

Goals and Objectives Two Year Old Program

I. Classroom Discipline

sitting quietly when it's instructional or story time
listening to and following directions

II. Classroom Courtesy

using good manners
sharing

III. Developing Basic Skills

introducing fine motor skills
using crayons
assembling puzzles
recognizing shapes, colors, differences, likenesses

IV. Self Awareness

individualism
family
world around us
taking care of ourselves
washing up before meals
working toward bathroom independence

V. Curriculum Content

counting
science
social studies concepts
music
art

What You Need to Bring for the Nursery

- **Blanket – home on last day of week to be washed**
- **Crib sheet - home on last day of week to be washed**
- **Diapers**
- **Wipes**
- **Bibs**
- **Pacifier (if they use one)**
- **Diaper ointment**
- **Change of clothes**
- **Sunscreen (6 mo and older)**

Each day you will need to provide:

- **Food for the day**
- **Snack food**
- **Water cups**
- **Bottles**
- **Formula**

Everything needs to be labeled with your child's name.

Bottles need to have your child's name and the date

Sippy cups need to have your child's name

Goals and Objectives Three Year Old Program

I. Classroom Discipline

- sitting quietly when it's instructional or story time**
- lining up to move from one place to another**
- listening to and following directions**

II. Classroom Courtesy

- using good manners**
- sharing**

III. Developing Basic Skills

- introducing fine motor skills**
 - using crayons effectively**
 - using scissors effectively**
 - assembling puzzles**
- recognizing shapes, colors, differences, likenesses**
- introduction to letters and numbers**

IV. Self Awareness

- individualism**
- family**
- world around us**
- taking care of ourselves**
 - washing up before meals**
 - eating good foods**
 - good health habits**
 - getting dressed alone**

V. Curriculum Content

- math concepts**
- pre-reading skills**
- science**
- social studies**
- music**

art

Goals and Objectives Four Year Old Program

I. Classroom Discipline

sitting quietly when it's instructional or story time
lining up to move from one place to another
listening to and following directions
independent work habits

II. Classroom Courtesy

using good manners
sharing

III. Developing Basic Skills

fine motor skills
coloring
cutting
recognizing shapes, colors, differences, likenesses
introduction to letters and numbers

IV. Self Awareness

individualism
family
world around us
taking care of ourselves
washing up before meals
eating good foods
good health habits
getting dressed alone

V. Curriculum Content

math concepts
pre-reading skills
science
social studies
music
art

HOLIDAY CLOSING SCHEDULE
2024-2025

September 2	Monday	Labor Day
November 28 & 29	Thurs.-Fri.	Thanksgiving
December 24 & 25	Tues & Wed	Christmas
January 1	Wed	New Year's Day
February 17	Monday	President's Day
April 18	Friday	Good Friday
May 26	Monday	Memorial Day
July 4	Friday	Independence Day

MY SCHOOL CREATIVE CHILD CARE

POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA

- **The use of personal devices ie: cell phones, tablets, I-Pods/Pads, gaming systems etc. is prohibited by children while in attendance.**
- **The use of television, computers and other video equipment is prohibited for children under the age of two.**
- **The use of television, computers and other video equipment shall be used primarily for educational and instructional use.**
- **Prior to nap time, instructional/educational videos may be viewed for no more than 30 minutes.**
- **Computers will be used solely for educational use and will be age appropriate for the child.**
- **The use of social media to post pictures and/or comments can only be done on the My School Facebook page or My School's website and only of those children with signed photo releases.**
- **Staff use of cell phones or other personal devices is limited to school related information and in case of an emergency.**
- **E-mails with parent/guardian related to My School's care of children is only permitted by the director/designee and only with My School e-mail.**
- **Use of personal cell phones for school related concerns is only allowed with director/designee approval.**

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.

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
- Tuberculosis
- 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
- Croutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hanson'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
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

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 perinatally

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 and Environmental Diseases, Injuries, and Poisonings
 609-826-4920
 Report within 30 days after diagnosis or treatment

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

Cases should be reported to the local health department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of immediately reportable diseases and other emergencies - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

July 2013

www.nj.gov/health/cd

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).

PARENT NOTIFICATION POLICY

- In the event of an emergency the director/designee will contact the parent regarding pick up of the child.
- In the fall a letter will be sent to parents regarding snow days, unexpected school closings, early/late closings.
- Parents will be notified at 6am for closings or delays and by noon for an early closing.
- Parents will have the option of choosing to be notified by phone, e-mail or text.
- The director will institute the phone chain for staff who will then contact their designated families by the parents' preferred method, for closings and delayed openings. Early closings will be performed by staff when the decision is made.
- Information will also be posted on the My School facebook page when possible.

Screening Procedure

- Upon entry parents and staff will complete the Daily Log of Entry Health Screening and Attendance log
- After screening form is completed the child/ren will be taken to the bathroom where hands will be washed for minimum of 20 seconds
- When in the building parents should remain separate from other children whenever possible, and the duration of entry should be limited to the time needed to drop off or pick up.

Healthy Hygiene Procedure

- All children and staff will wash/sanitize hands upon entering the building.
- Hand washing shall be at least 20 seconds.
- Staff and children will be encouraged to wear a face mask during the day if there has been close contact with someone with Covid 19.
- Staff should teach and reinforce washing hands, covering coughs and sneezes, and not to touch face coverings.
- Hands will be washed or sanitized upon entering the center, before and after meals or snacks, after outside time and after going to the bathroom. Staff shall monitor for proper technique.
- Gloves shall be worn when handling food, utensils, food contact surfaces, changing diapers and assisting children when secretions are present. All staff will be required to change their clothes if secretions are on them.
- At mealtime all surfaces will be cleaned and disinfected after each use. This includes tables, chairs and counters.
- When washing, feeding or holding infants and toddlers:
 1. Staff shall wear appropriate smocks or long sleeves if needed.
 2. Staff shall wash their neck, hands, and anywhere touched by a child's secretions.
 3. Staff shall change the child's clothes if secretions are on the child's clothes.
 4. All contaminated clothes should be placed in a plastic bag and sent home that day.

- Staff will follow CDC's "Safe and Healthy Diapering" guidelines when changing diapers.
- All staff will be required to change their clothes if secretions are on them.

Food Procedure

- Lunch and snacks will be provided by parent/guardian
- If you would like your child to use their own designated cup, please provide one **with their name on it**. We will not store liquid in these cups, once they have finished using it the contents will be thrown out.
- If you will be supplying their beverage daily, it will be transferred to their cup unless it is in a disposable container.
- We will have disposable cups and utensils, if needed.
- Staff will be required to wear gloves whenever handling food.
- We will only provide snacks in individual packaging.
- If you are providing their snacks please send it in individual containers.

Daily Routine Procedure

- Once screening is complete children will wash their hands for 20 seconds.
- Children will be escorted to their classroom by the designated teacher/staff person assigned to their group at the beginning of the academic portion of the day.
- If they arrive after the group has gone to their class, the parent will need to escort them to their classroom.
- All efforts will be made to encourage social distancing as is feasible when needed.
- Children will maintain proper hygiene at all time (see Healthy Hygiene Policy).

Cleaning and Sanitation Procedure

- All toys/ shared objects will be cleaned and disinfected daily or between groups.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.
- All equipment and surfaces will be cleaned after each group has finished with them, this includes doorknobs, light switches, counter and tabletops, restrooms (toilet seats, handles and sink handles), playground equipment.
- Diaper changing stations will be cleaned and disinfected after each use.
- Toys that children have placed in their mouths or are contaminated with body secretion or excretion shall be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant and air-dry.
- Toys and items that are not easily cleaned or disinfected (soft or plush toys) shall not be utilized in the center. Such items brought from home shall not be shared and sent home daily for cleaning. Machine washable cloth toys should be designated for one child or not at all. They should be laundered before they are used by another child.

- Each child will have their own bedding and it shall be sent home weekly for cleaning. If the child does not have bedding, My School will provide it and it will be washed weekly.
- Staff shall clean and disinfect surfaces and objects that are touched often. This includes restrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys.
- In order to allow for fresh air flow whenever possible, windows should be opened frequently

COVID-19 Exposure Procedure

- If a child or staff member develops symptoms of COVID-19 while at the center (e.g. fever of 100.4 or higher, cough, shortness of breath), they will be immediately separated from everyone until they can leave the building.
- If a child has symptoms the caregiver waiting with the child should remain as far away as safely possible from the child (preferably 6 ft) until they have left.
- If symptoms persist or worsen they should call a health care provider for further guidance.
- If the identified person is diagnosed with COVID-19 that person or their parent/caregiver must inform the center immediately.
- Once the staff has been notified of a positive case in the center they will contact the West Milford Health Department at 973-728-2725 for guidance.
- Health officials will provide direction on whether the center should cease operations.
- If the center is ordered to close the duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. **Symptom free children and staff should not attend or work at another facility during the closure.**
- All rooms and equipment used by the infected person and persons potentially exposed, should be cleaned and disinfected in accordance with CDC guidance. If uncertain as to the extent of potential exposure all rooms will be cleaned and sanitized.

- Any individual that has contracted or been exposed to COVID-19, will not be permitted to return until the criteria for lifting transmission based precautions and home isolation has been met

MAKE UP/SWITCHING DAYS

Makeup days will only be permitted if your child is absent due to a doctor sanctioned sick day or if My School closes for an emergency such as snow days or other emergency related issues. If you choose to keep your child home one day you may not bring them in another day to make up for it. As always make up days have to be during the same month as the day they were absent. If the day falls within the last week of the month we will try to accommodate if possible. If something is happening that you need to send your child in for an extra day, we ask that you try to let us know the Friday of the week before.

If you wish to request a makeup day please do so in writing, either a written note or through our email at myschoolchild@yahoo.com. Please **DO NOT** text or call staff on their personal cell phones to make your request.

If something is happening on your child's regularly scheduled day and you would like to switch to another day, holidays excluded, we will make every effort to accommodate that. We ask that it be within the same week or the next and within the same month. As with make up days, we ask that it be in writing or email and that you try to let us know the Friday of the week before.

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.nj.gov/childcare_explorer.

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

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

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

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

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

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

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

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

EXPULSION POLICY

NAME OF CENTER: My School

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:

- | | |
|---|--|
| <ul style="list-style-type: none">• 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. | <ul style="list-style-type: none">• 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. |
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GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

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

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and 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 so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. 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 encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

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

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.