
CHILDREN OF THE KING ACADEMY PARENT HANDBOOK

Rev. 05/2022



"PRECIOUS IN HIS SIGHT"

Children of the King Academy
Parent Handbook
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Welcome to Children of the King Academy

We are very privileged that you have chosen us to love, teach and care for your child. We are looking forward to knowing your child here at COTKA. This **Parent Handbook** is presented as an orientation to our school, to better acquaint you with our routines, regulations and the purpose of our school.

Flexible Programs

Two, three or five-day options.

3-hour Learning Center (8:30-11:30 a.m.)

Full Day (7:30 a.m. – 5:30 p.m.)

Grow NJ Kids

Quality Assurance & Self-Assessment

COTKA is a 4-Star Rated Grow NJ Kids school. This state-sponsored initiative is a quality rating and improvement system designed to assess childcare and early learning programs, provide training and incentives to improve them, and communicate their level of quality to the public.

Administration

Children of the King Academy

167 Cedar Avenue

Long Branch, NJ 07740

Phone: 732-571-ABCD (2223)

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www.childrenoftheking.org

Director

Patricia E. Leone

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Our Vision

At Children of the King Academy, we believe that each child is a unique and special creation of God, with different strengths, abilities, and rates of learning. We believe that God loves and cares for us and has given us His word, the Bible, so that we can know Him. We believe that parents are a child's first teachers, and that we are privileged to take part in the early growth and development of young children. Our purpose is to glorify God by maximizing the personal and academic potential of each child, to recognize and develop their individuality, and to instill Christian character and values. We strive to maintain our long-standing tradition of being known as the most trusted choice for quality childcare and early childhood learning in our community.

*“Direct your children onto the right path, and when they are older, they will not leave it.”
Proverbs 22:6*

Our Mission

To provide a high **quality, developmentally appropriate child care and early learning** program for children ages 2 through 5, by aligning our curriculum and practices with Early Childhood Standards and New Jersey's Quality Rating and Improvement System.

To offer a broad range of educational experiences that instill a love for learning, promote the development of age-appropriate skills, and enrich each child's social, emotional, physical, cognitive, intellectual, and creative abilities.

To provide a safe, structured, nurturing environment where positive discipline is motivated by love for children.

To encourage the formation and practice of Christian character and values by providing a Christ-centered educational experience based on biblical truth, positive reinforcement, and modeling of virtuous behavior.

To support parents in their primary role and responsibility of training their children by encouraging a close working relationship with teachers to facilitate the needs of their children.

To support the professional development of staff working with young children by offering quality training opportunities and materials on a regular basis.

Purpose

Children of the King Academy is a non-profit, equal opportunity, non-discriminating Christian organization. Our purpose is to maximize the academic and personal potential of each child, to recognize and develop their individuality, and to instill Christian character with values that last a lifetime.

Our program is designed to meet the needs of your child in a warm, loving and caring atmosphere. We strive to develop and nurture your child's self-concept and to stimulate growth by providing opportunities to explore the world through individual and group activities.

We stress a workable atmosphere of courtesy, respect, and cooperation with others with the goal of developing a child's natural love for learning.

Philosophy of Christian Education

Christian education centers on the belief that God must be an integral part of the educational process. *The reverence of the Lord is the beginning of wisdom.* (Proverbs 1:3.)

At each level of development, our Bible curriculum strives to make Jesus a viable person to the child. We teach that Jesus loves and cares for each individual child and that He is concerned with our daily problems and joys. Our stories come directly from the Bible or are based on Biblical themes as they relate to the child. Daily Bible times with prayer and singing are an integral part of our curriculum. All children are welcome.

Statement of Non-Discrimination

Children of the King Academy seeks diversity in its faculty, staff and student body. The school does not discriminate on any basis of sex, race, color or ethnic origins regarding admissions, employment, scholarships or educational programs.

Curriculum & Learning Environment

Our curriculum is aligned with **NJ Early Childhood Standards**, and we partner with parents to promote healthy growth and development of the whole child. All classrooms utilize the **Creative Curriculum** approach to learning, which is a comprehensive, rigorously researched curriculum model that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child. Each classroom environment is organized around learning centers:

Creative Art – The Creative Art Area is a place filled with materials that children can enjoy on a purely sensory level. Here, children can create and represent their ideas in a visual form. On a table or the floor, at an easel or a workbench, children draw, paint, knead, cut, glue and put together unique products of their own choosing. Sometimes, they simply explore the materials and enjoy the process. At other times, they create designs or make something that represents a real object, place or living thing. Creative art is another language children use to express what they know and what they feel.

Library/Writing Center – In the Library Area, children develop the motivation and skills necessary to read and write. As they hear stories read aloud every day, look through books on their own, listen to story tapes, recite familiar stories, and make up their own stories, they also have many opportunities to grow in all areas of development.

Dramatic Play – In the Dramatic Play Area, children break through the restrictions of reality. They pretend to be someone or something different from themselves and make up situations and actions that go along with the role they choose. When children engage in dramatic play, they deepen their understanding of the world and develop skills that will serve them throughout their lives.

Blocks – Blocks naturally appeal to young children because they feel good to the touch, are symmetrical, and invite open-ended explorations. When children construct, create and represent their experiences with blocks, they grow in each area of development.

Science/Discovery and Math – The Science area is a place to find answers to questions. It is a place to spark curiosity and wonder using new and interesting materials. In the Science Area, children can use their senses to touch, feel, smell and see. They manipulate objects and observe what happens next. Teachers help nurture children’s curiosity by joining children in the Science Area and posing questions. Children respond by using their thinking skills to investigate and explore. In the Science Area, all areas of development can be enhanced.

Music and Movement – Music naturally delights and interests children. By including time for music and movement, we provide an outlet for children’s high spirits and creative energy. Music and movement experiences help develop both sides of the brain (an important finding in recent brain research) and contribute to children’s social/emotional, physical, cognitive, and language development.

Sand and Water – Play with sand and water involves sensory experiences that appeal to young children. They need little introduction to playing with these materials. While sand and water play can delight the senses, it can also challenge children’s minds and stimulate all areas of development.

At COTKA, each child is viewed as a unique creation of God, with different strengths, abilities, and rate of learning. It is our goal to meet each child where he/she is in every area of development and guide him/her to achieve as much as possible during their exciting, formative years. Through active engagement with the learning centers described above, children are encouraged to explore activities and materials at their own pace. Each class plans weekly to create developmentally appropriate plans that focus of the developmental needs of the individual children, as well as the group, and that are embedded in the children’s interests. Lesson plans are sent home each week, so parents always know what each classroom is teaching.

Sample Units:

Welcome to School	Seasonal Changes	Exercise
All About Me	Trees	Balls
Families	Plants	Buildings
Health and Safety	Animals	Clothing
Community Helpers	Special Visitors	Recycling

We desire to partner with you regarding your child's care and education. Please take the time to review the weekly curriculum plan and communicate with the teaching staff regarding goals you may have for your child.

Toddler Program

In our 2-year old Toddler Program, we strive for a nurturing environment, yet encourage our children to increase their independence through creativity and exploration. The ideal classroom size is ten children or less, with two teachers to guide children through their day. We believe that a lower child/teacher ratio benefits the children, so they are not easily overwhelmed in a large group. This also allows more individual attention to be given to each child.

Preschool

This program is especially for three-year old children. The curriculum emphasizes music, language arts, arts and crafts, and large and fine motor activities. Reading and math readiness are introduced according to the maturity level, ability and attention span of the children. While the class is structured, it is also flexible enough to allow for individual differences and social interaction among the children. The children are often read to but may also choose a book on their own and read quietly in our reading nook. This makes their reading experience personal and enjoyable.

Pre-Kindergarten

The Pre-K class is designed for children 4 and 5 years old. The program is more structured than Preschool and emphasizes reading and math readiness skills with a formal learning session each day. Choice activity time, art, music, motor skills and self-help skills development and social interaction are also important aspects of the curriculum. Our program prepares children academically and socially for a smooth transition into Kindergarten, building confidence that allows children to prosper at the next level of education. In Pre-Kindergarten, we strive to provide an atmosphere where self-concept is enhanced, and independence and choices are encouraged.

Bible Curriculum

Our Bible curriculum is specifically intended for young children to effectively encourage and reinforce positive character traits and bridges the gap between hearing and doing. Stories and songs alone do not lead to the development of virtues in a child's life. Along with an embellished curriculum, we integrate positive reinforcement and modeling.

Lessons focus on the development of Christian character. For example, we emphasize themes such as cooperation, courtesy, friendliness, diligence, gentleness, helpfulness, kindness, patience, perseverance, respect, responsibility, self-control and thankfulness. A short Bible verse is chosen bi-weekly to emphasize a character trait. We also pay close attention to our own behavior as teachers, so the children will see us demonstrating and modeling virtues during the day.

At every level, our program centers around God's love for each child, and how He created each one in a special and unique way. We help the children learn how to make good choices during playtime, and by being part of a group or sharing with a friend. They are encouraged to show their creativity in the different crafts made one-on-one as well as learn to express themselves through music and singing. By listening and following directions, children learn to develop these life skills that are all part of the growth and development process.

Summer Program

Our Summer Sunshine Program is an extension of the regular school year program. A variety of special themed activities are planned each day including arts and crafts, water play, games, puppet shows, and special visitors. Daily Bible time and Christian character development are essential aspects of our summer curriculum.

Structured Classroom Observation & Assessment

To create and maintain quality, COTKA has selected the ECERS-3 and ITERS-3 structured classroom observation and self-assessment tools to examine and measure various components of our program, ranging from the quality and nature of teacher-child interactions to the appropriateness and availability of materials and activities that support early learning and development, health and safety of the setting, teacher-child ratios, staff qualifications, physical environment and administration. The observation and self-assessment process is carried out on an annual basis. During the course of each school year, interim reviews are conducted to ensure that all aspects of the program are being correctly implemented.

Communication

Communication is a critical component of a quality program. Please watch for announcements and messages through:

- Telephone calls, texts and email (please make sure we have an updated address for your family)
- Flyers on the bulletin board outside the office
- Signs and flyers posted outside the classrooms
- Weekly Classroom News
- Quarterly School Newsletters
- Parent Notices in your child's cubby
- Children's Daily (toddlers) or Weekly (preschoolers) Report Forms

Sharing information is not always easy since parents and teachers are busy. If you have a concern or special insight that would help us with your child, please arrange a special time to visit with your child's teacher. You may also email us at info@childrenoftheking.org, call the office and leave a message, or visit with the Director personally at your convenience. ***Your input is very important and is always welcomed.***

Parent-Teacher Conferences, Assessment & Screening

The teaching staff works along with the Director to observe, assess and create developmentally appropriate experiences that meet the developmental needs and goals for your children. At the end of the Fall semester, we will hold Parent Teacher conferences. Our expectation is that you partner with us and attend the conference to maximize your child's learning experience and prepare them for the next level with the necessary readiness skills.

COTKA utilizes the *Ages & Stages Questionnaire* as a developmental screening and assessment tool to help us specifically pinpoint progress in areas of communication, gross and fine motor skills, problem solving and personal-social development. We request our parents to complete the questionnaire so that we will have a better understanding of each child's developmental strengths as well as areas that may benefit from follow-up, thereby paving the way for meaningful next steps in learning and monitoring. We review the results of the questionnaire with you and devise a plan to advance your child's progress.

Enrollment Policies

Enrollment is open to any child on a first come, first served basis. Our school enrolls children from age 2 through Pre-Kindergarten. All children must be in good physical and mental health. A parent and child interview with the Director is required prior to enrollment.

Required Documentation

The following items are required on behalf of all children prior to entrance:

- Registration Form with Good-health Certification
- Tuition Contract
- Child Release Authorization
- Emergency Medical Care Authorization
- Universal Child Health Record with results of current physical exam/immunization record.
- Policy on Discipline
- Expulsion Policy
- Information to Parents
- Permission to Photograph
- Oral Hygiene Policy
- Completed Parent Questionnaires
- Parent Receipt of Information Acknowledgement
- Registration fee plus security deposit

Daily Items Needed for All Children

- Complete change of seasonal clothing, including underwear and socks, will be stored in your child's cubby at all times.
- A child's all-in-one sleeping bag with attached pillow for nap time.
- Full day children need a packed lunch. Snacks are provided by the school.
- A water bottle or sippy cup.
- Supply of diapers and wipes for Toddlers and children in the process of training.
- All personal items should be clearly labeled with your child's name.

Adjustment Period

We realize that coming to nursery school is an important first step for your child. It brings many new experiences for the child as well as some adjustment as the child deals with new environments, classmates and adults. An adjustment period of up to two months is typical. Some children may adjust to school more easily than others. This often depends on the child and how frequently he or she attends school. Please do not worry about leaving a crying child. We are trained to help your children deal with separation by treating them with kindness and care, reassuring them that you will return. We always try to help children feel comfortable at school and crying usually stops within a few minutes.

Classroom Policies and Procedures

Hand Washing

We want to help teach your child valuable personal skills. That is why we require the children to wash their hands often at school. This enables us to minimize the exposure to communicable diseases. ***All staff and children are required to wash their hands upon entering our classrooms.*** This is a State Regulation. When you and your child arrive at school, please assist your child in this procedure.

Nutrition & Meal Service

Full day students may bring breakfast to school if the parent desires. Children who attend full-day program will bring lunch from home. Be sure to label all lunch boxes. Please select and prepare food that is appropriate for your child's age, with a minimum amount of sugar. Try to include a protein, a whole grain, a fruit and/or vegetable and a healthy beverage. Pre-packaged snacks and desserts may be convenient but offer little nutritional value. **COTKA does not reheat or refrigerate food.** An ice-pack may be used to keep your child's lunch cold, or an insulated container may be used for hot foods. All students are served nutritious snacks with a beverage at mid-morning and mid-afternoon each day. Parents are encouraged to help with snacks by signing-up to bring fresh fruit, vegetable or cheese. A monthly snack calendar is posted outside each classroom. See the Appendix for more details about our Nutrition Policy.

Birthdays

Birthdays may be celebrated at school. Simple refreshments of cupcakes, cookies or fresh fruit may be sent from home. Birthday celebrations will always be scheduled during the morning snack time.

Toileting

When the parents and staff feel a child is ready, they will work together to create a supportive, positive approach to toileting. Older children are encouraged to use the toilet several times a day. The routine helps younger children realize what is being asked of them. For more information on toileting, please see the ***Guidelines for Toilet Training*** in the Appendix to this Handbook.

Rest Time

State Regulations require that children under four years of age receive the opportunity for daily rest or sleep if they attend school for more than four consecutive hours. While all children may not sleep, they are required to rest for at least 30 minutes each day. While this mandatory rest time does not apply to children 4 years of age or older, we do encourage them to nap because it is healthy for all children to sleep if they are tired. Even a short rest period rejuvenates them for the rest of their day. However, 4-year-old children will not be forced to sleep or rest if they do not wish to do so. An alternative quiet activity is provided for children who do not wish to rest or who have adequately rested for 30 minutes.

Outdoor Play

Outdoor play is part of the early childhood curriculum. During cold weather, your child needs a coat, hat and gloves or mittens. During the summer months, your child will need to come to school with sunscreen already applied, and the teachers will reapply as the day progresses. Children will have outdoor play every day, except in extreme cold or heat, or in inclement weather.

No Toys in School

Please do not allow your children to bring toys from home, except for a sleep time buddy, if necessary. These items usually become the source of conflict and/or upset because they get damaged, lost or *borrowed* by others. Please support our efforts by reinforcing the **No Toys in School** rule and checking your child's bags to ensure these items remain at home.

Home Language Policy

COTKA realizes that our students may have a first language other than English. We make every effort to communicate with children in their home language, while we also continue to introduce the English language. Parents are asked to share words in their home language with their child's teacher to help make their child feel more comfortable in the classroom. Teachers will label some of the classroom materials in the Home Language of the students. From time to time, COTKA shall also call upon its bi-lingual staff members (if available) to help interpret and translate questions, concerns, and documents.

Preschool Guidelines

A consolidated list of ***Preschool Guidelines*** is included in the Appendix for your convenience. Please feel free to contact the office whenever you have any questions or concerns about our policies and procedures.

Policy on Rules and Discipline

We emphasize a positive approach to discipline. We encourage good behavior through praise and incentives. We encourage the children to take care of their surroundings and have respect for others. At the beginning of the school year, students contribute to the formation of classroom rules. Our discipline is consistent with the age and developmental needs of each child. Our goal is to help the child develop self-control.

If necessary, a child may be removed from a group activity if unacceptable behavior is exhibited. These times can be teachable moments for a staff member to encourage children to "use their words" or "do kind things with their hands." If a child is removed from an activity, it is only for a short period of time. For example, a maximum of one minute for each year of age. This is intended to give a child an opportunity to think about making a better choice.

At COTKA you can expect that we will NOT:

- Use inappropriate tone or language to shame, humiliate, threaten, or intimidate children. We refrain from name-calling and labeling.
- Use corporal punishment or any physical contact as a means of showing disapproval or punishment (including, but not limited to spanking, pushing, pulling, biting, grabbing, shaking.)
- Withhold or force physical activity or sleep as a form of punishment or for any other reason.
- Use food as a reward or a punishment in any way.
- Discipline children for failing to eat, sleep, or for soiling themselves.

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult is required by State law to immediately report such allegations to the State Central Registry Hotline (1-877-NJABUSE/1-877-652-2873). Such reports may be made anonymously. Parents and staff members may secure information about child abuse and/or neglect from the Department of Children and Families. For more information about Positive Discipline, please refer to the ***Guidelines for Positive Discipline*** in the Appendix to this Handbook.

Operational Policies

Tuition

Tuition is based on enrollment for a ten-month school year from September to June. Enrollment represents a contract for space that no other student may fill, and we plan for your child to attend school every day for which he or she is enrolled. ***Reductions in tuition or make-up days due to illness, absences, personal vacations, school holidays (including Thanksgiving, Christmas & Easter Recess) or inclement weather days are not available.***

Monthly Tuition Option

Ten (10) monthly installments from September through June. A security deposit equal to 25% of the monthly tuition installment is due at enrollment and will be credited to the final month of your child's school year in June or August, as applicable. Tuition payments are due on the first day of each month. A late charge of \$15.00 applies to tuition payments made after the 10th day of the month. If your account becomes more than one month past due, the student may be excluded from school until the balance is paid.

Weekly Tuition Option

Parents choosing this option are responsible to pay tuition for every week of the school year, regardless of absence for any reason whatsoever, including but not limited to illness, family vacations, school holidays, Thanksgiving, Christmas & Easter recess, emergency school closings for inclement weather or otherwise. Weekly tuition payments are due on the first day of the week that your child attends school. A security deposit equal to one weekly tuition payment is due at enrollment and will be credited to the final week of your child's school year in June or August, as applicable. A late charge of \$15.00 applies if tuition is not paid on the first day of your child's program week. If your account becomes more than one week past due, the child may be excluded from school until the balance is paid.

Extra Hours and Extra Days

Please make advance arrangements with the school for occasional extended care. The hourly rate for occasional extended care is \$12.00 payable at the time of pick-up. The school closes promptly at 5:30 p.m. After that time, a late charge of \$15.00 for each additional 15-minute period, or part thereof, is payable at the time of pick-up.

Withdrawals & Program Changes

Enrollment of your child in any program constitutes a commitment for the year. In the event of early withdrawal, one month of tuition is forfeited.

Returned Checks

A fee of \$25.00 will be charged for returned checks. This fee will be added to your account, and covers the penalty charged to the school by the bank. If a check is returned for insufficient funds, you may be asked to make future payments in cash or by money order.

Sign-In & Sign-Out Policy

Please remember to sign your child in and out each day. This is a State Licensing requirement. Sign-in Sheets are located on the bulletin board outside the office

Child Release

COTKA will not permit a child to leave the school with an unauthorized person, regardless of that person's theoretical rights. An unauthorized person is anyone whose name is not listed on the Child Release Authorization signed at the time of enrollment. If there are any questions, that Authorization document will help COTKA determine to whom we may release your child. All persons authorized to pick up your child must be 18 years of age or older. Please do not send an unauthorized person to pick up your child.

Impaired Parent

If a parent or other authorized person who is picking up a child appears to be physically and/or emotionally impaired (or under the influence of alcohol or drugs), and the child would be at risk if released to such an individual:

1. The child will not be released to that individual.
2. The child's other parent or alternate emergency contact person indicated on the child's Registration Form will be contacted. The Director will be notified.
3. If the impaired individual becomes belligerent, the police will be called.
4. If alternate arrangements cannot be made, staff will call the 24-Hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) for assistance in caring for the child.

We ask that you always notify the school ahead of time, by phone, in person or in writing, if someone other than you will pick up your child. That person must be identified on the Authorization form and must know the code word you chose at the time of enrollment. Also keep us informed of any extraordinary circumstances (such as a divorced parent who may attempt to take the child without permission.) This policy is not intended to be an inconvenience, but is a protection for you and your child, as well as COTKA.

Emergency Medical Care

In the event of illness or injury to your child while at COTKA, you will be contacted at home or at work. Monmouth Medical Center in Long Branch will be the facility used for emergency medical care. A Long Branch First Aid Squad vehicle will be used for serious injuries that require emergency transportation when a parent cannot be reached by phone. Every effort will be made to contact you. However, in the event you cannot be contacted, your authorization at the time of enrollment is required permitting COTKA to obtain the necessary emergency medical care for your child.

Photography & Social Media

There may be occasions during the school year when our students are photographed by the staff for posting on the school website, social media page, and/or used in our printed materials (brochures, advertisements, etc.) It is necessary that you provide permission, in writing at the time of enrollment, for your child to be photographed. **If you do not wish to give permission** for your child to be photographed at school, it is also necessary that you so indicate in writing.

Parents can help to maintain and enhance the public image of COTKA by using the internet in a responsible manner. Please refrain from using social media in any manner which is inconsistent with the mission, philosophy and professional standards of COTKA as expressed in this Parent Handbook. Parents are also requested to respect the privacy of students, families, faculty and staff of COTKA in all online activity.

Parents are prohibited from posting photographs or videos of any child other than their own on social media. The posting of any confidential and/or identifying information by parents or staff members about students, parents or co-workers on social media is strictly prohibited.

Expulsion Policy

Unfortunately, there are sometimes reasons why we must expel a child from our program either on a short term or permanent basis. We will do everything possible to work with the family of the child to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Immediate Causes. The child is at risk of causing serious injury to other children, himself or herself; parent threatens physical or intimidating actions toward staff members; parent exhibits verbal abuse to staff in front of enrolled children.

Parental Actions. Failure to pay or habitual lateness in payments; failure to complete required forms including the child's immunization records; habitual tardiness when picking up your child; verbal abuse to staff.

Child's Actions.

Failure of child to adjust after a reasonable amount of time; uncontrollable tantrums or angry outbursts; ongoing physical or verbal abuse to staff or other children; excessive biting.

Process and Procedure.

If after the remedial actions above 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. A specific date will be established allowing the parent adequate time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety.) Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled if the parent:

- Made a complaint to the Office of Licensing regarding a COTKA's alleged violations.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Has not received sufficient time to make other childcare arrangements.

Proactive Actions to Prevent Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors, and consistently apply consequences for rules.
- Child will be given verbal warnings and time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally and will receive written descriptions of the disruptive behaviors that might lead to expulsion. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises and by local school district child study team.

Health & Safety Policies

Illness & Absences

To minimize the spread of illness, please keep your child at home when the following symptoms are present: fever, sore throat, rash, an active cold, vomiting or diarrhea, any other contagious condition. If your child is going to be absent from school due to illness, please notify the office in the morning. COTKA will call parents when a child is absent for two or more consecutive days. If a parent cannot be reached after one week of absence, the child will be dismissed from the program. Refunds and make-up days are not offered for sick days.

Whenever a communicable disease has been diagnosed, the child may only return to school if a note from a licensed physician has been provided to COTKA stating that the child poses no health risk to himself/herself or other children.

Allergies

To make sure we are doing our best to care for your child, we ask you to notify us at the time of enrollment of any allergy problems he or she may have. Doing so will help us take the right precautions to protect your child's health.

Infection Control

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world outside that of their own families, they encounter viruses and bacteria that are foreign to their bodies. This is the way they build immunities. We cannot, nor would we want to shield a child completely from the outside world. If we did, the natural immunities a child gains through contact with others would not develop, and a simple cold could become a serious illness. We do, however, want to protect children from unusually high exposure to germs all at once.

In a childcare setting, children come into contact with groups of other children outside their families. It is in this situation that the illnesses of one child can spread rapidly through the group to other children and staff members, unless stringent measures to prevent this spread are taken.

For this reason, the staff at Children of the King Academy will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They are caused by germs which may be spread in several ways. Intestinal tract infections are spread through the stools. Respiratory tract infections are spread through coughs, sneezes, and runny noses. Other diseases are spread through direct contact. Careful handwashing by staff and children can eliminate approximately 75 per cent of the risk of spreading these illnesses. Other precautions include separating sick children from those who are well, taking extra precautions with diapering or toilet training children, and working to maintain sanitary conditions throughout the school.

Parents can help us in our efforts to keep your children healthy. We ask your cooperation in the following ways:

1. If your child has been exposed to any of the diseases listed in the ***Quick Reference Communicable Disease Reference Chart*** (See Appendix), we ask that you notify us of the exposure.

2. If your child shows any of the symptoms listed in the ***Policy on the Management of Communicable Diseases*** (See Appendix), you will be called and asked to pick-up your child immediately. Please help us protect the other children by responding promptly. If your child exhibits any of these symptoms at home, we ask that you keep him or her out of school until the symptoms are gone, or until your physician gives permission for the child to return.

Medication Administration

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

1. When 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 childcare, 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 childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child take medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.
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 "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider.
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 prescription 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:
 - 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 childcare.

- 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 administration and storage, and expiration date must be clearly visible.
 - 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 childcare center.
7. All medications will be stored:
 - Inaccessible to children
 - Separate from staff or household medications
 - Under proper temperature control
 - Medications requiring refrigeration will be stored in a sealed container and clearly labeled with all pertinent information.
 8. For a child who receives 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.
 9. 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.
 10. Prescribed epinephrine shall be stored in their original box and the child's name and prescription. A special care plan or other documentation from a health care provider shall accompany the epinephrine pen. If 2 epinephrine pens are required, both shall be available. All epinephrine pens and back-up pens, along with related documentation, shall be stored in a sealed bag labeled with the child's name and located in the designated health care area of school office.
 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.
 12. Information exchange between the parent/guardian and childcare 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 medication to their child at home, and likewise with the staff from the center to the parent/guardian.
 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. 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 the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director Designee 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 or Director's designee in the event a situation arises that requires immediate attention to the child's health and safety particularly is the parent/guardian cannot be reached.

Child Abuse & Mandated Reporting

COTKA and its employees are Mandated Reporters by New Jersey law. Therefore, all staff members are required to report any suspected incidents of child abuse and/or neglect immediately, and no later than 24 hours of the incident. Parents of the child involved in suspected abuse/neglect must be notified on the same day of the incident. For more information, please refer to the ***Information to Parents*** document included in the Appendix.

Breastfeeding Policy

COTKA is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their child at the time they chose.

Breastfeeding mothers shall be provided with a private and sanitary place to breastfeed or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcomed to breastfeed in front of others if they wish. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow guidelines from the *American Academy of Pediatrics for the Proper Handling & Storage of Human Milk* to avoid waste and prevent food borne illness (see Appendix.)

Emergency Procedures

School Closing

Severe weather or loss of utilities may necessitate closing the school for the safety of students and staff. You will receive a communication by phone or text from your child's teacher whenever school is closed for the day or if an early pick-up is required.

Evacuation & Lockdown Drills

We are required by state licensing to conduct regular fire and lockdown drills. Drills are held on random days and times, and we practice evacuating our classrooms and accounting for all staff and children. We discuss the importance of the drills with the children and address any fears they may have.

Complete details of our emergency plan and procedures are contained in the ***COTKA Crisis Preparedness for Parents and School Personnel*** document included the Appendix. All parents are encouraged to read and become familiar with our emergency policies.

Children of the King Academy

Parent Handbook Appendix

Nutrition Policy

Understanding Good Nutrition & Build a Better Lunch

Guidelines for Toilet Training

Preschool Guidelines

Guidelines for Positive Discipline

Quick Reference for Reporting of Communicable Diseases

Policy on the Management of Communicable Diseases

Office of Licensing Information to Parents

American Academy of Pediatrics Proper Handling & Storage of Human Milk

Crisis Preparedness for Parents & School Personnel

Nutrition Policy

Purpose

COTKA (the "School") recognizes that child obesity has reached epidemic levels in the United States, and that poor diet, combined with the lack of physical activity, negatively impacts on students' health and their ability and motivation to learn. Accordingly, COTKA is committed to meeting or exceeding the standards established by the *State of New Jersey Model Nutrition Policy*.

Policy Statement

The School will provide nourishing food that is clean, safe and developmentally appropriate for children, encourage the consumption of healthy and nutritious foods at home and in school, support healthy eating through nutrition education, provide students with the opportunity to engage in daily physical activity, and be respectful of religious and dietary restrictions.

Procedures

1. The School will endeavor to serve the following food and beverage items for snacks, classroom parties, and other special occasions:
 - Fresh fruits and vegetables.
 - Foods high in protein such as cheese and natural peanut butter.
 - Whole grain snacks containing a minimal amount of sugar.
 - Water or low-fat milk.
2. The School will, to the best of its ability, avoid serving the following food and beverage items:
 - Foods of minimal nutritional value.
 - Foods and beverages containing sugar, in any form, as the first ingredient.
 - All forms of candy.
 - Foods containing trans-fats, high-fructose corn syrup or excessive quantities of artificial ingredients.
3. The School will post all food allergies and ensure that all staff is made aware of special dietary restrictions.
4. The School will endeavor to provide children with daily opportunities to engage in physical activity, either indoor or outdoor, according to weather conditions.
5. The School will inform parents of its nutrition policies and encourage them to consume healthy foods at home and in school by regularly providing written educational materials and recommendations for healthy eating.

Authorities

www.state.nj.us/agriculture/modelnutritionpolicy.htm

www.fns.usda.gov/cacfp/child-and-adult-care-food-program

Children of the King Academy

Understanding Good Nutrition

01/2021

Current research shows that children need a variety of nutrient-dense foods that include protein, carbohydrates, fats, vitamins and minerals, with an adequate number of calories that prevents hunger, fosters healthy growth, supports learning and prevents obesity. The **USDA Child & Adult Care Food Program (CACFP)** regulations on meal requirements provide basic guidelines for sound nutrition practices and ensures that the nutritional needs of infants and children are met based on current scientific knowledge.

Our School Nutrition Policies Explained

One of the core responsibilities of every early care and education center is the provide nourishing food daily that is clean, safe, and developmentally appropriate for children. COTKA also recognizes that child obesity has reached epidemic levels in the U.S. and that poor diet, combined with the lack of physical activity, negatively impacts on students' health and their ability to learn. Our school is committed to serving healthy and nutritious foods for all meals. We will always endeavor to serve fresh fruits and vegetables, whole grains, and high-protein food items such as cheese, yogurt and low-fat milk. To the best of our ability, we will avoid serving foods of minimal nutritional value, foods and beverages containing sugar, in any form, as the first ingredient, all forms of candy, and foods that contain high-fructose corn syrup, trans-fats or excessive quantities of artificial ingredients. It is also our policy to accommodate special diets and ensure that our staff is well-informed about food allergies and special restrictions.

Build a Better Lunch!

Lunch is an important part of a child's school day for many reasons. Research shows that students with healthy diets tend to perform better academically and throughout the school day. *"Food impacts how well a child's brain works, affecting their mood and abilities . . . In a child's brain junk food can cause neurotransmitters, which pass along information, to function improperly. Smart foods, however, allow information to be processed correctly and help children function at their optimal level."* (www.drsearswellnessinstitute.org) Eating a balanced diet also helps maintain a healthy weight, which reduces risk for chronic diseases like obesity, cardiovascular disease, and diabetes. We understand many parents struggle to find the right balance of convenience and nutrition when it comes to packing a school lunch. The good news is that there are plenty of easy, affordable, and nutritious foods you can prepare at home for your child's lunch. On the reverse side, you will find a helpful list of ideas for packing a well-balanced, nutritious lunch for your child each day. Include at least one protein, whole grain, and fruit or vegetable in every lunch. Please send foods that you know your child likes to eat. As much as possible, avoid processed foods and skip the dessert!

Build a Better Lunch

Ensure that your child is meeting the recommended nutrition goals set by the Dietary Guidelines for Americans. Aim to pack a lunch that makes half of your child's meal fruits & vegetables, one-quarter whole grains and one quarter lean protein.

Protein

Lean turkey, chicken, ham or beef, chicken nuggets, hard boiled eggs & egg salad, tuna salad. Cheese slices/sticks; cottage cheese, ricotta cheese, cream cheese, yogurt & yogurt drinks. Natural peanut butter & other nut butters; red, black or white beans (good with brown rice!) and hummus (good with carrots!)

Grains

Sandwiches made with whole grain bread, rolls, bagels, pita or wraps. Mac & Cheese, cooked pasta (hot or cold salad in a thermal container) cooked brown rice (with veggies!).

Drinks

Low-fat milk or chocolate milk
100% Fruit Juice ~ Yogurt drinks
Water ~ Flavored water
Avoid soda & sweetened drinks

Fruits & Vegetables

Apple slices, bananas, grape, strawberries, orange sections, melon or pineapple chunks, mango, kiwi, blueberries, raspberries, raisins, Craisins, natural applesauce, fruit cups packed in 100% juice.

Carrots, celery, sweet bell peppers, tomatoes & cucumbers (Persian cucumbers are small & sweet, with almost no seeds) sugar snap peas & snow peas (remove the strings),
Don't forget the dip!

Healthy Snacks - Please Limit!

Whole Grain Peanut Butter or Cheese Crackers, Whole Grain Pretzels Popcorn, Rice Cakes, Veggie Chips
Baked-Not-Fried Potato Chips
Tortilla Chips, Goldfish, Triscuit and Wheat Thins

*Fruit, yogurt or low-fat pudding for dessert!
Avoid all forms of candy, cookies, snack cakes,
highly-processed & high-sugar snacks & beverages.*

Read the Label! Ingredients to Avoid!

Sugar, in any form, as the first ingredient
Trans fats & High Fructose Corn Syrup
Excessive quantities of artificial ingredients

Resources:

<https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>
www.state.nj.us/agriculture/modelnutritionpolicy.htm
<http://njaes.rutgers.edu/pubs/visions/>

Children of the King Academy Guidelines for Toilet Training

1. According to a recent study, the average age for learning to use the toilet reliably for bowel and bladder is 28 months. Although it is important to remember that each child is an individual and develops at his/her own rate, you can expect a child to achieve daytime control sometime between the ages of two and three, and nighttime control between three and four and a half.
2. Toilet training is best started around the time the child becomes ready to learn and able to control his/her elimination. Most children do not have the physical ability to control their bowels before about eighteen months, and they do not achieve bladder control until sometime later. Beginning toilet training early simply causes frustration for the caregiver and puts unnecessary pressure on a young toddler. Too early toilet training can delay progress rather than encourage it.
3. A toddler may show some, but not necessarily all, of the following signs as he/she becomes ready for learning.
 - Pausing and making sounds or grimaces while having a bowel movement.
 - Being regular in bowel movements.
 - Staying dry for an hour or two in the daytime.
 - Waking up dry from a nap.
 - Complaining when wet or soiled.
 - Being aware that urine and feces come from his/her body.
 - Telling the caregiver when he/she has had or is having a bowel movement.
 - Generally liking to be clean and dry.
 - Wanting to imitate adults and be grown up.
4. Toddlers need to know what caregivers expect of them. Do not push or pressure the child, but watch for signs of readiness, prepare the child gradually by teaching about toileting over a period of time, and communicate very clearly that you have confidence the child will learn to use the toilet when he/she is ready.
5. During our everyday activities, we will:
 - Point out when the child is having a bowel movement or is urinating.
 - Teach children that urine and feces come from their body.
 - Teach them the words we want them to use for bathroom functions.
 - Allow them to observe others using the toilet and explain what it is for.
 - Mention the advantages of staying clean and dry.
 - Praise them for success.
 - Mention that when they are bigger, they will start using the toilet all the time and will wear underpants "like a big girl/boy."

Guidelines for Toilet Training – Page 2

6. When a toddler is between the ages of two and three, has shown some signs of readiness, and has had an ample period of preparation, you can expect him/her to become interested in giving up diapers. Switch from diapers to pull-ups for waking activities if the child:
 - Occasionally asks to have the diaper removed to use the toilet.
 - Tells you he/she wants underpants and doesn't want to wear diapers anymore.
 - Has shown clearly that he/she is physically able to control elimination.
7. Expect a child to have accidents for a while after beginning training and be relaxed about them. We express no anger or disapproval; don't scold, shame or punish the child. We clean up calmly and reassure them that "next time you'll remember to use the toilet." During the day, we give gentle reminders to use the toilet to help them to be successful.
8. Regressions to wetting and/or soiling are not uncommon in toddlers and are usually a reaction to stress. We look for sources of pressure in the child's life (separation from a parent, a new baby, starting nursery school, moving, etc.) and try to ease the tension by providing reassurance. We don't punish children for loss of control. Remaining patient, understanding and calm is the best way to deal with regressions which usually disappear automatically in a short time.
9. Staying dry while sleeping usually comes several months after daytime control is established, but some normal children, especially boys, take longer to achieve dry nights. The best way to handle night wetting is to be patient and wait for the child's bladder to mature. Punitive methods are harmful; don't punish or shame a bed-wetter. Instead, praise the child for the dry nights he/she may have, make no comment about wet beds, and express your confidence that the child will be having more dry nights as he/she grows older.
10. If a child has not achieved daytime control by three and a half to four years old or is not making progress in controlling night wetting after age five, it is wise to consult your physician to rule out any physical causes, and then a child psychologist to help the child overcome the difficulties.
11. Psychologists say that parents whose children learn to use the toilet most easily are:
 - Calm and patient and show a matter-of-fact attitude toward toilet training.
 - Communicate clearly what behavior is expected of the child.
 - Anticipate gradual, rather than instance success.
 - Do not use negative tactics like punishment, scolding or shaming.
 - Observe the child and try to wait until he/she expresses interest in toilet training, encourage and praise the child for success, and are understanding about failures.
 - Switch from diapers to pants when the child is ready.
 - Send a clear message that they have confidence in their child's ability to learn.

Children of the King Academy – Preschool Guidelines

Please carefully review the following guidelines and call the office if you have any concerns or problems so that we can work together to reach a solution:

1. Please drop off and pick up your child at the times for which he/she is registered.
2. The main school entrance is the door at the west side of the building and is monitored by a video camera. All outside doors remain locked all day. Please ring the doorbell to enter. During fair weather, it may be necessary to enter through the playground after 4:00 p.m.
3. Remember to sign your child in and out each day. **This is a State licensing requirement.** Sign in sheets are located on the bulletin board outside the office.
4. All children must have a complete change of clothing, including underwear and socks, stored in their cubby each day. The storage bag and each article of clothing must be clearly labeled with your child's name.
5. Children who are not yet toilet trained will keep a supply of diapers and wipes in the classroom. These items should be clearly labeled with your child's name.
6. Please wear **sneakers only for safety**. Sandals, open-toe shoes, flip-flops, crocks, cleats and boots are not permitted.
7. Lunch boxes, water bottles, sweaters, jackets, coats, hats, gloves and mittens must be clearly labeled with your child's name.
8. A child-size, all-in-one roll-up sleeping bag is required for nap time and must be clearly labeled with your child's name. All nap items must be brought home at the end of each week for laundering.
9. Toys are not permitted in school, except for a naptime buddy and Show & Tell. Please use discretion and refrain from sending toys or items of a violent or inappropriate nature for Show & Tell.
10. Please check your child's cubby each day for crafts, projects, parent notices, soiled or wet clothing, etc.
11. Notify your child's teacher if he or she has allergies. Your registration documents must clearly indicate the details of any such conditions.
12. Notify the office when your child will be absent for illness or other reasons. Also, be sure to inform the school if you suspect your child has a contagious condition, or if he or she has already been diagnosed.
13. Birthdays may be celebrated at school. Notify your child's teacher if you wish to bring in cupcakes or fruit.
14. Children should bring a healthy lunch containing a minimum amount of sugar. Please send food that your child will eat. We do not reheat or refrigerate lunches. Please use an ice-pack to keep your child's lunch cold, or an insulated container for hot foods.
15. Send a water bottle or sippy cup to school each day, especially in warm weather. The bottle or cup must be clearly labeled with your child's name.
16. Please notify the office when someone other than a parent will pick up your child, even if that person's name appears in your Child Release Authorization. **A code word for pick-up is required at the time of registration.** Make certain that anyone authorized by you to pick up your child knows the code word.
17. Tuition is payable to the office on the first day of each month from August through May. A late fee of \$15.00 will apply to any tuition payment made after the 10th of the month.
18. If you need childcare beyond your scheduled program times, please notify us in advance. Payment is due at pick-up time. The price for childcare is \$12.00 per hour.
19. **School closes promptly at 5:30 p.m. A fee of \$16.00 is due for every 15 minutes or part thereof after closing time. (Example: if you arrive at 5:35, the charge is \$16.00 payable at pick-up.)**

Children of the King Academy – Guidelines for Positive Discipline

Positive discipline is a process for teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few clear, consistent rules that are explainable 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 or she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about *our* room, *our* toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out. By removing a child for a few minutes from the area or activity he/she may re-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 the child's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say *bad boy* or *bad girl*. Instead, you might say *that is not allowed here*.

You can use positive discipline by showing love and giving 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 or she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison, or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse love with license.

Positive discipline takes time, patience, repetition, and the willingness to change the way you deal with children. It is worth the effort because positive discipline works.



Quick Reference Reporting Requirements for Communicable Diseases and Work-Related Conditions

(see New Jersey Administrative Code Title 8, Chapters 57 and 58)



Communicable Disease Service Disease Reporting Requirements and Regulations can be viewed at: <http://nj.gov/health/cd/reporting.shtml>

Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE IMMEDIATELY to the LOCAL HEALTH DEPARTMENT

Anthrax
 Botulism
 Brucellosis
 Diphtheria
 Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
Haemophilus influenzae, invasive disease
 Hantavirus pulmonary syndrome
 Hepatitis A, acute
 Influenza, novel strains only
 Measles
 Meningococcal invasive disease
 Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
 Pertussis
 Plague
 Poliomyelitis
 Rabies (human illness)
 Rubella
 SARS-CoV disease (SARS)
 Smallpox
 Tularemia
 Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

Amoebiasis
 Animal bites treated for rabies
 Arboviral diseases
 Babesiosis
 Campylobacteriosis
 Cholera
 Creutzfeldt-Jakob disease
 Cryptosporidiosis
 Cyclosporiasis
 Diarrheal disease (child in a day care center or a food handler)
 Ehrlichiosis
Escherichia coli, shiga toxin producing strains (STEC) only
 Giardiasis
 Hansen's disease
 Hemolytic uremic syndrome, post-diarrheal
 Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
 Influenza-associated pediatric mortality
 Legionellosis
 Listeriosis
 Lyme disease
 Malaria
 Mumps
 Psittacosis
 Q fever
 Rocky Mountain spotted fever
 Rubella, congenital syndrome
 Salmonellosis
 Shigellosis

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only. **Written report within 24 hours**

HIV/AIDS 609-984-5940 or 973-648-7500

Written report within 24 hours

AIDS

HIV infection

Child exposed to HIV prenatally

Sexually Transmitted Diseases 609-826-4869.

Report within 24 hours

Chancroid

Chlamydia, including neonatal conjunctivitis

Gonorrhea

Granuloma inguinale

Lymphogranuloma venereum

Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases)

609-826-4878

Written report within 24 hours

**Occupational & Environmental Diseases,
Injuries and Poisonings**

Report within 30 days after diagnosis or treatment

609-826-4920

Work-related asthma (possible, probable and confirmed)

Silicosis

Asbestosis

Pneumoconiosis, other and unspecified

Extrinsic allergic alveolitis

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

Severe pain or discomfort

Acute diarrhea

Episodes of acute vomiting

Elevated oral temperature of 101.5 degrees Fahrenheit Lethargy

Severe coughing

Yellow eyes or jaundice skin

Red eyes with discharge

Infected, untreated skin patches

Difficult or rapid breathing

Skin rashes in conjunction with fever or behavior changes

Skin lesions that are weeping or bleeding

Mouth sores with drooling

Stiff neck

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

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who 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. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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, a complete list of reportable excludable communicable diseases, can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

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 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://data.ni.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/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) 5140383 (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) 292-0422 or go to www.state.ni.usldcf/.

**American Academy of Pediatrics
Proper Handling and Storage of Human Milk**

By following safe preparation and storage techniques, nursing mothers and caretakers of breastfed infants and children can maintain the high quality of expressed breast milk and the health of the baby.

Safely Preparing and Storing Expressed Breast Milk

- Be sure to wash your hands before expressing or handling breast milk.
- When collecting milk, be sure to store it in clean containers, such as screw cap bottles, hard plastic cups with tight caps, or heavy-duty bags that fit directly into nursery bottles. Avoid using ordinary plastic storage bags or formula bottle bags, as these could easily leak or spill.
- If delivering breast milk to a childcare provider, clearly label the container with the child’s name and date.
- Clearly label the milk with the date it was expressed to facilitate using the oldest milk first.
- Do not add fresh milk to already frozen milk within a storage container. It is best not to mix the two.
- Do not save milk from a used bottle for use at another feeding.
- Clean breast pump parts after each use. Visit the U.S. Food and Drug Administration (FDA) web site on **Cleaning a Breast Pump** for additional information.

Safely Thawing Breast Milk

- As time permits, thaw frozen breast milk by transferring it to the refrigerator for thawing or by swirling it in a bowl of warm water.
- Avoid using a microwave oven to thaw or heat bottles of breast milk
- Microwave ovens do not heat liquids evenly. Uneven heating could easily scald a baby or damage the milk
- Bottles may explode if left in the microwave too long.
- Excess heat can destroy the nutrient quality of the expressed milk.
- Do not re-freeze breast milk once it has been thawed.

Storage Duration of Fresh Human Milk for Use with Healthy Full Term Infants

Location	Temperature	Duration	Comments
Countertop, table	Room temperature (up to 77°F or 25°C)	6–8 hours	Containers should be covered and kept as cool as possible; covering the container with a cool towel may keep milk cooler.
Insulated cooler bag	5-39°F or -15-4°C	24 hours	Keep ice packs in contact with milk containers at all times, limit opening cooler bag.
Refrigerator	39°F or 4°C	5 days	Store milk in the back of the main body of the refrigerator.
Freezer			Store milk toward the back of the freezer, where temperature is most constant. Milk stored for longer durations in the ranges listed is safe, but some of the lipids in the milk undergo degradation resulting in lower quality.
Freezer compartment of a refrigerator	5°F or -15°C	2 weeks	
Freezer compartment of refrigerator with separate doors	0°F or -18°C	3–6 months	
Chest or upright deep freezer	-4°F or -20°C	6–12 months	

Reference: Academy of Breastfeeding Medicine. (2004) [Clinical Protocol Number #8: Human Milk Storage Information for Home Use for Healthy Full Term Infants \[PDF-125k\]](#). Princeton Junction, New Jersey: Academy of Breastfeeding Medicine. Available

Children of the King Academy

Crisis Preparedness for Parents & School Personnel

Introduction

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***The safety and security
of our students and staff
are top priorities at COTKA***

Crisis Preparedness

Parents and School Emergencies

Introduction

The safety and security of our students and staff are top priorities for COTKA. This information explains some of the procedures that have been planned and practices in the event of an emergency.

We work with police, fire and emergency services and public health officials to ensure our Safety and Crisis Manual reflects appropriate practices and we are prepared for emergencies.

Our comprehensive emergency plan addresses a multitude of potential incidents, not because we expect them to occur, but because we want to be prepared in case they do. For security reasons, specific details are not made available to the public; however, parents and students play a vital role and it is important that you know what to do in an emergency. Please review this information to make sure you and your child understand the emergency procedures.

What is an Emergency?

An emergency is any unexpected incident that could possibly put your child's safety at risk. It could be anything from a disruption in utilities, to a terrorist activity that affect one child, our school, or the entire area. The Director, and sometimes emergency responders, will evaluate the seriousness of each situation and determine the best action to respond quickly, safely and appropriately.

Advance planning and preparation can minimize the risks in any emergency situation. We offer guidelines for preparedness, what parents should do, and what the school will do in the event of an emergency. Communication procedures and student release procedures are also outlined.

Preparedness

What Should Parents do to Prepare for an Emergency?

Parents play an invaluable role in preparing their children for emergencies. Listed below are some of the ways you can help them understand that if an emergency occurs at school, teachers and school officials are trained to handle the situation.

Be assured, parents will be contacted by the school and will be reunited with their children as soon as it is safe to do so.

- Be sure emergency contact information is current and correct. Contact COTKA immediately whenever your work, home, or cell number changes.
- Keep the office informed of any medical conditions or physical limitations your child may have or medications your child may be taking. Provide the necessary medical supplies and medication for daily use and an additional supply to carry your child through an emergency. If there are any questions about the appropriate amount of medication or supplies, please consult your child's physician.

- Identify who is authorized to pick up your child if you are not able to respond. Make sure their emergency contact information is current and correct. Discuss this information with your child.
- If your child asks questions about emergency situations, talk with your child about the importance of remaining calm and following instructions in the event of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- Let your child know they could be moved to another location until you can pick them up. Explain the term “evacuation” at the age appropriate level, so they are not afraid of being evacuated from their school.
- Establish a family preparedness plan including a communications plan at home. This will enable you to communicate with all the family members during an emergency.
- In case of an emergency in which your child cannot go to their home, make sure there is another safe place where your child may go while waiting for a family member to pick them up.

What Will School Do in the Event of an Emergency?

What we do in an emergency depends on the situation and the specifics of the incident. We will make every attempt to ensure the instruction continues, even when it becomes necessary to lock down the school. Depending on the severity of the threat or emergency, additional measures may be taken, including sheltering-in-place, evacuating students from the building or closing the school early.

If emergency responders are called to the scene, we will work with them to determine which plan should be implemented. School emergency plans vary from school to school, based on school size, building layout and other relevant factors, and are initiated depending on the events unfolding at the time of the incident. While we have a pre-established plan of action, evacuation sites, and family reunification plans, these plans must remain flexible as conditions change. Parents will be informed as soon as we have done everything we can to ensure the safety of students and when it becomes possible, to provide accurate and helpful information.

Protective Actions the School May Use

COTKA has an emergency preparedness plan involving a number of possible actions. The response varies, depending on the conditions and the situation, and is determined by the Director and the City of Long Branch. It is important for parents to understand that if a critical incident occurs, students will be dismissed to parents only when danger has passed. COTKA may use the following protective actions:

Lockdown. A lockdown may be used because of an event inside the building or because something is happening outside, and police have determined it is best to make sure the school is protected. The purpose of a lockdown is to restrict the movement of staff and students, and to fully secure the building. During a lockdown, all interior and exterior doors are locked. No one is permitted to enter or exit the building until school officials,

working in conjunction with police have determined it is safe to do so; and staff, students and visitors are accounted for. The length of the period of lockdown is based on the situation at hand and could be a few minutes or hours. It is never our intention to hold students unnecessarily, and we will not do so except to ensure their safety. Conditions will return to normal as soon as it is safe to do so. Parents may or may not be notified when the school goes into lockdown. There are times when the school goes into lockdown for drills or training. The Director will determine when the event is significant enough to notify parents.

Shelter-in-Place. This protective action is considered when an event takes place outside of the school and officials determine the safest course of action is to keep students and staff inside the school until the external event is handled. Some examples could be a weather situation, hazardous materials release, or a situation unfolding in the community into which children should not be released. Students who are outside are moved inside. If a shelter-in-lace is called for, it may extend beyond the school day. Parents will be advised.

Evacuation. If it is unsafe for students and staff to remain inside the building, the school will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter or to be relocated to a safe location off school property, depending on a variety of circumstances. In the event of an off-campus evacuation, we will work with emergency officials to move students to a safe location in Long Branch. From there, the students will wait for family members to pick them up from the site. In either event, the Director will make sure parents are notified.

Emergency School Closing. This procedure will take place when the Director determines students are safer at home than at school. This most often occurs due to a loss of utilities or a weather emergency. Parents will be notified that school will be closing.

Off-Site Family Reunification. Students are moved off-site when school officials determine students and staff should not re-enter the building until it is rendered safe. Several off-site locations are determined in advance but are not shared with parents until an incident unfolds. Police and school officials choose the best reunification site at the time of the incident depending on the circumstances of the emergency. Parents will be notified of the family reunification site as soon as it is tactically appropriate to do so. Our main priorities in an off-site evacuation are student safety and accountability. We want to make sure students are released to authorized individuals and a sign-out procedure will be initiated. In the event f an off-site school evacuation, parents or authorized adults will be required to show photo identification in order to pick up a child. The process may take some time because we want to make sure reunification is made with authorized individuals.

What Should Parents Do in the Event of an Emergency?

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's enrollment form. We understand it is natural for parents to want to rush to their child. It is important for you to understand that during such an event, emergency responders are prepared to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines free so we can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first. Please do not go to COTKA. Our concern would be how to manage an onslaught of parents and concerned citizens rushing to the scene to *help*. By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving, if necessary, to transport injured staff or students to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Tune to radio or television stations designated to carry emergency information.
- Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at the designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone listed on school records as an authorized individual, and they are in possession of a photo ID. Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the check-out procedure established for emergencies. The reunification system was developed to ensure the safety of students, and it is vital that the procedure be followed.
- Remain in the designated areas at the family reunification site.
- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.

Emergency Communications

How Will Parents be Notified if an Incident Occurs at School?

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, the Director will communicate the most complete and accurate information available to parents and the community.