



## **Little Lamb Preschool - Keener Kids, Inc.**

2020-2021

### **Family Information Packet**

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Vineland, NJ 08360

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Find us on Facebook!

**Website:**

**[www.littlelambps.com](http://www.littlelambps.com)**

Free Educational Day: 9:30 am –3:30 pm

**Revised Hours Feb. 16th– June 17th: 9:20-1:20PM**

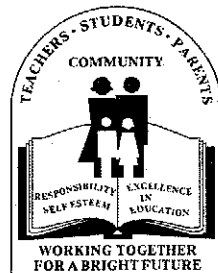
Wrap: Before & After Care (Fee applies)

Before Care: 7:30 am –9:20 am

After Care: 1:20 pm –4:30 pm

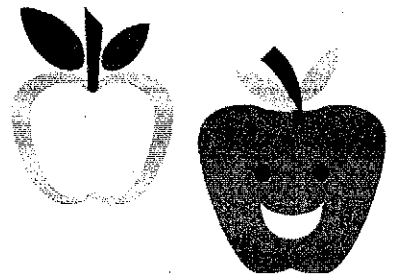
Half Day Before & After Care: 7:30 am –3:00 pm

We value our partnership with the Vineland Public School District and the Gateway Community Action Agency.



**Together We Can Make A Difference In The Life Of A Child!**

# A Word of Welcome...



## Little Lamb Preschool Philosophy

Thank you for looking into our center. Little Lamb's exclusive educational programs provide unlimited opportunities for the total child. Our age appropriate programs are oriented toward the development of the child's social, emotional, physical and intellectual needs. Four essential facets are combined to form Little Lamb's quality educational programs.

- Well trained, committed, caring teachers and assistants.
- Safe, healthy, developmentally sound environment.
- Age appropriate learning activities from a curriculum that supports children's exploration.
- Our centers commitment to meet national accreditation standards.
- Received the highest rating by NJ state departments: Education, Human Services and Health

Our child-centered environment consists of classrooms which have been carefully designed and furnished to enhance the creative and developmental needs of young children. Classrooms are bright, happy, stimulating and designed to encourage children to explore and learn.

Each day provides a balanced schedule of activities, quiet, active, group, and individual participation is planned, along with opportunities for eating, resting, and outdoor play. Our programs are built upon the Vineland Public School district's "High Scope" curriculum. The "High Scope" Pre-school Curriculum is an open frame work based on Jean Piaget's constructive theory of child development. The curriculum bases the children's learning through:

- |                                   |                  |
|-----------------------------------|------------------|
| • Creative Representation         | • Classification |
| • Language / Literacy             | • Number         |
| • Initiative and Social Relations | • Seriation      |
| • Movement                        | • Space          |
| • Music                           | • Time           |

Little Lamb believes children learn best through staff modeling expected behaviors in the classroom and allowing children to take on responsibility in their rooms such as setting the table for snack time, putting their classroom toys away and doing their class work on their own.

Little Lamb recognizes the importance on informing parents about what's going on in the school. Involving parents in their children's preschool experience is vital. Little Lamb's calendar ,teacher's newsletter ,FB, Remind app., are used to inform parents of the classroom and school activities. Also, teacher's constantly send announcements about additional fun-filled activities in which the children have expressed an interest.

As always, Little Lamb Preschool is committed towards excellence in early childhood. Thank you for inquiring about our school.

Sincerely,

*Michael and Ruth Piatt*

Michel and Ruth Piatt-Sponsors/Owners

# Academic Programs

## The High Scope Experience

Little Lamb is implementing High Scope curriculum in all of our classrooms. High Scope's educational approach emphasizes child initiated learning activities for preschool and elementary school children. The High Scope approach is an open framework of guidelines for the actions of adults and children-open to, and supportive of their ideas. Classes have a consistent daily routine that emphasizes the plan-do-review sequence.

What this means is that while the classrooms have a set, scheduled routine for the day, the children have an active part in planning their day. The children are allowed to plan which center they would like to work at for the morning and what they are going to do there. The teachers will then assist any children who might need encouragement in carrying out their plan and afterwards they all review what they did during this part of their day.

High Scope curriculum provides the children with the opportunity to learn through, what is called, active learning. Young children act on their innate desire to explore. They ask questions about people, materials, events; and ideas that arouse their curiosity; they solve problems that stand in the way of their goals; and they generate new strategies to try. Through active learning young children constructs knowledge that helps them make sense of their world.

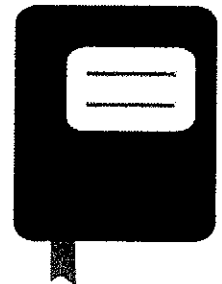
A consistent daily routine supports active learning. The routine enables young children to anticipate what happens next and gives them a great deal of control over what they do during each part of their preschool day. The High Scope daily routine includes the plan-do-review process, which enables children to express their intentions, carry them out, and reflect on what they have done.

Small-group time encourages children to explore and learn literacy, math and creative representation with new or familiar materials, that the teachers have selected based on their daily observations of the children's interest, the key experiences, and local events. During large-group time both children and adults initiate music and movement activities, story re-enactments, group discussions, and cooperative play and projects

In conclusion, the High Scope curriculum exposes children to a world of wonder and discovery.

Within the High Scope curriculum there are teaching tools to ensure children are Kindergarten ready. The teaching tools the teachers use are SELA and PCMI. SELA is a teaching guideline that ensures children learn the basics of language and literacy components. PCMI is the teaching guidelines for mathematical concepts.

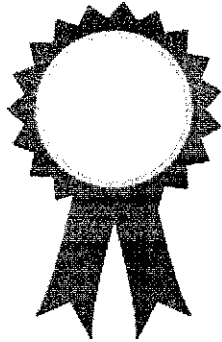
Teachers hold conferences several times a year with each parent/guardian to share the progress of what the child has learned. Portfolios are kept on each individual child, which hold work samples, pictures, and anecdotal notes on the child's progress. The portfolios are the evidence of your child's work.



# Enrichment Programs

**Due to COVID 19: Field Trips and Visitors are not allowed in our buildings for safety reasons. We look forward to restrictions being lifted in the future.**

Little Lamb Preschool, in its commitment towards excellence, has created other activities that complement the curriculum. These activities take form in classes and/or field trips and are free for the children during the school year. Parents are invited to chaperone on some trips. A chaperone fee is associated with the these trips.



Little Lamb calls these activities **Enrichment Programs** because they enrich the child's life. Some of these programs are listed below.

## Classes:

- **Computers:** There is a computer in each of our classrooms. The children will learn basic computer skills, work on touch screens and use a mouse. During the week the children will have a chance to get on the computer and work with various fun and educational software programs.

## Field Trips:

Listed below are examples of some field trips that we have take in the past and would consider again in the future:

- **Duffield's Farm**-Sewell, NJ: Pick pumpkins, walk through corn maze, collect other vegetables and have a snack.
- **Cape May Zoo:** See all of the animals at Cape May's newly remodeled zoo.
- **Vineland Fire Station:** Children get to see the inside of a fire station and learn about the fire fighters and the vehicles they use.

## Special Events and Guests:

Little Lamb also has many special events that take place right in our classrooms. These special events include:

- Magicians
- Area dentist
- Inflatable Bouncies
- Zoo on Wheels
- Police Officers

Also, Little Lamb's Family Outreach Workers will be planning different parent night seminars, events and activities throughout the school year.

Gateway Action Agency helps us defray costs of field trips and parent programs by giving us funding for these events. The Vineland Public School District also helps us out so these programs can be free for children.

# Discipline Policy

Discipline should be viewed as an ongoing process for helping children develop competence, self-control and appropriate behavior. Children learn best through experience. We believe that teachers must lovingly guide and redirect the children to help them learn to cooperate with their peers. Also, we believe they need to have positive, educational experiences to encourage and enhance their growth and development while in our care. We feel that we can best accomplish this by knowing and following the principles in guiding children, listed below.

1. Our ratios are lower than what the state mandates. We believe in small class sizes. Our pre-school classrooms **do not exceed 15 children.**

|                    |       |
|--------------------|-------|
| 1. 24 months       | 1:5   |
| 2. 3 years         | 1:7.5 |
| 3. 4 years         | 1:7.5 |
| 4. 5 years         | 1:8   |
| 5. 6 years & older | 1:12  |

2. Know the development characteristics for the age that you teach. Many times what teachers think is a discipline problem is actually age-appropriate behavior. Be realistic about expectations and make your program fit children's developmental needs.

3. Know that children tell us things by their behavior. Become a good observer of children and be sensitive to their needs. If they are wiggly, let them move; if they are frustrated, adapt the activity or change the approach. In addition, work closely with parents to be aware of changes in the home life that could be affecting children's behavior at school.

4. Prevent problems whenever possible.

5. Problem-solve and try new techniques. If what you are doing isn't working, then change approaches. Think about what is causing the problem and how you can manipulate the variables to correct it, so children are more successful.

6. Separate children who don't get along. Staff: if certain children annoy each other, sit between

them at circle time.

7. Discipline in private. Quietly pull children aside when you need to talk to them. Use "I" messages, rather than "you" messages. Instead of, "You never help pick up," try, "I need your help putting away all the toys." Rather than, "You can't talk to me like that," say, "My feelings get hurt when you talk to me that way." when there is a problem, ask the children what they think they could do to help you solve it.

8. Solve your own problems whenever possible. "Wait until your parents hear about this," or "I'm sending you to the principal," tells the child that you are not in control and can't handle the situation.

9. Take care of problems immediately. Staff, be aware of children who start bickering. Walk over immediately to help them solve the problem. It will have a much more lasting impression on them if the consequence immediately follows the action. Children live in the present and will forget all about an incident if you wait to handle it.

10. Don't expect perfection. Let little things go.

11. Keep a sense of humor. Some of the things children do really are funny and are not major offenses. Don't take yourself or them too seriously, and enjoy a good laugh when things get tense.

12. Empower children by giving them choices and responsibility. "I'm sure you can do it," and other words of encouragement will help them become independent and confident.

13. Use a calm, quiet voice and keep your cool. Whistle a happy tune and pretend you are in control even if you're not. Please do not yell across the room at the children.

14. Be consistent. Don't let children do something one day, and then punish them for it the next.

15. Use reason to explain rules and implications to children. For example, "it hurts if you hit someone." "We won't have time for a story if you don't clean up now," "you may run when we get outside."

# Discipline Policy Cont.

16. Don't end sentences with "Okay?" It sounds like you're doubting yourself or need the children's approval. Also, don't ask children if they want to do something if they really don't have a choice. If it's nap time, "Do you want to take a nap?" is really not an option.


17. Be specific with praise and criticism. "Good boy" or "bad girl" means little to children. "I like the way you shared the paints," or "Next time please remember to walk in the hall," are much more effective.

18. Use many positive verbal cues to let children know what behaviors you expect. "Thank you for remembering to wash your hands before lunch." "I like the way John pushed in his chair." "Katrina is sitting down and showing me she's ready for our story." These examples all suggest appropriate behaviors for other children to imitate.

19. Use power words like "now" and "it is time." For example, "I want you to sit down now," or "It is time to rest now."

20. Be clear about what is acceptable and unacceptable behavior. Tell children what you expect ahead of time and be clear about what is not appropriate behavior. Staff: model appropriate behavior. Show the children how things should be done.

21. Set up the room in learning centers so children can be successful and work in smaller groups. Have a variety of activities and sufficient materials in each center.



22. Give children lots of opportunities to move and vent their energy. Let them wiggle, exercise, run outside, etc. Tell them they can squeeze play dough, or that they can kick a ball, run, or jump outside.

23. Respect children's differences. Accept their different values, backgrounds and cultures as well as their unique ways of solving problems.

24. Give children unconditional love and support.

Don't withdraw your love or base your attention on how they behave. Be patient. It takes a long time for children to grow up.

25. If a child still finds it hard to act appropriately, and we have tried all other methods, it might be necessary to help them find another activity. We use statements like, "This seems to be hard for you right now, can I help you find something else to do?" The child will be allowed to return to the group when he/she is ready. During the period away from the group the child will be in sight and hearing of the staff.

26. In situations of persistent unacceptable behavior, staff meet to discuss the unacceptable behavior and develop a program plan to meet the individual needs of the child in question. The child's behavior is recorded, dated and initialed by the staff members involved. The child's parents will be called for a conference to discuss this plan, and to enlist their cooperation and input. When necessary, the center's director will contact the appropriate professionals for guidance. All action will be taken with the written approval of the parents.

27. Children shall not be subjected to any form of corporal punishment, including rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking. Children shall not be subjected to any form of emotional abuse, including name calling, ostracism, shaming, making derogatory remarks about the child or his family, or using language that threatens, humiliates or frightens the child. Toileting habits or lack thereof, will not be a cause for punishment in any form. The withholding of food, clothing, or medical care will not be used as punishment. No physical or mechanical restraints of any kind will be used on a child.

28. We try to be as consistent as possible with our classroom rules so that the children know what is expected of them. We find that this helps the children and leads to their success

29. Always position yourself in the room, to see the most amount of children. Don't lose sight of the whole room while working with a few children.

30. All staff is required by the state to review this policy.

# Policies and Procedures

The following selected policies and procedures govern conditions that effect your child's welfare in the school. For more information on these and other policies that may relate to the care of your child, parents are encouraged to consult with the Central Office of Little Lamb Preschool. All policies are in accord with the Manual of Requirements for Child Care Centers, as published by the State of NJ Department of Human Services Division of Youth and Family Services. Some the policies below only apply to children who are in our full day program, but take the time to read them all and familiarize yourself with all that Little Lamb has to offer.

## 1. State Licensed

Little Lamb Preschool is licensed by the State of New Jersey. The license is displayed in the school foyer, for your convenience. We are periodically inspected by the regulatory agencies to ensure the best for your child in the areas of health, safety and specific requirements mandated by State standards. We value our partnership with state regulatory agencies and support their commitment to quality childcare.

## 2. School Hours

Little Lamb's hours of operation are 7:30am to 4:30 pm, Monday - Friday. All children should be here by 9:20am to start the school day. These times are the earliest & latest a child may be dropped off or picked up. If your child is traveling by bus to and from Little Lamb, please check your child's bus slip to see the scheduled times for pick up and drop off.



## 3. Attendance

In accordance with the state, as part of the Abbott program children must keep up an **80% attendance rate**. Failure to do so, could result in your child losing their slot at Little Lamb. Your child may only miss 3 days a month, unless they are sick. **Please note on e machine that they were sick if you are on Quality Care, now associated with Rutgers University. \* At this time, the e machine is not in use due to Covid.**

## 4. Late Pick Up Fee:

Little Lamb closes at 4:30pm sharp, if your child is not picked up by that time then you will be assessed a late pick up fee of \$10.00. Children solely in the Abbott program must be picked up by 1:20 pm, unless in wrap. Also, if your child is sent home on the bus and no one is there to get him/her off the bus, and they are brought back to Little Lamb, then you will be charged a late pick up fee of \$5.00.

## 5. Returned Checks:

If a check that Little Lamb deposits comes back "Insufficient Funds", the school will charge a fee. This fee ranges from \$20.00 to \$35.00 and will be added to the parent's bill. Checks will be re-deposited at the parent's request, but no more than one time. At this point the parent will be required to pay in cash.

## 6. Equal Opportunity

Our school is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex or national origin. We accept children on a first come, first serve basis.

## 7. Open Door Policy/Security Measures

**\* Due to Covid 19, temp check and health survey will take place in foyer. Masks and 6 ft distancing is required. Families can not enter rooms or use our bathrooms. If restrictions loosen up, below will apply:**

An open door policy means that you are not required to have an appointment and that you may stop by the school at any time during the day. We want you to feel free to visit the school at any time. An appointment may be necessary, though, if you need to have an in depth conversation with your child's teacher, director or family outreach worker.

**In the foyer is a sign-in sheet for each classroom. We require that you sign your child in and out of Little Lamb each day.**

As an important security measure, we ask that you **bring your child into the school** and see that he/she is under the teacher's supervision before you leave. **Do not allow the child to walk him/herself into the school and do not leave them in the foyer.** Equally important is that you re-enter the building when picking up your child at the end of the day. **Your child can only be released to adults, so please do not send in a brother or sister that is not yet 18.**

## 8. Release Of Children

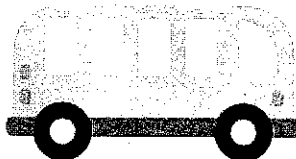
As stated prior to this, Little Lamb will only release children to an adult and **only** to an adult that is listed on your child's enrollment form. If you need someone other than those people listed, please send a note in with your child, stating the name of the person picking them up and the date. All people entering Little Lamb will be required to show some form of identification, please let anyone that you send to pick up your child know this. This is for your child's safety. Also, we understand that sometimes you are in a hurry to get out of here in the

afternoon, for whatever reason, but please do not get upset with any staff member who may ask you for ID, they are only following policy and have your child's safety in mind.

### 9. Fire Drills & Security Drills

**\* Due to Covid, our county is requiring discussion on fire drills and various security drills. We don't practice as a school together for health reasons. We practice individual groups in room.**

Little Lamb has well defined plans for fire drill, lockdown drills, and evacuation drills. Drills are held regularly. Should an emergency requiring evacuation of the school occur, you will be notified immediately.



### 10. Field Trips

**\* None at this time for health reasons and outdoor gathering rules from the state. When restrictions lift, here is general guidance on field trips.**

Periodically throughout the year the children are taken on field trips. During the school year (Sept. - May) there is no cost for Abbott children to attend field trips. Opportunities for parents to attend as chaperones are provided on some field trips at a nominal cost. Information with full details will be sent home, prior to the trip, and will be needed before your child can board the bus. Permission slips are required for all children attending trips.

### 11. Medicine

Little Lamb will only administer medication that is provided by the parent and signed in, on the **Medicine Form** (doctor needs to fill out). Please see Lisa or Nancy for the form. They are our Family Workers/Parent Educators. All prescribed medications need to be dated, labeled and have the dosage stated on the label. Over the counter medication, such as Tylenol, needs to be dated, labeled, age appropriate and provided by the parent. Over the counter medication must be signed in too.

### 12. Sunscreen

**During the summer** we recommend that you send sunscreen to school with your child, since the children will be playing outdoors often. Please be sure to put your child's name on the bottle. **Please apply sunscreen prior to your child coming to school.**

### 13. Communicable Diseases

Little Lamb has developed a written policy on the management of communicable diseases. This policy is posted in the school foyer. The policy includes a list of illnesses and/or symptoms for which a child will be separated from the group and possibly sent home. Also, the policy includes the list of diseases for which a child will not be re-admitted to the center unless they have a statement from the physician. Finally, you have our assurance that during

any outbreak of an excludable disease (e.g. Chicken Pox) at the center, you will be notified by a written notice of the outbreak, in case your child may have been exposed. We are a nit free school. If a child has lice they cannot return to school even with a doctor's note if they have nits.

**Returning After An Illness - At this time we are following the guidance for COVID 19. Children will be sent home if the health survey done daily and daily temp check deems it. Children will be asked to quarantine if they were exposed or have Covid or Covid like symptoms. When restriction lifts this guidance will be in affect:** If your child was sent home with a fever, please make sure your child is fever free, without medication, for 24 hours before returning your child to school. If your child was sent home for diarrhea or throwing up, please make sure they can eat normally and are symptom free for 12 hours without medication. If your child was sent home for diarrhea or throwing up and other symptoms, please make sure they can eat normally and are symptom free for 24 hours without medication.

### 14. Allergies

Allergies are common among young children. If your child has an allergy please state it on their application. We will take all appropriate precautions.

### 15. Clothing

Your child will be active, both indoors and out. It is important for your child to be dressed in comfortable, season appropriate, washable, play clothes. **Also we ask that each child brings in and keeps in their bin a change of clothing, & EXTRA MASKS to be used in case of spills, accidents, or messy play.** Please send the clothing to school, labeled in a bag with your child's name on it. If your child does happen to need a change of clothing and there is none available, Little Lamb has the right to call you and request that you bring clothing to your child. **We follow a uniform policy. District mails out policy, if did not receive please ask a family worker for one. We do have extra masks available is your child's masks get soiled.**

### 16. Shoes

**Your child should wear sneakers or other closed toe shoes to school at all times. No flip flops are allowed.** Sturdy sandals are ok if they have back strap. The children do a lot of running around and climbing and need to have on shoes/sturdy sandals that will stay on their feet and support their ankles. **In the summer, we may have occasional "Water Day Games" on those days flip flops or water shoes will be allowed.**

### 17. Lunches/Snacks

Little Lamb does provide a lunch program at this time along with breakfast and one snack per day. Throw away utensils and milk/juice are also provided. Each



meal and snack meets the requirements of the child and adult care food program of the US Department of Agriculture. There will be a lunch menu sent home monthly.

**No sodas or candy are given for lunch or snacks.**

If your child cannot have a certain lunch on a particular day due to allergies or religious reasons please send in a doctor's note to your child's teacher stating what day and what part of the meal he/she cannot have. For allergy or religious reasons, you may send in a substitute if you wish. If you choose not to send in a substitute, something will be provided as an alternate food item for your child that meet USDA Guidelines for Adults & Children.

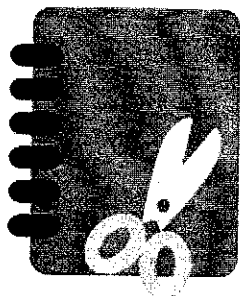
**We are under CACFP guidelines per state directives.**

### 18. Toys and Personal Belongings

Little Lamb has many toys and items for your child to play with. Therefore, we request that your child refrain from bringing in toys and treasures from home. Little Lamb will not be held responsible for any personal items that are lost, damaged or destroyed. One exception to this rule is on "Show and Tell" days. This is when the child is asked to bring in an item from home and explain it to the class. These items must be labeled and taken home at the end of the day. Should your child lose any such items please contact his/her teacher immediately. The other exception is if your child needs to bring a stuffed animal for nap time. They are allowed to sleep with a small stuffed animal or doll, as long as it is small and does not make any noise. Please put your child's name on the animal. Once again, Little Lamb will not be responsible for any lost or damaged items.

### 19. Water Days

Many times during the summer, the children will participate in water games. On this day your child may wear their bathing suit to school. In a bag, please send in a towel and a change of clothes for your child to change into when they are done in the water. Make sure your child's name is on the towel and on the bag. If your child needs sunscreen, please apply prior to coming to school.



### 20. Birthdays

Birthdays are special events in a child's life. Contact your child's teacher, if you would like to send in a special treat for your child's birthday or if you would like to arrange for a small party in your child's classroom on behalf of your child. Due to allergies we do not allow food with peanuts. All foods must be prepared/bought from a commercial kitchen (bakery, supermarket). **Families are not allowed to enter the rooms at this time for health reasons.**

### 21. First Aid

In each building, we have several trained in CPR, First Aid and AED. A first aid kit is provided in each room. The Family Workers/Parent Educators are trained on how to give medication properly. We need specific state forms filled out to dispense any type of medication. We will also need medical plans for asthma, EpiPen's, seizures, etc.

### 22. Medical Insurance

It is the parents' responsibility to provide the appropriate medical insurance for their child. In the event that emergency medical treatment is required, when the child is in school, the parents' insurance will be the primary coverage. Little Lamb provides accident & health insurance only as a backup for expenses not covered by the primary plan.

### 23. Outdoor Play

**As long as the temperature is between 32 degrees and 92 degrees the children will go outside to play everyday.** Children will only be excused from outdoor play if they have a note signed by a doctor saying that playing outside is detrimental to their health. Please provide appropriate outdoor wear for each season. **At this time, for health reasons, children do not intermingle with other classrooms/groups. Our focus during these times is safety. Daily staff sanitize equipment between groups.**

### 24. What to Bring on The First Day

- \*Crib Sheet & small blanket for nap. NO pillows.
- \*Small stuffed animal for nap time

**Note: No nap at this time.**

- Not potty trained: wipes & pull ups. Label every item with child's name.
- Extra set of clothes and masks in a labeled plastic bag. That set of clothes will stay at the school.
- All forms required from this application & the food program (if applies), & supplemental forms.

### Discipline Policy:

At Little Lamb Preschool our discipline policy adheres to all state and federal guidelines. We use positive discipline techniques. We catch children doing good and specifically acknowledge their good efforts. We teach children conflict resolution and we model appropriate expected behaviors in the classroom. Our classroom staff are trained in appropriate "best practices," this minimizes discipline problems in the classroom. If we have a habitual discipline issue we will contact our parents to discuss a plan. Parents are partners with our staff in any concern. We rarely expel or suspend children in our program. The only time this occur if the safety & well being of the child and the classroom cannot be met and approved by the district.

**Additional Important Information: Information to Parents Document, Release of Children, Expulsion/Discipline Info, Method of Notification, Use of Technology and Social Media Enclosed.**

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/def/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.

You 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 all 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/def/](http://www.state.nj.us/def/).

## 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).

## 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.

## EXPULSION POLICY

NAME OF CENTER: \_\_\_\_\_

Little Lamb Preschool - Keener Kids

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.

# Little Lamb Preschool-Keener Kids Inc.

1005 East Wheat Road

Vineland, NJ 08360

## Social Media & Communication Policies

At Little Lamb Preschool-Keener Kids Inc. we respect the privacy of children and families, staff and volunteers. All information relating to children and families, staff and volunteers will be treated in a strictly confidential matter.

### Procedures:

Social media sites e.g. Facebook, our website, and REMIND, is used for sharing information relating to our preschool services. This may include photographs, video/media packages, preschool related posts, preschool activities e.g. info.: the Stepping Up Program, Parent/Child events, Classroom Activities, Child's Art Work on bulletin boards, calendars, menus, etc.. The social media sites are used as an extension of the early childhood form of communication and will not be used for personal communication between staff, committees or parents. We will answer questions on these sites related to school activities. Reply may take up to 48 hours. When school is closed, answers to questions on media sites may take up to one week.

A strict yearly review process will take place from August-October to remove all out dated images, videos, and media packages that are not general, in nature, and images of children that are over 2 years old.

### Administrators:

- The social media site is set up with a maximum of three administrators to approve and monitor activity on the social media site.
- All posts will not give names of child or parent, if in the picture.
- All inappropriate visitor posts are removed from the social media site and the user will be reported and blocked from the site.

### Communication:

- School Phone: (856) 692-5390. We are open from 7:15- 4:45PM. Our email is [littlelambps@aol.com](mailto:littlelambps@aol.com). Messages are checked regularly during operating hours.
- REMIND: Parents will have opportunity to join REMIND and get alerts/notices on their cell phones from the school and teacher.

Facebook/School website will be updated on a regular basis to keep parents aware of activities that pertain to their child.

Incident and Accident Reports: Parents be made aware within 24 hours of a minor incident (i.e.. scraped knee). Phone calls are made for any immediate concerns. Incident Accident reports do need to be signed by a parent and/or guardian.

### Images, videos/media packages:

- No names of children are labeled on images. Parents may request to delete a photo of their child from any social media site even if permission was granted.
- All images or videos will be kept on the site for a maximum of 2.5 years; a review will be completed each year to remove old images or videos past the expiration date.
- No Little Lamb staff will share on their personal media site any of their students.
- Parents, we love that you share your child's photos on your media sites, of your child in our school. Please be very careful not to share a photo of your child's classmates.

**Social Media Policy pg. 2.**

**Please look at our FB page (Little Lamb Preschool-Keener Kids Inc.) to see what type of photos are loaded.**

**I give my permission to Little Lamb Preschool –Keener Kids Inc. to upload to school FB page and/or website :**

- **Group images involving my child in a school event (no names used):** Yes \_\_\_\_\_, No \_\_\_\_\_
- **Individual class related picture (no names used):** Yes \_\_\_\_\_, No \_\_\_\_\_
- **Video or images of my child in a group related to school event/activities (no names used):** Yes \_\_\_\_\_, No \_\_\_\_\_
- **Video or image of my individual child participating in a school event/activities (no names used):** Yes \_\_\_\_\_, No \_\_\_\_\_

**These images will be uploaded to the website and Facebook page of Little Lamb Preschool-Keener Kids Inc.**

I understand that these images will only be used for our sites to keep parents abreast of what is happening in their child's school and/or classroom. Parents, if you give permission of your child's images being used but for whatever reason do NOT like one of the images, you can request to have it removed by Nancy Dixon, Ruth Piatt, and Lisa DiNunzio.

**REMIND is an app that is only used for our parents and staff. The community does not have access to the information and/or images we share on REMIND. We strongly suggest that all parents sign up on REMIND. You will get up to date notices about your child's classroom and/or school events.**

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

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

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



## Bus Riders

- Please be outside waiting for the bus 10 minutes before your designated time.
- Buses may run late on the first day.
- The Vineland Public School District provides bussing to run the preschool routes. The bus driver and assistant are not our employees. We appreciate their services.
- It is very important to let the school and bus driver know if your child will not be using the bus on a particular day.
- Bus passes come from the Vineland Public School around the third week of August.

## Car Riders

- Please drop off your child between 9:20AM.
- Please pick up your child between 1:15-1:25PM.
- Do not park in the driveway between 9:10-9:35 am & between 1:10-1:30 pm due to buses pulling in and pulling out.
- Due to limited parking spots you are permitted to park on the grass.
- All children must be picked by an adult (18 years +).
- Children are released to those only on the pick up/emergency list.
- Please let Ms. Nancy Dixon & Mrs. Lisa DiNunzio know who is able to pick up your child in writing. Please inform us of any address or phone changes, and custody documents

## Uniform Summary

- Children need to wear black or kaki pants or shorts.
- Children need to wear a solid color black, red or white collard shirt.
- Girls need to wear a solid color black or kaki skirts or dresses.
- Children can wear solid color red, white or black sweaters.
- Socks and tights in the colors black, red or white are permitted.
- Comfortable play shoes and/or sneakers of any color is allowed. Please no heels or open toe shoes. We follow the Vineland Public School uniform policy.

## What to Bring on the First Day

- **N/A:** Crib sheet, small blanket and soft stuffed animal for nap. NO pillows.
- Change of clothes in a book bag: extra masks, pants, socks, underwear and shirt. Wipes and pull-ups if not potty trained.

## Donations

**Donations to your child's classroom are optional.**

- Tissue Box
- Small box (various sizes) of Band-Aids
- Disinfectant Wipes (Clorox/Lysol)
- Paperclips
- Anti-bacterial hand soap
- 4x6 Blank Index Cards (not lined)
- Small box of latex gloves—Medium
- Post it Notes
- Masking Tape and/or Scotch Tape
- Staples

## Open House: Meet & Greet

We will post Open House on our FB page and Social Media. Specific Times will be staggered for our families for the safety of all. Masks and Social distancing are required. Office staff and Teachers will be available to answer any questions.

Families thank you for working with us with health updates, time changes, Cohorts, In-person and Virtual learning! Thank you for following the Covid 19 guidance from the state.

# Little Lamb Preschool-Keener Kids Inc.

## Family Preschool Packet Return Page

### 2020-2021

Dear Family,

It is our pleasure to have your child at our school. In keeping up with NJ's child care licensing requirements, we are obliged to provide you, as a guardian enrolled at our center, with this **Enrollment Packet** found on our website:

**1. [www.littlelambps.com](http://www.littlelambps.com)      2. Select the "Programs" tab**

*If you do not have access to a computer please call the school and we will mail you the packet.*

It is required by the state for you to read this packet and sign this form stating you received it and agree with the terms stated.

Please return this form to front desk in Foyer B/C between 7:30-4:30. This form will be filed at our center.

Thank you so much!

Sincerely,

Ruth Piatt

I have received the enrollment packet, have read it and understood the terms stated. I understand if I ever have further questions through out the year, I can ask Ms. Danica Tollenchi, Mrs. Lisa DiNunzio or Mrs. Ruth Piatt, in reference to my child's care.

- Contact Information, School Philosophy, High Scope Summary, Field Trip/Event Information, Discipline Policy, Expulsion, Policies & Procedures, Bus & Car Rider Information, Uniform Summary, Information to Parents, Release of Children, Social Media and Communication Policies and What to bring on the first day of school.

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

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for Entrusting Your Child at Our Preschool.**