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Parent Handbook

Policies and Procedures





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Dear Parents and Guardians !

Welcome to ABC Academy Daycare where the Educational Adventure Begins!

We are excited to be a part of your child's and yours's life. It is our privilege to explore new world with your child through our enriched curriculum and welcoming, safe and friendly environment.

At ABC Academy we believe every child is unique and we will nurture and develop those special skills your child has.

Each of our age groups will focus on the milestones our students will achieve with a much more student based curriculum where our children learn and grow at their own pace mentoring and challenging each other. Your child may develop language, math or writing skills at a higher rate than their age indicates. In our classed, your child will continually be challenged at the rate they naturally learn and ready to enter kindergarten prepared and excited for the journey that awaits them!

To facilitate greater understanding between parent(s)/guardians and provider, we have created this handbook covering childcare philosophies, business policies and expectations. Please read this carefully, and feel free to discuss with the Director any questions that you may have.

Sincerely,

ABC Academy Daycare Team



ADMITTANCE POLICY

Parents wishing to enroll their child(ren) to ABC Academy Daycare, must first schedule a tour of our facility and interview with our Director. Our school is small and close-knit and it is imperative that any new family accepted to our preschool understands and believes in our unique philosophy and environment. Communication is of the most importance, not only for the betterment of your child's care and education, but for the school environment as well. Educators are on the same team as parents, and if the dynamics of the two groups do not flow effectively, your child will not develop to his/her potential. An interview allows both parties to decide if our school is the best fit for each family individually.

WAITING LIST

ABC Academy Daycare is a unique nursery and preschool environment. As such, admittance to our school is in high demand. If our class is at capacity, you may place your child on our waiting list, and as soon as an opening becomes available, you will be contacted. Siblings of current students will be given priority. To be placed on the list, simply fill in the Letter of Intent located at the last page of this handbook. When enrollment is offered to an applicant, we require a decision within 48 hours. If enrollment is not accepted, the applicant will be removed from the waiting list. If at a later date it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed and applicant will be placed on the waiting list based on the date recorded on this new form.

CHILDCARE PHILOSOPHY

ABC Academy mission is to provide safe and loving child care at all times. Close personal attention to each child is essential to provide quality experience for all children. Furthermore, ABC Academy will provide 21st century educational tools along with traditional tools to prepare children to enter the school system with the full knowledge of all the information sources. ABC Academy Daycare mission is to provide a loving, quality educational preschool program for children ages 6 weeks to 5 years. We intend to fulfill this mission by giving extra effort to the basic fundamentals in preparation for formal schooling, while providing a nurturing, safe, unique and creative environment for children to grow and explore in. By having open communication between parents and caregiver, we will create a more cooperative and hands-on approach to education.



COMMUNICATION

Good communication between parent and provider is essential to any child care program. When a new family joins our class, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar child care philosophy.

ABC Academy LLC partners with Brightwheel, a communication platform available for all parents enrolled in our center. Once the enrollment process is complete, parent/guardian receive and invitation to download a free application on the phone. Brightwheel is a wonderful tool where you will find daily or weekly reports, pictures, videos, health records. It is a place where you can message the teacher throughout the day, however please be advised teacher will not always be available to answer immediately. Moreover, online payment is available through the platform. All communication between parents and ABC Academy Daycare will happen through Brightwheel.

We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours.

To further facilitate communication between parent and provider, a monthly Newsletter will be provided to you. These items will explain some of the activities and happenings within our classroom, the current curriculum topics, upcoming events, closures, or any other pertinent, fun information that may be of interest to our families.

ENROLLMENT POLICY

There are several forms that we must have completed and, in our possession, before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is required by the state and if children's files are incomplete, it can cause us to lose our license. All forms must be updated every year, sometimes sooner, according to need. The forms are as follows:

- Signed Contract and Rate Agreement
- Emergency Medical Authorization Form
- Child's Health Record (will need to be filled out by a physician)
- Enrollment Form
- Sunscreen/Field trip Permission Slip
- Media Use Form
- Pick-Up Authorization Form
- Allergy and Food Preference Form
- Immunization Form

You are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask. I am a facility that accepts non-



immunized children, but due to confidentiality constraints, will not disclose who has or has not immunized.

TUITION/PAYMENT PROCEDURES

Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than drop off time the first contracted care day of each week. We do not deduct for days your child(ren) is sick, vacations, days just taken off or school closing. The weekly rate is a flat fee and is due each week. Before and after school children will pay full time rates on school breaks and vacations. Payment may be in the form of cash or check (please make check payable to: ABC Academy LLC), as long as no checks are returned to me for non-payment. There will be a late fee of \$10 for each day that payments are not received. Repeated late payments may be grounds for termination. Failure to make a payment will cause the interruption of service and termination. Annual tuition rate adjustment will be announced one month before the date it applies.

REGISTRATION FEE/LATE FEES

A deposit of two week's tuition is required when your child registers, which will be applied to your child's two first weeks and last two weeks of enrollment. This deposit will be forfeited if care is terminated with less than two weeks' notice. The non-refundable registration fee of \$100 is due upon enrollment.

This contract may be terminated at any time, for any reason by either party with proper notice. Proper notice will consist of written or verbal notice to the provider not less than two weeks prior to the child's last day of care. If you choose to terminate care with less than proper notice, you agree to forfeit the entire deposit.

If at any time, after consultation with the parent or guardian, I feel that you or your child pose a safety risk to any of the children in my care, we will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and we will first attempt to resolve any issues with you before resorting to termination of care. Under these conditions, forfeiture of the deposit will be at our discretion.

A late fee of \$20/per child/per first 15-minute and \$3 per any additional minute of pick-ups outside from the contracted hours, will be charged. Late fees will be added to your account and must be paid with the following week's tuition. This will be strictly enforced, and habitual tardiness may result in termination of services. If a parent or other pre-authorized person cannot be reached after closing and your child remains at our school longer than 2 hours past closing, the local county department of Social Services or police will be called.



NSF CHECKS

If a check is returned for non-sufficient funds, you will be required to pay all fees that are incurred as a result of the returned check and subject to a \$35.00 service charge. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash or credit card payment from that point forward.

HOURS OF OPERATION

Normal hours of operation are Monday through Friday from 7:00a.m. – 7:00p.m.



ARRIVALS and DEPARTURES

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief as the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Children **MUST** be in the facility by 9:00 AM. Once the circle time starts, teachers have the right not to open the door until circle time is concluded, in order to prevent interruptions. Parents and children will have to wait outside until the completion of the morning message in order to enter.

Children who have doctor's appointment may come later however no later than 11:00 AM. Parents need to inform teachers before the appointment of the late arrival. Children will not be able to return to school later to avoid interruption of nap/quiet time.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is **NOT** on that list, we **MUST** have written permission to release your child. Our staff will not release your child to anyone whose not on the authorization list.

In the event, your child has not been picked up at the dismissal time, we will take all the attempts to contact you or anyone from the emergency list. Your child will be at our care until picked up from a person authorized to do so.



ABSENCES

There will be no refunds or adjustments made for days missed due to illness, holiday closure, or days off. A place has been reserved for each child that cannot be filled on a short-term basis, so it is necessary for you to pay for all days scheduled whether or not your child is in attendance.

CLOSED HOLIDAYS

The following is a list of the paid holidays that ABC Academy Daycare will be closed for each year:

- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- December 24th-January 1st



EMERGENCY SCHOOL CLOSING

In the event of the Mayor declaring the city emergency (blizzard, hurricane etc.), ABC Academy Daycare will follow public school closing protocol.

There will be effective communication between parents/guardians and ABC Academy Daycare staff if an emergency closing occurs. The communication will include phone call, email, text message and announcement on our website and Facebook page.



CLOTHING/ATTIRE

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. You will be expected to provide an extra change of clothing for your child. Accidents will happen, and it is always helpful that when they do, there is clothing that we can change your child into. No flip flops, open toe shoes, hair beads are not allowed.



PERSONAL BELONGINGS

All personal belongings must be labeled. Every child will have a cubby with his/her name on it where parents will keep extra clothes and other personal items. Your child can bring a toy only for a show and tell day. Please do not bring any toys with small parts that may cause a choking hazard. If you want to bring a favorite sleepy toy for naptime, please note that they will only be able to bring it out for naptime. All personal items must be clearly labeled with the child's name.

SUPPLIES

You are responsible for supplying diapers, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers to be stored here and we will let you know when your supply runs low. Good clothing is not recommended. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. You will be required to bring bathing suits to be left here at the childcare home in the summer. We will request certain items for different times of the year, such as boots or snowsuits. All items need to be labeled with your child's initials. You must maintain these items at all times. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside. If it becomes necessary for me to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.



DAILY SCHEDULE

Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. Our STEM curriculum is filled with fun and age appropriate activities that learn through play. We will adhere to our written schedule (see Daily Schedule) to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make

adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

Our normal daily schedule does not include any trips and any field trips planned will be given with written consent, several weeks in advance.

MEALS

Meals are provided by parents/guardians and brought with the child daily. Children eat together and have an opportunity to chat, breakfast and lunch time is approximately 30 min, snacks 15 min

CLEANLINESS/HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed, as well. Staff washes their hands frequently and also uses antibacterial gel. Washable cots are used for naptime. Each child has a separate nap cot with blankets and pillows that are washed weekly (unless soiled, then they are washed as often as necessary) and cots are wiped with bleach water.

Children use separate cups, plates, bowls and eating utensils. Labeled water bottles are provided, and washed frequently, for your child to drink from throughout the day, whenever they choose. Children will also be provided the use of a cubby, for their personal belongings to be kept. This maintains healthy sanitary conditions, while also providing the benefit of personal space for each child.



DIAPERING

All diapering supplies are provided by parents/guardians. They have to be labeled to avoid confusion and will be stored at the changing table. Diaper change will take place at the designated place and will occur in the sanitary and safe manner with the respect of child's privacy. Staff must wear gloves during the diaper change and dispose the soiled diaper immediately.

TOILET TRAINING

Toilet training will be done in a relaxed manner with the cooperation of the family. Thirty months of age is a good rule of thumb to start checking for signs of readiness however we will help with the process whenever the child and family are ready. Toilet training should begin until the child is old enough to have independent urges. Toilets in the facility are design for children only. Teachers use the 'adult' bathroom in the break area.

I did it!



NAPS/QUIET TIME

There will be a designated nap/rest time each day. All children must either nap or rest quietly during this period. Parents/guardians bring a sheet and blanket on Monday. Daycare staff will pack it on Friday for you to wash. Any nap blanket or stuffed toy can only accompany child during the nap.

All infants 6 weeks to twelve months of age, must be placed on their backs. All cribs have firm mattress and tightly fitted sheet provided by parents. No pillows, blankets, toys, and any other objects will accompany the child during the nap in the crib. In case of any nap modifications a physician's note must be presented.



STEM CURRICULUM

Our number one priority is for the child to love ABC Academy Daycare.

We know that in most cases, we are your child's first experience away from home. Home is a safe, fun place when our daycare center should just be an extension of this. If it is not fun, safe, and nurturing, your child will associate with school negatively, and fail to thrive and grow to their potential. At ABC Academy Daycare, we make learning fun. If your child wants to color, why not color an Elmo page for E? If your child wants to play on the computer, why not play a Hooked On Phonics® game, or Reader Rabbit? When playing tag, why can't we call out letter sounds to unfreeze? Strategically planned curriculum creates easy avenues for your child to learn without a negative association. We set the foundation for positive school experience that they will take with them through the rest of their education.



ABC Academy Daycare created four unique age groups:

- **Munchkins** (6 weeks-18 months)
- **Bunnies** (18 months-2.5-3 years)
- **Explores** (2.5-3 years-4 years)
- **Wizards** (4 years-5 years) Kindergarten preparation

Each of our four age group focus on different social, emotional, and cognitive milestones. Our experienced teachers focus on:

- Large and motor skills,
- Creative arts,
- Music,
- Movement,
- Problem solving,
- Appropriate behavior patterns
- Environmental awareness
- Math/Science
- Language Development
- Literature
- Dramatic play
- Problem Solving
- Emotional and Social Competence
- Health education
- Bringing awareness about diversity of the world



Our children are able to learn and acquire so many skills through strategically planned curriculum and hands-on experience. Our students look forward to our programs and will miss school on days off. Please note: the following is a list of skills our students acquire before entering Kindergarten from our facility.

1. Recognizes, states, and properly writes all 26 letters (lower & uppercase) of the alphabet.
2. Phonetically sounds out all 26 letters of the alphabet.
3. Recognizes, states, spells and properly writes his/her first & last name (using lower & uppercase letters).
4. Recognizes planets in Solar System
5. Recognizes and states phone number and address.
6. Recognizes, counts and write numbers from 1-20, forwards and backwards.
7. Can do simple addition and subtraction.
8. Can recite the days of the week & months of the year.
9. Can say the Pledge of Allegiance.
10. Is independently able to dress himself/herself (with the exception of tying shoes).
11. Is potty trained.
12. Is socially able to interact in a group setting.
13. Feels confident when speaking in front of a small group.
14. Able to jump, hop, skip, climb, & walk backwards.
15. Can cut, glue, and color independently.
16. Able to follow 3 sentence instructions.
17. Is able to sit quietly during story/group time.
18. Knows how to stand in a line.
19. Knows a large assortment of animal sounds.
20. Can categorize where an object belongs.

That skills and many more our students will have when entering Kindergarten. Every day parents/guardians will receive a Daily Letter; a basic synopsis of your child's day. We encourage you to discuss with your child what things he or she learned during the day. This not only opens communication between you and your child, but will also help your child recall activities, a valuable skill needed in formal schooling.

BIRTHDAY PARTIES

Birthdays are a special time and we like to celebrate them! On your child's special day, we will have a small party and recognize the milestone they have achieved. Feel free to send treats, such as cookies or cupcakes. Please remember we are a nut free facility.





INDOOR/OUTDOOR SAFETY

INDOOR SAFETY:

- All the classrooms , toys, equipment will be sanitized daily
- All teachers at the center have current CPR certification.
- At least two of staff members on site have current CPR certification
- First aid kits are available at designated location at any time but out of reach of children.
- A diagrammed evacuation plan is posted near the exits in each classroom.
- An emergency light s is available at all times.
- All classrooms are monitored with the security camera system

OUTDOOR SAFETY:

Due to COVID-19 threat , all outdoor toys are sanitized between groups and at the end of each day.

Outdoor playground safety is maintained at all times and inspected by staff members daily and include but is not limited to:

- Safety lock of both gates
- Any sharp and dangerous objects that may cause any kind of injury
- Any animal/animal waste, trash/garbage
- Presence of dangerous animals, insects nest
- Presence of poisonous plants
- Presence of unauthorized person(s)

Safety rules and behavior on the playground is revised routinely if all students in order to make sure children can use the outdoor time safely. Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times.

SUPERVISION

As the ABC Academy Daycare policy and state requirement, no child shall be unsupervised at any time, regardless of circumstances. Children must be always escorted to and from the bathroom located outside of the classroom.

Camera surveillance system ensures all classrooms and premises are supervised at all times. During the dismissal, staff members ensure no child is left behind.

All exit doors must be locked at all times. Parents/guardians and guests can only enter the building using the front door equipped with a camera ring bell.



ACCIDENTS

An accident report will be written up the same day it occurred for any minor accident involving a child. A member of daycare staff will use a First Aid kit and/or ice pack to take care of splinters, bruises, bumps.

In case of a medical emergency a staff member will assess the child by asking how he/she feels and will be inspected for injuries.

If the child is unconscious, he/she will be inspected gently and moved only if in imminent danger of further injury.

911 and parents/guardians will be called immediately in case of the injury. Injured child will not be informed about the injury but calmly reassured that everything will be fine.

In case of a dental emergency, staff members will rinse the child's mouth with water and use floss if necessary.

All staff members will wear gloves and face mask/shield at all times.

BEHAVIOR

The behavior and discipline policy used for ABC Academy Daycare to ensure safety of the children and the staff. We will use a consistent, positive and respectful method of managing children's behavior. Methods used will be appropriate with child age and emotional developmental level. All staff and volunteers will be familiarized and trained with policies used at our daycare to promote positive behavior and discipline.

POLICY

- **Review** behaviors expected at our child care center. In the friendly and caring manner, we will introduce children to all the rules in the classroom. We will explain the behavioral expectation, class task and interaction towards children appropriate to the age group.
- **Educate** children about expected positive behavior models. Using various educational materials we will show examples of good and bad behavior. Teacher and children will reflect on how they can implement it in the classroom and at home.
- **Remind** children about the consequences of poor choices. Teachers and staff will use positive strategies to resolve classroom conflicts and helping children find the solution and redirect into a different activity.
- **Remove** from the area, situation that impacted the negative behavior. Give the child time to calm down.
- **Reward** by verbal recognition of the positive behavior. It will stimulate children to develop the sense of self-respect and encourage them to engage.



- **Ensure** parents/guardians are aware of the misbehaviors their children are exhibiting and all the techniques that were used by the teacher to resolve the issue.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

BITING POLICY FOR TODDLERS

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.



When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is
2. broken, the bite is covered with a bandage.
3. Parents are notified.
4. The "Injury Occurring at School" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one year
3. old, one minute).
4. The parents are notified.
5. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the
3. child to bite (teething, communication, frustration, etc.) The administrative staff



4. may also observe the child if the classroom staff is unable to determine the cause.
5. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.

BITING POLICY FOR PRESCHOOLERS

Biting in the prek-3 and pre k-4 classrooms is neither allowed nor tolerated since children are mature enough to understand the concept of biting a friend. We Biting in preschool may result in termination.



HEALTH AND SAFETY

ANNUAL PHYSICAL EXAM

Prior to the enrollment of your child, a complete yearly physical exam is required. (For your convenience we have enclosed a copy of the aforementioned form.)

All children attending ABC Academy Daycare are required to have the immunization up to date. The copy of the immunization record must be included with the enrollment package.

ALLERGIES AND PRE EXISTING CONDITIONS

All allergies and pre-existing conditions like asthma must be communicated with our child care center before your child attends it. That includes any specific medications (EP Pen), care plan, doctors instructions.

ABC Academy Daycare has a right to follow up with parents/guardians and physician in regards of the medical condition. All the gathered information are confidential and are strictly for the safety and well-being of the child.

DAILY HEALTH CHECKUPS/ COVID-19 GUIDELINES

Each morning, upon the entry to the child care center, the member of our staff will take your child's temperature using the touchless thermometer. Moreover, your child will be observed by the member of our staff for any signs of illness or injury. Particular attention will be given if he/she has been absent due to illness or has been exposed to communicable disease especially COVID-19.

SICK CHILD POLICY:

Under no circumstances may a parent/guardian bring a sick child to day care, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE), or is unable to participate in the normal routine and regular day care program.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene).

If your child is unable to participate in the normal activities of the day care (including being able to play outside), then your child MUST stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s)/guardians will be called and expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come and pick the child up.



A sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, (s)he may return to day care immediately if he has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion.

Symptoms requiring removal of child from day care:

- Fever: Fever is defined as having a temperature of 100°F or higher taken with the touchless thermometer; (a child needs to be fever free for a minimum of 24 hours before returning to preschool, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- Vomiting: 2 or more times in a 24-hour period.
- Lice: To prevent the spread of head lice, children found to have lice or nits will be sent home and may only return to the classroom when they have been treated and declared lice and nit free. A letter/statement from a physician, health department nurse, or appointed staff person stating that the child is lice/nit free is required in order for your child to return to school. Head lice screenings will be conducted throughout the school year. Please note that having head lice is not a reflection on you, your child, or the cleanliness of your household, but since lice spreads very quickly, we urge you to have it removed as soon as possible.
- Frequent scratching of body or scalp, rash, or any other spots that resemble childhood diseases, including ringworm and pink-eye.
- Open sores or oozing sores on the: mouth, nose, or body.
- Shows any signs or symptoms of a communicable disease, including but not limited to: Impetigo, strep throat, ringworm, chicken pox, whooping cough, scabies, MRSA, etc.
- Shows any symptoms of severe illness.
- Child is continuously crying, tired, pale, irritated, has no appetite and no interest in participate in daily activities.

SICK CHILD/ MANAGEMENT OF COMMUNICABLE DISEASES:

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

Symptoms requiring removal of child from daycare:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated Temporal artery temperature of 100.5 degrees Fahrenheit



- 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 sores with drooling
- Stiff neck

Under no circumstances may a parent/guardian bring a sick child to day care, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE), or is unable to participate in the normal routine and regular day care program.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices

EXCLUDABLE COMMUNICABLE DISEASES

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

Note: if a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

Parents will always be informed about a potential spread of communicable disease in case 3 or more children in the classroom experience the same symptoms or if 2 or more children in the same classroom are diagnosed by the doctor.

ABC Academy will send a message through BRIGHTWHEEL to inform parents about a possible outbreak.

Some excluded communicable diseases must be reported to the Health Department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases can be found at:

https://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf



Communicable Disease Control

Our staff at ABC Academy is constantly working to lower the risk of spreading communicable diseases through preventative health practices and appropriate reporting procedures:

- All children must have a signed Childhood Immunization Certificate indicating that all required immunizations are current and up-to-date.
- All our staff and regular volunteers have an initial health exam and/or tuberculosis screening.
- Adults and children regularly wash their hands with soap and water.
- Our classrooms surfaces are cleaned and disinfected regularly with chemical free agents.
- All toothbrushes are stored in appropriate holders with the brushes upright and not touching one another.
- If a child is ill or appears to have a communicable disease, measures will be taken to prevent the spread of disease by keeping the child isolated from the others, but under adult supervision, while contact is being made to the parent or emergency contact person.

Hand washing

Staff, parents and volunteers working at ABC Academy will teach/model hygiene practices to maintain a healthier environment and lower the risk of spreading communicable disease.

Hands will be washed at the following times:

- After cleaning/handling soiled items
- After contact with bodily fluids, even if wearing gloves
- After touching pets/animals
- After using the bathroom
- After wiping noses, mouths, etc.
- Before and after diapering
- Before mealtimes
- Before preparing or serving food
- After playing outdoors
- After tending to indoor gardens.
- After putting hands in mouth/nose
- After sneezing/coughing into hands
- When visibly soiled

Hand washing is conducted in the following way:

1. Hands are rinsed with warm water
2. Soap is applied, (available within the child's reach)
3. Hands are lathered from front to back of hands and between fingers rubbing



4. Vigorously for approximately 20 seconds
5. Hands are dried with disposable paper towel

MEDICATIONS

No over the counter medication (fever, allergy) will be administered by teachers or daycare staff with the exception of infant room when children start teething.

Medication prescribed by the doctor must come in the original package with doctors nor and instruction. Additional form must be filled out in the daycare.

MEDICAL EMERGENCIES

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reach.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner of ABC Academy Daycare, or her family will not be held liable for any sickness or injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

SUSPECT CHILD ABUSE

As a licensed daycare facility, we are required to report all suspicions of child abuse to our local police department or child protection agency.



TERMINATION POLICY

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child or provider



We appreciate as much advance notice as possible when terminating. Parents are required to give three weeks written notice when they decide to terminate childcare. The three weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give three weeks written notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of the provider or other children in attendance. In this situation, the three weeks payment of tuition is still required.

TAX INFORMATION

We will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement at any time.

REVISIONS TO THE HANDBOOK/CONTRACT

All families will sign a yearly revision to this handbook and the acknowledgment each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.



LETTER OF INTENT FOR ABC ACADEMY DAYCARE

Today's Date: _____

WAITING LIST

Students will be considered for admission on a first come, first serve based on date of Letter of Intent. The child will stay on the waitlist until admitted to our school or upon parent declining position for child.

I hereby state my preference to waitlist my child(ren) on the ABC Academy Daycare waiting list. Child(ren)'s name(s) and age to be listed below. I understand before final acceptance of my child(rens)'s enrollment, I will schedule a tour of the facility and interview with the Director

Name of Child	Date of Birth	Current Age	Date Wishing to Enroll On

Signed _____

Date: ____/____/____

Phone # _____

Email _____



ACKNOWLEDGEMENT

I acknowledge that I have a duty to read and understand the contents of ABC Academy Daycare Parent Handbook. ABC Academy Daycare admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between ABC Academy Daycare and the recipient of this Parent Handbook. I also understand that ABC Academy Daycare, in its sole discretion, may change, alter, modify, amend, or rescind any of its policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgment of Receipt, know, and understand its contents, and sign the same of my own free will.

Parent/Guardian Signature _____ Date ____/____/____

Parent/Guardian Signature _____ Date ____/____/____