



# ENROLLMENT PACKET & PARENT HANDBOOK

2020

A copy of this packet, along with more information about our program,  
can be found online at [www.abcgrowingtree.com](http://www.abcgrowingtree.com).



## Welcome to ABC Growing Tree!

We are excited and pleased that you have chosen ABC Growing Tree for your childcare needs. In order to help you prepare for your child's first day with us, we have prepared this Enrollment Packet and Parent handbook for you.

The first section contains ABC Growing Tree's policies. These policies are for you to keep for future reference. We ask that you read and become familiar with them.

The second part of our Enrollment Packet contains forms which need to be completed and returned to our office on or prior to your child's first day. In addition to these forms, we have compiled a list of items you should also bring with you on your child's first day. Please remember to label all of your child's belongings, including:

- ❑ Diapers, wipes, and ointments (if not toilet trained)
- ❑ Formula and baby food (if in our Infant Program)
- ❑ Outline of feeding schedule (if in our Infant Program)
- ❑ Spare Outfits
- ❑ Sunscreen (during the summer months for Little Tots through Summer Camp)
- ❑ Special items from home for naptime (if needed)
- ❑ Family Photos
- ❑ Enrollment forms
- ❑ **First week's tuition**
- ❑ **Security deposit equal to one week's tuition**
- ❑ Universal Child Health Record Form & Immunization Record (as soon as possible)

Should have any questions, please do not hesitate to ask. Comments and suggestions are always welcome so please let us know.

Sincerely,

Lauren Hope Kreeger, Director / Sponsor  
ABC Growing Tree, LLC

Diane Kreeger, Sponsor  
Bruce G. Kreeger, Business Manager

Revised 06-29-2020



**We are proud to announce that ABC Growing Tree has been accepted into the Strengthening Families Initiative (SFI) Program!**



In the coming months, our center will be partnering with Child & Family Resources, which is Morris County's Child Care Resource & Referral Agency, to promote the well-being and healthy development of children through the implementation of SFI's Protective Factors Framework. The Framework uses an evidence-based approach that helps to prevent and reduce child abuse and neglect through the training and education of our staff and parents/guardians.

More information, along with access to community resources and support, will be made available to enrolled families soon.

As part of our participation in this program, we ask that all newly enrolled families complete and return the optional (but strongly encouraged) Strengthening Families Protective Factors Survey (attached) to help us identify areas in which we can help our families to thrive, and connect them with any necessary resources based on their specific needs and interests throughout the school year. Literature about the Strengthening Families program can be found in our front lobby, or you may wish to visit [strengtheningfamilies.net](http://strengtheningfamilies.net) to learn more. Thank you for partnering with us to ensure that our families feel strong and supported!



# **Section 1:**

# **POLICIES**

**(For Families to Keep)**



### Policy on the Release of Children

ABC Growing Tree closes at 6:00 P.M. Monday – Friday. If a child is not picked up by 6:00 P.M., then late fees will be assessed. A complete breakdown of late fee charges can be found later in this document.

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

ABC Growing Tree will only release a child to his/her parents(s). The parent may authorize other persons to pick up their child by submitting written authorization to the office on the day of this event. This written authorization must include the individual's name, address, home telephone, work telephone, relationship to the child, and a brief physical description. An ABC Growing Tree staff member will insist on proper identification to be presented at the time of pick up.

ABC Growing Tree is a secured facility. The doors are locked and secured with a security system. Each parent or guardian is issued a pass code to allow them to access the building. The pass code should not be shared with other individuals. If an individual has been authorized to pick up a child from ABC Growing Tree, they are asked to ring the front door bell upon their arrival. An administrative staff member will greet him/her, and will request his/her identification before allowing him/her into our facility.

A child shall not be visited or released to any non-custodial parent unless written authorization is presented to Lauren Kreeger, Center Director. This authorization must include the non-custodial parent's name, address, home telephone number, work telephone number, and a brief physical description. If a non-custodial parent has been denied access or granted limited access to the child through a court order, ABC Growing Tree must secure documentation to this effect and maintain a copy on file.

The following procedure shall be followed by ABC Growing Tree's staff if a child's parent(s) or authorized person(s) fails to pick up the child by ABC's closing time of 6:00 pm:

1. The child must be supervised at all times.
2. If the parent has not contacted ABC by 6:05, staff member(s) must attempt to make contact with the parent or other authorized persons.
3. If by 7:00 pm or later, no arrangements have been made for the child to be picked up from ABC, a staff member may contact the Department of Child and Families **1-877-NJ ABUSE (652-2873)** to seek assistance in caring for the child until either the parent or authorized persons can pick up the child.

The following procedure shall be followed by ABC Growing Tree's staff if the parent(s) or authorized person(s) appear to be physically and/or emotionally impaired to the extent that by the judgement of the staff member, the child would be placed at risk of harm if released to such an individual:

1. The child will not be released to that individual.
2. The child must be supervised at all times.
3. Staff member(s) must attempt to contact the child's other parent or authorized person(s).
4. If by 7:00 pm or later, no arrangements have been made for the child to be picked up from ABC Growing Tree, a staff member may contact the Department of Child and Families **1-877-NJ ABUSE (652-2873)** to seek assistance in caring for the child until either the parent or authorized persons can pick up the child.

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



### **Child Custody Issues**

ABC Growing Tree has no legal authority to refuse the release of a child to either parent EXCEPT in the case of legally served court orders. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a *parent*. Any restraining orders restricting access to a child must be presented to ABC Growing Tree at the time of enrollment or as soon as it is issued. A recent and representative photo of the person or persons forbidden from picking up MUST accompany any paperwork such as a court order or restraining order. Any conflicts or discrepancies will be resolved by contacting the Wharton PD while the child remains in our custody.

### **Student Drop off and Pick up Policy**

When dropping off your children, the following policy and procedures should be followed to ensure the safety of the children in our facility.

1. Enter the building through the main front door only. Use your assigned access code to come into the main lobby.
2. Check your child into the building using the ProCare computer system.
3. Walk your child to his or her classroom.
4. Make sure that the caregiver in the classroom has acknowledged your child and knows that you are leaving.
5. Please also check your child out at the end of each day using the ProCare computer system as well.

ABC Growing Tree, LLC is not a drop and run facility. All children must be walked to their assigned classroom by an authorized parent or guardian. When picking up your children, the preceding policy and procedures should be followed in reverse. Only those parents or guardians authorized to pick up the children in ABC Growing Tree's care will be permitted access to the classroom and children.

### **Late Pick-Up Fees**

ABC Growing Tree opens at 6:30 AM and closes at 6:00 PM, Monday through Friday. We understand that certain situations or circumstances may prevent a parent from picking their child up from ABC Growing Tree by 6:00 PM. In order to ensure quality care, two staff members will stay past 6:00 PM until the child is picked up. Should your child be picked up after 6:00 P.M., late fees will be assessed as follows, and are due at the time of pick up:

- 6:01 PM – 6:05 PM = \$10.00
- 6:06 PM – 6:20 PM = \$15.00
- 6:21 PM – 6:35 PM = \$ 30.00
- 6:36 PM – 6:50 PM = \$ 40.00
- 6:51 PM – 7:00 PM = \$ 45.00

In order to prevent repetitious lateness, if a child is picked up late three times or more within a ninety day period, ABC Growing Tree has reserved the right to double its late pick up fees for that particular family.

### **Door Policy**

ABC Growing Tree has a strict policy on the usage of our doors. All of our doors remain locked from the inside at all times. To enter the building, a person must either have a four-digit code (unique to that individual) or a physical key. ABC Growing Tree prides itself on one of the safest and most secure facilities in Morris County, New Jersey. To continue with our safety requirements, it is imperative that we do not let "strangers" into our building. If you are walking in and there is someone behind you, please do NOT let that person in. Each person that enters the building must use the main door where the Keyless Entry System is. Please feel free to contact the center Director with any questions or concerns. For the safety of our children, we must insist that this policy be adhered to at all times.



### **Parental Notification Methods**

The NJ Office of Licensing for Child Care Centers requires that we inform all enrolled families of the methods that we use to communicate with parents and guardians on a regular basis.

ABC Growing Tree uses both phone and email: we can be reached at (973)989-4141 during operating hours and you can also email our center director, Lauren Kreeger, at [lauren.kreeger@abcgrowingtree.net](mailto:lauren.kreeger@abcgrowingtree.net) at any time. We encourage parents/guardians to call or email us with any questions or concerns they may have. Thank you! We look forward to hearing from you.

### **Absenteeism Policy**

Please inform the office staff at ABC Growing Tree in advance if your child will be out of school for any number of days or will be severely late. We will make our best effort to call you after 10:00 A.M. if your child is absent and we have not heard from you in order to ensure the safety of your child.

### **Guidelines for Positive Discipline**

All staff members at ABC Growing Tree are trained in using "Positive Discipline" techniques. Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

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

Positive Discipline is a process of teaching children how to behave appropriately without using punishment. Punishment teaches fear and causes embarrassment and humiliation, whereas, positive discipline teaches self-discipline, responsibility, cooperation, and problem-solving skills. Positive Discipline incorporates firmness with dignity and respect. The criterion for Positive Discipline includes respect for feelings, nurturing, and long-term effectiveness.

ABC Growing Tree's staff always tries to understand why a child may be misbehaving. Once we understand the reasoning behind the behavior, we can focus on helping the child feel better.

You can use positive discipline by planning ahead:

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

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior
- Provide individualized attention to help the child deal with a particular situation



Use time – out by removing the child for a few minutes from the area or activity so that he/she may gain self-control (one minute for each year of the child's age is a good rule of thumb).  
Divert the child and remove from the area of conflict.  
Provide alternative activities and acceptable ways to release feelings.  
Point out natural or logical consequences of children's behavior.  
Offer a choice only if there are two acceptable options.  
Criticize the behavior, not the child. DO NOT say "bad boy" or "bad girl." Instead you might say, "That is not allowed here."

You can use positive discipline by showing love and encouragement:

Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.  
Provide positive reinforcement through rewards for good behavior.  
Use encouragement rather than competition, comparison or criticism.  
Overlook small annoyances, and deliberately ignore provocations.  
Give hugs and caring to each child every day.  
Appreciate the child's point of view.

Positive Discipline is NOT:

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

Positive discipline takes time, patience, repetition, and the willingness to change the way you deal with any challenging behavior exhibited by your child.

### **Policy on the Management of Communicable Diseases**

Quite commonly colds, viruses, and other illnesses can spread rapidly through a childcare environment. ABC Growing Tree adheres to the following guidelines in order to maintain the highest possible healthiness at our school. These guidelines are set forth by the Department of Children and Families.

If a child exhibits any of the following symptoms, the child should not attend the center. If one or more of these symptoms occur at the center, the parent's (guardians) will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Acute vomiting
- Elevated temperature of **100.4 degrees** Fahrenheit or higher.
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes
- Skin lesions that are weeping or bleeding





- Mouth sores with drooling
- Stiff neck
- Loss of smell
- Loss of taste

Once the child is symptom-free for **72 hours (without the use of a fever reducing medication)**, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

### Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child 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

Some excludable 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.

Each child must have his/her current immunization record and health examination on file when they begin attending ABC Growing Tree. If the child's immunizations are contraindicated for a medical reason, a written statement from a licensed physician is required attesting to the reason the immunization is medically contraindicated. Any child whose parent objects to a physical examination, immunization, or medical treatment for their child on the grounds that it conflicts with their interest and practice of a recognized religion, the parent must submit a signed written statement explaining how the physical examination, immunization, or medical treatment interferes with the free exercise of the child's religious rights. (The immunization exemption may be suspended by the Bureau of Licensing during the existence of a health emergency.) Each year we are visited by the Board of Health to ensure these records are maintained.

### Table of Excludable Communicable Diseases

If a child should contract any of the following illnesses, they will not be permitted to return to school without a physician's statement stating they no longer pose a risk to others. If your child is exposed to any communicable diseases while at school, you will be notified in writing.

<b>Respiratory Illnesses</b>	<b>Gastro-Intestinal Illnesses</b>	<b>Contact Illnesses</b>
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		



## **Medication Administration in Child Care Policy and Procedures**

The staff of ABC Growing Tree will administer medication only after receipt of a "Medication Permission Form." The name of the medication, amount to be given, time to be given, reasons for the medication, and the signature of the parent/guardian must be on this form.

This policy is designed to encourage communication between the parent, the child's health care provider, and the child care provider and to assure maximum safety in the administering of medication to the child during the time the child is in the care of ABC Growing Tree.

Intent: Assuring the health and safety of all children in ABC Growing Tree is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies, and procedures concerning medication administration is critical to meeting that goal.

### *Guiding Principles and Procedures:*

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the children in child care.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A Medication Permission Form is required and needs to be filled out completely for medication to be dispensed. Copies of this form can be duplicated or requested from senior office staff.
4. As needed medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescriptions or over the counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
  - a. Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
  - b. Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for the administration and storage, and expiration date must be clearly visible.
  - c. Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being given in the child care center.



7. Examples of the over-the-counter medications that may be given include:
  - a. Antihistamines
  - b. Decongestants
  - c. Non-aspirin fever reducers/pain relievers
  - d. Cough suppressants
  - e. Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
  - a. Inaccessible to children
  - b. Separate from staff or household medications
  - c. Under proper temperature control
9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are:
  - a. Medication Permission Form
  - b. Universal Child Health Record
  - c. Emergency Contact Sheet
  - d. Medication Administration Log
  - e. Medication Incident/Error Report
12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/Guardians should share with the staff any problems, observations, or suggestions that they may have in giving the medication to their child at home and likewise with the staff from the center at any time.
13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/Guardians may request to see/review their child's medication records maintained at the center at any time.
14. The Parent/Guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update that information as necessary to safeguard the health and safety of their child.
15. The Parent/Guardian will authorize the Director to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director in the event that a situation arises that require immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.
16. The Parent/Guardian will read and have an opportunity to discuss the content of this policy with the Director. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child.
17. The Medication Administration in Child Care Policy will be reviewed annually by the following; Director, Child Care Health Consultant (Doctor), and Parent/Guardian.



All medication is stored out of the reach of children and is sent home at the end of the day. A record of the time and by whom the medication was administered is kept on file.

### **Health Physical / Required Immunizations**

All children enrolled at ABC Growing Tree must have a complete health physical and complete and submit the Universal Child Health Record Form along with an official Immunization Record. All forms are included in this enrollment packet and must be returned on or prior to your child's start date. These forms **MUST** also be updated annually – **meaning that your child must be examined by a doctor who will complete the Universal Child Health Record form within a year of the last examination date we have on file for your child.** Each child enrolled at ABC Growing Tree must meet immunization requirements specified by the State of New Jersey. All immunizations required for the child's age must be completed and documentation provided to ABC Growing Tree prior to your start date.

**\*In addition, all children under the age of 60 months are required to get an annual flu shot in order to attend any center in the State of NJ. This must be done by December 31<sup>st</sup>.\***

### **Special Health Care Needs Forms & Allergy Info.**

All children who have a medical condition requiring special treatment, including administering medication, must complete these forms before their start date at ABC Growing Tree. ANY and ALL food or other allergies **MUST** be brought to the attention of ABC Growing Tree on or prior to your child's start date. Special medical arrangements or dietary needs will need to be discussed with the Director to determine the best course of action for the safety of all the children.

### **Unscheduled Closings**

Due to severe weather, ABC Growing Tree may need to have a delayed opening, full closing, or an early closing. In those instances, the delayed opening, closing, or early closing will be announced on our voicemail system and those families who have provided an email address will be notified by email as well.

When there is inclement weather, please check out voicemail by dialing our main number: (973) 989-4141. Follow the prompts and select "8". If we are having a delayed opening or need to close the center, the information will be announced on our system by 5:30am.

Please follow the directions on the outgoing message in case there is a delayed opening and/or an early closing. If the weather causes the need for an early closing, ABC Growing Tree will contact you by phone as well as by email.

### **Expulsion Policy**

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

1. IMMEDIATE CAUSES FOR EXPULSION:
  - a. The child is at risk of causing serious injury to other children or himself/herself.
  - b. Parent threatens physical or intimidating actions towards staff members.



- c. Parent exhibits verbal abuse to staff in front of enrolled children.
2. PARENTAL ACTIONS FOR CHILD'S EXPULSION:
  - a. Failure to pay/habitual lateness in payments.
  - b. Failure to complete required forms including the child's immunization records.
  - c. Habitual tardiness when picking up your child.
  - d. Verbal abuse to staff.
  - e. Other
3. CHILD'S ACTIONS FOR EXPULSION:
  - a. Failure of child to adjust after a reasonable amount of time.
  - b. Uncontrollable tantrums/angry outbursts
  - c. Ongoing physical or verbal abuse to staff or other children.
  - d. Excessive biting
  - e. Other
4. SCHEDULE OF EXPULSION:
  - a. If after the remedial actions about have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
  - b. The parent/guardian will be informed regarding the length of the expulsion period.
  - c. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
  - d. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms on the plan may result in permanent expulsion from the center.
5. A CHILD WILL NOT BE EXPELLED If a child's parent(s):
  - a. Made a complaint to the Office of Licensing regarding a center's alleged violation of the licensing requirements.
  - b. Reported abuse or neglect occurring at the center.
  - c. Questioned the center regarding policies and procedures.
  - d. Without giving the parents sufficient time to make other child care arrangements.
6. PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:
  - a. Staff will try to redirect child from negative behavior.
  - b. Staff will reassess classroom environment and appropriateness of activities.
  - c. Staff will always use positive methods and language while disciplining children.
  - d. Staff will praise appropriate behaviors.
  - e. Staff will consistently apply consequences for rules.
  - f. Child will be given verbal warnings.
  - g. Child will be given time to regain control.
  - h. Child's disruptive behavior will be documented and maintained in confidentiality.
  - i. Parent/Guardian will be notified verbally.
  - j. Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
  - k. The director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.



- l. The parent will be given literature or other resources regarding methods of improving behavior.
- m. Recommendation of evaluation by professional consultation on premises.
- n. Recommendation of evaluation by local school district child study team.

### **Hand Washing Policy**

Children must wash their hands with soap and running water:

- Upon entering the classroom
- Before the intake of food
- Immediately following the use of the toilet or having their diaper changed
- Immediately after coming into contact with any form of bodily fluid
- After playing outside or touching an animal

Staff members must wash their hands with soap and running water:

- Upon entering the classroom
- Before preparing or serving food
- Immediately after using the toilet, assisting a child who is using the toilet, or changing a diaper
- After caring for a sick child or coming into contact with bodily fluids
- After being outdoors or touching an animal

Hand Washing Procedure:

1. Moisten hands with water and use liquid soap
2. Rub hands together away from the flow of water for 20 seconds
3. Rinse hands free of soap under running water
4. Dry hands with a clean, disposable paper towel or air dry with a blower
5. Turn off faucet using paper towel
6. Throw the used paper towel into a hands-free trash can

### **Diapering Policy**

Before beginning the diapering procedure, clean your hands (by using proper hand hygiene – handwashing or sanitizer according to directions). To minimize contamination, prepare for diapering by getting out all of the supplies needed for the diaper change and placing them near, but not on, the diapering surface (enough wipes for the diaper change, a clean diaper, a plastic bag for soiled clothes and a set of clean clothes if soiled clothing is anticipated, non-porous gloves if used, a dab of diaper cream on a disposable paper towel if used, and changing able paper if used).

Place the child on the changing table. Remove clothes to access diaper (if soiled, place into plastic bag). Remove soiled diaper and place into a lined, covered, hands-free trash container. Use wipes to clean the child's bottom from front to back (one wipe per swipe) and throw away into trash container. The diaper can also be left open under the child and wipes thrown away inside of it. Gloves should also be thrown away at this time. Put on clean diaper and redress the child. Wash the child's hands following the proper handwashing procedure. Return the child to the play area and sanitize the diapering surface by spraying it with a soapy water solution and drying it with a paper towel. Then disinfect the diapering surface by spraying it with disinfectant-strength bleach-water solution (1/2 cup to 3/4 cup bleach per gallon of water) and wait at least two minutes before wiping (or allow to air dry). Another EPA-approved disinfectant, used according to directions, may also be used. Finally, clean your hands by using proper hand hygiene (handwashing or use of sanitizer according to directions).

### **Toilet Training Policy**

ABC Growing Tree requests that parents and guardians see that children are clean and dry before they are left with teachers, who will then make every effort to see that they remain clean and dry throughout the day. That being said, research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready to do so. ABC Growing Tree is committed to working with the parent/guardian and child to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. During this process, please be sure to



provide us with an abundant supply of clean underwear and several changes of clothes in case your child does have an accident. In which case, your child will not be punished or made to feel embarrassed no matter his or her age. We appreciate your cooperation during this exciting, yet challenging, part of your child's development.

### **Additional Health Policies**

#### **Breastfeeding Policy**

ABC Growing Tree is committed to providing ongoing support to breastfeeding mothers, considering that well-defined research has documented a multitude of health benefits to both the mother and child. Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. A refrigerator/freezer is available to store breast milk, as long as the mother's own containers are provided and clearly labeled with the child's name and date. Staff shall be trained in handling breast milk following storage guidelines from the American Academy of Pediatrics and Centers for Disease Control to avoid waste and prevent food borne illness. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breaks should not exceed normal time allowed to other employees for lunch and breaks, but for time above and beyond normally allotted time, sick/annual leave may be used or the employee can come in earlier/later to make up the time. Finally, positive promotion of breastfeeding will be displayed in the center, including the names of area resources should questions or problems arise.

#### **Food & Nutrition**

ABC Growing Tree respects families' religious, medical, or other dietary restrictions. Please inform us of any dietary restrictions or allergies upon enrollment, and please note that, again, ABC is a completely nut-free school. We provide breakfast, lunch, and two snacks for the children each day. Breakfast is served with orange juice, lunch with milk, snacks with apple juice, and water is served to the children (except for infants) throughout the day. Our monthly menus are created based on USDA guidelines. Should you choose to provide additional meals/snacks for your child, we would encourage you to choose those that are considered healthy and low in sugar. Please see the Community Resource Binder located in our lobby for healthy snack ideas.

#### **"Medical Home" Policy**

ABC Growing Tree believes that children are best cared for in an environment that supports the sharing of information about a child's growth and development between parents/guardians and the child's caregivers. The American Academy of Pediatrics specifically recommends that hospital emergency departments should not be the place for a child's usual source of getting care. An emergency room, urgent care center, clinic, or even a specialist seen regularly cannot be considered a "medical home" since they cannot take on the central role of primary care for a child. ABC Growing Tree recognizes the importance of families establishing a "medical home" primary care physician who knows you and your child individually and knows your medical history each time you visit. Prior to admittance to ABC Growing Tree, every child must have a health examination by a licensed family health care provider. A Universal Child Health Record is required. Our enrollment packet contains the Record form, which is to be completed by your child's licensed family health care provider and must be returned to the center along with your child's Immunization Records. Annually thereafter you will be required to have your family health care provider complete this form. **Without a completed form, your child will not be able to attend child care.** ABC Growing Tree will work with families to ensure that they maintain a "medical home" by connecting them with any necessary resources.

#### **Vision, Hearing, and Dental Screenings; Oral Health Policy**

ABC Growing Tree has a policy to recommend vision, hearing, and dental screenings for children enrolled at the center if need be. If, at any point, ABC Growing Tree schedules such screenings for enrolled children, parents/guardians shall be made aware of such opportunities and must give their written consent before a child may be screened by any health professional. Furthermore, The American Academy of Pediatric Dentistry (AAPD) recognizes that one out of every three preschool-aged children receives care in a child care center. The AAPD encourages child care centers to: utilize oral health consultation at least once a year and as



needed, promote our concept of dental home by educating us on the importance of dental home and of the establishment of a dental home before a child reaches twelve months of age, maintain a dental record starting at twelve months old for all enrolled children, have a procedure for preparing for and responding to any dental emergencies, and sponsor on-site, age appropriate oral health education programs for children and families. ABC Growing Tree celebrates oral health month every February.

### **Emergency Policies** **Emergency Injury Plan**

1. Location of the First Aid Kit: Cabinet marker First Aid in every classroom.
2. Staff members certified in First Aid and CPR:
  - a. Lauren Kreeger, Director
  - b. Jessica Quinn, Assistant Director
  - c. Lisa Ford, Program Supervisor
3. Emergency Personnel to call:
  - a. 911
  - b. EMT – (973) 366-6144
  - c. Wharton Police Department – (973) 366-5893
  - d. Mine Hill Fire Department – (973) 366-2882
4. Hospital: St. Clares, Dover Campus, US HWY 46, Dover, NJ – (973) 989-3000
5. Poison Control: 1800-222-1222
6. Locations of Parents' Authorization for Emergency Care: Emergency Binder & Child's File Folder in Office
7. Center's Emergency Medical Procedure:
  - a. Call 911 for all emergencies
  - b. Staff member remains with the injured child. An appointed staff member shall contact the child's parent/guardian and ask for their preferred choice of medical facility.
  - c. The appointed staff member shall also have the child's file, along with his/her medical consent form on hand for EMS or police.
  - d. All medical emergencies shall go to St. Clares Dover Campus, unless another hospital has been designated by the child's parent/guardian.

In the event of an emergency evacuation or lock down, staff will follow our outlined procedures appointed staff member(s) will begin to contact parents with more information.

### **Parent-Teacher Conferences**

Parents are offered a formal conference with their child's teacher(s) at least twice a year. During these conferences, typically scheduled on weeknight evenings every January and June, staff members and parents share observations about children's progress, including the results of various developmentally appropriate assessment tools (specifically, the *Teaching Strategies GOLD* Evaluation System which is aligned to our curriculum, and ABC Growing Tree's own Progress Report). We also now offer the *Ages and Stages Questionnaire - Third Edition*, a developmental screening tool, which can be used at no cost to families during your scheduled time slot. You may also see the Director to request a meeting with your child's teacher at any time throughout the year.

### **Observation & Assessment of Children**

Our lead teachers ensure that lesson plans and activities link directly to the New Jersey Preschool and Birth to Three Early Learning Standards and plan for individual child learning goals and outcomes. Lesson plans are also submitted to the Head Teacher or Director weekly for review. A developmental portfolio that will hold work samples, observational notes, and evaluations will be created for all enrolled children. Notes and samples will be added to the portfolio each month and the assessment will be completed each quarter. All portfolios will be passed from classroom to classroom as the children move up, and will be checked by the Director monthly to ensure completion. Staff training will be provided each year in observation and assessment of children. All





children (except for Infants and Little Tots) are evaluated by their classroom teacher(s) and a formal Progress Report will be sent home twice per year as well.

All classrooms, teachers, and classroom teaching teams are observed annually to evaluate their implementation of the curriculum, along with their teaching techniques and classroom management. Currently, ABC Growing Tree completes a structured, scored observation tool known as the Early Childhood Environment Rating Scale or Infant/Toddler Environment Rating Scale (**ECERS & ITERS**) at least twice annually in all of our programs. This tool concentrates on all curriculum areas such as literacy, math, science, and diversity. We use the results of this tool to develop an action plan to better serve the children of ABC Growing Tree.

### **Transition Policy**

Within each classroom at ABC Growing Tree, staff members will create a Transition Folder for each child who is moving to a new classroom placement. Transition planning for all children entering pre-kindergarten or kindergarten, including any successful intervention strategies for children who exhibit challenging behaviors, is documented and shared with the child's family, as well as the child's next educational placement. We do this in order to establish more clear communication between caregivers as the children transition from classroom to classroom while they mature and their skills develop. As students prepare to leave ABC and enter kindergarten/public school, your child's folder will be made available in the event that you wish to share this information with your local school district or your child's new teacher, at ABC Growing Tree or elsewhere.

### **Staff Professional Development Policy**

All staff members are required to complete a minimum of twelve hours of professional development courses or trainings each year. Each September, and every quarter thereafter, each staff member will meet with the Director or Head Teacher to develop a Professional Development Plan for the year. At that time, we will take into consideration areas for improvement, areas of interest for the employee, career goals for the employee, and other relevant information. Employee professional development is tracked throughout the year and reported to the State Licensing Inspector each year. All staff are required to complete training in Health and Safety, Child Growth and Development, and Positive Discipline.

### **Home Language Policy**

Given the steady increase in the number of families and children whose home language is one other than English, ABC Growing Tree is responsive to serving culturally and linguistically diverse populations through labeling of centers and toys, and by providing access to classroom resources, in the child's home language. Teachers also provide pictures in addition to worded labels around the room. We maintain an open line of communication with parents of bilingual children by asking for a list of words used and recognized by the child at home. ABC Growing Tree incorporates and uses these words in the classroom as often as possible.

### **Activity Policy**

ABC Growing Tree promotes the development of language, thinking, problem solving skills, and curiosity, as well as exploration, large and small muscles, coordination, and movement skills. We also encourage social competence, self-esteem, and positive self-identity. Time frames for each activity are geared to the age and developmental level of each child served, and are flexible enough to accommodate spontaneous occurrences. Children have the opportunity to choose material freely and are encouraged to participate in a mixture of active and quiet experiences. Children are provided with daily structured and unstructured developmentally appropriate indoor and outdoor physical activities as follows:

1. At least 30 minutes daily for children receiving child care less than four hours.
2. At least 60 minutes daily for children receiving child care more than four hours.
3. Whenever feasible, and unless the child is eating, sleeping, needs to complete a seated activity, or is ill, children shall not be inactive for more than 30 minutes.



ABC Growing Tree serves children less than 18 months of age. The center shall provide at least four of the following types of children's activities: sensory, language/dramatic play, manipulative, building, large muscle, music, or other comparable activities. At least four types of supplies and or equipment for each activity are required.

### **Playground Policy**

When walking the students of ABC Growing Tree to the playground facility, the center must ensure the safety and wellbeing of each child in our care. The following procedures and precautions should be adhered to when bringing our students to the playground.

1. A Caregiver will be assigned to hold the "Stop Sign" to stop traffic at the corner of the school where children will cross into the rear parking lot.
2. The Caregiver will be responsible to ensure that all traffic has stopped prior to allowing the children to cross the parking lot travel lane and will give the "all clear," to the first group of students and so on.

#### **For Little Tots, Toddlers and Nursery 1 Students:**

Each child should be secured with a children's walking leash. The leash should be placed and secured on the wrist, without cutting off the circulation. The other end of the leash should be placed on the caregivers' wrist. Leashes should be placed on the opposite hand of the child's arm. For example, if the leash is on the child's right wrist the leash should be placed on the caregivers' left wrist. Caregivers will be conscious of placing an equal amount of children on each hand. By taking these precautions, it will reduce the chance of the children tripping over each other while walking.

#### **For Nursery 2 and Pre-K Students:**

Each child should be assigned a partner to walk with to the playground. The children should hold hands and walk in a straight, quiet line to the playground. This will ensure that all students will hear directions given by their caregivers. The caregiver should walk with their class at all times. If a child is uncontrollable they will hold the caregivers hand. If the teacher feels that they are still not listening and is a danger to themselves, that child may be placed on a children's walking leash.

#### **For all classes walking to and from the playground:**

When walking across the parking lot the entire school shall cross together. Everyone should wait at the end of the sidewalk. Then, when all the classes are outside and ready to cross, one teacher will go into the parking lot and hold up the stop sign, thus alerting any cars in the parking lot to stop so the children can cross safely. When all students and staff are across the street they should walk close to the wall away from where cars are parked. This procedure should be adhered to on the way into the building as well.

### **Walking Trips**

At ABC Growing Tree, we take the children on walks around the center's neighborhood. We exit the building and walk along the store fronts and continue down to the side street (Scrub Oaks Road). We walk alongside the curb, down to the cul-de-sac and turn around. Depending on the weather we will continue our walk to Mardan Court which is another cul-de-sac off of Scrub Oaks Road. These walks do not involve the entrance into any other facility and the route of the trip involves no safety hazards. By following these procedures we can ensure all the students in our care will be safe and free from any accidents or injuries.

### **Infants**



Our infants are placed in a single stroller and a double stroller. The teachers provide blankets and toys for the children to play with.

### **Toddlers, Little Tots, Nursery 1**

The students are placed on tethers. One end of the tether is attached to the child's wrist and the other end is attached to the teacher's wrist.

### **Pre-K and Nursery 2**

The students are paired together in groups of twos. There is a teacher in the front of the line and a teacher in the back of the line.

### **Electronics Policy**

The use of the television and computers should be limited to educational supplements during the time the students are in the center. Media time is prohibited during the academic portion of the students' day from the hours of 9 am to 12 pm.

#### **Students under the age of two (2) at the center for less than four hours:**

If the student is under the age of two and is at the center for less than four hours the student is not permitted to participate in any media time at all. The only exception is if there is inclement weather and media time is used to replace recreational time, then the student will only be permitted ten minutes of media time.

#### **Students under the age of two (2) at the center for over four hours:**

If the student is under the age of two and is at the center for more than four hours then the student will be able to have 45 minutes of media time from the hours of 5:15pm to 6:00pm. The only exception is if there is inclement weather and media time is used to replace recreational time, then the student will only be permitted twenty minutes of media time.

#### **Students over the age of two (2) at the center for less than four hours:**

If the student is over the age of two and is at the center for less than four hours the student is not permitted to participate in any media time at all. The only exception is if there is inclement weather and media is used to replace recreational time, then the student will only be permitted fifteen minutes of media time.

#### **Student over the age of two (2) at the center for over four hours:**

If the student is over the age of two and is at the center for more than four hours then the student will be able to have one hour of media time from the hours of 5:00 pm to 6:00 pm. The only exception is if there is inclement weather and media time is used to replace recreational time, then the student will only be permitted thirty minutes of media time.



**Department of Children and Families**  
**Office of Licensing**  
**INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents 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 with us your plans for your child's departure from the center.

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information to Parents/May 2019 Page 2 of 2

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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/or 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 products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <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) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 2920422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).



### Additional Resources for Parents and Families

We share local and state resources for families with all enrolled families frequently throughout the year on our website, by email, and on the bulletin boards in our main lobby. Here are some great places to look if you have any concerns or would like more information about a topic:

NJ Parent Link <http://www.nj.gov/njparentlink/>

Parent Workshops and Informational Articles:

United Way Success by 6

[http://www.unitedwaynj.org/ourwork/ed\\_successby6resources.php](http://www.unitedwaynj.org/ourwork/ed_successby6resources.php)

National Association for the Education of Young Children

<http://families.naeyc.org/>

For Early Childhood Health:

Let's Move <http://www.letsmove.gov/>

Eating Healthy <http://www.nutrition.gov/life-stages/children>

Social and Emotional Development:

Zero to Three <http://zerotothree.org/child-development/early-childhood-mental-health/promotion-prevention-treatment.html>

Healthy Children [www.healthychildren.org](http://www.healthychildren.org) and

<http://www.healthychildren.org/English/healthy-living/oralhealth/Pages/Teething-and-Dental-Hygiene.aspx>

American Academy of Pediatrics <http://www2.aap.org/commpeds/doch/oralhealth/index.html>

Mental Health Services:

Primary Screening Center for Morris County

St. Clare's Hospital, Inc.

25 Pocono Rd.

Denville, NJ 07834

Hotline: (973) 625-0280

NJ Mental Health Cares: 1-866-202-HELP

<http://www.morrisoem.org/mhservices.asp>

Substance Abuse – *Prevention is Key* [www.mcpiik.org](http://www.mcpiik.org)

[www.nj211.org](http://www.nj211.org) – A statewide information and referral service database

Housing Assistance – <http://www.state.nj.us/humanservices/dfd/programs/emergency/> and

<http://www.nj.gov/dca/divisions/dhcr/offices/ha.html>

Child and Family Resources – <http://www.childandfamily-nj.org>

Children's Safety Network <http://www.childrensafetynetwork.org>

Family Partners of Morris & Sussex Counties <http://www.familypartnersms.org>

Caring Partners of Morris & Sussex Counties <http://www.caringpartnerscmo.org>

Revised 06-29-2020



# Section 2: FORMS

**Please complete and return the following forms to our office, including the Universal Child Health Record and Immunization Record, on or prior to your child's start date at ABC Growing Tree. Thank you for your cooperation.**



**Student Enrollment Information**

Child's Name:	DOB:	Classroom:
Home Address:		

**Parent Information**

Parent 1	Parent 2
Name:	Name:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Address:	Address:
Email:	Email:
Place of Work:	Place of Work:
Work Phone:	Work Phone:
Work Address:	Work Address:

**Medical Information**

Medical Conditions and or Allergies:
Medications your child is taking:
Physician's Name and Telephone Number:

**Emergency Contacts**

*(Parents will be contacted first. Other authorized persons will be contacted in order that they are listed.)*

Name:	Name:
Phone:	Phone:
Relationship to child:	Relationship to child:

As the legal parent/guardian of the above child, I attest that all given information is correct.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Student Enrollment Information**

Requested Start Date: \_\_\_\_\_

Please check:

\_\_\_ Infant Program                      \_\_\_ Full Time                      \_\_\_ Part Time

\_\_\_ Little Tots Program                      \_\_\_ Full Time                      \_\_\_ Part Time

\_\_\_ Toddler Program                      \_\_\_ Full Time                      \_\_\_ Part Time

\_\_\_ Nursery Program                      \_\_\_ Full Time                      \_\_\_ Part Time

\_\_\_ Pre-Kindergarten Program                      \_\_\_ Full Time                      \_\_\_ Part Time

\_\_\_ Kindergarten Program                      \_\_\_ Full Time                      \_\_\_ Part Time

If your child will be attending on part time basis, what days will they be attending ABC Growing Tree?

(Please circle) Mon.    Tues.    Wed.    Thurs.    Fri.



## Emergency Contact Information Form

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list the names of at least two people authorized to be contacted in an emergency situation in the event we are unable to reach either parent.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

I understand ABC Growing Tree will make every effort to contact a parent/guardian immediately in the case of an emergency. However, in the event either parent/guardian is unreachable, the staff has my permission to contact the above listed people and to seek immediate medical aid.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Authorization of Consent for Medical Treatment

Child's Name:	DOB:	Age:
Home Address:		

### Health Insurance Information

Insurance Company:
Policy ID Number:
Policy Group Number:
Name of Primary Insurance Holder:

### Health Care Provider

Child's Physician:
Physician Phone Number:
Physician Fax Number:

### Child's Medical Information

Medical Conditions:
Allergies:
Medications child is taking:
Medications your child is allergic to:

I \_\_\_\_\_ authorize the Director or Director Designee at ABC Growing Tree to consent to any X-Ray examination, anesthetic, medical treatment, and hospital care to be rendered the minor at a recognized facility, under the general supervision of a licensed physician. This authorization will expire when my child's enrollment is terminated with ABC Growing Tree.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Acknowledgement of Receipt of ABC Growing Tree Policies**

I (We), \_\_\_\_\_, the Parent(s)/Guardian(s) of \_\_\_\_\_, do hereby acknowledge that I (we) have received, read, fully understand, and agree to comply with ABC Growing Tree's *Parent Handbook*, including the following policies and procedures:

1. DCF Information to Parents/Guardians Document
2. Student Drop Off & Pick Up Policy
3. Policy on the Release of Children/Child Custody Issues
4. Operating Hours and Schedule Information
5. Late Pick-Up Fee Policy
6. Unscheduled Closing Protocol
7. Discipline Policy (Guidelines for Positive Discipline)
8. Policies on the Use of Technology & Social Media; Electronic & Activity Policies
9. Outdoor Procedures (For Playground/Walking Trips)
10. Excludable Communicable Diseases & Communicable Disease Reporting Guidelines
11. Medication Administration in Child Care Policy and Procedures
12. Health Physical (Universal Child Health Record) & Immunization Requirements
13. Special Health Care Planning/Allergy Information
14. Expulsion Policy
15. Additional Health Policies (regarding food and nutrition, developmental and health screenings, "Medical Home", handwashing, diapering, toileting, and breastfeeding)
16. Emergency Injury Plans and Procedures
17. Staff Professional Development Policy
18. Structured Observation Policy & Observation/Assessment of Children (ITERS & ECERS)
19. Home Language Policy
20. Methods of Parental Notification
21. Absenteeism Policy
22. Transition Policy
23. Parent-Staff Conference Policy

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Permission Form for Photographing Your Child

From time to time, we will take pictures of the children and staff during school, on our playground, and/or at off-site activities. We are requesting your permission to use these pictures on our website ([www.abcgrowingtree.com](http://www.abcgrowingtree.com)), in our monthly Newsletter, and/or on bulletin boards inside the school. We will never reference your child by name without your permission or provide any specific information regarding your child. Additionally, we will never sell these pictures. We will only use the pictures for ABC Growing Tree purposes.

Please take a moment to let us know your preferences regarding our use of photos of your children.

Please circle yes or no for the following:

1. I will allow my child's photograph to be printed in ABC Growing Tree's Newsletter. (This Newsletter is only distributed to families whose children are currently attending ABC Growing Tree).

YES      NO

2. I will allow my child's photograph to be posted on ABC Growing Tree's website.

YES      NO

3. I will allow my child's **name** to be printed along with his/her photograph in the Newsletter and on the website.

YES      NO

Child's Name:
Parent's Name:
Parent's Signature:
Date:



**Permission Form for Walking Trips**

I give permission for my child, \_\_\_\_\_, to participate in walking trips within neighborhood around ABC Growing Tree, including but not limited to the cul-de-sac of Scrub Oaks Road, as well as walking to the playground in the back of the building.

I understand these walks do not involve the entrance into any other facility except at Halloween and the route of the trip involves no safety hazards. A separate permission slip will be required for the Halloween activity or any scheduled field trips.

\_\_\_\_\_  
**Parent/Guardian Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature** \_\_\_\_\_  
**Date**



**ABC Growing Tree Payment Agreement**

I (We), \_\_\_\_\_, agree to make payment to ABC Growing Tree, LLC in the amount of \$\_\_\_\_\_ per week for my child(ren)'s tuition. I understand payment must be made on Friday for the coming week. If my payment is not received on time, then a late fee of \$15.00 will be applied to my balance for each day that the payment is late.

Children are accepted at ABC Growing Tree on an annual basis. The registration fee and deposit are non-refundable. ABC Growing Tree requires a two week written notice for the termination of enrollment. Provided the required notice is given, the deposit will be used for the child's last week. I forfeit my deposit if I do not give the required two week written notice for the termination of the child's enrollment.

The school program is a continuing process and the costs of operation prevail whether my child attends regularly or has frequent absences. Therefore, I am responsible for payment of any absences, holidays, and emergency/weather closings. (Make-Up Days are not permitted).

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**



Dear Parent/Guardian:

In keeping with New Jersey’s Child Care Center Licensing Requirements, we are obliged to provide you, as the parent of a child enrolled at ABC Growing Tree, with the **Department of Children & Families’ Information to Parents Document** (found within the Section I of this *Enrollment Packet/Parent Handbook*).

This informational statement highlights, among other things: your right to visit and observe ABC Growing Tree at any time without having to secure prior permission; ABC Growing Tree’s obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry Hotline (877) NJ ABUSE/ (877) 652-2873.

Please read this statement carefully and, if you have any questions, feel free to contact me at: (973) 989-4141 ext. 2500.

Sincerely,

Lauren Hope Kreeger, Director  
ABC Growing Tree, LLC

Please complete the following:

Name of Child: \_\_\_\_\_

I have read and received a copy of the *Information to Parents* statement prepared by the Office of Licensing, Child Care, & Youth Residential Licensing, in the Department of Children and Families.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date





## DRINK PREFERENCE SHEET

CHILD'S NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

ABC offers orange juice with breakfast and apple juice with our AM and PM snack. We serve whole milk for our Little Tot, Toddler, Nursery 1 students and 1% milk to our Nursery 2 and Pre-K students with lunch.

**Please circle your choice below:**

**Breakfast:** Orange Juice      Tap Water      You will supply your own water

**AM Snack:** Apple Juice      Tap Water      You will supply your own water

**Lunch:** Milk      Tap Water      You will supply your own water

**PM Snack:** Apple Juice      Tap Water      You will supply your own water

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

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



## HiMama Participation Agreement

**This is an agreement between ABC, you, and HiMama to email and publish your child's work, photographs or videos via HiMama.**

Please read this page carefully as it includes information about safety and security issues associated with privacy and behavior.

In the interest of safety and security, we require parent's permission for the publishing of their children's work, photographs or videos through a software program called HiMama (the "Program"). By signing this form, you grant permission for ABC Growing Tree to photograph or video your child for the purposes of sharing this information with you through the Program. You will also receive updates and information about your child through the Program to the email you have provided herein.

To learn more about the Program, please visit [www.himama.com](http://www.himama.com). Please complete, sign, and return this form if you wish to participate in this program. We encourage you to contact us if you have any questions.

I hereby acknowledge that I wish to voluntarily participate in the HiMama Program.

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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