



Parents Manual

Infant and Toddler

We welcome all of our families to our Infant and Toddler Programs. We will do our best to make this year very special for you and your child. The following is some information we feel would be to your advantage. Please keep in mind that some of this information is general and that we will apply what is appropriate for your child's age group and ability. Please call us here in Early Childhood at 856-424-4444 ext 1242 if you have any questions or concerns.

OUR GOALS

The goal of our programs is to give your child a wonderful experience in a caring, nurturing environment. Each day our loving, creative staff will guide your child through a multitude of early childhood experiences. The morning hours will include play, circle time, stories, music activities, gross and fine motor skills and many early learning activities. The afternoon will include lunch, sleep/rest time, play and a variety of enjoyable experiences. Jewish programming at your child's level is also an important part of the program. Our goal is to have the utmost communication – using the Tadpoles Communication System- with each parent while providing a safe, nurturing environment for your child to grow and develop.

ARRIVAL AND DISMISSAL

Care is available between the hours of 6:45 a.m. and 6:15 p.m. Monday thru Thursday and 6:45 a.m. and 6:00 p.m. Friday. In an emergency situation, please be assured that no child will be left unattended. PLEASE NOTE: CHILDREN MUST BE ESCORTED TO THE CLASSROOM. NO CHILD SHOULD BE LEFT AT THE ENTRANCE DOOR.

Each child has a daily log within our Tadpoles Communication System and parents will receive an electronic daily report. Please provide the teacher with your child's schedule. Upon arrival please advise the teachers of your child's daily information, i.e. the last time he/she was fed and the time he/she woke up etc. so it can be inputted into your child's daily log in Tadpoles. This information will help us to keep your child on their own schedule. Also be sure to inform the caregiver of any important information necessary for her daily routine i.e. change in sleeping or eating habits, or person picking up!

THE PARENT'S ROLE

There are a number of things that you, as a parent, can do at home that will make it easier for your child to adjust to school. Create opportunities to talk about school in a positive manner. Tell him/her about the room with its small tables and chairs. Here is where he/she will find all kinds of interesting toys, such as blocks, trucks, a kitchen with a stove, sink, pots and pans, many dolls, puzzles and books. In the room he/she will meet their teachers and are there to help each child. He/she will also see many other children who will want to play with him.

We want what is best for him/her and will work hard to achieve and maintain that goal. We need your help and cooperation in order to attain this together. After your child is settled in the morning, please inform the caregiver of any changes in her daily schedule or development (i.e. teething, change in sleeping or eating pattern, introduction of new foods, etc). Also inform us of any new fears or allergies, as well as a favorite food, song, book, toy, etc. We will inform you as well as we discover new favorites (or fears)!

We will be happy to serve cereal to your infant when ready. You are welcome to bring and leave the box in the room. Teachers heat and serve it to your baby. Bottles will be heated in a crock-pot - never in the microwave! There is more information on food to follow.

CAUTION PARENTS

Parents should not try to prevent the child from crying at all. He/she needs to express his feelings and should be reassured when he/she cries. Parents should never disappoint their child by failing to return for pick-up at the time promised. If prevented by unforeseen circumstances, the parent should telephone the school and send a message to the teacher. You may want to send in a toy from home, or something special of the parents – a shirt, stuffed animal, etc. When dropping off your child, stay for a few minutes to settle your child, then, it is best to say goodbye and give a kiss as you leave the classroom. You can always call the room to check on your child during the day.

WHEN YOUR CHILD GOES TO SCHOOL, YOU BELONG TOO!!!

We want you to feel part of the school and try to bring home and school closer together by planning some group activities during the year. We also like to plan with you birthday celebrations for your child, a special (Kosher) snack to send into school for your child to share with new friends, or family breakfast. Don't hesitate to call the teacher to make plans for this special day.

Please feel free to make an appointment to meet with the Director or Head Teacher to discuss any questions you may have pertaining to your child, the class, or the school.

Joining the Early Childhood Parents Committee is a wonderful way to be involved. This committee meets several times during the year with the Director to plan programs, discuss parent and family social events and in general support the Center's Early Childhood Department. This is an active committee and many parents enjoy and feel productive through their involvement. **We welcome YOU!**

HEALTH & SAFETY RULES

The medical form that you received should be filled out by your physician and returned to the school by opening day. No child will be admitted if his medical forms are incomplete. In the interest of health and welfare for all of our children, certain rules have been established. We expect you, as parents, to exercise caution and good judgement by sending your child to school only when he is physically well. The contagious period of most illnesses is at the beginning, when he/she is first coming down with something. If there is a doubt in your mind because of appearance or behavior, keep your child home until the symptoms you suspect have cleared up. If the teachers notice a child who shows signs of illness or does not generally act like his/her normal self, they have been instructed to place a phone call to you to inform you. If your child has a fever (of 100.4 or higher), vomits, has a contagious disease, or upon the 3rd diarrhea, or other illness, your child must be picked up from school within 1 hour when called regarding illness. Your child may return to school when he/she is free of fever (without Tylenol) and symptoms for 24 hours and is no longer contagious. We are unable to honor a request that your child be kept indoors, or limit his activities in any manner because he/she is not able to participate in some part of our programming. Children are not to be left unsupervised at any time and we cannot assign a teacher to only one child. In case of a contagious disease, such as pink eye, strep throat, chicken pox, etc., parents are asked to notify the school at once so that we may alert the other families in the classroom. If a child has been absent because of a communicable disease a doctor's note must state that the child is no longer contagious before the child may return.

If your child needs medication during the school day, please sign the medicine sheet provided in the classroom. We cannot give medicine unless you sign for it and have a doctor's note (over the counter medicine must also be accompanied by a doctor's note). The note must state the child's name, prescribed medication, time interval (the times must be indicated by you, the parent) that the medication is to be administered to the child and the dosage to be given. These are guidelines we must follow as the State of New Jersey Department of Human Services/Division of Youth and Family Services mandates through our regulations for licensing.

Immunization Policy

All children entering the Sari Isdaner Early Childhood Department (including Early Childhood Camps) must have an up to date immunization record on file prior to admission. This immunization must include:

- Name of Child

- Name of parent/guardian
- Child's birth date
- Vaccine administration dates
- Date of issue
- Name and address of physician

Parents are required to provide updated immunization records each time their child receives a vaccination.

Medical Exemption

If a licensed physician, physician assistant or nurse practitioner certifies in writing that the child has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary exemption may be granted. This exemption must specify those immunizations which may be detrimental and the length of time they may be detrimental. **In the event of an outbreak, medically exempt children will be excluded from participation to avoid complications of the disease. The Department of Health will be contacted if an outbreak does occur and the length of exclusion will be determined by the Health Department based upon the incubation of the particular disease.**

Religious Exemption

A child may be exempt from vaccination if the child's parent(s) or guardian holds genuine and sincere religious beliefs which are contrary to the practice of immunization. A request for exemption must be written and signed by the child's parent(s). **In the event of an outbreak, religious exempt children will be excluded from participation to avoid complications of the disease. The Department of Health will be contacted if an outbreak does occur and the length of exclusion will be determined by the Health Department based upon the incubation of the particular disease.**

The family of the unvaccinated child may not receive money back from the JCC to compensate for days/time missed due to our contagious disease policy.

SLEEPING

We observe the practice of Back to Sleep in the infant room, for the safety of your baby. Infants must be placed on their back when going in for a nap unless otherwise ordered by a physician. It is not advised to send pillows, quilts, comforters, mobiles, stuffed toys or other soft items for the crib. Please note that our cribs do not have any sides that drop! This is also in the interest of safety for your child!

CLOTHING

Please bring the following on the first day of school. **PLEASE LABEL EVERYTHING.** Please send in a plastic container with a lid (shoe box size).

Infants: 1 crib sheet to fit cribs 24' x 38'

Toddlers: Underwear (If applicable)
1 sheet for rest time on cot

Infants & Toddlers: Bibs
Socks
2 or 3 changes of outfits (seasonal)

- A jacket in the event it gets cool
- One baby picture of your child & one current picture of your child
- Disposable diapers and wipes

If we send home your child's clothing, be sure to send clothing back the next day. Please check their cubby or backpack daily to replace dirty clothes and possibly notes. All soiled clothing or cloth diapers are placed in a plastic bag and sent home. Linens go home on your child's last day of the week, and brought back when he/she returns the following week. If your child soils his clothing, we will send it home to be laundered. Please be sure to check cubbies on a routine basis, to ensure that your child has a change of clothing here.

DIAPERING

We follow JCC diaper changing procedures posted in all classrooms that have diapering. Trash cans have lids to keep children away from the materials inside. The staff discards diapers and contaminated materials into a securely tied, plastic bag and put in a closed container.

Changing tables are exclusively used for diapering purposes only. Diapers are changed every 2 hours or when diaper is soiled or wet and after naps and documented on our Tadpoles Communication System.

If cloth diapers are used, they must have an absorbent waterproof lining.

FOOD

Infants are fed on their individual schedules and are fed the food items you send in for them. If your toddler arrives at school before 8:30 a.m., a light breakfast is available, i.e. cold cereal and milk (or whatever you send in with them). Please send a dairy lunch (no meat, please), fruit (ready to eat), salad in a container, yogurt, etc. for lunch. Please do **not** send in any raw carrots or popcorn. Also grapes must be cut in half. Morning and afternoon snacks will be provided each day. The drink will be water or milk. Toddlers will need to bring a lunch box daily.

INFANTS: Nursing Moms – Our program supports nursing. Moms, you are welcome to sit in the infant room’s nap space if you are here at nursing time. If sending in frozen milk, it must be labeled with child’s name and today’s date. Staff will gently mix the milk before feeding. Although it may be difficult, we urge you to get your nursing baby accustomed to taking a bottle before they begin day care. It will really help the transition to be a smoother and easier one.

Items needed:

- 3 or 4 plastic (never glass) bottles
- Formula (enough for the day)-must come to the center in factory sealed containers and be prepared as per manufacturer’s instructions.
- Juice (no more than 4 oz. daily)
- Teething foods
- Baby cereal (we have Cheerios)
- Sippy cup when ready (name on it)
- Spoon and bowl if necessary (name on it)

Per New Jersey Child Care Licensing staff, all bottles and sippy cups that are brought into the center must be labeled with your child’s first and last names. Bottles must be labeled with the date. These same bottles and sippy cups need to go home daily to be sterilized. (Bottles should be refilled with formula, breast milk or cow’s milk.) We are asking that all parents put the completed labels on before you arrive as teachers are often busy with the other children in the class.

Bottles are warmed in crock pots in water that is no more than 120° F for no more than 5 minutes. No milk or infant foods can be warmed in a microwave. Staff will discard formula or breast milk that is served but not finished or is out of the refrigerator for 1 hour.

When children are ready to transition to a cup, staff and parents will consult together. Children are then offered liquids in a cup. Infant’s who are unable to sit up are held for bottle feeding. Bottles are never propped. Children may not walk or crawl around with bottles or cups. They may not have bottles or cups in their cribs or cots. Please take cups, spoons, and bowls and bibs home each day to be properly washed and sterilized and return in lunchbox.

Staff will cut foods into pieces no larger than ¼“for infants and ½” for toddlers. Solid foods and juice are not offered to infants under the age of 6 months, unless parents and their health care provider recommend this in writing. We do not feed cow’s milk to infants younger than 12 months. We provide whole milk for children 12-24 months.

We are so happy that you are part of our JCC family! We hope that you and your children will have the best experience here! Please know that the Directors are here for you to discuss any matters or just to say hello!

STAFF

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