



Parents Handbook

2025-2026

Jeanne Mueller, Director
65 South Street
Morristown, NJ 07960
(973) 540-1114
jmueller@pcmorristown.org

School Closing due to inclement weather:

To find out if we have school...

1. **Email and Brightwheel Application message to all families.**
2. **Check for an email message from jmueller@pcmorristown.org or your child's teachers.**

School Closing due to health concerns:

We will follow the guidance of our Licensing Agency (Department of Children and Families, Office of Licensing) and the local Morristown Department of Health.

1. **Brightwheel message to all families will be the primary method of communication.**

Philosophy: We are a Christian Nursery School that operates as a form of outreach for The Presbyterian Church in Morristown. The primary goal of our school is to serve children and families within the Morristown area by offering a nurturing and stimulating atmosphere for young children. We offer the children an opportunity for emotional, physical, intellectual, social, and spiritual development in a Christian environment.

Organizational Structure: The ultimate responsibility for the operation of The Presbyterian Church Nursery School rests with the Session (governing body) of The Presbyterian Church in Morristown. This authority is delegated to the Nursery School Advisory Committee through the Christian Education Committee of the Session.

Nursery School Advisory Committee Members

NancyLynne Alessio, Chairperson – 973-615-4010, nancylynne@westendresidential.com

Jeanne Mueller, Nursery School Director – 973-540-1114, jmueller@pcmorristoryn.org

Karen May, Bookkeeper – 973-584-9533, karenmay514@gmail.com

Craig Dodd, Legal Advisor – 973-540-9699

Alexandra Mead, Church Staff Liaison – 973-538-1776 amead@pcmorristoryn.org

Connie Curnow, Church Representative – 973-267-0724, ccurnow@delbarton.org

Rachael Curnow, Church Representative – 973-387-0138

Parent Advisory Members (3):

1. Shannon Semler - 201-317-6948, Shannon.semler@gmail.com
2. Megan Vohden – 201-207-8297, meganvohden@gmail.com
3. Kathryn Marsh, - 516-782-7680, ksmith0307@gmail.com

General Information: Our non-profit school is licensed by the State of New Jersey, Department of Children and Families for children between the ages of 2 1/2 and 6 years of age and is sponsored by The Presbyterian Church in Morristown. At present, we offer classes for 2 ½, 3-5 year-olds.

Objective and Curriculum: As early childhood educators, our teachers provide an environment in which they can guide and enhance each child's development. Our major goals are:

1. To develop a positive self-image.
2. To develop a positive attitude toward learning and school.
3. To foster growth in all aspects of the child's development, including social-emotional well-being, physical ability, and cognitive development.
4. To help each child learn at his/her own pace. Therefore, individuality is stressed and respected while group activities balance out the day and teach the child how to work and live together with others.
5. To offer a Christian nurturing environment.

Sessions and Tuition

Little Learners: 2's: \$3,500/ Full Year or \$350 per month
Tuesday/Wednesday/Thursday, 9:00-11:30

Lunch Bunch: 3 days a week 11:30-1:00 \$15/day billed bi-weekly
3 days a week 11:30-1:00

Preschool: 3's: \$5500/year or \$550/month if attending 4 days a week
*parents can choose 3 days a week \$4800/year or \$480/month
Tuesday/Wednesday/Thursday/Friday, 9:00-1:00

Pre-K: 4's: \$6,500/year or \$650/month
5 days Monday through Friday 9:00-1:00

Stay and Play: for Preschool and Pre-K M/W/F \$25/day billed bi-weekly
1:00-3:00

There is a \$100, non-refundable, registration fee. Tuition is normally based on a yearly fee. The first tuition payment (10%) is due at the time of registration. This payment is refundable *until June 15, 2024*. Remaining tuition payments are due quarterly on September 1st, December 1st, and March 1st. Monthly billing plans are available, please notify the director to set up.

Payments can be made using several methods:

1. Via the Brightwheel App
 - a. Bank transfer or electronic check where *PCNS covers the Brightwheel fee*
 - b. Credit card payments for which *Brightwheel charges a fee*.
2. Regular paper check made out to the Presbyterian Church Nursery School and mailed to PCNS at 65 South Street Morristown, NJ 07960 or handed directly to the Director.

Please note: As long as your child is enrolled in the school, you are responsible for all tuition payments, whether or not your child attends class. Thirty days' notice in writing must be given if a child is withdrawn from school. You are still responsible for paying tuition for those thirty days.

If the tuition is more than seven days late, you will need to pay a \$50.00 late fee, in addition to \$25/week for each subsequent week your tuition payment is not paid. Speak to the director if you anticipate financial problems because arrangements can be made on a case-by-case basis (such as scholarships, monthly payment options).

When a registration, tuition, or Lunch Bunch check is returned due to insufficient funds, you will be expected to pay any fee(s) Nursery School incurs from the bank. If a check “bounces” three consecutive times, you will have to pay with a certified check or money order.

Scholarship: The Outreach Committee of The Presbyterian Church in Morristown contributes generously to our scholarship funds. Children who can benefit from our program do not have to be turned away due to inability to pay tuition fees. Scholarship applications can be obtained by speaking to the director.

Supplies & Field Trip Fees: PCNS charges a supply and field trip fee in September to cover all pre-planned field trips for the school year. Fees vary depending on class (not all classes attend all trips) and prices vary by vendors.

Arrival procedures and policy: All children will enter the school at the rear door. Parents/Caregivers will pull their car up and “check in” on our Brightwheel App upon arrival. Parents/Caregivers will remain in cars at the entrance area/car line. Parents will wait in their cars until staff is available to check their child in and staff will safely escort children inside the building.

The director and assistant teachers will be available to facilitate the arrival of children between 8:50 a.m. and 9:10 a.m. Please drive to the rear entrance. Teachers will open your car door and help your child out of the car and into the building. Nursery School staff members will escort the children to their classrooms. It is important for you *not* to arrive before 8:50 a.m. If you do need to arrive early, please park in a parking space in the lot so our car line does not back up into the street. Please *do not drive around the car line*, follow through the line, even if your child gets out of the car faster than the vehicle in front of your car. We do our best each morning to avoid causing more traffic jams in downtown Morristown. The car line procedures move quickly after the first few days of school; please have patience with the school staff and with our young students that don’t move as adults do 😊.

Separation may be difficult for young children, but they quickly learn what is expected of them, and after a few mornings they should have little problem with our drop off protocol. If Separation continues to be a struggle for any of our students, teachers will work with parents to develop a strategy to help the students and parents conquer any challenges.

Dismissal procedures and policy: All parents/care givers will park their car in the lot and may enter the main or rear entrance of the school. Parents/caregivers will have access to the Open Path Mobile app for entry ONLY DURING PICK UP TIMES. Parents/Caregivers may go to Classroom 3 for 2A; Classroom 1 for 3A and Classroom 2 for Pre-K. PCNS staff will handle dismissal - one student at a time. The child(ren) will be released directly to the parent/care giver. Parents/caregivers and students in 3A and PreK A may exit either from the main entrance door or via the back door of the building. Parents/Caregivers are responsible for child’s safety upon dismissal.

At dismissal time, park car in the lot. At dismissal, your child will be released to (1) the person(s) authorized by you on your enrollment application or (2) the person(s) specified by you in a written form to your child's teacher. Any changes in release for your child (i.e., playdates) must be sent in written form (Brightwheel message, email, or handwritten note). **Any person that is unknown to the Nursery School Staff will be required to show photo identification at the time of pick up.** Dismissal is not a good time for any detailed discussion with a teacher. Arrangements can be made for in depth discussion with a teacher.

Pick Up Safety Reminders: Parents (or the designated person) accept responsibility for their children once they exit the classroom. Parents should make every effort to hold the hand of the child(ren) they are responsible for in the parking lot. Parents/Caregivers must also note that the Church Offices are in use during the afternoons. Children should NOT play in the parking lot or on the handicapped ramp located in the front of the building. Our parking lot is a busy place. We share our facilities with many community organizations. Please be respectful of others who are visiting The Parish House.

Parents are not, ***under any circumstances*** to leave a younger sibling in the car while they enter the building for pick up at the classroom door. If a parent has a situation where they are unable to come in the building for pick up, they need to send a Brightwheel message or call the school. Other arrangements can be made to assist parents and keep all children safe.

Finally, drive carefully and slowly in the parking lot while following the directional arrows painted in the parking lot.

These rules are for the safety of all the children, not only our students, but also for siblings. Crossing the parking lot is dangerous, and the number of children in the parking lot magnifies the risks during dismissal. Please use caution and take advantage of this teaching moment with your child.

Late Fee: Whenever a parent is ***more than fifteen minutes late*** picking up his/her children at dismissal, a \$15 late fee will be charged. To avoid paying this fee, please make an effort to pick up your child by the following times:

Regular Dismissal during 2025/26 school year: 11:30 am, 1:00 pm, 1:45 or 3:00pm.

Lunch Bunch Dismissal during 2025/26 school year: 1:00 p.m.

Enrichment Dismissal times:

Art 1:45 on Tuesdays from Room 1; Sports & Games 1:45 on Thursdays from Room 1; Stay and Play Monday/Wednesday and Friday 3:00 from Room 2

Understandably, emergencies do arise, but please try to call the school or message the PCNS staff and director via the Brightwheel App or via email: jmueller@pcmorristown.org if you will be late. Your cooperation is appreciated.

School Closings due to inclement weather:

To find out if we have school...

1. Brightwheel Alert/Email message to all families

Please note that PCNS reserves the right to close the school or have “delayed openings” whenever it is deemed necessary for the safety of the children and staff (regardless of whether or not the public schools have closed). School closings are at the discretion of the director. Our “Snow Day” policy is as follows:

- PCNS will follow the Morris School District's advice as a general rule
- In the event of a health closure, PCNS will act under the guidance of our licensing agency, Department of Children and Families and the local Morristown Department of Health.
- PCNS will *not* operate delayed openings as a general rule
- PCNS will decide the morning of a school day whether we close or not. We will NOT decide the night before (many times the Morris School District will announce a close in the evening).
- PCNS may do some early dismissals (i.e., no lunch bunch or after school enrichments)

Lunch Bunch: During the school year on Tuesdays, Wednesdays and Thursdays Lunch Bunch is offered from 11:30 a.m. until 1:00 p.m. in their classroom. Children bring a lunchbox from home. Activities will be presented each week, to enhance fine motor, gross motor, and social emotional development. Enrollment is available to all 2.5-year-old children. Parents should contact child’s teacher to be sure the child is ready to stay for lunch. *Potty Training is highly encouraged before a child can stay for lunch.*

Parents can sign up for Lunch Bunch by sending a Brightwheel Message each week informing staff days they want their child to attend. A fee of \$15 is charged each day of attendance for Lunch Bunch. The fees are billed each day of attendance and billed bi-weekly via Brightwheel invoice. Payments maybe made via Brightwheel App or via check made out to the Presbyterian Church Nursery School (PCNS).

Enrichment (sponsored by outside groups or the Church):

Art – An art enrichment program sponsored by Wee Little Arts, an outside group, will be offered for 3-year-olds and Pre-K students on Tuesdays from 1:00pm–1:45pm in 8-week modules. Enrollment is limited to 12 children. More information can be obtained from the Director or Wee Little Arts directly at www.weelittlearts.com. In Room 1, dismissal from Room 1.

Sports and Games- a fun gym activity offered for our Pre-K students with our very own Miss Carol where children work on group games, taking turns, following directions and building gross motor skills. Thursdays from 1:00-1:45 in the gym. Dismissal from Room 2

Stay and Play – A program for Preschool and Pre-K students. It will run from 1:00-3:00 Mondays/Wednesdays/Fridays in Room 2. Children will experience a short rest/quiet time, some fine motor and gross motor development. Special activities include stem opportunities with special guests, gardening, art projects, literature and science experiments. Located in Room 2, Dismissal from Room 2.

Student Health All children must have immunizations as required by the State of New Jersey. *A medical history (Universal Health Form) of each child must be completed annually.*

Your child's health is a matter of major importance to us all. If your child is experiencing any symptoms of COVID, he or she must stay home from school. Requirements for testing will be determined by DCF/OOL and the local Morristown Department of Health. During the school year, we ask parents to be vigilant and be observant for any signs and symptoms of COVID 19: e.g., fever, cough, shortness of breath.

Your child may be sent home if he/she appears to be exhibiting symptoms of COVID or any other illness during the morning/afternoon. In such cases, he/she will be isolated from the other children and a parent will be contacted. **Children should NOT come to school with any fever (over 100.4°F– or after using fever reducing medication to mitigate fever. Fever Free for 24 hours is the rule to follow.**

Children who develop symptoms of COVID-19 or other illness while at the facility:

- If a child or staff member develops symptoms of COVID-19 or other illness while at the facility (e.g., fever of **100.4°F** or higher, diarrhea, vomiting), the child or staff member will immediately be separated from well people. Children will be cared for and comforted. Parents will be contacted and required to come and pick up the ill child. Staff members will be separated from the well staff and school population and will immediately leave the facility (or family members will be contacted to assist with the care and evacuation of the sick staff member).

Children or staff members who test positive for COVID-19

If PCNS becomes aware of a COVID-19 positive case in our school, PCNS shall contact the local health department for guidance. Department of Health officials in Morristown will provide direction on whether a center should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure.

All rooms and equipment used by the infected person, and persons potentially exposed to that person, will be cleaned, and disinfected in accordance with CDC guidance. PCNS, if uncertain about the extent of potential exposure, will clean and sanitize all rooms.

Returning to Child Care after COVID-19 Diagnosis or Exposure

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to a center again until the criteria for lifting transmission-based precautions and home isolation have been met – we will abide by the guidance provided by the State of New Jersey Department of Health at the time of outbreak.

A note from the child's pediatrician that he or she is medically cleared to return to school after an illness is appreciated.

During any outbreak of *other* communicable disease at the Nursery School, each parent whose child may have been exposed to the disease shall receive written notice of the outbreak. Please see list on following page.

Excerpts from the *Manual of Requirements for Child Care Centers*:

1. *A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the center on a given day unless medical diagnosis from a licensed physician, which has been communicated to the center in writing, or verbally with a written follow-up, indicating that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:*
 - i. *Severe pain or discomfort;*
 - ii. *Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours;*
 - iii. *Two or more episodes of acute vomiting within a period of 24 hours;*
 - iv. *Elevated oral temperature of 101.5 degrees Fahrenheit or over, or an axillary temperature of 100.5 degrees Fahrenheit or over, in conjunction with behavior changes;*
 - v. *Sore throat or severe coughing;*
 - vi. *Yellow eyes or jaundiced skin;*
 - vii. *Red eyes with discharge;*
 - viii. *Infected, untreated skin patches;*
 - ix. *Difficult or rapid breathing or severe coughing;*
 - x. *Skin rashes in conjunction with fever or behavior changes;*
 - xi. *Weeping or bleeding skin lesions that have not been treated by a health care provider;*
 - xii. *Mouth sores or drooling; or*
 - xiii. *Stiff neck*
2. *Once the child is symptom-free, or a licensed physician indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.*
3. *If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in 1. Above, the center shall remove the child from the group of well children to a separate room or area, as specified in N. J. A. C.10:122-5.3(r)4, until:*
 - i. *He or she can be taken from the center; or*
 - ii. *The director or his or her designee has communicated verbally with a licensed physician, who indicates that the child poses no serious health risk to himself, herself or to other children; at which time the child may return to the group.*
4. *The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.*

(d) *The following provisions relate to excludable communicable diseases:*

The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center, until:

- i. A note from the child's or staff member's licensed physician states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself or to others; or*
- ii. The center has contacted the State Department of Health's Communicable Disease Program or local health department pediatric health consultant and is told the child or staff member poses no health risk to others.*

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES*

<i>Respiratory Illnesses</i>	<i>Gastro-Intestinal Illnesses</i>	<i>Contact Illnesses</i>
<i>Chicken Pox</i>	<i>Ecoli</i>	<i>Coxsackievirus</i>
<i>German measles</i>	<i>Hepatitis A</i>	<i>Conjunctivitis (pink eye)</i>
<i>Hemophilus influenza</i>	<i>Norovirus</i>	<i>Impetigo</i>
<i>Measles</i>	<i>Rubella</i>	<i>Lice</i>
<i>Meningococcus</i>	<i>Salmonella</i>	<i>Scabies</i>
<i>Mononucleosis</i>	<i>Shigella</i>	<i>Tinea corporis (Ringworm)</i>
<i>Mumps</i>		
<i>Strep throat</i>		
<i>Tuberculosis</i>		
<i>Whooping Cough</i>		
<i>*Reportable diseases, as specified in NJ DOH Updated May 2016</i>		

Please send a message via the Brightwheel App or call the Nursery School, (973) 540-1114, if your child is staying home due to illness. We need to be aware of health problems and be on the watch for outbreaks.

Medication Policy: The Presbyterian Church Nursery School will **not** administer medication, prescription or non-prescription, to children during their attendance at school. The exception to this policy is that the Nursery School will administer either Children's Benadryl or EpiPen Junior under the following circumstances:

- (a.) A child suffers an allergic reaction; and
- (b.) The child's parent or guardian has provided the Nursery School *in advance* with a doctor's allergy action plan, all prescribed medications and a signed authorization for the Nursery School Director or a teacher to administer the medication to the child. The written authorization from the parent or guardian will be kept in the child's file at the Nursery School and a copy in the child's classroom.

Exceptions to the Medication Policy need to be approved by the Advisory Committee. Please see the director to provide details.

Discipline Policy: Good discipline is what we do to help children learn self-control – not what we do to them when they misbehave. Our teachers demonstrate appropriate behavior through language and action. We emphasize what the children can do instead of what they cannot do. We present rules and expectations that are clear and understandable to the child. We give the children firm and safe limits they understand and logical consequences for when they break the rules. We are consistent and developmentally appropriate when disciplining. We always protect and preserve the child’s feelings of being lovable and capable.

Our school uses 3 main rules for the children to understand and follow: 1. We are SAFE at school; 2. We are KIND at school and 3. We TAKE CARE OF OUR THINGS at school.

When a child exhibits inappropriate behavior, we attempt to redirect the child to a more positive activity. If this is unsuccessful, the child would be spoken to by a teacher, and if still unable or unwilling to cooperate, the child would need to be removed from the area where he/she was having difficulty. He/she would not be punished in any way. Instead, the child would be told that if he/she was unable to behave within the boundaries of school, he/she would need to stay close to a teacher for the time being, and not participate in the activity where the problem occurred.

Our goal is to help each child develop a positive self-image and to learn socially acceptable behavior.

Communication: All staff will communicate with parents and families through Brightwheel App OR PCNS gmail accounts:

2.5 Class: pcnstwos@gmail.com

3A Class: pcnsthrees@gmail.com

Pre-K Class: pcnsprek@gmail.com

Conferences: Open communication between the school and home is extremely important. Parent-teacher conferences are held twice per school year and as requested by parent or teacher.

Teachers schedule brief phone conversations in the fall – parents can opt out of this fall telephone conference if desired. At formal conference times in February or March, each teacher will schedule in person conferences (conference via ZOOM or Google Meets teleconference methods is also available for parents if desired). Teachers will provide a written evaluation sheet/checklist and a narrative summation of each student’s progress and development. Conferences are for fifteen minutes, and we ask that you respect that time limit. Try to be prompt for your appointment so that you can use your allotted time with the teacher.

Should you feel that additional conference time is needed to discuss your child’s progress, please ask the teacher to schedule another appointment for you. The director is also available to talk to you about your child should you wish.

Clothing: Children should wear **comfortable play clothes** to nursery school that can get DIRTY – we make a mess while playing and learning at PCNS. Clothing that is **easy to manipulate** (elastic waist pants or leggings, etc.) will encourage the children to dress themselves, and build self-confidence. Children **MUST** wear **closed toe shoes with rubber soles**. Once colder weather arrives, all mittens, hats, sweaters, boots, etc., should be clearly marked with your child’s name. An extra change of clothing, including socks, in a labeled plastic bag should be sent to school in the fall.

Birthdays: We normally celebrate birthdays during snack time. Your child’s teacher will communicate with parents about the method of birthday celebration to make this a special time for your child in each classroom/age group.

Field Trips:

Trips away from the school building enhance our curriculum. If your child's trip requires transportation, be advised that we will use private automobiles driven by parents. Payment for Field trips will be paid with an annual Activity/Supply Fee in the fall during the first few weeks of school.

Whenever possible, we have guests visit our school, such as a dentist or police officer. We will notify you before all class trips or visitors arrive.

Emergency Procedures

1. Evacuation of the Building

Should there be a fire, or any other threat to the Nursery School building, or if the Emergency Services of Morristown (which include police, fire, and medical personnel) tell us that we must evacuate the building, we would do the following:

A. The fire alarm would sound, as it does for our monthly fire drills. All adults and children would exit the building and walk to the back corner of the parking lot. (If it was a routine fire drill, we would wait 2-3 minutes until we were told to re-enter the building.)

B. For a mandatory evacuation of the building, due to terror threats or for any other reason, we would follow our regular fire drill procedure. Then, instead of returning to the Nursery School, we would walk together to the Morristown Library on South Street (about half a block) or Howard House (which is located next to the Church on the Green at 57 East Park Place in Morristown). We would wait there with the children until the Emergency Services of Morristown advised us that it was safe to re-enter the Nursery School.

Following any such evacuation to the Morristown Library or Howard House, the director and teachers at the Nursery School would immediately use a "Parents' Emergency Contact List" (which would include all parents' cell phone and home phone numbers) to contact parents and to inform them of the situation and if children needed to be picked up from the evacuation site.

2. Code Red Alert: We must stay inside the building.

In the case of a Code Red Alert, a member of the Emergency Services of Morristown (police, fire, or EMS) would advise us, in person or by phone, that it was un-safe for us to leave the building. Based on their advice, we would do one of the following:

A. Keep the children in their classrooms;

B. Move the children downstairs to our basement where there is plenty of bottled water, paper cups and food.

C. If we were advised to go upstairs instead of down, we would move the children up to the South Street Hall, where there is a bathroom and plenty of water. We would stay in our location until the proper authorities had informed us that Morristown was no longer under a Code Red Alert.

Once again, we would call all parents as soon as possible to inform them of the situation.

Other Security Information:

1. Fire Drills (once per month) and Lockdown Drills (children are told this is a “quiet drill” twice per year) are required by the State of New Jersey. The director keeps a log of all drills.
2. Building Access – all doors are locked. *Parents are only able to obtain access to the building through use of the Open Path app and via permission of the director.*

Informational Statement from the State of New Jersey: See next 2 pages

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://childcareexplorer.njccis.com/portal/>.

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/.



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