot do it without your cooperation. These years are the most important for they lay a foundation. Working together will determine how strong this foundation will be.

We suggest that you be interactive in classroom activities by volunteering your time, attending every Parent's Monthly Meeting and Progress Report Night. Keep communication lines alive by talking to the classroom teachers, family workers and directors. Please be assured that your child's best interest is at heart.

Our doors are always open to your questions. Do not hesitate to ask questions either during school hours or at parent meetings. Do not hesitate to ask questions either during school hours or at parent meetings.

Thank you for allowing us to help your child ease down the road of academic success.

Sincerely,

Doris Fuqua  
Founder/CEO

## **It Takes A Village Infant Toddler Pre-School Center**

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

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The philosophy of *It Takes A Village Infant Toddler Preschool Center* explains how we will carry out its mission statement. The goal for this mission seeks to uproot and sprout the minds of the children into worldly consciousness.

**The objective to carry out this mission agenda are:**

- 1. To stimulate imagination and creativity through exploratory activities within learning centers.**
- 2. To emphasize social values through small and large group interactions, participation in community events and healthy staff and peer relations.**
- 3. To implement age appropriate educational strategies that will promote critical thinking and develop motor skills.**
- 4. To demonstrate flexibility and adapt to accommodate children's interests by assessing the needs of the children and adhering to them.**
- 5. To teach respect for self, others and all things they come in contact with.**
- 6. To design and implement programs of interest to enhance cognitive, social physical and emotional growth such as art, language, dance, computers and freedom of choice.**
- 7. To foster parental involvement.**

**8. To provide proper nourishment.**

**9. The curriculum that will be implemented is High/Scope.**

**The children are immersed in daily routines that help carry out this philosophy.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: LICENSING INFORMATION**

**POLICY NO.: 4**

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**4.1** Licensing information is available in the *Information to the Parent's package* filled out during the enrollment process.

**Additional copies are available in the office.**

**The License is posted by the office door.**

***It Takes A Village Infant Toddler Preschool Center* is accredited with the National Association for the Educational of Young Children (NAEYC) since May 31, 2003.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: ENROLLMENT**

**POLICY NO.: 5**

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**Enrollment at *It Takes A Village Infant Toddler Preschool Center* is open for 1 year olds to 13 years old. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin gender or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.**

**Parents can enroll their child via our website [ittakesavillage1.com](http://ittakesavillage1.com) or in person.**

**Parents of children who have turned 3 by October 1, of the current school year can attend the school from 8:00am -2:45pm daily without any costs. This is called the Abbott Program. The enrollment package will still have to be completed and requires a few more documents.**

**Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, deposit( if applicable), immunization records, birth certificate, social security card, proof of address, insurance card, and universal health form.**

**The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.**

***It Takes A Village Infant Toddler Preschool Center* reserves the right to dismiss any parent or child at any time with or without cause.**

**Continued enrollment at *It Takes A Village Infant Toddler Preschool Center* is contingent upon the parents’ contact and emergency contact information and child’s adherence to the policies and procedures *Of It***

***Takes A Village Infant Toddler Preschool Center* as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.**

**Parents are required to notify *It Takes A Village Infant Toddler Preschool Center* if any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeited of any deposit.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: TUITION FOR STUDENTS**

**POLICY NO.: 6**

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**All custodial parents and /or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in *It Takes A Village Infant Toddler Center*. Parents are required to indicate to whom all billing information and correspondence are to be addressed.**

**FEE SCHEDULE:**

**It Takes A Village Infant Toddler Preschool Center accepts cash, check, debit/credit cards or postal money orders as an acceptable means to pay tuition. Receipts will be given for tuition payments. All payments must be deposited in mailbox located on the wall near the main office. There will be a \$35 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check or postal money order.**

**Tuition DOES NOT include fees for field trips and extracurricular activities.**

**6.1- All tuition must be paid in full by the 25<sup>th</sup> of each month. You must meet your payment agreement (weekly or bi-weekly).**

**In the event that school is closed due to inclement weather, holidays, recess, emergency closing, school vacation and/ or any other reasons, tuitions & co-pays are still due.**

**In the event your child is out of school due to an illness, vacation and/ or any reasons, tuitions & or co-pays are still due in full.**

**6.2 - Late payments will incur an extra 5% for each late week. After one month, your child will be dismissed and your bill sent to a collection agency or Urban League notifies for lack of copayment.**

**Tuition is based on the weeks of the school year and/or Summer Enrichment Program. There is no credit given for school or personal vacations, scheduled school holidays, child illness, or for closing due to emergency situation, inclement weather acts of God.**

**Non- payment of tuition is ground for immediate dismissal from the program. Timely payments are essential for the continued enrollment at *It Takes A Village Infant Toddler Preschool Center*; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center's Directors.**

***It Takes A Village Infant Toddler Preschool Center* does accept care subsidies. Co pays assigned by Urban League must be paid in a timely manner or you will be subject to the late fee as well as having your childcare voucher revoked.**

**Parents of a subsidized child must complete all required paper work on time to continue enrollment at *It Takes A Village Infant Toddler Preschool Center*. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.**

**Parent must swipe your child in and out every day based on their contract with Urban League.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: CONFIDENTIALY**

**POLICY NO.: 7**

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**Within *It Takes A Village Infant Toddler Preschool Center*, confidential and sensitive information will only be shared with employees of *It Takes A Village Infant Toddler Preschool Center* who have a “need to know” in order to most appropriately and safety care for your child. Confidential and sensitive information about faculty, other parents and /or children will not be shared with parents, as *It Takes A Village Infant Toddler Preschool Center* strives to protect everyone’s right of privacy. Confidential information includes, but not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with *It Takes A Village Infant Toddler Preschool Center*.**

**Outside of *It Takes A Village Infant Toddler Preschool Center*, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of *It Takes A Village Infant Toddler Preschool Center*, persons with whom the information will be shared, and the reason(s) for sharing the information.**

**Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.**

**You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). Our Confidentiality Policy protects every child’s privacy. Employees of *It Takes A Village Infant Toddler Preschool Center* are strictly prohibited from discussing anything about another child with you.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/NEGLECT**

**POLICY NO.: 8**

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**Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of *It Takes A Village Infant Toddler Preschool Center* are considered mandated reporters, under this law. *The employees of It Takes A Village Infant Toddler Preschool Center* are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report, Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at *It Takes A Village Infant Toddler Preschool Center* take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Act is designed to protect the welfare and best interest of all children.**

**As mandated reporters, the staff of *It Takes A Village Infant Toddler Preschool Center* cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”**

**Causes for reporting suspected child abuse or neglect include, but are not limited:**

- Unusual bruising, marks, or cuts on the child’s body**
- Severe verbal reprimands**
- Improper clothing relating to size, cleanliness, season**
- Transporting children without the appropriate child restraints; (i.e. car seats, seats and/ or belts etc.)**
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol**
- Not providing appropriate meals including a drink for your child**

**Leaving a child unattended for any amount of time**

**Failure to attend to the special needs of a disabled child**

**Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside**

**Failure to pick your child up at the designated time**

**Children who exhibit behavior consistent with an abusive situation**

## **It Takes A Village Infant Toddler Pre-School Center**

### **POLICY: PARENT CODE OF CONDUCT**

**POLCY NO.: 9**

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***It Takes A Village Infant Toddler Preschool Center* requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of *It Takes A Village Infant Toddler Preschool Center* is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of *It Takes A Village Infant Toddler Preschool Center* but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this environment. Parents who violate the Parent Code conduct will not be permitted on agency property thereafter. Please refer to the “Policy on Parent’s Right to Immediate Access” for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency properly.**

#### **9.1 SWEARING/CURSING**

**No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non- offensive language. At NO time shall inappropriate language be directed toward members of our faculty or staff.**

#### **9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH IT TAKES A VILLAGE INFANT TODDLER PRESCHOOL CENTER:**

**Threats of any kind will not be tolerated. In today’s society *It Takes A Village Infant Toddler Preschool Center* cannot afford to sit by idly while threats are made. In addition, all threats will be prosecuted to the**

fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

### **9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR OR OTHER CHILDREN AT IT TAKES A VILLAGE INFANT TODDLER PRESCHOOL CENTER**

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

Parents are prohibited from addressing, for the purpose of correction or disciplined, a child that is not their own. Of course, no parents or other adults may physically punish another parent's child behaving in an inappropriate manner, or is concerned about for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and and/ or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teacher and or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy right and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### **9.4 SMOKING:**

For health of all *It Takes A Village Infant Toddler Preschool Center*, children and associates, smoking is

prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lots of *It Takes A Village Infant Toddler Preschool Center*. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### **9.5 VIOLATION OF THE SAFETY POLICY:**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of *It Takes A Village Infant Toddler Preschool Center*. Please be particularly mindful of *It Takes A Village Infant Toddler Preschool Center* entrance procedures.

We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organization chain. Be alert and mindful. Immediately report any breaches to the Center Director.

#### **9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEE, OTHER PARENTS OR ASSOCIATES OF It Takes A Village Infant Toddler Preschool Center**

While it is understood that parents will not always agree with the employees of *It Takes A Village Infant Toddler Preschool Center* or the parents of the other children, it is expected that all disagreements will be handled in a calm and respected manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### **9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:**

*It Takes A Village Infant Toddler Preschool Center* takes seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this

**responsibility. Parents need to recognize that the Confidentiality Policy not only applied to their child or family, but all children, families and employees associated with *It Takes A Village Infant Toddler Preschool Center*. Any parent who shares any information considered to be confidential, pressures employees or other parents for information that is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS**

**POLICY NO.: 10**

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Parent of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at *It Takes A Village Infant Toddler Preschool Center*, as provided by law. We ask that you do not interrupt your child's schedule with unnecessary visits to just see your child.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) *It Takes A Village Infant Toddler Preschool Center* must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded share/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In absence of a court order on file with *It Takes A Village Infant Toddler Preschool Center*, both parents shall be afforded equal access to their child as stipulated by law. *It takes A Village Infant Toddler Preschool Center* cannot, without a court order limit the access of a one parent by request of the other parent regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, *It Takes A Village Infant Toddler Preschool Center* suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. *It Takes A Village Infant Toddler Preschool Center* staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center's Director, and are allowed in the child care facility only at the discretion of the Center's Director. An employee of *It Takes A Village Infant Toddler Preschool Center* will accompany visitors at all times throughout the center.

***It Takes A Village Infant Toddler Preschool Center* will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, *It Takes A Village Infant Toddler Preschool Center* cannot have a child at the agency when the child's parent is prohibited access. *It takes a Village Infant Toddle Preschool Center* will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: DISMISSAL**

**POLICY NO.: 11**

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***It Takes A Village Infant Toddler Preschool Center* reserve the right to dismiss any child at any time, with or without cause.**

**A child can be automatically dismissed if the child is kept home by the parent without notifying the school, if it is within a consecutive ten (10) day period.**

**Children absent three (3) or more days must return with a doctor's note or a note from the parent explaining the absence.**

**Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.**

**The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave the agency in a calm and respectful manner, immediately. *It Takes A Village Infant and Toddler Preschool Center* will request assistance from local police should any parent become disruptive and/ and uncooperative while gathering their child's belongings upon dismissal.**

**A dismissed child and his/her parent are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.**

**Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by *It Takes A Village Infant Toddler Preschool Center*.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: WITHDRAW**

**POLICY NO.: 12**

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**Two weeks notices are required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty day of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: COURT ORDERS EFFECTING CHILDREN**

**POLICY: NO.:13**

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**In cases of a court order (ex. Custody Order, Restraining Order, or Protection from Abuse Order), *It Takes A Village Infant Toddler Preschool Center* must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) request a liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.**

**In the absence of a court order on file with *It Takes A Village Infant Toddler Preschool Center*, administration, both parents shall be afforded equal access to their child as stipulated by law. *It Takes A Village Infant Toddler Preschool Center* cannot, without a court order, limited the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, *It Takes A Village Infant Toddler Preschool Center* suggest that the parent keep the child with them until a court order is issued.**

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

**Once presented with a Protection from Abuse Order or and/ or a Restraining Order, *It Takes A Village Infant Toddler Preschool Center* is obligated to follow the order for the entire period it is in effect.**

**Employees of *It Takes A Village Infant Toddler Preschool Center* cannot, at the request, of anyone, except the issuing judge, allow a Protection from Abuse Order and/ or a Restraining Order to be violated. *It Takes A Village Infant Toddler Preschool Center* will report any violations of these orders to the court. Is obligated to follow the order for the entire period it is in effect.**

**Employees of *It Takes A Village Infant Toddler Preschool Center***

**Can't, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated.**

***It Takes A Village Infant Toddler Preschool* will report any violations of these orders to the court.**

## It Takes A Village Infant Toddler Pre-School Center

### **POLICY: ARRIVAL PROCEDURES**

#### **POLICY NO.:14**

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Upon arrival *At It Takes A Village Infant Toddler Preschool Center*, the parents or the adult dropping the child off must sign the child into the care on the sign – sheet located on top of your child’s cubby. Children are required to be escorted by their parent or the adult dropping them off to their designated classroom. Children are required by the law to be supervised at all times while in the care facility. Parents are required to help children put away their outerwear and get settled for the day. Children are to be dropped off at 7:30am. Do not leave them alone at the center or with the security guard before 7:30am. If anything happens to your child before 7:30 a.m. *It Takes A Village Infant Toddler Preschool Center* is not liability. After 8:45am, the late rule is in effect. No child that is habitually late will be accepted after 8:45am.

*It Takes A Village Infant Toddler Preschool Center* discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parents to leave. *It Takes A Village Infant Toddler Preschool Center* believes it is best for parents to tell the anxious child upon arrival that after all of the child’s things are put away, the parent will kiss, hug, and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of *It Takes A Village Infant Toddler Preschool Center* are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. Parents are required to notify the child’s teacher or Center Director of any special instruction or needs for the child’s day. The parent must present the special instruction in the form of a

letter and verbal discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick UP Person, health issues over previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child through the day.

#### **14.1 NOTIFICATION OF ABSENCE**

Parents are required to inform the center by 9:00am the morning of if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on 3 occasions in one school calendar year to give proper notice may result in the child being dismissed from the program.

*If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illnesses. This enables our faculty to keep tract of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center’s Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared.*

*It Takes A Village Infant Toddler Preschool Center will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.*

#### **AGENCY’S RIGHT TO REFUSE ADMISSION**

*It Takes A Village Infant Toddler Preschool Center reserves the right to refuse admission to any child at any time without cause.*

***It Takes A Village Infant Toddler Center* strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first serve” basis when seeking to maintain appropriate staff to child ratios and or/when closing classrooms.**

**Possible reasons for the refusal of admission include but are not limited to;  
Lack of staff to maintain appropriate” Staff to Child Ratios” as determined by State Licensing Regulations.**

**The need to maintain compliance with the Licensing Regulations.**

**Staff deems the child too ill to attend.**

**Domestic Situation that present a safety risk to the child, staff or other children enrolled at *It Takes A Village Infant Toddler Preschool Center* if the child were to be present at the center.**

**Parents’ failure to maintain an accurate, up to date records.**

**Parents’ failure to complete and return required documentation in a timely fashion.**

**Parents’ WILL NOT be reimbursed tuition for days when their child is refused admission to the program.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: PICK UP PROCEDURES**

**POLICY NO.: 15**

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**Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located on top of your child’s cubby. Once a parent signed their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.**

**Parents must take home all papers in the child’s cubby, mailbox or bookbag each day.**

**Parents or persons designed to act” in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up.**

**However, should you feel it is necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.**

**15.1 LATE PICK- UP:**

**A parent is considered late after 2:45pm or 5:30pm whichever time applies. All measurements of time are to be according to *It Takes A Village Infant Toddler Preschool Center* timing device.**

**The late fee is \$1.00 for every minute after 5:30pm. The late fee is to be paid upon arrival or at drop off the next morning.**

**A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.**

*If your child is not picked up by 5:30pm continuously, we are forced to call the local police as well as DYFS to come and pick up your child.*

#### **15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK- UP**

*The staff of It Takes A Village Infant Toddler Preschool Center will contact police and /or the other custodial parent should a parent appear to the staff of It Takes A Village Infant Toddler Preschool Center to be under the influence of drugs and or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired.*

**However, PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK- UP**

**Staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.**

#### **15.3 EMERGENCY/ALTERNATE PICK - UP FORMS**

**At enrollment, parents will be presented with an Emergency/Alternate Pick- up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick- up their child from It Takes A Village Infant Toddler Preschool Center. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed**

**on this form until someone can be reached.**

**Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.**

**Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.**

**Parents will be asked to determine which persons (if any) on the Emergency/ Alternate Pick- up form, have the right to act” In Loco Parentis.” In Loco Parentis” status affords the pick-up person the right to discuss confidential information about the child’s day including but not limited to, incident/accident reports, and behavior issues.**

**In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child.**

**Staff is not permitted to discuss the child’s day with them.**

**The persons on the Emergency/Alternate pick- up form will be required to provide photo ID prior to the agency releasing the child. There will be no exception to this rule.**

**All changes and/or additions to the Emergency /Alternate Pick- up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.**

**It Takes A Village Infant Toddler Preschool Center reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of policies/ procedures contained herein. It is the responsibility of enrolling parent(s) to inform each person on the Emergency/ Alternate Form of the policies/ procedures contained herein.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: SCHOOL CALENDAR**

**POLICY NO.: 17**

**ENCLOSED IN A SEPARATE PACKET**

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**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: NO.: 18**

**Emergency Closing and Inclement Weather Closing Information**

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**In an effort to reduce the loss of instructional time due to bad weather, we will follow the Jersey City, Public School's closing schedule. In the event of poor weather or other emergencies, two possible adjustments to the school may be made.**

- 1. School will be closed.**
- 2. A 10:00 am delayed opening would occur.**

**You will be informed by our One Call Now Robo Call Phone System.  
Keep your phone numbers updated.**

**Phone Contact**

**201 955 -6000 for recording**

**Radio Stations**

**FM stations: 101.5 and 105.9**

**AM stations: 770 WABC, 1010 WINS, 710 WOR, 800**

**TV Stations**

**Channel 2 WSBS**

**Channel 4 WNBC**

**Channel 5 FOX TV**

**Channel 11 WABC TV**

**Channel 62 News 12 NJ**

**Channel 1 JC1 TV**

**Websites**

**JCPS District Website: [www.JCBOE.org](http://www.JCBOE.org)**

**News 12 New Jersey: [www.News12.com](http://www.News12.com)**

**Everything Jersey: [www.nj.com](http://www.nj.com)**

**Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange pickup. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pickup arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pickup location should the child need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.**

**Should the center need to close for any reason, tuition will not be refunded or reduced for closures less than 15 school days. If the closure extends beyond 15 school days, parents will have their tuition REDUCED.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: CURRICULUM**

**POLICY: NO.:19**

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**It Takes A Village follows the High Scope Curriculum.**

**Personal Care items needed including a change of clothes appropriate to the season, a blanket for naptime as well as pull ups and/or pampers are all necessary for a successful educational day.**

**BIRTHDAY CELEBRATIONS are not prohibited at the school or in the classroom. This includes goody bags.**

**PARENT/TEACHER CONFERENCES/ COMMUNICATION are held three times a year. Please refer to the calendar for dates and times.**

**KIDS' CLUBS are held once a month. The Kids' Club is designed to bring families together at little or no cost.**

**Low finger nails are also necessary for a safe day.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: DISCIPLINE**

**POLICY NO.: 20**

**Discussed in Enrollment Process**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: TOYS FROM HOME**

**POLICY No.: 21**

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**Due to the risk of damage, sharing issues, and loss, children are not permitted to bring toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child having difficulty with this policy.**

**If parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.**

**All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by It Takes A Village Infant Toddler Preschool Center staff for safety and appropriateness, and may be prohibited at the sole discretion of It Takes A Village Infant Toddler Preschool Center.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: DRESS CODE**

**POLICY NO.: 22**

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**22.1 CHILDREN CLOTHING**

**Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate comfortable clothing.**

**Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.**

**Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their boots to school. Be mindful of the length of your child's scarf.**

**Children are not permitted to wear open toe and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers.**

**Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times.**

**Children under 3 years of age are required to have two seasonably and size appropriate, complete change of clothing at the center at all times.**

**A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.**

**All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots.**

**IT TAKES A VILLAGE INFANT TODDLER PRESCHOOL CENTER IS NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS OF CLOTHING.**

**JEWELRY/ACCESSORIES:**

**Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program.**

**In addition, It Takes A Village Infant Toddler Preschool Center will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than 3 violations per school year) violation of this policy is considered to be a violation of SAFETY POLICIES and will result in dismissal from the program.**

**BEADS and BARRETTES: Beads, barrettes, bobos, bobby pin, etc. are not allowed.**

**Hair accessories such as beads, barrettes, bobos, bobby pins, etc. are considered to be safety hazards for your child and/or other students.**

**When choosing accessories for your children be mindful of the potential safety issues they present not only for your child. But also for the older and younger children attending It Takes A Village Infant Toddler Preschool Center. Violation of this policy are considered to be a violation of the Safety Policies and will result in dismissal from this program.**

**It Takes A Village Infant Toddler Preschool Center are not responsible for damage to or loss of an article of clothing.**

## **22.2 PARENTS**

**CLOTHING:** Parents are required to dress in appropriate clothing while at It Takes A Village Infant Toddler Preschool Center, or involved in any It Takes A Village Infant Toddler Preschool Center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in Inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 1 year of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

**JEWELRY:** While volunteering in the classroom or at It Takes A Village Infant Toddler Preschool Center sponsored event, parents are not permitted to wear any jewelry and/ or accessories as per the child's/staff dress code policy outlined above. Parents will be restricted from volunteering if not in compliance with this policy

## **It Takes A Village Infant Toddler Pre-School Center**

### **POLICY: FIELD TRIPS**

#### **POLICY NO.: 23**

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**It Takes A Village Infant Toddler Preschool Center frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for the child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent information including, destination, date, time, reason for trip, cost, and mode of transportation.**

**Accompanying the notification paper, teacher will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.**

**If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher as well as the director.**

**It Takes A Village Infant Toddler Preschool Center provides all required supervision for all field trips, but always invites and welcomes parents to attends to most field trips.**

**Parents will not be permitted to transport any child, other than their own at It Takes A Village Infant Toddler Preschool Center sponsored trip.**

**If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. The cost of the trip and signed permission slip will be due prior to the date of the trip.**

**Money for field trips will not be collected the day of the trip.**

**If, your child is not attending the field trip, they can stay at school.**

**Parents may have to provide their own transportation to the field trip.**

**It Takes A Village Infant Toddler Pre-School Center**

**POLICY: PARENT PARTICIPATION/VOLUNTEERS**

**POLICY NO.: 24**

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**Parent are invited and encouraged to be involved in their child’s activities. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to attend trips, read in the classroom, fulfill the class wish list, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office on the parent bulletin board.**

**Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or field trips.**

**Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example; if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.**

**It Takes A Village Infant Toddler Preschool Center reserves the right to make volunteers assignments. It Takes A Village Infant Toddler Preschool Center does not guarantee parents will be assigned to locations where their child(ren) is present.**

## **It Takes A Village Infant Toddler Pre-School Center**

### **POLICY: HEALTH AND SAFETY**

#### **POLICY NO.: 25**

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#### **25.1 PRE-ENROLLMENT REQUIREMENTS**

**Each child is required to complete a pre-enrollment information packet. This packet is to be returned to the Center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at It Takes A Village Infant Toddler Preschool Center. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form.**

**Immunizations may be waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to enroll your child and not have your child immunized. Parents are required to have a waiver on file in place of the immunization record, so that the center can maintain compliance with licensing regulations.**

**All children are required to have a physical examination form filled out by a licensed medical professional in order to attend It Takes A Village Infant Toddler Preschool Center. The Physical Examination Form should be filled out by a licensed healthcare professional, indicating the child's fitness to attend the center and returned to the Center Director within the first 30 days of enrollment.**

#### **25.2 CHILDREN WITH SEVERE ALLERGIES**

**For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any**

**additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from directors, classroom teachers or family workers.**

**Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases It Takes A Village Infant Toddler Preschool Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization For Emergency Care For Children With Severe Allergies" form, provided It Takes A Village Infant Toddler Preschool Center exercises reasonable care in taking such actions.**

**Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.**

### **25.3 COMMUNICABLE DISEASES**

**It Takes A Village Infant Toddler Preschool Center follows all health/communicable disease policies as outlined in the Manuel of Child Care Requirements American. A copy of this manual is on file with the Center Director, and is available upon request for review. Additional copies can be purchased for a nominal fee from the National Association for the Education of the Young Child (NAEYC) @ 202 232-8777.**

**Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick up his/her child within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form until arrangements can be made for the child to be picked up.**

**Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by**

**the Manuel of Child Care Requirements American. It Takes A Village Infant Toddler Preschool Center reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.**

**Children excluded from the program due to a fever may not return to the program, until they are fever free without fever reducing medication for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program until the following day (minimum). A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under arm.**

**Children are required to be excluded from the program for loose bowels or diarrhea which occurs three (3) or more times in a 24 hour period. Children may return to the program when normal bowel movements resume.**

**If your child will be absent due to illness, we request that you notify the Center Director. This enables our faculty to keep track of any illness which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has an communicable disease, we ask that you share the diagnosis with the center’s director. The parents of the children in the program may be notified there is a communicable disease is present. Once again, only the communicable disease information will be shared. It Takes A Village Infant Toddler Preschool Center will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.**

#### **25.4 BITING**

**It Takes A Village Infant Toddler Preschool Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that**

**you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke, or elicit this behavior so that it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior. They will redirect the children to different activities in separate areas of the classrooms. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will cause their child's services to be terminated.**

**Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bites, the staff will use discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children in the older age groups who bite 3 times in a school year will have their services terminated since the safety of all the children in the program is of the utmost concern of It Takes A Village Infant Toddler Preschool Center. Parents will be notified by incident/accident report that a biting incident occurred during the course of the day.**

**The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of *It Takes A Village Infant Toddler Preschool Center* cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.**

## **25.5 DISPENSING MEDICATION**

***It Takes A Village Infant Toddler Preschool Center* will only dispense over-the-counter and/or prescription medication that is in original, labeled containers and is accompanied by a doctor's note with explicit dosage and administration instructions.**

***It Takes A Village Infant Toddler Preschool Center* will only give medication to the child for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child for**

example, is to be given a course of antibiotic for 10 days, the doctor's note must identify the dates that the medication are to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in the classrooms or family workers' desks.

Medication Forms, doctor's note and medication are to be turned into the classroom teachers, director or family workers.

*It Takes A Village Infant Toddler Preschool Center* will dispense over-the-counter fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing recommended reasons for administration appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child) Prior to administering fever reducing/pain medication, staff will contact a parent, if a parent cannot be contacted to inform them of our need to administer the medication, persons listed on emergency contact form will be called. Staff will also inform the parents or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

## **25.6 FIRE/EMERGENCY DRILLS**

*It Takes A Village Infant Toddler Preschool Center* conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

**During a fire/emergency drill or real fire/emergency situation, parents may not sign children in or out of the program. Parents must wait until the drill is completed and children have returned to the building to sign their child into the program.**

**Parents feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is completed.**

**In the event of a real fire/emergency situation, the Director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick-up policy, children must be picked up within 45 minutes of the telephone call.**

**Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed, and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release the children. Once again, it is important for parents and staff to work together, remain calm and cooperate with the fire/emergency personnel and center administration during these important and critical situations.**

### **25.7 ALTERNATIVE SAFE LOCATION**

**Should the administration of *It Takes A Village Infant Toddler Center* or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to PS #15 on Stegman Street. Once the children are assembled here, the staff will begin contracting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.**

## **25.8 INCIDENT/ACCIDENT REPORT**

**Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.**

**The incident/Accident Report will be placed in a sealed envelope and put in the child's cubby. Parents or persons designated to act "in loco parentis" are required to sign any Incident/Accident Report from the day of pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up.**

**However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.**

**A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.**

**Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident Report in this time period will result in your child's exclusion from the program until such time as the report is returned signed.**

## **25.9 FOODS**

**Children are served breakfast, lunch and snack. The on staff nutritionist prepares the meals in our on -site kitchen.**

### **All Age Groups**

**For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.**

**Parents are required to provide written notification of any food/dietary restrictions/ (i.e. lactose intolerance,**

vegetarian diets, wheat free/gluten free diets).

***It Takes a Village Infant Toddler Center* never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.**

***It Takes A Village Infant Toddler Center* will provide a healthy afternoon snack for all children in 3 years of age and older age groups, including water, fruit juice and/or milk.**

**A weekly menu will be posted in the classroom. Menus are subject to change.**

**3 year and older classrooms:**

***It Takes a Village Infant Toddler Center* offers children a half-hour lunch at approximately 11:00 a.m. and an afternoon snack at approximately 2:00 p.m.**

***It Takes a Village Infant Toddler Center* does serve breakfast.**

**Breakfast is served from 8:00- 8:30 am. To keep in tune with the daily schedule, breakfast will not be served thereafter.**

**All meals are family style, with the children sitting at tables to promote good manners, eating habits and socialization skills. Staff encourages children to eat their main entree first, followed by healthy snacks.**

***It Takes a Village Infant Toddler Center* curriculum focuses on developing healthy, well-balanced eating habits. (Meat, fruit, vegetables and the like)**

**25.10 FIREARMS AND WEAPONS**

**At no time is any person permitted to carry any type of Firearm, Ammunitions and/or weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.**

# It Takes A Village Infant Toddler Pre-School Center

**Policy: Staff Employment by Client's Policy**

**Policy No.: 26**

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The staff of It Takes A Village Infant Toddler Pre-School Center is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ It Takes A Village Infant Toddler Pre-School Center Staff will have their services terminated and any deposits will be forfeited. Staff members who become employed by current or former clients of It Takes A Village Infant Toddler Pre-School Center will have their employment with It Takes A Village terminated.

Employment refers to any relationship outside of the agency's services, which involves an employee of It Takes A Village Infant Toddler Pre-School Center to interact with a current or former client of It Takes A Village Infant Toddler Pre-School Center. Such relationships include but are not limited to, babysitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

*It Takes A Village Infant/Toddler Pre-School Center*

Policy: Agent Contact Information

Policy No.: 27

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**It Takes A Village, Inc.**

496 Ocean Avenue  
Jersey City, NJ 07305

**Directors:**

Andrette Fuqua-Maple

(201) 985-9555

(201) 985-1966 Fax

Peter Maple

(201) 985-9555

(201) 985-1966 Fax

**It Takes a Village II**

486 Ocean Avenue  
Jersey City, NJ 07305

**Directors:**

Andrette Fuqua-Maple

(201) 985-9555

(201) 985-1966 Fax

**It Takes A Village III**  
492 – 494 Ocean Avenue  
Jersey City, NJ 07305

**Director:**  
Peter Maple  
(201) 985-9555

**Fax Number**  
(201) 985-1966

FORM A

I/We, the parent(s)/legal guardian(s) of, acknowledge that I/We have received a copy of It Takes A Village’s Infant Toddler Center Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies, contained therein. Furthermore I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between It Takes A Village’s Infant Toddler Center and the parents. It Takes A Village’s Infant Toddler Center reserves the right to alter, amend or otherwise modify these guidelines in its sole discretion, without prior notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

FORM B  
AUTHORIZATION FOR EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES

DATE: \_\_\_\_\_

Dear Health Care Provider,

Your patient \_\_\_\_\_ is enrolled in It Takes A Village and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part 1 of this instruction record. This record will remain in the child's file at It Takes A Village Infant Toddler Preschool Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarification, please do so on a separate sheet of paper which will become a part of this record and will be kept with this from in the child's file at It Takes A Village Infant Toddler Preschool Center.

Part 1 (to be completed by a Licensed Health Care Provider)

Child's Name \_\_\_\_\_ Child's Birth Date \_\_\_\_\_

Known Allergens: [Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic Shock) in the child]

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s) Identify \_\_\_\_\_

\_\_\_\_\_ Animal(s) Identify: \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: (identify): \_\_\_\_\_

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment)

- Shortness of Breath
- Swelling of the Face or Lips
- Hives
- Vomiting
- Diarrhea
- Other: (Explain) \_\_\_\_\_
- Call Emergency Medical Services (911)

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken)

Administer the following medication: (Provide name, dosage and method of administration)

- Administer EPI-PEN (Provide instructions for administration)
- Call the child's parent or guardian
- Other (explain): \_\_\_\_\_
- Do not administer medication in the absence of Known exposure to allergen

RECREATIONAL ACTIVITIES:

The child may participate in recreational activities  Yes  No  
Recreational Activities Restrictions  None  Some restrictions (explain)

HEALTH CARE PROVIDER INFORMATION

Office: \_\_\_\_\_

Address: \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

PART II (To be completed by the child's Parent(s) and/or Legal Guardian)

By signing this form, I/We authorize It Takes A Village Infant Toddler Preschool Center to follow the instructions contained in this Authorization for Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

PARENT/LEGAL GUARDAIN

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FORM C

RELEASE AND WAIVEER OF LIABILITY FOR ADMINISTERING EMERGENCY CARE TO CHILDREN WITH SEVER ALLERGIES

This is a RELEASE AND WAIVER OF LIABILITY FOR DMINISTERING EMERGENCY TREATMENT OT CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the “Release”)

Made this \_\_\_\_ day of, 201\_\_\_\_, by and between It Takes A Village and \_\_\_\_\_ (parent(s)/legal guardian ) who are the parents and or legal guardians of \_\_\_\_\_ (child’s name).

WHEREAS, It Takes A Village Infant Toddler Preschool Center provides child care services and the Parent’s /Legal Guardian have engaged It Takes A Village Infant Toddler Preschool Center to provide the child care services for \_\_\_\_\_ (child’ name)

WHEREAS, It Takes A Village Infant Toddler Preschool Center has been requested by the Parent(s)/Legal Guardian(s) to :

Administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an all and is in danger of anaphylaxis, as prescribed in writing on the child’s “Authorization of Emergency Care of Children with Severe Allergies Form” all in accordance with and subject to It Takes A Village’s policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreement and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/legal Guardian(s) hereby release and forever discharge It Takes A Village and its employees or agents administering epinephrine and providing other emergency care in conformance with the child’s “Authorization for Emergency Care of Children with Severe Allergies Form” (hereinafter referred to as the “Authorization”), provided that It Takes A Village has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization
2. This Release shall be governed by the laws of the State of New Jersey which is the location of the IT Takes

A Village facility in which the child is enrolled, excluding its choice of law provisions.

3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, where written or oral, concerning all subject matters covered herein. This instrument, along with the (including any additional health care provider's instruction or clarifications) that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. This reference in this Release to the term It Takes A Village shall include all its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardians shall include the dependents, heirs, executors, administrators, assigns and successors of each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal or unenforceable provisions had not been contained herein.

IT Takes a Village:

Center Address: 486-496 Ocean Avenue, Jersey City, NJ

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Parent(s)/Legal Guardian

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship \_\_\_\_\_ Date \_\_\_\_\_