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Everyday Policies

Communication Policies and Procedures

Weekly E-Blast

SOCDS sends out one email a week on Fridays at 3pm. If you do not receive those emails please let Ms. Annemarie know so that we can adjust any address issues or security features. This email contains pictures of children in the classroom and on the playground, as well as in the art room or during gardening. These are intended to showcase the type of learning that is happening during the day.

This email will also contain updates on the major activities of the recent weeks and preview upcoming events.

This is also the primary vehicle for communicating upcoming deadlines for re-registration and summer camp., and parent teacher conferences.

Inclement Weather or Emergency Closing or Health Information

SOCDS will use the same weekly eBlast platform to communicate changes to the operation of the school. This includes, but not limited to, inclement weather or emergency closings, as well as any health related issues.

SOCDS will also send out a Remind email for those preferring to the use app for those emergent situations. See below:



Sign up for important updates from Annemarie Maini.

Get information for South Orange Country Day School right on your phone—not on handouts.

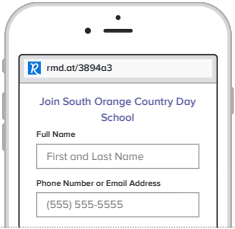
Pick a way to receive messages for South Orange Country Day School:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/3894a3

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

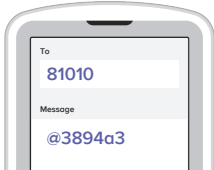


B If you don't have a smartphone, get text notifications.

Text the message @3894a3 to the number 81010.

If you're having trouble with 81010, try texting @3894a3 to (303) 731-4514.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/3894a3 on a desktop computer to sign up for email notifications.

Injuries to your child

SOCDS will call from the school land line (973-762-6451) guardian #1 and report any injury sustained by your child that involves anything above the shoulder or any injury beyond a scratch. If

we do not speak to guardian #1 we will leave a voicemail (if possible) and then call guardian #2. If we do not speak to guardian #2 we will leave a voicemail (if possible.). If the situation might involve your child leaving the campus under the care of first responders, we will call the emergency contact #1 and if we can not reach them we will leave them a voicemail. If we do not speak with a guardian or emergency contact, then we will send an email to guardian #1 and guardian #2. In addition all injuries will be documented in a written form that will be sent home that same day with the child. A copy remains at the school as well for your reference.

Child Absence

If your child is going to be absent or late to school please send an email to learn@socds.com or call the landline (973-762-6451) or send a text to 1-646-226-8790 If we do not have confirmation by 10am we will call guardian #1.

Child not acting themselves, not eating or feeling unwell

SOCDS will call guardian #1 to report any time your child is not feeling well or has a change in behavior. If we do not reach guardian #1 we will leave a voicemail (if possible) and send an email to guardian #1 and guardian #2.

Parent Teacher Conferences

SOCDS will formally arrange Parent Teacher Zoom conferences twice a year. SOCDS will also arrange a conference anytime the family requests one or if there are significant changes in your child's experience at SOCDS. Parents can request this through email or asking your teacher or calling the school.

Morning Arrival

Morning drop-off time is between 8:30am and 9am. Kindergarten and Youngers should walk to the back carriage house. PreK Blue, Orange and Green will use the front door, PreK Gray will use the right side entrance and PreK Purple will use the left side entrance (when facing the house.).

Please park on the street on the **side closest to the school**. This might require that you drive around the block.

Please hold your child's hand (try not to carry your child, it helps with the separation) and walk with them to their entry door. Please have a routine to say good bye outside. **Only children enter the school.**

Late Arrival

Late arrivals will need to be confirmed with Ms. Annemarie so that we can arrange to meet you at the front door. Late arrivals are hard for your child as well as the children in the classroom, so please do prepare your child for arriving late and if possible adhere to the assigned drop off timeframe.

Backpacks

All children need a backpack that they can put on and off easily. It needs to be big enough to carry

the things that they need for school: a folder, a change of clothes, and their labeled water bottle and lunch box.

If you are expecting a message and do not find it in the backpack or folder, please contact Ms. Annemarie immediately (call (973) 762-6451 or email Learn@socds.com).

Nap

There are no mandatory naps at SOCDS. Children will have an opportunity to rest their bodies during the day and will be supported in resting and napping as needed.

Clothing

Since children have an active day, their clothing should be comfortable, appropriate and allow them freedom of motion. Send in a complete change of clothes (season related and labeled) for your child in a **large zip-lock plastic bag**. We will keep that set at school. If your child attends enrichment please send in a **second** set of clothes labeled in a separate ziplock bag.

Using the Bathroom

All students must be potty trained before joining SOCDS. The teachers will follow a routine to remind students to use the bathroom. They will also guide students through using the bathroom independently. It is our goal that children learn to wipe themselves, pull up their clothing, and wash their hands independently. Through each step the teachers are verbally guiding students through that process.

Birthday Parties

We celebrate birthdays by singing in the classroom and at morning meeting, and constructing a crown and being line leader. On the last day of each month, we celebrate with a pizza and cupcake lunch celebration. As a practice we do not have any additional celebrations in the classroom.

Snacks / Meals

Please provide a morning snack and a lunch for your child in a lunch box.

Peanuts and Peanut Products and Shellfish are NOT ALLOWED.

Please check food labels and make sure they do not contain peanuts or shellfish. Labels that say **may contain traces of nuts are not allowed**, while the general phrase “may have been manufactured in a facility with nuts” is ok.

Staff members will check all food and will not give a child the item if it does not comply with our Peanut Free and Shellfish Free Environment (as described below).

Please label the lunch box and all utensils. Please make sure you have sent in utensils and remind your child to return them in their lunchbox.

School Closing or Early Dismissal due to Inclement Weather

South Orange Country Day School will follow the lead of the **South Orange-Maplewood public school district** in terms of closure for inclement weather. If the South Orange-Maplewood schools are closed for weather reasons, we will also be closed. If there is a delayed opening (of any time frame) we will open at **10am**.

In the event that hazardous weather develops during the school day, the director may close the

school regardless of the public schools. In that case we will contact each parent to arrange for early pick-up. We will send an eblast using the same platform as the weekly emails, and contact parents via phone if a child is not picked up timely. Please make sure that you are receiving the weekly eblasts on Fridays at 3pm.

Please note that preschool attendance is not mandatory. If you feel your child would be safer staying home or being picked up early then please feel free to do what you think is best for your child – just inform us of your decision.

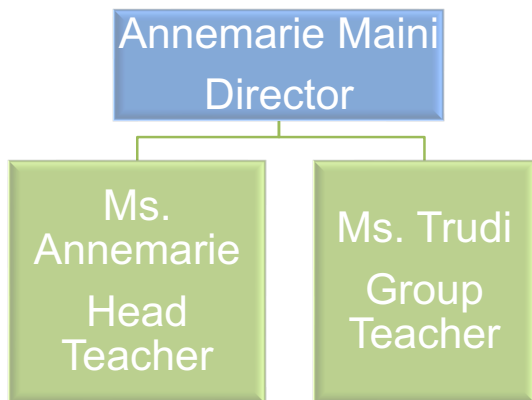
School/Class Trips

In general, SOCDS does not participate in any trips off campus. Students will visit the garden with Ms. Linda on the side of the lawn and attend art class in the art room with Ms. Jenny. The blanket permission slip for these two “walking field” trips is on the parent acknowledgement form. The kindergarten classes have visited the Hartshorn Arboretum via the train. Those trips, if they are scheduled, will have separate specific permission slips.

Policies on Safety

SOCDS Organization and Chain of Command

South Orange Country Day School



Chain of Command

- If Ms. Annemarie is present, she will be the authority on all things related to children, classroom actions, maintenance/safety issues, staff and parental concerns. This is in her role as Director and Head Teacher.
- If Ms. Annemarie is not present please contact her via cell 1-646-226-8790.
- If Ms. Annemarie is still not reachable, Ms. Trudi as Group Teacher will be the authority on all things related to children, classroom actions, maintenance/safety issues, staff and parental concerns.
- If neither Ms. Annemarie nor Ms. Trudi are available then Ms. Patricia is the authority on all things related to children, classroom actions, maintenance/safety issues, staff and parental concerns.

Responsibilities of Head and Group Teacher

Ensure the development and implementation of the center's child development and activities program for children below six years of age;

Ensure the appropriateness of program activities according to both the age and developmental level of the child, as specified in N.J.A.C. 3A:52-6.1(a).

The head teacher shall be scheduled to:

*Work at the center for at least 75 percent of the center's daily operating hours

or at least six hours a day, whichever is less; and

*Plan, discuss and observe the implementation of program activities by staff members for all groups of children.

The group teacher(s) shall be scheduled and have the authority and responsibility to:

*Work at the center for at least 75 percent of the center's daily operating hour or at least six hours a day, whichever is less;

*Assist the head teacher in implementing the center's child development and activities program; and

*Assist the head teacher in ensuring that the program activities are appropriate to both the age and developmental level of the children served, as specified in N.J.A.C. 3A:52-6.1(a).

Playground Rules

South Orange Country Day School has the biggest playground in the area. Our students are outside every day except in severe weather. Please make sure your child is appropriately dressed for outside play and that **all shoes are closed toe – flips flops are not allowed.**

Please help explain and reinforce the following playground rules with your children.

- Do not leave the playground area without the teacher's permission.
- Do not hide from the teacher when asked to line up.
- No karate chops/kicks or play-fighting or gun play
- No stick-throwing, but independent stick play is allowed.
- No pushing, shoving, or pulling other children by their clothing, hair, or body parts.
- No throwing sand, snowballs, toys or wood chips.
- Do not climb on the fence or on any of the playhouses.

Policy on the Release of Children and Steps for when children are not picked up – DCF Policy

POLICY ON THE RELEASE OF CHILDREN

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.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for 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).

Alternate Pick-Up People

If you have a regular alternative pick up person, please fill out the authorized alternative pick up form and send a copy of their photo id or a picture. (You can send this via email.)

If you have approved alternative pick up people that are more infrequent, we ask that you tell us that day of the change in pick up. If we have not heard from you we will call you to confirm.

Regardless of who has been authorized to pick up, **if your child is uncomfortable**, we will call you first before releasing your child. Please ask your pick up people to be patient with us.

We will match the photo you send with the ID of the alternate pick-up people .

Not Releasing Students

Staff members will not release children to any (including pre-authorized) individuals if that individual appears to be physically, mentally, or emotionally impaired to the extent that the child would be placed at risk of harm. If this situation arises we will contact the other parent/guardian or another pick-up person authorized on your registration form for guidance. In addition, if your child is hesitant to leave with this person we will retain the child and call the guardian for further guidance.

Visitation

We limit parents direct participation inside the classroom as many children experience anxiety and frustration as they don't always understand why their parent isn't visiting as well. In the spring teachers do organize some read outside opportunities as well as zoom "mystery readers" throughout the school year.

We do have cameras in all the classrooms so if there is an issue or some concern please reach out to Ms. Annemarie asap so that we can address the concern. These cameras store data locally only (there are no online backups or access) and keep data for about 7 days. The police have been given access to the cameras that capture road and grounds images. They do not have access to classroom video unless there is a legal subpoena.

Statement on Security/Access to Punch Codes

As you are aware we have punch codes on the door locks. **Only teachers know the code**

We also have video cameras on the front entrance, the side driveway and the back playground. In addition each classroom has a camera. This is for added security as well.

If you see something that makes you uncomfortable or concerns, please let Ms. Annemarie know immediately. We are all responsible for keeping our campus safe and secure.

Social Media Policy

Our social media policy applies to parents, members of staff, students, committee members and volunteers at SOCDs.

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, Snap Chat)
- Blogs

- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the Pre-School setting or at Pre-School special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- No public discussions are to be held or comments made on social media sites regarding the Pre-school children or staff. We request that you protect the privacy of our students and staff. If you have a complaint, or if someone is complaining, please contact Annemarie to discuss.

Social media

- ♣ Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- ♣ Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at PreSchool. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
- ♣ Staff observe confidentiality and refrain from discussing any issues relating to work
- ♣ Staff should not share information they would not want children, parents or colleagues to view.
- ♣ Staff should report any concerns or breaches to the designated person in their setting. Any member of staff found to be posting remarks or comments that breach confidentiality, bring Pre-School into disrepute or that are deemed to be of a detrimental nature to the PreSchool or other employees, or posting/publishing photographs of the setting, may face disciplinary action with immediate dismissal. Any comment deemed to be inappropriate is to be reported Ms. Annemarie.

General guidelines for using social media:

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect.
- Apply a "good judgement" test for every social media post you make and read.

Policies on Child Welfare

Discipline

The teacher must be an observer, sensitive to each child, so that she/he can initiate work and demonstrate materials that are meaningful and purposeful for that child. The children will grow in self-discipline as they become interested in and challenged by the classroom exercises and work. The staff will practice positive reinforcement, noticing and praising good behavior. Specific misbehavior rather than the child will be criticized, e.g., "Hitting is bad" not "you are bad for hitting."

The child who does not respond to having his attention redirected to meaningful center work or is repeatedly misbehaving may be asked to cool down at the peace table within the classroom to

reflect on what is bothering them. They will re-join the group when they feel heard and understood and have a plan for making better choices.

In cases of physical assault, serious destruction, disregard for the adult in charge or any other discipline matter considered serious by the teacher, the Director will be asked to speak with the child. The child's parent will be contacted immediately by telephone and an action plan will be discussed.

If misbehavior involves more than one child, treatment for all children involved will be impartial. The teacher will work with each child involved to get a true picture of what happened and will assist the children in acknowledging their behavior and expressing appropriate feelings to the other children.

There shall be no use of hitting, corporal punishment, abusive language, ridicule or harsh or humiliating treatment of any kind. If you become aware of any situations or occurrences that may not seem appropriate to you, please call for the director immediately. It is your responsibility as a member of our South Orange Country Day School to protect all our children and staff.

Child Abuse

The size and structure of our school helps to protect a child from child abuse or neglect.

The classroom doors have clear plastic panels and the Director frequently visits the classrooms on an unscheduled basis.

We are very careful in our selection of employees, giving preference to experience and personal and professional recommendations. It is our policy to exceed the state requirements for qualifications and staff/child ratios. To the best of our knowledge and as confirmed by the State of New Jersey, none of our staff has been charged or convicted of child abuse.

Anyone 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, harsh, humiliating or frightening treatment or any other kind of child abuse, neglect, or exploitation by any person, whether working at the school or not, is required by state law to report that concern to DYFS Office of Child Abuse Control toll free 1-800-792-8610. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, One Montgomery Street, CN 717, Trenton, NJ 08625.

SOCDS Expulsion Policy

Our approach to interacting with children that are having trouble adjusting to our school or our routines is to always examine what we are doing that is preventing this child from developing trust with us and attempting to follow the routine of the school. Unfortunately there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. This is a last resort and we work very hard to make all children feel safe and secure at school so that they can use their words to express what is really bothering them. Except for reasons stated below which are immediate causes for expulsion, we will work with parents on a transition plan over one week to help find an alternative placement.

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or to him/herself
- The child has uncontrollable and non-responsive tantrums
- Excessive biting
- Guardian threatens physical or intimidating actions toward staff members
- Guardian uses inappropriate language in front of students
- Failure to complete all required medical forms or school forms
- Habitual tardiness in dropping off or picking up children

EXPULSION POLICY

NAME OF CENTER: _____

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 this center:

IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/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.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

SCHEDULE OF EXPULSION:

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. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. 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 of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

OOL/1.6.2017

Health Policies

Health Forms

Children must have an **updated Universal Health Record** signed by your child's doctor and are valid for one year. These forms are required by regulations and must be updated annually. They are required for your child to be at School.

For full year students, flu immunization is mandatory and must be scheduled and received by December 31st. If you do not provide documentation of the flu immunization by December 31st your child will not be able to attend school until documentation is provided. There will be no exceptions!

Management of Communicable Diseases

As a member of our school community it is your responsibility to keep our students and staff members healthy by reducing their risk of exposure to a sick child. If you are planning on keeping your child home for the day please call the school (973-762-6451) before 10:00 a.m. or text/call 1-646-226-8790 or email learn@socds.com. Let us know the reason for keeping them home.

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 jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

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.

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, a complete list of reportable excludable communicable diseases, can be found at:

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

OOL/1.6.2018

When in doubt, please keep your child home. It is our experience that children that are uncomfortable in the morning are going to be uncomfortable all day. In addition children that stay

home and rest at the beginning of an illness seem to recover quicker.

We are in constant contact with the local health department and we must report any communicable diseases, including the flu and COVID, present at our school. Throughout the year we may need to change this policy based on direction from the local health department.

Administration of Prescription Medicine

Medication (prescribed or over-the-counter) will be administered only after receipt of a signed Medical Permission Form (see website). No medication will be give if the written approval form has not been filled out and signed. The director and the parent will designate those staff members who are authorized to administer the medication. If the child needs to take medication for more than one day, SOCDs will note the administration in the medication log.

All medication must be in the original bottle or it will not be administered. Please inform us if medication requires refrigeration. Prescription medication must be prescribed in the child's name and must be stored in the original prescription container, labeled with the child's name, the name of the medication, the date it was prescribed, directions for administration, and the doctor's name, address, and telephone number.

If you, the parent, guardian, or nanny has given medication to a child on a school day, please fill out the Medication Permission Form so that we are aware that your child is on medication for that day. This helps us react appropriately in case your child has a late reaction to the medication.

Peanut Free and Shellfish Free Environment

All possible steps are being taken to avoid exposure to allergens at school. **If we prevent exposure to offending allergens, then we are well on our way to preventing anaphylaxis shock.**

These are our classroom procedures.

- Information will be kept in the classroom about students' food allergies. These foods will not be used for class projects, parties, holidays and celebrations, arts and crafts, science experiments, cooking, snacks, or other purposes.
- Sharing or trading food in the classroom is prohibited. If a student inadvertently brings a restricted food to the classroom, he/she must not be allowed to eat that snack in the classroom. The snack will be thrown out upstairs in the staff kitchen and a note to the parent will be sent home reminding the family about the Peanut Free school zone.
- Parents of the student with food allergies are responsible for providing safe classroom snacks for their child.
- Tables will be washed before and after each use, using a two step process (cleaning and then disinfecting)
- Proper hand washing technique by adults and children will be taught and required **before and after** the handling/consumption of food, as well as each time students enter the classroom.

Allergy Management Plan

If your child has any allergies you must fill out an **allergy information form**. This form is meant

to help us interpret the reactions that your child might be experiencing.

If your child has an allergy that might cause respiratory distress (including peanut/nut allergies, and others) you must have:

- Allergy Emergency Care Plan filled out and signed by a doctor within the past year
- EpiPen in their **original** package with the original **prescription** available to stay at the school
- All other medications as per the Emergency Action Plan

If a child has any respiratory distress we, South Orange Country Day School, will immediately do the following:

- Administer the epinephrine using a family supplied EpiPen.
- Call 911 and request a paramedic response.
- Contact the parent via cell phone.
- Contact the child's physician if parent cannot be reached.

Administrative Policies

Licensing

South Orange Country Day School is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Child and Family (DCF).

Copies of our current licenses are posted in the foyer of the main entrance. To be licensed, our school must comply with the manual of Standards for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment, life safety, staff qualifications, staff-child ratios, program activities, rest requirements, parent and community participation, etc. These guidelines are available in the office or online New Jersey DCF.

Please see the following titled "[Information to Parents.](#)"

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