

A large, stylized blue letter 'R' is positioned on the left side of the page. To its right, a blue leafy branch with several leaves extends upwards and to the right. The background is a solid blue color.

Family Handbook

Kids  Kids
Learning Academy
of Montville

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Welcome!

Thank you for choosing Kids 'R' Kids Learning Academy, and welcome to the Kids 'R' Kids family!

As the proud owners of Kids 'R' Kids Learning Academy of Montville, we are honored to have the opportunity to provide your child with the finest early childhood education available. We are also fortunate to be members of this wonderful community and are very excited to share our school with you.

Kids 'R' Kids of Montville is owned and operated by Fred and Pat Ferraro. As parents of four children, and with Pat as a long-time early childhood educator, we understand the need for quality education in a nurturing and safe environment. Here at Kids 'R' Kids, we believe children should be "Hugged first, then taught." In addition, we provide a strong educational foundation through hands-on learning and innovative teaching practices, paired with national accreditation and an exclusive curriculum.

Our program is one of the best in the area, and we will continue to develop it as advancements arise. Our goal is always to be one step ahead, and with our fabulous team of dedicated administrators and passionate teachers, we won't disappoint!

We look forward to sharing the upcoming years with you and your family as we partner in helping your child build a strong foundation for a bright future.

Sincerely,

Fred and Pat Ferraro
Owners

General Information *About Our Center*

Our Philosophy

HUG FIRST, THEN TEACH®

Our Vision

To pioneer and develop learning that encourages generations to cherish and impact their world.

Our Mission

Kids 'R' Kids Learning Academies strives for every child in our care to feel safe, loved, and inspired. We are committed to providing a solid educational foundation, well-trained teachers, and a secure environment where children can flourish intellectually, socially, emotionally, and physically.

By fostering strong connections between families, our schools, and communities, we pledge to challenge and prepare all children for a positive impact in every step of their lives.

Our Culture Code

At Kids 'R' Kids, how we behave matters as much as what we do. We hire, fire, review, reward, and recognize based on these values:

Kids 'R' First

We love, nurture, and teach with patience and compassion. We always put children's best interests first—engaging fully, connecting, inspiring, and creating meaningful moments that help them grow and thrive.

We Got This

We are dependable, reliable, and disciplined. We show up on time, take initiative, and go above and beyond to do our jobs well while honoring our commitments.

Let the Sunshine In

Positivity is our superpower. We bring kindness, respect, and joy—leaving negativity and gossip at the door to create a fun, cooperative environment for all.

Be Gumby

We embrace flexibility and adaptability, stepping in where needed to support the team and the school's mission. We stay open to change, handle challenges with a positive attitude, and prioritize the greater good over personal convenience.

Put Your Best Foot Forward

We show up neat, professional, and prepared—wearing our uniform with pride and communicating with respect and integrity. Committed to high standards and continuous growth, we strive to improve every day.

Kids 'R' Kids History

Founded in 1985 by Pat and Janice Vinson, Kids 'R' Kids quickly expanded beyond its initial location to meet the growing need for quality childcare. The success of the first schools led to the development of a franchise model, allowing Kids 'R' Kids International, Inc. to grow into a nationwide corporation. Today, approximately 170 Learning Academies exist across the United States, alongside international locations. Kids 'R' Kids Montville proudly stands as the first establishment in New Jersey and the inaugural academy in the Northeastern United States.

Purpose of this Handbook

This handbook is designed to address common questions and provide important information about the rights and responsibilities of children and families within our school. It serves as a valuable resource for understanding our policies and procedures.

Families and children bear the responsibility for familiarizing themselves with the handbook's content. It is intended to be a useful guide throughout the school year, helping to clarify policies and prevent misunderstandings.

The school reserves the authority to interpret the handbook's content, including the rules and regulations that govern the conduct of students and parents. It should be noted that this handbook does not constitute a contract, nor should it be interpreted as such. The school reserves the right to modify or amend the handbook's content at any time as deemed appropriate.

Equal Opportunity Policy

Our school is committed to ensuring equal opportunity for all students, without discrimination based on race, color, religion, national origin, sex, citizenship, handicap or disability, or any other legally protected status in admissions and the administration of its educational policies and programs.

We strive to make our programs and services accessible to individuals with disabilities and are open to requests for accommodations. Reasonable adjustments will be made for qualified students with mental or physical disabilities, provided such accommodations do not fundamentally alter the nature of our programs/curriculum or impose an undue hardship on the school.

To request an accommodation, the first step is to submit documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist, to the Director. Following the receipt of documentation, we engage in an interactive process with the family to gather more information or discuss the specifics of the request.

Communications/Methods of Parental Notification

Family-School Involvement: We value and encourage family input and involvement in your child's education. Our open-door policy means you are welcome to visit your child's classroom and engage with their teacher, administration, and owners. We ask for you to avoid dropping

off and picking up at the classroom doors between 9:00am – 2:30pm as this minimizes distraction during the children’s peak learning hours. For the safety of all children, we ask that you notify your child's teacher and the front office upon your arrival.

Conferences: If you wish to have a conference, please call during school hours to schedule a time that is convenient for you. Conferences, including teachers and/or administration, can be requested at any point.

Daily Communication: Please regularly check the Family Information Board in your child’s classroom and review all correspondence sent home. It's also important to check your child's cubby daily for messages, artwork, and other items. Daily reports and messages for children from infants through age four will be communicated via email at the end of each school day. Any notices or messages from parents should be directed to the Director or the front desk staff via email or in writing. Additional notes for the teaching staff can be written in Tadpoles before drop off.

Parental Notification Methods: Our school employs various methods for parental notification, including but not limited to text messages, emails, Facebook updates, phone calls, postings on doors, checkpoint computers in the lobby, the Family Information Board, recorded messages on our school phone, or letters. Your child's daily activity report will be sent via email via our Tadpoles system.

If your child becomes sick or injured (above the shoulders), we will first attempt to contact you by phone. If we are unable to reach you, we will leave a voicemail. Additionally, we will send a notification through Tadpoles as an email, including a description of the incident and a photo for your reference

If your child sustains an injury below the shoulder, we will not make a phone call unless it is a severe injury. However, you will still receive a notification via Tadpoles email, which will include a description of the incident and a photo for your reference.

Family Participation: We offer numerous daily opportunities for families to engage in their child's educational experience. Donations for special activities are also appreciated, with teachers providing suggestions for needed items.

We welcome your questions and suggestions. Should family situations arise that impact your child, please discuss them with your child’s teacher or the Director. Rest assured, all personal information shared is treated with confidentiality, and we are here to support you and your child.

Role of Families or Other Caregivers: Our General Expectations for You

The bond between families and the school staff is crucial for a child’s successful educational journey. From day one, establishing a partnership based on open communication and a mutual focus on the child's development is essential.

How Families Can Support a Smooth Transition:

- **Sign-In Procedures:** Ensure you drop your child with a staff member at their classroom (before 9am) or with a staff member at the front door or lobby (9am-2:30pm). Our team will then sign your child in using our Tadpoles system. Our front door access control system will track parents in and out of the building.
- **Supervision:** Always supervise your children while inside the school premises and in the parking area.
- **Parking Lot Safety:** Drive cautiously in the parking area. Please do not drive more than 10 MPH and watch for children, parents, and staff.
- **Updating Information:** Promptly complete all forms and update them as needed (e.g., changes in phone numbers, addresses).
- **Informing Staff:** Keep staff informed about any special needs or changes that might affect your child's behavior.
- **Illness or Absence:** Notify the school if your child is sick or will be absent.
- **Pick-Up Times:** Inform the school if you anticipate being late when picking up your child. There is a \$1/minute charge after 6pm.
- **Clothing:** Provide extra change of clothes and have them labeled with your child's name. Adapt clothing to seasonal changes and growth.
- **Dress Code:** Ensure children are dressed appropriately for the weather and play activities.
- **Toys:** Children should not bring toys from home, except for transitional items like blankets or other security objects that will be given to the child at naptime.

Family-Teacher Conferences:

You are encouraged to attend family-teacher conferences scheduled throughout the school year. For dates, refer to the school calendar and newsletters. Conferences can be arranged at any time upon request by either the family or teacher.

Problem Solving or Grievances:

It's best to address any issues or differences directly:

- **Billing Questions:** Direct these to the front desk management or the Director.
- **Inquiries About Your Child's Day:** For general inquiries, contact the front desk. For specific discussions, arrangements for a conference with the teacher can be made.
- **Child-Related Concerns:** Communicate directly with your child's teacher and the Director. Maintaining open lines of communication is preferred.
- **Harassment or Bullying:** Report any instances of harassment, bullying, or hazing to the Director immediately.
- **Ideas and Suggestions:** Your input is valued. Our aim is to collaborate with families to enhance our preschool experience.

If issues remain unresolved, escalate them to the Director. We're committed to addressing and resolving concerns promptly.

Late Arrival Policy

At Kids 'R' Kids of Montville, our Core Focus is: **we provide high-quality childcare and education**. Families choose us because our days are intentionally planned to support each child's learning, development, and growth — this is not a drop-in babysitting service. To ensure your child gets the full benefit of our program and to protect the structure of each classroom, consistent on-time arrival is required.

Arrival Time

- Children must arrive **no later than 10:00 a.m.** each day.
- Children arriving **after 10:00 a.m. will not be admitted for the day**, unless an approved exception applies.

Our mornings include core curriculum instruction, small-group learning, routines, and developmentally appropriate activities that build foundational academic and social-emotional skills. Late arrivals disrupt the classroom flow and often result in children missing essential learning experiences.

When children arrive late, it can:

- limit participation in planned instruction and group activities,
- impact skill-building and developmental milestone progress,
- make it harder for children to settle in and follow classroom routines,
- create disruption for teachers and classmates,
- create fewer opportunities for children to connect with weekly themes and learning goals, which can impact overall concept development.

Consistent, on-time attendance helps children feel confident, connected, and ready to learn.

Exceptions

Late arrival may be approved for:

- **Doctor's or medical appointments** (a note is required)
- **Other special circumstances**, as determined by school administration

Please notify the school in advance whenever possible.

Thank you for partnering with us. We appreciate your support in helping your child arrive on time each day. Together, we can help each child learn, grow, and thrive.

Web Page:

Visit our official website at www.kidsrkidsmontville.com and the Kids 'R' Kids International site at www.kidsrkids.com for updates and information. Your active involvement and communication with us are key to making the most of your child's learning experience.

Classroom Experience at Kids 'R' Kids Learning Academy

Curriculum Overview

At Kids 'R' Kids Learning Academy, we are committed to providing an educational environment that fosters growth and development in every child, from their very first day with us. Our curriculum, designed for various stages of development, is research-based and full of developmentally appropriate activities.

Infant Care

Caring for infants requires a personalized approach, recognizing the unique needs of each baby. Our aim is to build a trusting relationship with each infant, allowing for optimal development in a warm, loving environment. Health and safety are paramount, with specific measures in place such as shoe restrictions in infant areas and individual cribs. Our infant program is divided to cater to the needs of younger and older infants, facilitating a safer and more conducive learning environment.

Toddlers

Toddlers are at a stage of rapid learning and emotional development. Our program is designed to encourage exploration and discovery, with daily activities that foster language development, creativity, and social skills. Potty training is also introduced, tailored to each child's readiness.

Early Preschool

Children in Early Preschool are eager to learn and master new tasks. Our program provides self-directed experiences in a structured environment, promoting independence, decision-making, and hands-on learning across defined interest areas.

Preschool

Our Preschool program prepares children for future academic challenges through a supportive environment that stimulates lifelong learning. Activities are designed to enhance vocabulary, self-esteem, and positive character traits, alongside physical development.

Pre-K

This program emphasizes learning through play, fostering an environment where children can experiment and make choices independently. The daily schedule and classroom design support the development of self-management skills and prepare children for elementary learning.

Role of Families or Other Caregivers

The partnership between families and school staff is crucial. Families can support their child's experience by:

- Ensuring sign-in and escort procedures are followed.
- Keeping the school informed about any changes or special needs.
- Participating in school activities and staying engaged with their child's progress.

Communication and Problem Solving

Open lines of communication are encouraged for addressing concerns or sharing ideas. Direct discussions with teachers and the Director are preferred for resolving issues. Our school provides various methods for parental notification and encourages family involvement in the educational journey.

Together, we strive to create a nurturing and stimulating environment where every child can thrive.

Admission and Related Processes at Kids 'R' Kids Learning Academy

Enrollment Process

We encourage families to visit our school with their children to ensure comfort and confidence in our environment. To reserve a spot in our program, a completed application and the non-refundable registration fee are required along with your child's first month's tuition payment.

Age Ranges Accepted

Children from 6 weeks to 12 years of age are welcome in our diverse range of programs.

Before the First Day

All required forms within the registration packet must be filled out, signed, and reviewed by our administrative staff prior to the first day of attendance.

Immunization Record

Admission requires an up-to-date immunization record, updated annually. A 30-day grace period is provided for children from other states or countries. Any allergies or special dietary needs should be communicated to our administrative staff beforehand.

Seasonal Flu Vaccine

Children aged 6-59 months must receive the seasonal flu vaccine by December 31st. Non-compliance may result in exclusion from the school as per local health department regulations. Please note that our center must be in compliance during our yearly health audit by Montville Township.

Admission and Re-Enrollment

Admission and re-enrollment are contingent upon the submission and evaluation of all required documents and forms, availability, fulfillment of financial obligations, and the accuracy of provided information. Classroom placement and teacher selection are determined by the Director.

Financial Policies

- **Registration Fees:** New and returning families pay a one-time registration fee upon acceptance. The registration fee is non-refundable.
- **Tuition and Fees:** Tuition covers educational programs, meals, and snacks. A family discount is available. Tuition is paid monthly on the 20th of each month, with no deductions for absences or closures. Auto pay (EFT) is the preferred payment method. Late payment fees apply for insufficient funds or delayed payments.
- **Changes in Tuition:** Any tuition changes will be communicated four weeks in advance. Additional charges for special services are due on the day of service. Credit and debit card payments are subject to a processing fee.
- **Tuition Adjustments:** Adjustments to tuition due to classroom transitions or age take effect on the 20th of the month following the transition. No tuition refunds are provided

for vacation, absences, withdrawals, or dismissals. Parents are responsible for any legal fees incurred by the school to collect unpaid tuition.

Our comprehensive enrollment and financial policies are designed to maintain a transparent and organized process for families, ensuring a smooth transition into our educational programs. For more information or assistance, please contact our administrative staff.

Financial and Operational Policies at Kids 'R' Kids Learning Academy

NSF Charges

A charge of \$35 for Non-Sufficient Funds (NSF) will be applied for any returned checks, in addition to any existing late charges. Payment for NSF charges must be made by cash, credit, or debit card before the next week begins.

Late Pick-up Fee

Please notify the administration if you anticipate a late pickup. A late fee of \$1 per minute is charged for pickups after 6:00 p.m., payable in cash on the same day to the staff member supervising your child. If no contact has been made and a child remains at the school an hour after closing, legal authorities will be notified.

Withdrawal Policy

Families wishing to withdraw their child must provide a 30-day written notice to avoid being charged for the following month's tuition. No tuition refunds are provided for withdrawal. The withdrawal process includes completing necessary paperwork with the Director and returning any school property.

School Hours and Holiday Closings

Our school operates Monday through Friday, from 7:00 a.m. to 6:00 p.m., year-round. We observe closures on, but not limited to, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, and two professional workdays. An early closure may occur on New Year's Eve. Please note that school closures can change year to year considering the yearly holiday calendar. Our closure calendar is emailed to parents every year.

Arrival and Departure

Children should arrive by their classroom's morning group time at 9:00am to participate fully in activities. Parents are asked to drop their child at their classroom door before 9am. Between 9am – 2:30pm, a staff member will escort your child to their designated classroom. This minimizes disruption during peak hours of learning development. Departure requires an adult to sign the child out and notify the teacher.

Kiss & Go Lane

Our Kiss & Go Lane offers convenient drop-off/pick-ups, especially during rainy days, with specific guidelines to ensure smooth operation and safety. Parking is limited to 2 minutes, and cars must pull forward to allow space for others.

Inclement Weather Policy

Decisions regarding delayed openings, early closures, or full-day closures due to inclement weather are made independently, considering local conditions and forecasts. Updates are typically communicated via text messages, email, and social media. Other forms of communication are our website and school phone's recorded message.

These policies ensure a safe, orderly, and responsive environment for our children and their families. We appreciate your cooperation and understanding in adhering to these guidelines.

Classroom Transition & Placement Policy

At Kids 'R' Kids, we are committed to creating nurturing, balanced, and developmentally appropriate learning environments for every child. As we continue to welcome new students and support children as they grow throughout the year, classroom transitions are thoughtfully planned to best meet the needs of all students.

Classroom Transition Process

Classroom transitions are not based solely on a child's age or birthday. When determining placement and transitions, the school carefully considers multiple factors, including:

- Age and developmental readiness
- Social-emotional development
- Potty training progress
- Classroom dynamics and peer relationships
- Available classroom space and enrollment needs

Our Operations and Education Teams regularly review classroom openings, enrollment changes, withdrawals, and student groupings to ensure each classroom remains balanced, supportive, and conducive to learning.

Transition Timeline & Family Communication

Once the school has carefully determined that a child is developmentally and emotionally ready for a classroom transition, families will receive written notification via email with details regarding the upcoming transition, including information about the child's new classroom, teaching team, and transition date.

In addition, a member of our administration or education team will contact the family to discuss the transition process and answer any questions or concerns prior to the move.

Please note that transitions do not occur automatically when a child reaches a specific age or birthday milestone. Each transition is based on a comprehensive review of the child's readiness, classroom availability, and overall classroom dynamics to ensure the most successful and supportive experience for every child.

Classroom & Teacher Placement

To ensure fairness, consistency, and the overall effectiveness of our program, requests for specific classrooms or teachers cannot be accommodated. Classroom placements are determined exclusively by school administration based on a variety of factors, including student

needs, developmental readiness, classroom composition, and operational considerations.

Maintaining balanced classroom environments is essential to supporting the academic, social, and emotional success of all children. Accommodating individual placement requests would limit our ability to thoughtfully structure classrooms and meet the needs of the broader school community.

In addition, teacher assignments and teaching teams may change throughout the year due to scheduling requirements, staffing adjustments, or other operational needs. As a result, specific teacher placements cannot be guaranteed at any time.

Commitment to Quality Education

We are extremely confident in the quality of all our teachers and classrooms. Our Education Department provides extensive training, ongoing coaching, professional development, and support to both new and experienced staff members.

Our goal is to ensure that every classroom provides a safe, nurturing, engaging, and effective learning environment where children can thrive academically, socially, and emotionally.

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. A person authorized by the parent(s) to take the child from the center must be at least 18 years of age. Our center does not allow our staff to take a child off our premises for departure. The first time a person authorized by the parent(s) picks up the child, a photo ID will be required. 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:

- The child is supervised at all times;
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s);
- 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 will ensure that:
- The child may not be released to such an impaired individual;

- The child may not be released to a person(s) without a car seat.
- Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child. For school-age children, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).
- Please note that our staff is not allowed to drive your child home and cannot be hired or asked to do so for any reason.

Health and Safety Policies at Our School

General Safety Measures

To ensure a safe and nurturing environment for your child while at our school, we have implemented several key safety measures:

- **Secure Access:** All entrances and exits are securely locked and can only be accessed through electronic entry systems or keys, ensuring controlled access to the premises.
- **Visibility:** Classrooms feature tempered glass walls for clear visibility, allowing for easy monitoring by both staff and parents.
- **Surveillance:** Regular classroom observations are conducted by administrative staff. Additionally, common areas are monitored through a closed-circuit internet camera system, which is password-protected for privacy and security.

Classroom Safety

Our school's location is selected carefully to avoid hazardous conditions. We provide child-sized, sturdy, and safe furnishings and equipment. Teachers are responsible for their classroom setup, including the daily sanitization of toys and furniture and the elimination of any potential hazards. Each classroom is equipped according to guidelines that specify appropriate toys and equipment for different age groups.

Playground Safety

We offer a safe and age-appropriate outdoor environment for our children, adhering to state licensing requirements for daily outdoor activity, weather permitting. During extreme weather conditions, discretion of the Director is used to ensure children's safety. We recommend children go outside every day. Our playground safety rules include:

- **Group Supervision:** Children must remain with their class during outdoor time.
- **Constant Monitoring:** Teachers supervise children at all times on the playground.
- **Accident Response:** In case of an accident, immediate first aid is provided, and the child is taken indoors if necessary.
- **No Unsupervised Play:** Classes are never left on the playground without appropriate adult supervision.
- **Daily Inspections:** The playground is inspected daily by administration and teachers to identify and promptly address any unsafe conditions.

Boo-Boo Room

For children who become ill or require minor first aid, our Boo-Boo Room provides a secure and healthy environment away from the classroom. Located near the front desk in the lobby, it ensures that sick children are cared for while family members are contacted. Please ensure to pick your child up within 1 hour after being contacted. This room is sanitized thoroughly after each use to maintain hygiene and prevent the spread of illness.

These health and safety protocols are designed to provide a secure and healthy learning environment for your child. Our commitment to safety is reflected in every aspect of our school's operations, from classroom activities to outdoor play and emergency response procedures.

Policy on the Management of Communicable Diseases

At our center, we prioritize the health of all children, staff, and families. Understanding the significant impact that communicable diseases can have in a group care setting, we've established comprehensive guidelines aimed at minimizing the spread of infections and illnesses. Our policies are designed to safeguard the well-being of every child, whether well or ill, and extend to our teachers and staff. We seek your cooperation in adhering to these guidelines to maintain a healthy, germ-free environment for everyone.

When to Keep Your Child Home

To prevent the spread of illness, please do not send your child to school if they are sick. Young children are especially susceptible to infections due to their developing immune systems. Even one ill child can pose a risk to others. Notably, children with a fever, showing signs of lethargy, or exhibiting symptoms of illness should stay home. Medications like Tylenol, Advil, Motrin, etc. should not be used to reduce fever for the purpose of sending a child to school.

Symptoms Warranting Home Care

Your child should remain at home if any of the following symptoms are present. If these symptoms develop while your child is at the center, they will be cared for in the "Boo-Boo Room" until they can be picked up within 1 hour of notification.

If your child has not been picked up within 1 hour, we will allow up to 90 minutes from the initial call before contacting the emergency contacts listed on file.

- Severe pain or discomfort
- Fever
- Vomiting
- Diarrhea
- Elevated temperature (above 100.4°F)
- Lethargy or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge, untreated infected skin patches, or difficulty breathing
- Skin rashes with fever or behavior changes, weeping or bleeding skin lesions, or mouth sores with drooling

- Stiff neck

Common Sickness/Wellness Policy

If your child has a fever on or above 100.4 F, 3 diarrheas, or has 1 or more vomits in class, the parent will be asked to pick up the sick child and keep him/her home the following day (no exceptions!). This allows the sick child to get the appropriate amount of rest and ensures the wellbeing of other children in the class.

Return to School Criteria

If your child is sent home due to vomiting, three or more episodes of diarrhea, or a fever of 100.4°F or higher, they must remain home for the following day and may return the day after, provided all symptoms have been resolved.

If your child is sent home with a fever and remains absent the following day in accordance with our wellness policy, they may return only after being fever-free for 24 hours without the use of fever-reducing medication.

In cases of pink eye, coxsackievirus, lice, or any other communicable (contagious) illness, a physician note confirming that your child is cleared to return to school will be required.

Personal Belongings

All your child's belongings, including diapers and extra clothing/onesies, should remain in the classroom and must be clearly labeled. Please note that cubby space is limited for each child. We kindly ask that you speak with your child's teachers regarding the appropriate quantity of diapers and extra clothing needed, as well as how frequently these items should be replenished.

Policy for Shoulders & Above Injury Notification

Kids 'R' Kids take any injury to a child's head/face/neck/shoulders/collarbone ("shoulders and above"). Most bumps are minor; however, symptoms can sometimes develop later and may be difficult to assess in young children.

1) Immediate care and documentation

If a child sustains an injury shoulder and above while in our care, we will:

- Provide immediate necessary action and basic first aid as appropriate.
- Document the incident on an Accident/Injury Report.

2) Parent/guardian notification

- We will notify the parent/guardian immediately for any injury shoulders and above.
- New Jersey child care regulations specifically require immediate parent notification for head or facial injuries, including when a child bumps their head.

- If we cannot reach a parent/guardian, we will contact the authorized emergency contacts on file.

3) Recommended pick-up every time

Our standard policy is to recommend pick-up for every injury shoulders and above, even when the child appears well, so the parent/guardian can:

- Monitor their child one-on-one,
- Decide whether to contact their pediatrician, urgent care, or seek emergency evaluation.

Pick-up is strongly recommended, but not mandatory (unless emergency services are required, see below). The decision to pick up and/or seek medical care remains with the parent/guardian.

4) Medical disclaimer

Kids 'R' Kids staff are not medical providers and cannot diagnose concussion, internal injury, or other medical conditions. Once a parent/guardian has been notified, the parent/guardian is responsible for determining appropriate next steps, including medical follow-up.

5) Emergency response

If we believe a child needs urgent/emergency evaluation, we will activate emergency procedures, including calling 911, and then contact the parent/guardian. Examples of danger signs after a head injury can include repeated vomiting, seizures, increasing confusion, trouble staying awake, slurred speech, weakness, or one pupil larger than the other.

Excludable Communicable Diseases

For certain communicable diseases, a child or staff member cannot return to the center without a health care provider's note stating there is no risk to themselves or others. This policy applies to diseases such as impetigo, lice, scabies, and shingles. For chicken pox, a specific protocol is followed based on the onset of the rash and the healing stage of the sores.

Notification of Illness

If your child has been diagnosed with or exposed to a contagious disease, please inform the front desk. This allows us to monitor symptoms in other children and to inform other families as necessary.

MEDICATION ADMINISTRATION POLICY

- Complete the medication form, available at the front office.
- We require that families provide a signed authorization including administration and dosage procedures for each prescribed medication, whether starting or changing to new medication, to be administered. Any potential adverse reaction to the medication must be listed on the authorization so that the child can be properly monitored and families notified accordingly. This authorization is required at the beginning of each calendar week.
- We do not permit giving non-prescription, over-the-counter oral medication of any kind.
- Administration of topical, non-medical ointment, repellent, lotion, cream, or powder is permitted with written authorization and completion of the Topical Ointment Authorization form from the child's parent. Sunscreen has to be labeled and given to the classroom teacher. All above must be in its original container and labeled with the child's name.

- Medication is administered at the times listed by the parent.
- Special circumstances requiring the administration of additional medications must be discussed with the school Director.
- We will not administer any medication after its expiration date or for non-medical reasons, such as to induce sleep.
- We will not accept a Medication Authorization Form that states the medication to be given "as needed." The physician must indicate the exact conditions under which the medication should be given.
- Only ONE medication can be listed on each Medication Authorization Form.
- Prescription medication must be in its original container bearing the pharmacist's label.
- All medications must be dropped off and picked up at the front desk, each day. These medications will be stored in a locked secure area inaccessible to the children. Medication may not be transported to the classroom by families. NO MEDICATION MAY BE PLACED IN THE CHILD'S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.
- All medication must be taken home daily to ensure proper family control.
- Exceptions to this rule are life-saving medications such as breathing treatments. Any child needing these types of medications administered will be placed on a "Care Plan" developed by the child's family, a medical expert, and the School Director. Any "Care Plan" currently in use will remain so until renewal time (at least every 6 months).
- Children are not allowed to bring any type of medication to the School to administer themselves.

Emergency Medical Care and Accident Reporting

We require up-to-date emergency care information for each child. In a medical emergency, families will be notified immediately, and emergency services will be contacted if necessary. Minor injuries are treated at the school, with an Accident Report filled out and shared with families. A parent will need to sign the injury/accident report. All accidents and potential hazards must be reported to ensure the ongoing safety of our environment.

Reporting Abuse and Neglect

- The owner, director, or any staff member shall verbally notify the State Central Registry Hotline (1-877-652-2873) immediately whenever there is reasonable cause to believe that a child has been subjected to abuse and/or neglect by a staff member or any other adult.
- In addition to the notification to the State, the parents will be advised of the occurrence of the incident that might indicate possible abuse and/or neglect involving the child. Parental notification will be made immediately.
- We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult the Director.

Emergency and Evacuation Plan Overview

Our center is dedicated to the safety and well-being of all children in our care. We have developed a comprehensive emergency preparedness plan to address various scenarios that could occur, including natural disasters, medical emergencies, and human-caused events. The

goal is to ensure a coordinated, efficient response that prioritizes the safety of children and staff.

Evacuation Procedures

- In the event of an emergency requiring evacuation, our designated safe location is the commercial building located next door at 219 Changebridge Road, Montville 07045.
- Children will be escorted to 219 Changebridge Road in an orderly manner, with staff members responsible for their assigned classrooms. Staff will maintain accurate child counts at all times.
- Evacuation information, including the location, will be prominently posted on our front door. We will update our answering machine and website with relevant information as feasible.

Communication During Evacuation

- We will notify appropriate authorities immediately upon initiating an evacuation.
- All emergency contact information for each child, including Authorization for Emergency Care, will accompany staff to the designated safe area.
- Families will receive text alerts to keep them informed.
- We will remain at the designated safe location until all children have been safely picked up by their families.

Medical Emergency Procedures

- The situation will be promptly evaluated by management.
- If necessary, 911 will be called, and First Aid or CPR will be administered.
- Should a child need to be transported by emergency responders, a member of our administrative team will accompany the child and bring their file for reference.

Intruder Procedures

- Immediate 911 notification will be made by management or designated staff members.
- All classrooms are equipped with phones for internal communication.
- The building will enter lockdown mode to protect all individuals on premises.
- We will await instructions from and cooperate with responding authorities.

Communicable Disease Procedures

- Immediate steps will be taken to identify and isolate the source of infection.
- Proper authorities will be notified to ensure an appropriate response.
- Notices will be posted, and disinfecting procedures will be enacted to prevent further spread.

General Emergency Measures

- Our center is equipped with necessary safety equipment, including fire alarms, sprinkler systems, and fire extinguishers.

- Evacuation routes are clearly posted throughout the facility.
- Regular fire drills and emergency lockdown drills are conducted to ensure preparedness.
- In the event of a significant natural disaster, we will contact families as quickly as possible to arrange for the pickup of their children.

Our emergency and evacuation plan is an essential part of our commitment to the safety of the children in our care. We continuously review and update our procedures to adapt to new information and ensure compliance with best practices in emergency preparedness.

Child Conduct

Essential Expectations

Our discipline policy at Kids 'R' Kids is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices so they feel powerful in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and "I" statements as ways to further develop self-discipline. In situations where children are having a difficult time managing emotions, they may be removed from the over-stimulating environment to a quiet area where a teacher or member of the administrative staff can work one-on-one to resolve the situation. Families will always be informed if a situation such as this has occurred. If a child continues to have a difficult time, a team meeting with the family may be requested. This meeting with the Director and teacher(s) will consist of the team developing a plan of action to best meet the needs of the child and the family.

Discipline

Praise, positive reinforcement, and redirection are effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. At Kids 'R' Kids Learning Academy, we use a method of 'redirection' to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior. If a child must be redirected to "quiet time", they will be separated from their peers for a brief time.

"Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children." (NAEYC Code of Ethics – Principle 1.1) Kids 'R' Kids reserves the right to disenroll any child, without notice, that displays behavior that is harmful to children or disruptive to the other children's ability to learn in the classroom on a regular basis. Based on this belief of how children learn and develop values, this facility will practice discipline and behavior management taken from the NAEYC Code of Ethics and the following behavior management policy. Parents will be communicated with if the center is experiencing challenging behaviors with their child.

NEW JERSEY STATE 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.

Use positive discipline by planning ahead: Anticipate and eliminate potential problems. Have a few consistent 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 group-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.

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. We don't say "bad boy" or "bad girl." Instead we might say "That is not allowed here." 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 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

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, parents, or children.
- Parent exhibits verbal abuse to staff, parents, or children 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.
- Verbal abuse to staff, parents, or children.

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.
- All of the above occurring frequently, on a consistent basis, causing disruption to the overall classroom environment.

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.
- The parent/guardian will be informed about 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 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 childcare arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Try to redirect child from negative behavior.
- Reassess classroom environment, 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 the local school district's child study team.

Biting Policy – Signature for this policy is required and is on the signature page.

The school requires all families of children under 3 years old to review the guidelines outlining how our staff will handle a biting incident. Biting is a very common behavior among children in the early toddler years. Biting is sometimes a form of communication and is almost always a response to the child’s needs not being met or coping with a challenge or stressor. At Kids ‘R’ Kids, we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment which we create for the children.

We understand that a child biting is a common and difficult behavior to deal with in group child care settings. It can occur without warning, and this stage is usually just a passing problem. Children may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress, or changes in their environment either at home or school. In order to alleviate some of the triggers for biting, Kids ‘R’ Kids has many practices in place that are known to help prevent incidences of biting in small children.

- Quality relationships: Staff develops nurturing relationships with the children and gets to know each child and their family individually. Staff is given many opportunities for professional development to help them learn ways to build quality relationships with the children.
- Environmental influences on child’s behaviors: Children are given opportunities to work in both small and large groups; there is a variety of work and children are taught how to share “work;” the environment in a Kids ‘R’ Kids classroom is often quiet and productive which is very soothing to children; and staff are very aware of and willing to help a child that is feeling overwhelmed.
- Targeted social-emotional supports: Children have a daily routine that they follow which consists of circle time, time to pursue own work, and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Staff talks about emotions/feelings through books and other work and teaches strategies such as yoga to help children learn to calm themselves.

Response to Biting - Action Plan

For the child who may have bitten a friend:

1. The child is removed from the situation, using words such as "We should not bite our friends because it will hurt them." Also, we can use words such as "Why don't we say sorry to our friend."
2. The child will be redirected to other work/play.
3. The teachers in the child's classroom will complete a Kids 'R' Kids accident/incident/behavior report, notify the Director, and the parent will be notified at pick-up time or earlier if the situation warrants.

For the child who may have been bitten by a friend:

1. Staff will separate the child who was bitten from the other child and comfort the child.
2. Staff will administer appropriate first aid if need be.
3. The teachers in the child's classroom will complete a Kids 'R' Kids accident/incident report, notify the Director, and the parent will be notified at pick-up time or immediately if the bite has broken the skin.

If biting continues:

1. Classroom staff will meet with the Director on a routine basis for advice, support, and strategy planning and meetings by either parties if requested.
2. Staff will keep written documentation to indicate location, time, participants, behaviors, staff present, and circumstances.
3. Staff will "shadow" a child who indicates a tendency to bite, to: Head off biting situations before they occur, teach non-biting responses to situations, and reinforce appropriate behavior. Teachers may also adapt the program to better fit the individual child's needs and teach responses to potential biting situations such as using words such as "that hurts," or "please don't do that."
4. Staff will work together as partners with the parents of both children to keep all informed and develop a joint strategy to help the children in the best possible way.
5. Teachers and the Director may hold a conference with the parents to develop a written plan of action.
6. Teachers will consider the transition of a child in a biting behavior pattern for a change of environment, if developmentally appropriate.
7. If it is deemed in the best interest of the child, center, and other children, we will work with parents and possibly withdraw the child even if for a short period of time to work through the behavior.
8. If the biting, or biting attempts, continue very frequently, on a consistent basis, our center may initiate our expulsion policy to temporarily withdraw your child from our center. Biting is a normal, developmentally appropriate behavior for toddlers. However, if the biting is too frequent/severe, we cannot jeopardize other children's safety and health while a child works through this developmental stage.

Biting Confidentiality

In compliance with NAEYC confidentiality guidelines, Kids 'R' Kids staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.

Harassment, Bullying Or Hazing

Our School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying, or hazing. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber-bullying (creating websites, instant messaging, emails, text messaging, using camera phones, or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable learning environment.

All concerns relating to harassment, bullying, or hazing should be reported immediately to the Director. When the school administration becomes aware of harassment, bullying, or hazing, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including immediate dismissal from school. No retaliation or adverse action will be taken against any person who makes a good faith report of harassment, bullying, or hazing.

Threats/Weapons

The school has a zero-tolerance policy in regard to threats and weapons. The possession of dangerous weapons, such as guns and knives, or the display of any item that may be perceived as threatening, whether on or off school property, may be cause for immediate dismissal. Similarly, threats will be addressed as a serious issue. The school will determine the appropriate consequences depending on the circumstances.

Head Lice Policy

Purpose

To reduce the spread of head lice while minimizing disruption to children and families.

Identification

If staff observe signs of lice (live lice or nits close to the scalp), the child will be discreetly checked by a designated staff member.

If Lice Are Found

1. **Parent Notification:** Parents/guardians will be contacted on the same day.
2. **Pick-Up:** The child must be picked up within the hour. The child cannot return the next day.
3. **Treatment:** The child must receive professional lice treatment before returning to school. Proof of treatment is required. Rosemary shampoo is not considered treatment for lice.
4. **Home Cleaning:** Families should wash bedding, hats, and recently worn clothing in hot water and check all household members.

Return to School

- The child may return after the first professional treatment is completed.
- The child must be free of live lice.
- Staff will conduct a quick head check upon return if needed.

Classroom Prevention

- Children will be reminded not to share hats, brushes, or hair accessories.
- Personal items will be stored separately when possible.
- Families will be notified if a case of lice is identified in the classroom.

Expectations for Families

- Check your child's hair regularly.
- Begin treatment promptly if lice are found.

Inform the preschool if your child is diagnosed with lice at home. Same return to school process applies.

Dress Code

Please dress your child comfortably so that he/she may take advantage of all learning opportunities, indoor and outdoor. Because children play on the climbing equipment, we require each child to wear rubber-soled athletic shoes while outdoors. Closed-toe shoes are required at all times during the year. No open-toe shoes – flip flops or sandals – will be allowed at school. Water shoes are required for Splash Park participation. Also, clothing that is easy to manipulate makes them much more independent and self-sufficient. Some of our activities can be messy and therefore, we ask that you provide extra clothing to keep at school. (Two extra sets of clothing are required for children up to age 3, and one extra set for 3 and older as stated previously)

Safeguarding Valuables

Children should not bring excessive amounts of money (over \$5.00 is considered excessive) or other valuables to the school. The school will not be responsible for lost, stolen, or damaged valuables, such as expensive jewelry, toys, or electronic items.

Other General Policies and Procedures

Policy on the use of Television, Computers, and other Video and Technology Equipment

As instructed by the New Jersey Office of Licensing and in keeping with the State of New Jersey Department of Children and Families (DCF) Manual of Requirements for Child Care Centers, we are providing you, as the parent/guardian of a child enrolled at Kids 'R' Kids, with the following informational statement:

In keeping with our play-based, experiential philosophy of early childhood education, screens (television, computer, and other video equipment) are rarely used with the children at Kids 'R' Kids. When they are utilized, it is for educational and/or instructional purposes only and related to the curriculum. The use of computers by children in the classroom or media center is limited in time to no longer than 15-20 minute intervals for age and developmentally appropriate software only, always with teacher supervision and instruction. They will never be used for passive viewing or as a substitute for planned activities. If a child with special needs in our program would benefit from the educational or instructional use of a television, computer, or other video equipment, a specific written plan would be developed for their use on an individual basis.

Social Media Policy (as given to staff)

Computer and Systems Usage Policy

All persons using the School's computers, the computer systems, or personal computers on School property or over the School's systems are required to abide by this policy. Failure to do so will result in appropriate disciplinary action determined by the School's Director. All computers should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary actions, up to and including dismissal.

- Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.
- Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action up to and including dismissal.
- Cell Phone (Students)– Cell phones and usage are prohibited by students while on school property. If a child has a cell phone in their possession it must be left securely in their backpack. If it is discovered that a cell phone has been used to take pictures/videos of other children, staff, or the premises, and has subsequently been posted on any form of social media or sent via text message, disciplinary action will be taken up to and including dismissal from the program.
- Cell Phone (Parent/Guardian/Visitors)-Staff, parents/family members, and visitors are prohibited from using personal cell phones to take photos/videos, of any child, staff member, or the premises. It is also prohibited to send text messages about any child or staff member. If it is discovered that a photo or video has been posted on any form of social media (including but not limited to Facebook, Instagram, Twitter, Snap Chat) or sent via any form of private messaging (i.e text messaging) it is considered a breach of confidentiality as well as a violation of safety that could lead to expulsion from the program.
- Internet Access: The School's community - children, staff and administrators - have the privilege of accessing the Internet. The School encourages children and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets

users send and receive files and programs contained on other computers. Files may only be downloaded to a portable storage device. Files are not to be downloaded to the School's local or network hard drives.

- **Filtering System:** The School uses a filtering system to block inappropriate content from all users of our network. No filtering system is foolproof; therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate. The child must report the situation to the teacher or administrator in charge of the activity. Although the School does filter content, some inappropriate content may still get through via the Internet. Obtaining material that is explicitly labeled as not intended for minors will be considered a violation of the School's rules. Furthermore, making public or passing on any material that is pornographic, violent in nature or is in any way harassing is unacceptable and will be dealt with immediately by the appropriate administrator. The School has the right to monitor all Internet and technology use including E-mail, instant messaging, and text messaging.. Users should assume that ALL activity is not private and is being monitored for content and appropriateness.
- **Internet Safety:** Children should never give out personal information (address, telephone number, name of School, address of School, date of birth, social security number, credit card number, etc.) over the Internet. Also, children should not meet with someone that they have contacted on-line without prior family approval. Safety is the responsibility of the family and child. The School is not liable in any way for irresponsible acts on the part of the child.
- **Pirated/Personal Software:** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not in any way be held responsible for any software brought to School by a student.
- **Network Access:** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or E-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a child who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty and will be treated as a violation.
- **School's Right to Inspect:** The School reserves the right to inspect user directories for inappropriate files, to remove them if found, and to take other appropriate action if deemed necessary, including notification of families. Do not assume that any messages or materials on your computer or the School's systems are private.
- **E-mail, Social Networking Sites, Blogs, Chat Rooms:** E-mail is one of the various systems that transmit some form of electronic representation of a page or message from one location to another. It should be clear that E-mail mail cannot be used to harass or threaten others. The school reserves the right to randomly check E-mail. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content that would be inconsistent with the mission and philosophy of the School or inappropriate in an educational institution. Children should be aware that deleted E-mails can be undeleted.

Participation in “chat rooms,” blogs, or browsing social networking sites (such as Facebook, Instagram, Twitter, YouTube, or any other similar sites) using school equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with the School’s No Harassment/No Bullying/No Hazing policy. Children should also be aware that teachers and administrators may periodically check such sites and may determine that off-School-property behavior violates the Disciplinary Procedures by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School’s educational mission or activities.

- **Computer Care:** Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and children will be held responsible for replacement or repairs.
- **Reporting Requirements/Discipline:** Any child who accesses inappropriate material on the Internet or receives harassing, threatening, or inappropriate materials via E-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity or to the Director so that the situation can be investigated and addressed appropriately. Children who violate any aspect of this Computer/Network Policy will be subject to appropriate discipline, loss of computer or Internet privileges, and possibly dismissal.

KRK Computer/TV Policy Updated 9/25/19

Kids ‘R’ Kids Learning Academy of Montville does not expose children or give them access to TV or Movies. KRK does not have computers. The only exposure is our SMART board, which consists of 25-minute lessons attached to each age group’s curriculum-based materials.

Photos of Students Policies

Photos of students are taken throughout the day to be used for the Tadpoles Daily Report system, Monthly Newsletter, Facebook posts, School Website. Staff members are not permitted to use cell phones but are required to use the iPad assigned to the classroom to take the photos. Any photos used on Facebook, Monthly Newsletter, or School Website will have the parent’s authorization.

Confidentiality

Information pertaining to the children enrolled at the school and the staff employed at the school is considered confidential. To set up playdates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children in the school. We will happily pass notes or messages from you, but we cannot release confidential contact information.

Diapering

Children are checked at scheduled intervals throughout the day and changed when wet or soiled. No child is knowingly left in wet or soiled clothing. For children who wear diapers or toilet training pants, each family must provide an ample supply for each day/week. We do not supply these items and families will be notified if a child is running low on supplies. If your child will need any type of diapering creams/ointments, you must provide them and label them with your child's name and give permission for staff to apply. Diaper cream and sunscreen has to be labeled by the parent.

Field Trips

Classes may plan field trips during the year to acquaint children with community resources and to provide educational experiences that will enhance classroom learning activities. A signed participation and release form is mandatory for field trips. A child will be unable to attend a field trip unless a signed field trip form is received from a designated family member or guardian. An information sheet and participation and release form will be sent home for each field trip the child is scheduled to attend. Families are encouraged to contact their child's teacher to see if additional chaperones are needed.

Children scheduled to go on a field trip will wear a Kids 'R' Kids shirt and a bracelet identifying the child as a student of Kids 'R' Kids. If there is a financial cost associated with the trip, that financial obligation will be billed to the family account.

Lost and Found

All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization.

Meals and/or Snacks

Our school will provide a nutritious breakfast and lunch every day along with a PM snack in the afternoon. We are a nut-free school. Absolutely no nut products may be brought into our school. This includes food products that are cooked with or near nut oil.

See Special Events for additional food restrictions and guidelines.

Infants

A written feeding plan must be completed and submitted by the families. This plan should be updated regularly as new foods are added or other dietary changes are made. This should also be updated on Tadpoles. All baby bottles (including the cap) must be clearly labeled with the child's name and current date. Formula or breast milk must be brought in appropriate amounts for feeding. If using powdered formula, please make the formula at home and send to school for feeding. Any milk warmed must be used within an hour or it will be discarded. Dry cereal and unopened jar food may be left at the school until consumed. Infant food must be commercially prepared and unopened. These jars must be labeled with your child's first name and last name. We are unable to accept any food jars which have already been opened. Please bring in foods that have been tried at home in order to protect against food allergies.

Toddler/Pre-School

Meals and snacks are provided by the school and the menu is emailed to parents monthly. Mealtime is seen as a part of the learning process. Older children are served in the Kids Café and are encouraged to display proper table etiquette. We serve family style dining. They are encouraged to taste all the food that is served but are not forced to eat anything. At no time is food withheld as punishment. Please note that meals and snacks begin being served to children at 18 months of age, regardless of classroom.

Naptime

Toddlers and preschool children (Suites 100, 200, 250, 300, 350, 400 and 450) are required to have a quiet rest period following lunch and are encouraged to sleep during this time. Naptime is approximately 2 hours.

Each child will be provided with a cot and sheet, which will be laundered weekly by the school. Children may bring a small, lightweight blanket for naptime. Blankets must be labeled and will be sent home every Friday for laundering.

All children are required to begin the rest period on their cot to ensure that every child is given the opportunity to rest or fall asleep for at least 30 minutes in a quiet environment. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. We will not wake any child before 2pm.

Children who have not fallen asleep after 30 minutes will be provided with a quiet activity. It is important that the environment remains calm and quiet so that students who are napping can rest without disruption.

If you have any concerns about naptime for your individual child, it is important that you communicate with the front office so we can ensure alignment and support your child appropriately in the classroom.

Pets

Because of health and safety concerns, pets may not be brought to school without the Director's advance consent. When picking up or dropping off your child, please keep pets in the vehicle.

Prohibited Items

The following items should not be brought to the school by children:

- Cell phones
- Tablets, laptops, CDs, DVDs, handheld music and/or gaming devices, and similar electronic items
- Cameras and video cameras
- Skateboards
- Inappropriate reading material
- Any other items that would distract from learning.

- Chewing gum or candy
- Jewelry and other expensive gadgets of any sort
- Toys from home

Special Events

Arrangements should be made with the teachers regarding a birthday or holiday party. We host all parties during afternoon snack time at 3pm. If you are bringing a cake or special snacks to the class, they must be purchased from the store and have an ingredient label. No home-made food will be accepted for school parties due to possible food allergies present in the classroom. If any children in your child's classroom have an egg allergy, cake cannot be served. As a school, we try to have similar party snacks available so the children feel included. However, this cannot be guaranteed.

Holiday parties will take place in the classroom throughout the year. Generally, a note is posted to notify families of an upcoming party and many times families are asked to volunteer to bring food or drink. If at any time you object to a party for religious or other reasons, please notify your child's teacher as soon as possible so we can make arrangements to otherwise care for your child during that time. We will assume that all children can participate unless notified to the contrary. Please note that if you bring goodie bags, that they will be handed out at pick-up time.

YES to...

- Planning a party at our school and coordinating with the classroom teacher
- Commercially purchased food may be brought in, but remember, the food:
 - Must be commercially made
 - Must have an ingredient label
 - Must NOT contain nuts
 - Must NOT be processed near nut oil
 - Must NOT contain raw eggs

NO to...

- Pizza deliveries (as they do not come with an ingredient list)
- Small trinkets or small items as party favors
- Latex balloons
- Ceramic plates or glass in classrooms or Kids Café

Potty Training Policy

At Kids 'R' Kids, we believe that potty training is a developmental milestone—not a deadline. Our approach to toilet learning is child-centered, respectful, and grounded in early childhood best practices. We are committed to supporting each child's unique pace and readiness in partnership with their families.

Our Philosophy

We recognize that every child develops at their own pace. Successful potty training requires physical, emotional, and cognitive readiness. Initiating potty training too early—before a child is developmentally prepared—can lead to stress, resistance, and setbacks. Our goal is to foster a positive, empowering experience for every child, without pressure or unrealistic expectations.

Signs of Readiness

Our experienced staff looks for several key indicators that a child is ready to begin toilet learning, including:

- Staying dry for longer periods (typically two hours or more)
- Expressing interest in the toilet or wearing underwear
- Communicating the need to go, or discomfort when wet or soiled
- Demonstrating the ability to follow simple directions
- Showing increased independence and participation in daily routines

Our Role as Educators

The teaching team at Kids 'R' Kids will:

- Introduce toilet learning gently as part of the daily routine
- Create a calm, encouraging environment that supports each child's progress
- Share observations with families to help guide next steps
- Support each child's efforts with patience, praise, and understanding

Family Collaboration

Potty training is most successful when families and school staff work together with consistency and clear communication. For toilet learning to be effective, both home and school must follow the same approach and expectations.

Families are asked to maintain open communication with their child's teachers and the Education Department regarding progress, routines, and any challenges that arise at home or school. If you feel like your child is ready to start potty training, please reach out to both your child's teachers and the Education Department. When a potty-training plan is established, we ask that families follow the agreed-upon strategies consistently so that children receive the same guidance and reinforcement in both environments. Working together and staying aligned helps ensure a positive and successful potty-training experience for each child.

School Discretion on Potty Training

To protect the child's emotional well-being and promote long-term success, decisions regarding the start and pace of toilet learning during school hours will be made at the discretion of Kids 'R' Kids management, the Education Department, and teaching staff.

Children will never be pressured, compared to other children, or subjected to negative reinforcement during this process. Our focus remains on fostering confidence, independence, and a positive attitude toward self-care.

Please note, children transitioning into Suites 400 and above are expected to be independently using the toilet. To support classroom routines and the developmental expectations of these programs, Kids 'R' Kids reserves the right to delay a child's transition into Suites 400 or higher until they are fully potty trained.

Decisions regarding readiness for transition will be made by Kids 'R' Kids management and the teaching staff based on the child's developmental readiness and consistency with independent toileting.

Summer Information

During months where temperatures are warm enough we will be bringing the children out to our Splash Water Park. Not all classrooms use our Splash Water Park during the summer so be sure to understand your child's classroom schedule. Your child's teacher will let you know the schedule for their particular class and your child will need to wear their swim clothing to school that morning, along with water shoes and a towel. Please pack their clothing to change into in their bag so the teacher can change them afterward. Also, please put sunscreen on your child prior to arriving at school, and if a reapply is needed you must supply the sunscreen labeled with your child's name and inform your child's teacher.

Visitors

Families and visitors are welcome at the school during school hours. Parents can drop their child at their classroom before 9:00am. Between 9:00am – 2:30pm, we ask to stop at the front door/lobby and have our team escort your child to their classroom. You are free to walk to your child's classroom between 2:30pm – 6:00pm. Families and visitors must first report to the staff at the front desk before visiting any class or any other location on school property during school hours. Families who want to help in the classroom, Café, or playground are asked not to bring siblings or other children with them.

"Watch Me Grow" Camera System Information

Our school offers the "Watch Me Grow" streaming video, which provides families with the opportunity to view their children online and share in their day. If you would like more information about Watch Me Grow, please contact our center Director.

I acknowledge that Kids 'R' Kids has entered into an agreement with "Watch Me Grow" to provide authorized parents with internet access to streaming video of their child(ren)'s classroom and that my child(ren)'s classroom is included in this agreement.

Please be advised, that taking a screen shot, photo, or video of "Watch Me Grow" and posting to any form of social media or sending via text message, is strictly prohibited if a child/children other than your own are in the picture. Families are given 10 sessions of 10 minutes per session. This is per family, not per child. If you use a session for 5 minutes and log out, you will not be able to regain the 5 minutes of that session. Any use of a session will count as a full session.

Daily Report Acknowledgement

Each day your child(ren) will be receiving an electronic daily report showing the breakdown of their day. This report will detail their meals, diaper changes/bathroom time, nap time, and the academic activities throughout the day. In addition to this report, we also like to email pictures

to our parents to demonstrate what their child is learning and show any milestones happening while in the building.

I acknowledge that the classroom teacher may take photos of the child to be sent only to the parents. These pictures will not be used on social media or any form of advertisement for our center. *(signature required on signature page)*

Final Statement

We at Kids 'R' Kids want to provide you with the highest quality care for your child. We believe that nurturing children in a loving and wholesome environment is a community need that we do best. We, at Kids 'R' Kids, commit ourselves to providing superior child care and early education services.

Acknowledgement and Receipt of Family Handbook

The registration of a child is considered an acceptance, on his/her part and on the part of his/her families or guardians, of the terms and conditions of the Family Handbook and all of our school's rules and regulations, including the school's judgment on disciplinary sanctions or dismissal of a child.

The rules and regulations contained in this Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a child in all circumstances in which he/she may find himself/herself and are subject to the school's ultimate discretion, judgment, and interpretation.

Children and families or guardians are asked to familiarize themselves with all of the information contained in this Family Handbook and to sign that they have read, understood, and agree to abide by and honor all statements and provisions set forth in this Family Handbook or as they may be changed from time to time by the School. *(signature required on signature page)*

Section 5 – NJ State Licensing Signature Required Documents

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/.

OOL/INFORMATION TO PARENTS/APRIL 2017