

Little Giggle Parents

WELCOME TO LITTLE GIGGLE

The early childhood years are a very special time in your child's development. Great changes occur in this relatively short period of time as children learn to communicate, increase their intellectual awareness, and make great physical strides. In recognition of the crucial importance of these years, Little Giggle has created a program tailored to meet the needs of your child at each stage of development.

Little Giggle's philosophy is to provide an atmosphere suited to the development of self-esteem, confidence, and the love of learning. By combining the best possible equipment and professionally educated staff in an environment specifically designed for young children, we provide an outstanding program.

The educational goal of Little Giggle is to utilize fun and creativity to foster a love of learning. We challenge our students by promoting inquiry and discovery through exploring the world around them. This instills a sense of confidence in their ability to master new situations and tasks through reasoning. Your child will be exposed to a variety of teaching methods so that he/she will be ready to enter any elementary school.

You, the parent, are very important to Little Giggle's staff because you know your child best. We encourage you to contact the school with any questions or concerns you might have. Please review the daily updates, on our Brightwheel app, highlighting your child's activities. If there is anything we can do to make your child's experiences more meaningful, please let us know.

We are looking forward to working with you and your child and sharing in his/her growth and development. Many thanks for selecting our school.



Editor's Note: The term "parent" is used throughout to represent the primary individual(s) responsible for the child's care.

CHILDREN'S BILL OF RIGHTS

We, the faculty and staff of Little Giggle, pledge to recognize and honor this Children's Bill of Rights.

Every child in our program has the right to:

- be respected as an individual with concern for interests, handicaps, special talents, and individual styles of learning.
- a calm, warm, loving and nurturing environment where physical attention (hugs, cuddling etc.) is freely given so a child feels valued and secure, and thus is able to develop positive self-esteem.
- personal attention, a relaxed atmosphere, and freedom of choice in daily activities, which can only be provided in small classes.
- have all physical needs met, including the need for rest and relaxation throughout the day, in a clean and safe environment.
- experience a variety of daily activities, which help develop independence and confidence. Such activities provide opportunities for creativity, exploration, learning and development in language skills, gross and fine motor skills, cognitive skills, social skills and emotional/psychological maturation.

GENERAL INFORMATION

We are licensed by the New Jersey Department of Human Services, Division of Youth and Family Services.

Little Giggle is open 12 months a year, from 6:30 am to 6:00pm, Monday through Friday. Part-time programs are also available. You will be asked to designate your child's hours of attendance at the time of enrollment. A school closing schedule will also be provided at the time of enrollment, and is subjected to change.

ENROLLMENT - CLASS PLACEMENT

Enrollment is open to any child 6 weeks to 6 years of age, provided that Little Giggle has an open spot in the age appropriate classroom and can meet the child's needs. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, or political belief.

We also offer before care for those students attending North Dover Elementary school and Summer Camp.

Interested parents and children are invited to tour the center, meet the staff, and review and complete all of the necessary paperwork prior to enrollment. Upon receipt of the completed application and the registration fee, placement will occur on a first-come, first-serve basis. If not included as part of the tour, prior to the child's attendance, a conference with the parent and child is requested to acquaint each new family with the environment, staff, and schedule for the child. Children are grouped according to age and developmental level.

STUDENT RECORDS

Each child enrolled in Little Giggle must have an updated school record with all state required forms. This file is confidential and will be shared with other staff members only as required to meet the needs of the child. Emergency contact information must be reviewed by the parent at least every 6 months for accuracy. Medical records are required to be updated annually or whenever the child's immunization status changes.

ATTENDANCE

A parent should notify Little Giggle by 9:00 am whenever a child will not be attending on a scheduled day. Teachers attempt to wait until everyone has arrived to start their activities, so timely notification is appreciated. Also, the Director should be notified if a child is ill. This enables our staff to keep track of any illnesses which may occur within the school. A doctors note will be required for various illnesses, see the Director for details. Your child must be symptom free, prior to returning to school.

PARENT ACCESS

A parent of a child in care shall be permitted free access, without prior notice, throughout the center whenever children are in care. In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to Little Giggle. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the court order in writing. You will be given a 4 digit security pin at the time of registration to gain access to the building.

Visitors are asked to schedule appointments and are allowed in the child care areas only at the discretion of the director. Visitors will be accompanied by a staff member at all times. Identification is required.

PARKING AND SPEED LIMIT

The speed limit through the parking lot is **5 mph**. Parent parking is located in designated spaces on the side of the building facing the playground. **Parents are permitted to park in front of the building, with the exception of 9-9:15 AM and 3:45-4:15 PM, during the school year.** The Toms River Transportation uses this area to pick up and drop off from school each day; therefore no one is permitted to park in this area during the time frames listed above. For the safety of all, children should be accompanied by a parent into the building and have a hand held in the parking lot. Parents and children should enter through the front door, with their secured pin.

ARRIVAL AND DEPARTURE

Upon arrival each morning, children must be signed in on Brightwheel at the kiosk. Parents are required to escort to their children to their classroom or designated area. Children are required by law to be under adult supervision at all times. Parental involvement in helping your child get settled with a staff member will help your child quickly adjust into the morning routine. Drop off should take no longer than five (5) minutes maximum, as this disrupts daily routines and time away from planned activities. Little Giggle also discourages parents from "sneaking out" of the school. If there is anything staff can do to assist with morning transitions, please do not hesitate to ask. If you have a concern, kindly make arrangements to speak with the teacher at a time that will not disrupt classroom activities.

Children attending the morning preschool program should be settled and ready for the program by 9:00 am. Late arrivals may make a child feel left out since his/her classmates will already be involved in the day's activities.

When picking up children at the end of the day, parents must sign their children out at the kiosk. Please refer to your Brightwheel app for the specific password associated with your account. Once a child is signed out, it becomes the responsibility of the person picking up to supervise the child.

RELEASE OF CHILDREN

Since the safety of the children is our utmost concern, Little Giggle maintains a strict policy regarding the individuals to whom we will release a child. The enrollment forms require a parent to specify at least two individuals to whom the child may be released either on a regular or emergency basis. In addition, parents are asked to specify a 4 digit password for release of their child, which will be entered at the front door keypad.

Advance notice, on the Brightwheel app is required for an individual to be authorized to pick up a child. In the event of an emergency, the Director may be notified by phone as to the name, address, phone number, and brief physical description of the person who will be picking up the child. The Director will then call the parent back to verify this authorization. Once this individual arrives at the school, a staff member will need to verify the individual's identity by reviewing identification.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Director. A copy of the appropriate documentation must be included in the child's school record. This information will remain confidential and will be shared with other staff members only as required to meet the needs of the child.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via phone call. If the Director is unable to reach a parent or emergency contact person, the child will not be released. Should an unauthorized person become uncooperative with the school's policies regarding the release of a child, the local police will be notified.

Little Giggle will not release a child to any parent, relative, or other authorized adult who appears to be impaired by the use of drugs or alcohol. In the event this situation occurs, a phone call will be made to the parent or emergency contact person, if the parent can not be reached.

EXPULSION POLICY

If it is necessary to expel a child from our program, the following steps will be taken:

1. The parent/legal guardian will be asked to attend a parent conference regarding the circumstances surrounding the decision to expel the child from the center. If the parent fails to attend the requested conference, written notification will be sent to the parent notifying them of the expulsion date and circumstances surrounding the decision.
2. The parent/legal guardian will be given adequate time to find alternate child care arrangements or to take the necessary corrective action to allow the child to remain at the center except as specified. (Exception: Circumstances that warrant immediate expulsion of a child from the center, such as potentially dangerous behavior by a child or parent.)
3. The center shall not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding the center's alleged violation of the licensing regulations or questioning a center directly regarding policies and procedures.
4. The center shall secure and maintain on file a record of each parent's signature attesting to receipt of the expulsion policy.
5. If the center determines to expel a child, the center shall maintain on file a record of the circumstances, parental notification and corrective action taken.

ADDITIONAL DAYS/HOURS

Switching of scheduled days is prohibited, unless otherwise discussed and approved. Additional days may be added based on the rates quoted in the enrollment agreement. Parents are required to ask the Director, in advance. Additional days are offered based on enrollment and may not always be available. Last minute requests will be considered only if sufficient space and staff are available to adequately meet the needs of the additional child. If your child is scheduled on a holiday or they miss due to an illness, make up days may not be given or substituted. If there is availability, additional charges will apply if you would like your child to attend an extra day. All holidays are considered when quoting rates and are applicable on scheduled holidays. There are no makeup days or credits if your child is out for a specific time period.

PAYMENT POLICY

Tuition is due on Monday at the start of every bi-weekly period (BEFORE the two weeks have started). A reminder will be posted in the lobby, next to the daily sign-in/out sheet. A daily late fee of \$25.00 will be charged if tuition is not paid on the due date. There will be a \$25.00 fee for any returned checks. A fee of \$10.00 is charged for every 10 minute increment that your child(ren) remains in our care after 6:00pm. I also understand that if I am not able to pick my child up within an hour after Little Giggle has closed, that it is the duty of the staff to contact Department of Children and Families.

PAYMENT SUSPENSION POLICY

Once your account reaches our maximum balance due, you will receive a notice stating that a payment of half the total balance is due within one week from the date on the notice. If we do not receive at least half of the balance by that date, your account will be suspended and your child will not be able to attend Little Giggle until the balance is paid in full. We will make every effort to help you figure out a payment plan so suspension is not an issue. Please make the director aware if any should arise.

HEALTH POLICIES

The health of children is very important to the staff at Little Giggle. By monitoring each child's health status, teachers are able to maintain a better environment for the entire class. Children who are ill cannot be appropriately cared for in a preschool setting. A child who is unable to participate in all school activities due to illness should not be in attendance. Little Giggle's staff understands that it is difficult to make arrangements to care for an ill child; however, cooperation in keeping the child home when showing signs of illness will be greatly appreciated by all persons who come in contact with that child. By establishing and maintaining a healthy environment with reasonable health policies, all of our children and staff will benefit.

If a child arrives showing symptoms of ill health, the school will be unable to accept him/her. The only exception is with a written licensed physician note indicating there is no health risk to your child or anyone else coming in contact with your child.

Examples of health symptoms that require exclusion from the program include (but are not limited to):

1. Severe pain or discomfort particularly in joints, abdomen, or ears.
2. Vomiting or diarrhea (2 or more episodes in 24 hour period).
3. Severe coughing or sore throat.
4. Oral temperature of 100 degrees or more, accompanied by other behavior symptoms.
5. Jaundice (yellow) skin or eyes.
6. Red eyes with discharge.
7. Infected, untreated skin patches/lesions or severe itching of body/scalp.
8. Difficult or rapid breathing.
9. Skin rashes (excluding diaper rash) lasting more than 24 hours.
10. Swollen joints, visibly enlarged lymph nodes, or stiff neck.

11. Blood/pus from ears, skin, urine, stool.
12. Unusual behavior characterized by listlessness, loss of normal appetite, or confusion.
13. Symptoms of chicken pox, impetigo, lice, scabies, or strep throat.

If your child becomes ill during the day, a parent will be advised immediately. The child will be given the opportunity to rest or have divisional activities in a separate area until a designated release person can pick the child up. If the child is not picked up within one hour from the time of notification, the emergency contact person will be called. Children who are sent home due to illness will not be readmitted to school until all signs of illness have been gone for 24 hours. A child is required to return with a doctor's note, when sent home or out for more than 2 days. Parents are required to immediately communicate to the Director when their child is sick or has been diagnosed with any illness. This is to ensure we are effectively communicating to our parents when their child could have been exposed to an illness.

In cases of certain communicable diseases, Little Giggle is required to file a report with the Department of Health in 24 hours so that control measures can be used. Parents and staff are reminded to notify Little Giggle within 24 hours if a child or family member has developed a known or suspected communicable disease. If a child has not been fully immunized for some of these diseases (due to the child's age, medical condition, or religious reason) he/she will be excluded from the school during an outbreak of a vaccine preventable illness as directed by the state health department. Examples of "Reportable Diseases" include but are not limited to:

Lyme Disease	German Measles	Giardiasis	Tuberculosis	Salmonellosis	Rubella
Whooping Cough	Spinal Meningitis	Mumps	Hepatitis A	Measles	Shigellosis

All parents will be informed in writing if a communicable disease is reported. Little Giggle follows the reporting guidelines as established by the PA Chapter of the American Academy of Pediatrics. A copy of these guidelines is on file in the Director's office and is available for your review.

MEDICATION PROCEDURES

1. REQUEST FOR MEDICATION TO BE DISPENSED: If a child needs any type of medication while he/she is in attendance at Little Giggle, a state required medication log must be completed and signed on a daily basis. Whenever possible, the first dose of medication should be given at home to see if the child has any type of adverse reaction. A parent must indicate a specific time and dosage of medication to be dispensed. For example, "give Tylenol if fever" is not acceptable. If there is a routine request for specific symptoms (sunscreen, diaper cream, etc.) you may sign the medication log monthly.

Little Giggle's Staff members are responsible for checking this log on a daily basis and dispensing the medication requested. The staff member dispensing the medication will sign and date the log when the medication is given.

2. STORAGE OF MEDICATION: Medication is to be stored in the refrigerator in the designated medicine bin, or in the kitchen cabinet labeled for medicine. Medications stored improperly may be difficult for the staff to locate and present a possible poisoning hazard to children. Please do not mix medication into a child's food or drink, or store medications in diaper bags, cubbies, or lunch boxes.

3. PROPER LABELING OF MEDICATIONS: The medication requested on the log must be labeled with only one child's first and last name. Siblings require separate medications. Medication must arrive in the original container. Prescription medications must be properly labeled including the physician's name, pharmacy name and phone number, medication name, and instructions for dispensation. Changes in

prescription or over-the-counter dosage level require a new label on the container or a signed note from the child's health care provider. Medication is to be taken home every day, and expired medications will be discarded.

The dispensation of medication is undertaken as a professional courtesy and not required by law. Little Giggle reserves the right to refuse to dispense medication to any child if necessary procedures are not followed.

ACCIDENTS AND INJURIES

Should a child become injured at school, the parent will be notified via an accident report form and on Brightwheel. The parent will be asked to sign this form indicating that he/she has been notified and a copy of the form will be included in the child's school record. If the injury is of a serious nature or any head injury, a parent will receive a phone call and/or a notification from the school at the time the accident occurs.

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility. A parent will be contacted to meet an accompanying staff member at that facility; therefore it is extremely important that emergency contact information is up to date. A child cannot be transported for care or receive any emergency care at school unless the waivers for emergency care have been signed. These waivers are included in the enrollment packet.

TOYS FROM HOME

It is recommended that all toys remain at home. It is very difficult for young children to share favorite possessions and many toys break easily or contain small parts which are unsuitable and inappropriate for our school setting. Kindly refrain from letting your child bring toys from home. Your help with this matter would be greatly appreciated. If the child does bring their toys in from home, we are not responsible for any damages or if they are lost/stolen.

Show-N-Tell toys are the only exception. They are used for Show & Tell times and then put away for the rest of the day. These items may occasionally be requested by a child's teacher and should be discussed with the teacher, if you have any questions. Items will be shown at the teacher's discretion. Anything pertaining to violence (war toys, etc.) or having to do with religious beliefs cannot be utilized at Little Giggle. Material deemed inappropriate for a preschool audience will not be used.

ITEMS TO BRING TO SCHOOL

INFANTS: Each full time infant is provided his/her own crib and mattress upon enrollment.

The parent must provide and ensure everything is labeled:

- * Portable crib sheet and seasonal blankets
- * 2 -3 complete changes of clothing for the appropriate season
- * Diapers and wipes
- * Several bibs
- * All food (dated and labeled daily), drink, and utensils (etc.) required to serve food

All food, bottles, and clothing **MUST** be labeled with the child's name and current date. Bottles and caps will need to be re-labeled frequently. Any items required to serve food such as spoons, bowls, cups, etc. must also be provided by the parent. Bottles must be filled and prepared at home. Refrigeration is provided for storing bottles and food. We use bottle warmers to heat all infant bottles. If your child prefers a cold bottle, please inform staff. Pacifiers are allowed; however any clips on pacifiers or attachments are prohibited.

TODDLERS AND PRESCHOOLERS:

- * A backpack with enough room for an insulated lunch box
- * An insulated lunch box (or one that can fit an ice pack if needed)
- * A full change of clothing including socks and shoes (extra if “in training”)
- * Diapers and wipes and/or extra pairs of underwear if “in training”
- * Meals must be provided daily in a labeled lunch box **with appropriate utensils needed**
- * A portable crib sheet and blanket are needed for nap/rest time (required by the state)
- * A favorite plush sleep toy, if needed
- * A smock or oversized shirt is requested for messy activities

All items brought to school should be conspicuously labeled. Extra clothing should be provided as seasons change and as the child grows. Rubber soled, closed-toe shoes, such as sneakers, are the most appropriate school shoes for climbing, running, and playing outside. Appropriate outdoor apparel is needed daily, as every effort is made to have some outdoor play time, even in the winter snow. Labeled clothing will lessen missing items. Blankets are sent home on Fridays to be laundered.

REST TIME / NAP TIME

Children in the Toddler and Preschool classes are required to lie quietly on their sleeping mats for approximately 30 minutes. This allows those children who do wish to sleep a quiet length of time in which they may do so. Quiet music is played, the lights are dimmed, and it is a period of relaxation for non-sleepers as well. Those children who do not fall asleep during the initial quiet time are given the opportunity to select quiet activities such as books or puzzles to occupy themselves while their classmates rest.

Although we make every effort to meet each child’s individual rest needs, it is difficult to guarantee a specific length of nap time for each child. A child’s rest needs vary with activity level, sleep patterns the night before, etc. It is equally difficult and in opposition to our child-centered program, to keep a child awake if he/she wants to rest.

MEALS AND SNACKS

****PEANUTS/PEANUT BUTTER IS ALLOWED****

Breakfast can be eaten by children who arrive prior to 9:00 AM. All food should be sent ready to serve. If any preparation is required, parents should plan to spend several minutes assisting their children as the staff will be supervising both eating and play time and may not be able to leave the room to heat meals. Children who arrive after 9:00 AM should eat breakfast at home as school activities do not allow for the supervision of children who are eating breakfast.

Little Giggle requires parents to provide daily drinks, lunches, snacks and any needed utensils for their child(ren). This way a parent can send a meal that conforms to their child’s individual food preferences. Little Giggle will provide morning and afternoon snacks, such as crackers, cheerios, pretzels, or goldfish, if not provided by parent. Tap water will be given, if no drink is provided by a parent. Please **DO NOT** send glass bottles or containers, as it is a safety issue if accidentally dropped. If sending plastic bottles of water for your child, please remember the smallest water bottles (8oz) are the best size for our young children. The larger bottles usually get wasted or spill because they are too awkward for little hands to hold. Sippy cups are **GREATLY** appreciated.

Please try to avoid foods that contain excessive amounts of sugar, preservatives, artificial flavorings, colors, and caffeine. Candy is prohibited. Lunches should be ready to serve (fruit peeled, soup in a microwave safe container, etc.) and will be reheated if requested. Please provide a reusable bowl/plate, if necessary and utensils. Items that require refrigeration must be labeled and will be placed in the refrigerator,

given there is room. Infant bottles have priority. To avoid an issue, we recommend placing your child's lunch in an insulated lunch box and/or using ice packs.

Children are encouraged to eat the balanced meal that the parent has provided. However, if a child refuses certain foods, he/she will not be forced to finish the meal. Please review the daily report on Brightwheel, which includes a section on appetite and food consumption. Please note, sometimes children's food behaviors change and they may need a change in their menu choices. Many times when children move from one room to the next, we see changes in their consumption.

Parents of infants must send prepared bottles that are clearly labeled with the child's name and dated. Staff is not responsible for making any bottles. Arrangements may be made for mothers who wish to come to the school to breast feed their infants. Instructions regarding a feeding schedule, established by the parent, must be provided and these schedules should be updated as necessary when new foods are introduced. Infant bottles will be reheated in our bottle warmers, shaken and temperature tested before feeding, unless specified by the parent. If your child prefers their bottle cold, please insure you let your staff know. Any contents remaining in a bottle after a feeding will be discarded. Therefore it is suggested that bottles be filled with the approximate amount the child will drink at each feeding. Small (4 oz.) bottles may be most appropriate for a young infant.

As solid foods are introduced, parents are required to bring labeled containers of food. The Health Department also asks that all food, whether commercially prepared or home cooked, be proportioned out in clean and sanitized containers complete with the date and a label. Food should be placed in the refrigerator upon arrival at the school, in their designated area, marked with your child's name. In warm weather, it recommended that perishable food be transported in an insulated cooler. Any food item, with the exception of infant bottles, that requires reheating will be microwave to ensure that the proper temperature of 165 degrees is reached. Therefore, all such foods should be sent in microwave-safe containers.

ORDERING OUT/PIZZA DAY

Every Friday is Pizza Day and we order from a local pizzeria. Most children eat two ½ slices which equal 1 regular slice, which is \$3 for those under the age of 5, an additional \$1 is required for extra slices. If you wish to have your child participate in Pizza Day, kindly sign up on the Pizza form located next to the daily sign in sheet on Friday mornings and hand the payment to the staff member. If your child is not participating in Pizza Day, remember to pack a regular lunch as we can only give extra slices (if any) or snacks to those without a lunch. We also do Taco Tuesday's from Bubbakoos, which children can order a hard chicken or beef/cheese taco or a chicken nugget quesadilla. All orders come with chips and apple juice, for \$4. We also offer other ordering out days, see Brightwheel for details.

NO FOOD SHARING POLICY

Due to allergies, Little Giggle has a *NO SHARING FOOD* policy. Although we teach our children to share, food is the one and only except. Food allergies are not always known yet at such a young age and if a child eats something packed for another, the child could have a severe reaction. Thank you for understanding and helping with this matter.

EMERGENCY CLOSING/ WEATHER RELATED CANCELATIONS

Little Giggle will make every reasonable attempt to open on time and remain open during inclement weather. However, in the case of extremely dangerous road conditions, or states of emergency, it may be necessary for the school to cancel classes or delay the opening time. Should parents be prevented by weather conditions from reaching the facility to pick up their children, closing staff members will care for the children and maintain proper staff-child ratios until such time as the parents can safely pick up their

child(ren). There are no refunds, credits or switching of days when the school closes due to emergency or weather related closings.

Should the building require emergency evacuation, the staff-child ratios will be maintained and the children will be evacuated to North Dover Elementary School. Each staff member responsible for a group of children will carry emergency contact information and class attendance records with him/her to the new site. Parents will be contacted by telephone as to the location of the children or by radio broadcast on radio if phone transmission is not possible.

For weather related cancelations or school delays, please check our Brightwheel app and Facebook page, (we follow the Toms River School District) or your local news channel.

FIELD TRIPS

As part of Little Giggle's program, periodic field trips will be planned to provide the children with exposure to learning experiences in our local community. Prior to each trip, information will be sent home outlining the date, time, cost, location, chaperones, etc. The permission slip must be signed and returned to the supervising teacher by the date requested in order for a child to attend. If the permission slip is not returned, your child(ren) will stay at the school with staff members and other children that are not going on the trip.

SMOKING POLICY

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, Little Giggle is a smoke-free school. Parents, staff and visitors are asked to comply with this request.

DISCIPLINE POLICY

It is the policy of Little Giggle to keep disciplinary issues minimized and to help children monitor their own behavior. The staff of Little Giggle present and model age-appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff encourages self-control, self-direction, responsibility, and cooperation. When safe, logical and natural rewards and consequences will be presented to the child.

Little Giggle's staff is trained in the process of positive discipline and reinforcement. Positive discipline instructs children as to what they should do. For example: "Walk inside the building" vs. "No running!" or "Don't run!" This philosophy of discipline is in accordance with Little Giggle belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. A "Time out/Break" may be used selectively for children over 18 months of age who are at risk of harming themselves or others. The period of a "Time out/Break" will be just long enough to enable the child to regain control of him/her self. 1 minute per year of age of child is required. During a "Time out/Break" the child will be put in a specific chair and told why they are in a "Time out/Break." During their time out, they will be observed by a staff member. When the time is up, the child is asked if they know why they were in a "Time out/Break," if they remember, they are told they cannot do that behavior again or they will sit out again. If they cannot remember, the staff will again explain why they were in a time out and they are told if they do it again, they will sit out again if the behavior continues.

Aggressive physical behavior (fighting, hitting, biting, etc.) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a teacher holding a child) will not be used, except as necessary to ensure a child's safety or that of others, and then only for as long as it is necessary for control of the situation. Children will be shown positive alternatives rather than just being told "no." Parents will be informed if such an incident occurs and a conference may

be requested at any time to discuss an acceptable behavioral plan. If a child's behavior is uncontrollable, extremely disruptive and/or harmful to him/her self or others, a parent may be asked to remove the child from school for the day. Open communication between home and school is considered the key to effective discipline. Behavioral modifications and reward charts are used frequently to encourage positive reinforcement and are used to help redirect negative behaviors.

At no time in Little Giggle will a child be subjected to physical corporal punishment (shaking, hitting, biting, pinching, etc.), humiliated, frightened, or verbally abused by the staff. Children will not be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child's age, emotional state, and past experiences will be considered in discipline matters. Any violation of the school's discipline policy should be brought to the Director's attention immediately.

PARENT COMMUNICATION

Little Giggle provides many opportunities for parents to receive information on the progress of their children, as well as details on other general activities occurring from time to time. Examples of the types of communication that parents will receive include:

DAILY REPORTS: A daily report, on our Brightwheel app is prepared on each child in Little Giggle. This provides the parent with an overview of the activities in which the child participated, as well as information on meals, sleep and toileting. Little Giggle's teachers will also provide comments on the child's progress. Parents should check for these reports and any other messages by the daily sign in/out sheet.

PARENT CONFERENCES: Conferences are held at least once a year or when requested by either parent or staff. A formal parent/teacher conference time will be scheduled to summarize each child's progress in detail using a written developmental report evaluation.

INFORMATION BOARDS: These are located in each classroom as well as outside the Director's office. Information is provided about upcoming school and community events. Individual classroom boards have lesson plans, class schedules, and attendance information posted. It is recommended that parents check the boards regularly to get updates on the planned program in the classrooms.

DAILY FEEDBACK: These are the daily communications between staff and parents in the morning and evening to provide updates on the children's health, dispositions, etc. A long dialogue may not be possible at the drop-off and pick-up time as the staff is responsible for supervising all of the children in their care. If you have a concern, a special appointment is advised or a phone conference may be arranged. Nap time (12:30 p.m.) is usually the most convenient time for this type of conference. Parents and teachers can send messages via our Brightwheel app as well.

MONTHLY CALENDARS/NEWSLETTERS: Monthly calendars and periodic newsletters are placed by the sign in/out sheets, to keep parents posted on school activities. It is the responsibility of the parent to take one if desired.

OTHER COMMUNICATIONS:

*Informal notes

*Memos

*Community newsletters

*Quality Assurance Parent Surveys

FINAL WORD

After reviewing this Parent Handbook, if there are any questions or comments regarding Little Giggle and its policies, please feel free to speak with the Director.

WITHDRAWAL

Little Giggle requires a 2 weeks written notice of termination of services (otherwise a full payment will be required) and a tuition balance of \$0. If tuition balance is not paid in full upon leaving our facility, your account information will be sent to a collections agency. This also includes those receiving funding through any state funded programs.

INFORMATION TO PARENTS

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

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

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

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

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

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

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

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

Our center is required to provide reasonable accommodations for children and/o parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945,c 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101- 336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

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

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

List of Holidays

2018-19'

Tuesday Jan. 1 st	Closed	New Years Day
Monday Feb. 18 th	Closed	Presidents Day
Friday Apr. 19 th	Closed	Good Friday
Monday May 28 th	Closed	Memorial Day
Wednesday July 4 th	Closed	Independence Day
Monday September 3 th	Closed	Labor Day
Thursday November 22 rd	Closed	Thanksgiving
Friday November 23 th	Closed	Thanksgiving
Tuesday December 25 th	Closed	Christmas Day