



Parent Handbook

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Welcome to the Sari Isdaner Early Childhood Center!

We are extremely excited to welcome you and your child(ren) to our school. The guidance in this handbook is intended to help you navigate our policies and procedures and provide information relevant to your child's early learning success. Safety is our top priority, and each of our staff follows required guidelines with day-to-day preschool life. Early childhood is an incredibly special time, and we make every effort to fulfill and enrich the life of your child with opportunities for self-expression, hands-on experiences, and opportunities for learning.

Our philosophy is based on child-centered play. In this manual, you will find guidance on many topics. Our goal is for all children to be in a learning environment conducive to their individual success in all areas of development. As the school year begins, and as we move through the year, it is important to read this parent handbook to have awareness of our policies. Please keep this document handy, as it will help guide you through health policies, lunch procedures, classroom curriculum and more.

Thank you for being part of our community and our school, and we encourage you to become an active participant in your child(ren)'s education. We believe that a strong partnership between parents and staff remains vital to a child's success in school. We look forward to getting to know you and your family and having a continued connection as your child(ren) grow and develop.

The Parent-Teacher Partnership

Your child's success in our program depends on an ongoing partnership between you (the parents/caregivers), and our staff. Your child's teacher plays an incredibly significant role in your child's everyday life. We encourage parents to inform teachers of any changes in your child's personal life, such as the birth of a sibling, moving to a new home, an upcoming vacation, a divorce or a death, or an illness in the household. Any change, positive or negative, can affect a child's environment or routine, and it can impact their participation and relationships at school. Knowledge is power, and if we are kept up to date, we can best approach your child with compassion and understanding.

If you feel the teachers are not addressing your concerns, please reach out to our administrative team to help resolve any issues. We foster cooperation among parents/caregivers, teachers, and administrators. You are also always welcome to let the teacher know when you are pleased with your child's progress, as it will show the teacher that you value their contribution to your child's development.

How do we keep you as the parent/caregiver informed?

We keep you informed about our school activities through:

- Monthly newsletters and Friday updates
- Daily reports via Tadpoles (our electronic communication system)
- In-person and Zoom opportunities
- A teacher/parent/caregiver conference is held at least once a year

Tadpoles

Tadpoles is our online electronic communication system. Upon enrollment in ECC, you will be provided with information on how to download the Tadpole application. The application is available for both Mac iOS and Android apps.

Tadpoles is updated daily by teachers and administrators with pictures and information regarding your child's day. You will see:

- Pictures of your child
- Information regarding food, diaper changes, and naps (as applicable)
- Valuable information regarding announcements from the ECC office of any changes to the schedule of activities
- Space to communicate with teachers/administrators if an accident/injury/incident occurs, or to report on anything pertinent regarding your child's experience each day
- Parents can send daily notes to keep the ECC informed of schedule changes and changes for the day

Contact Us

Feel free to e-mail or call us with any questions you may have.

We look forward to hearing from you!

Sari Isdaner Early Childhood Center at the Katz JCC

1301 Springdale Road

Cherry Hill, NJ 08003

856-424-4444 ext. 1242

katzjcc.org/ECE

ECC Administrative Staff Directory

Stacey Unterlack, Interim Director

(856) 424-4444 x1236 * sunterlack@jfedsnj.org

Jheri Grossman, Assistant Director

(856) 424-4444 x1243 * jgrossman@jfedsnj.org

Barbara Grodd, Registrar

(856) 424-4444 x1219 * bgrodd@jfedsnj.org

Receptionist

(856) 424-4444 x1242

Security Information

Please note that all doors at 1301 Springdale Road are secured, and all exit doors are labeled with a letter and number, as designated by JFed Security, LLC.

Doors are not to be held open or propped for unknown individuals.

There are professional security personnel (JFed Security) in the Katz JCC building who circulate during regular business hours, as well as during dedicated events, and who are available and are to be notified if suspicious activity is suspected.

The Betty and Milton Katz Jewish Community Center (building 1301 Springdale Road) has security cameras located throughout the facility, which are for the use and benefit of security as directed by the Executive Director JFed Security, LLC.

Upon entering the facility, all guests, members, and staff are to provide appropriate identification.

Security footage is the confidential property of Federation.

Access to security camera footage is limited, and all requests will be denied unless pursuant to proper subpoena.

Supervision

Children are always supervised by staff. Children are not out of sight or sound at any time.

General Opening/Closing Policies

To ensure the safety of your child and to help us maintain consistency and organization, please adhere to the following policies.

Arrival/Departure

We ask parents/guardians to respect and adhere to the assigned drop-off and pick-up times daily.

Regular drop-off times: 7:00am – 9:00am

Regular Pick-up times: 1:00pm, 3:00pm, and 4:00pm – 6:00pm

Each child will only be released to individuals authorized in writing by the custodial parent(s)/guardian(s) to take the child from the Center.

In case of emergency, a parent/guardian must contact the school and give identifying information as to the person picking up the child. For safety reasons, any individual must be prepared to provide photo identification upon request. Any unlisted person picking up the child will be asked for identification.

If a non-custodial parent has been denied access to a child by a court order, the Center shall secure documentation to that effect and maintain a copy on file. If teachers have any questions concerning the person picking up the child, they will call the parents. If unable to contact parents or guardians, the child **will not** be released.

Written procedures to be followed by staff member(s) if the individual 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 procedures shall require that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent, or an alternate person(s) authorized by the parent(s);
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

Late Pick-Up/Drop-Off

Drop-Off

We understand that a child may need to start their day a little later due to an appointment. We are not able to accept a child later than their scheduled lunch time.

Pick-Up

The Center does not leave a child unsupervised at any time. The Katz JCC asks that parents drop off no later than 9am and pick up their children promptly at the end of their scheduled school day barring any unforeseen emergency (traffic not included). If the parent or other person designated to pick up the child is going to be late, the school expects that contact will be made between the person and the early childhood department.

A late fee of \$1.00 (one dollar) per minute past scheduled pickup time will be applied to your account for perpetual lateness. Perpetual lateness is defined as more than **three instances** of lateness without notification. The Early Childhood Director may use discretion in determining these situations and act accordingly.

Please also note that if the parent or authorized person by the parent fails to pick up the child at the time of the center's daily closing, the center shall ensure that:

1. The child is always supervised.
2. Staff members attempt to contact the parent or authorized person by the parent.
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent or authorized person by the parent, 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 or authorized person by the child's parent can pick-up the child.

Traffic and Safety in the Parking Lot

We ask everyone who uses our parking facilities to drive slowly, as children walk through our lots to enter the building. Please do not park in the handicap or reserved spots, or crosswalk spot in front to pick up and drop off your child unless you are authorized to park in these spots Please remember that we share space (including windows and

front grassy area) with Jewish Family and Children’s Services who provide therapeutic services to the community.

Switching Days for Part-Week Children

In the event you would like to change your child’s schedule, please provide written documentation as immediately as possible, preferably no less than 10 business days in advance to the administration.

In all cases, the Director must provide written approval for the additional time/days to ensure the required teacher-to-child/student ratio is always maintained, in accordance with State guidelines.

Please note that there will be no “make-up” days when the school is closed for holidays, vacation days, or unexpected sick days.

Emergency Closings

Every effort will be made to keep the school open. In case of a school closing or delay, families will be notified as quickly as possible. While we know it can be frustrating, Government closures or inclement weather are beyond our control. When weather is the factor, we take every aspect into account when making our decisions. The top consideration will always be safety for staff and families. When the Katz JCC is closed for an emergency you will be notified as immediately as possible.

Please note that there will be no “make-up” days when the school is closed for holidays, vacation days, weather events, or unexpected sick days.

Fire Drills and Lock Down Drills

According to our Licensing Rules and Regulations, fire drills are conducted once a month. A record of the fire drills is kept on file.

We are also required to conduct two lock-down drills each year. A record of the lock down drill is also kept on file.

Medical Forms and Immunization Policy

All children entering the Sari Isdaner Early Childhood Center **must** have an up-to-date immunization record on file prior to attending their first day. If your child is between 6 months and 5 years old, they must have an annual influenza vaccine by November 1 of each new school year. Each child also needs an updated Universal Health Form **each year**, and/or camp season. If you do not comply with these deadlines, your child will be excluded from being a part of the Early Childhood program.

The immunization record must include:

- Name of child
- Name of parent/guardian
- Child’s birth date
- Vaccine administration dates
- Date of vaccination/immunization issuance
- Name and address of physician completing the form

Parents are required to provide updated immunization records **each time** their child receives a vaccination/immunization. There are **no** religious exemptions.

Illness and Return to School Policy

- Children who are ill **MUST** be kept at home until they are free of fever and symptoms (without fever reducing medication) for at least 24 hours. If your child is seen by their pediatrician, a note must be provided stating that the child is safe to return to school and no longer contagious.
- If a child has 2 or more watery diarrheas in one school/camp day, they will be sent home. Diarrhea and vomiting, whether viral or food related, are a cause for concern. Children should remain out of the program for at least 24 hours after symptoms subside.
- **Our school’s definition of 24 hours means one full day out of the program and symptom free. For example: if a child is sent home any time on a Tuesday, they may not come back to school until Thursday at the earliest. Please reach out if you need clarification at any time.**

New Jersey State Licensing Requirements

As a New Jersey state licensed facility, the Sari Isdaner Early Childhood Program follows numerous local, state, and federal guidelines. Below are just some of the requirements required for compliance.

The State of New Jersey Department of Children and Families: Manual of Requirements, N.J.A.C. 3A:52-7.1 states:

“A center serving well children shall not permit a child to remain if they present with any of the illnesses or symptoms of illness specified below, unless medical diagnosis from a health care provider which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illness or symptoms of illness shall include, but not be limited to, any of the following:

- Severe pain or discomfort
- Acute diarrhea characterized as twice the child’s usual frequency of bowel movements with a change to looser consistency within a period of 24 hours or bloody diarrhea
- Two or more episodes of acute vomiting within a period of 24 hours
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.4 degrees Fahrenheit or over in conjunction with behavior changes
- Lethargy that is more than expected tiredness
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with bleeding
- Stiff neck”

Once a child is symptom-free, or a health care provider indicates that the child poses no serious health risk to themselves or to other children (**and** the child is 24 hours symptom free defined as at least one full day out of school), the child may return to school.

Please note that this is for the health and safety of all children and staff in the ECC.

Communicable Disease Reporting Guidelines

Please note that some excludable diseases must be reported to the health department by the center. The NJ Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child or staff member presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from a parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

New Jersey Department of Health Requirements

The New Jersey Department of Health also provides a matrix of "General Guidelines for the Control of Outbreaks in School and Childcare Settings in School Exclusion List" at: [Exclusion List \(nj.gov\)](#).

COVID-19 Management

On March 1, 2024, the CDC updated the guidance regarding COVID, removing the isolation period and masking in specific instances.

In short, COVID is to be treated just as the flu, RSV (Respiratory Syncytial Virus), and other respiratory diseases.

If a child is sick and has a fever they should stay home as much as possible and away from others until: At least 24 hours after both:

- Their symptoms are getting better overall, and
- They have not had a fever (and are not using fever-reducing medication).

Not all respiratory virus infections result in a fever, so paying attention to other symptoms (cough, muscle aches, etc.) is important as it is determined when a child is well enough to leave home.

If a child's symptoms are getting better, and stay better for 24 hours, they are less likely to pass infection to others and they can start getting back to their daily routine and move on to:

- Resuming normal activities while adding prevention strategies **over the next 5 days**.
- Prevention strategies include:
 - Taking more steps for cleaner air (such as opening windows at home), using enhancing hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses.
 - You can choose to use these prevention strategies at any time. Since some people remain contagious beyond the “stay-at-home” period, taking added precautions can lower the chance of spreading respiratory viruses to others.

The ECC always practices safe hand hygiene with all children and teachers in addition to practicing how to properly cover sneezes/coughs. We encourage you to also practice with your children at home.

Medication

The program will administer medicine to a child **only** if the parent/guardian provides the medication in its original package (with direction of administration on the prescription) to the teacher and signs a written authorization form stating the type of medication, reasons for giving it and instructions for administering.

All medications are always kept out of the reach of children in a locked container.

For a child to receive medication the following policies and procedures apply:

- A physician's prescription/note, along with the child's name, prescribed dosage and time interval dosage along with the actual times indicated by your child's physician, stating that the medication is needed to be given to the child during their hours on site is required;
- As noted above, medication must be in its original packaging, and may not be 'hidden' in a cup, bottle, or otherwise repackaged in any manner
- The teacher & parents/caregivers will initial the form each time the medicine is administered;
- No medication will be administered on an “as needed” basis (except for emergency medication such as an EpiPen or inhaler for asthma) as our staff cannot make the decisions about whether medicine is to be given

parents/guardians. A staff person will accompany the child (if permitted by EMS) to the hospital when necessary.

For children with known medical or developmental problems or other conditions that might require exceptional care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions that require medication or technology support), Emergency Medical Forms with care plans are on file with the teacher.

Food- General Information

The Katz JCC follows kosher dietary laws, and we ask that you bring only dairy (no meat) products into the school. Some suggestions for acceptable foods include:

Tuna Fish • Fish Sticks • Eggs • Cheeses • Cream Cheese • Jelly • Yogurt • Pasta • Pizza (Cheese Only) • Vegetables • Salads • French Toast Sticks • Soy Burgers or Soy Nuggets • Fruit

All lunches must be age appropriate. Please be mindful of developmental readiness regarding food items in your child's lunches.

Any questions regarding acceptable food products to bring to school should be directed to the Early Childhood Office.

We are unable to warm items for lunch. Bottles will be warmed as needed.

Popcorn, grapes, and hard pretzels will not be served to children under 3, due to choking hazards. Children are given healthy snacks daily which may include raisins, pretzels, graham crackers, cheese crackers, wheat thins, oatmeal bars, cheese sticks, apples, bananas and more. On special occasions, we make fruit salads or bake "sweets."

*PLEASE NOTE:

We have several children with very severe allergies in our school. Therefore, as a school, we are NUT AWARE (Please do not send any nut or nut butter products).

Parent(s) sending nut butter substitutes for lunch must include a note stating that the product is a nut-free alternative to peanut butter. Please also avoid any nut-based snack items. We do not serve any foods or snacks containing nuts.

We will also consider any other severe allergies such as egg, sesame, or dairy, and we might need to label individual classes as "Egg Free" to ensure safety for all. We appreciate your cooperation and understanding.

Walking Permission

The school follows N.J.A.C. 3A:52-4.3 which requires parental permission for trips around the Katz JCC building, including, but not limited to; walking to playground areas, and other designated areas for participation in a variety of programs. N.J.A.C. 3A:52-5.3, et. seq. requires us to specifically notify you that we have a swimming pool on the premises and that the children may be participating in activities near water two or more feet in depth.

Internet & Cell Phone Policy

Please be aware that all early childhood staff must adhere to the internet and cell phone policy concerning social media. Our Internet Policy was approved by the Katz JCC Board of Directors, for distribution to all employees and volunteers. The policy includes, “Under no circumstances should a picture ever be published of a student or their family on the internet or pictures sent via cell phone, e-mail, or instant message without the authorization of the Early Childhood Director.”

If you have any questions or concerns, or believe that there has been a violation of use of imagery of you or your child posted by a staff member of the Early Childhood program, please immediately contact the Director.

Staff and parents are not to ‘connect’ over social media.

Discipline Policy

It is our objective to teach and promote social and emotional development throughout each and every day. To do so, our staff actively teach and model expected behaviors while providing loving, caring environments where all learners feel safe to explore and grow. We use both structured and naturalistic opportunities to foster social and emotional development in an effort to incorporate varied and multi-faceted opportunities for skill-building while maintaining a proactive approach to managing challenging behavior.

Additionally:

- The methods of guidance used shall be positive, consistent with the developmental needs of the children, and applied with the full knowledge and understanding of the parent(s).
- There shall be NO use of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating, or frightening treatment, or any other kind of child abuse/neglect or exploitation.

- Discipline shall not be associated with withholding emotional responses or stimulation or shall not require the child to remain silent for extended periods.
- Any acute disciplinary problems will be discussed with the Director and the parents.

Learners may at times engage in challenging behavior that requires additional intervention, including but not limited to school-family collaboration and/or consultation with behavioral professionals. This includes:

- Staff will try to redirect the child from negative behavior.
- Staff will reassess the classroom environment, appropriate activities, and/or supervision
- All child related matters will be kept confidential.
- Parent/guardian will be given written copies of the documentation of disruptive behaviors.
- Parent/guardian will be notification both verbally and in writing (via email) of the need for additional intervention.
- The parent/guardian will be given literature and/or other resources regarding methods of improving behavior.
- Parent/guardian notification of requirement to participation in collaborative meetings (either in-person or virtually) to develop student-support plans that are fully-informed and individualized to the learner.
- Potential recommendation for on or off-premises behavioral support, consultation and/or evaluations at the expense of the parent/guardian.
- Potential recommendation for evaluation by local school district child study team.

Dismissal from the Program:

In accordance with NJ State Regulations for Licensed Early Childhood Education Centers the following represents the Sari Isdaner Early Childhood Program's Policy for the Dismissal of Children:

The Betty and Milton Katz Jewish Community Center's Sari Isdaner Early Childhood Center ("Katz JCC ECC") is committed to establishing a nurturing and positive educational early childhood environment for all of its young learners. Unfortunately, there are sometimes reasons that the Sari Isdaner Early Childhood Center will have to dismiss a child from the program, either on a short term or permanent basis. As stated

above, the administration and teachers will do everything possible to work with the child(ren) and family and prevent the need to dismiss a child. Dismissal can occur either because the program cannot meet the needs of the child, or because the child is unable to conform their behavior in a manner appropriate to the program setting. Under this dismissal policy, a child may be permanently removed from the Katz JCC ECC program for behavior deemed unduly disruptive, dangerous, or otherwise highly inappropriate in a classroom, as well as for physically aggressive behavior. Additionally, if a child's behavior is deemed a liability to other children, teachers, and/or the child, the Katz ECC administration reserves the right to dismiss a child immediately.

The Program Director reserves the right to cancel any child's enrollment or dismiss a child from the program if we feel that every effort has been made to offer support, and we are still not able to find a healthy arrangement. We will offer families as much notice as possible to find another school, with a minimum of 10 business days.

The following are reasons a child may be expelled or suspended from this center:

Child's Actions for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Failure of child to adjust after reasonable amount of time.
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children.
- Excessive aggressive behavior.
- Excessive biting.

"Physically aggressive" behavior includes, but is not limited to biting, pushing, kicking and/or hitting. The classroom teacher and/or the Director of Katz JCC ECC program shall determine whether a particular behavior constitutes either "physically aggressive behavior" or inappropriate behavior which should be dealt with under this policy.

Parent/Guardian Actions for Expulsion

- Parent threatens physical or intimidating actions toward staff.
- Parent exhibits verbal abuse to staff in front of enrolled children.
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms for child.
- Habitual tardiness when picking up child.
- Verbal abuse to staff.

- Other actions deemed harmful to the members of the Sari Isdaner Early Childhood community by the Katz JCC leadership.

Schedule of Dismissal

After carefully following the Discipline Policy, when a child continues to exhibit inappropriate or physically aggressive behavior, the child's parents will be notified immediately. A conference, in person or via phone, will be held with the child's parents, the classroom teacher, and the Director of Katz JCC ECC program, or their designee. This conference will be held within one (1) week of the first occurrence of the behavior in question. The purpose of this conference will be to inform the child's parents of the child's behavior, and to discuss strategies for dealing with the behavior. At this conference the Director of the Katz JCC ECC program may also make suggestions regarding places that the family can obtain help in dealing with the child's behavior.

If another incident of inappropriate behavior occurs, the classroom teacher may immediately remove the child from the classroom. The child's parents will be notified of the incident via telephone or personal contact or in writing the day of the occurrence. Depending upon the individual circumstances, the Director of the Katz JCC ECC may require that the child be picked up and removed from the program for the rest of the day. If the Director of the Katz JCC ECC determines that there is a safety concern, the child may be removed from the school for a period of time, not to exceed three (3) weeks. During this time, the Director of the Katz JCC ECC will recommend an action plan so that the child can continue in the program without compromising a safe and secure environment for all of the children and staff.

Upon the child's return to the program, the school will regularly communicate with the parents regarding the child's behavior. If the inappropriate behavior reoccurs, a conference will be held with the child's parents, the Director of the Katz JCC ECC, and the Betty and Milton Katz Jewish Community Center Executive Director. At such time, it may be determined that the child be dismissed from the program permanently, which is at the discretion of the Director of the Sari Isdaner Early Childhood Center program.

A Child Will NOT be Dismissed if a Child's Parent/Guardian:

- Makes a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Reported abuse and/or neglect occurring at the center
- Questioned the center regarding policies and procedures
- Without giving the parent/guardian sufficient time to make other childcare arrangements (unless there is a safety factor)

Should dismissal occur, financial obligations shall be prorated for the remainder of the enrollment period.

Birthdays

Families celebrate children's birthdays in diverse ways, and some do not celebrate birthdays at all. We try to recognize and respect these differences. We are also aware that a little bit of excitement goes a long way in groups of young children. We intentionally keep birthday observances low key.

If you would like your child to celebrate a birthday, we welcome you to bring in store-packaged, kosher marked items, which are nut-free including: cupcakes, cookies, donuts, or other treats to share with the class. Other acceptable suggestions are Entenmanns, Tastykake, Oreos, or animal crackers. Please plan ahead with your child's teacher(s) to allow sufficient notice to all families.

Please do not send in any home-baked items. We also ask that you limit the birthday celebration to special treats and do not send paper goods, party hats, favors, balloons, or goody bags.

Invitations to birthday parties are to be mailed to your child's classmates. Please do not use the cubbies for this purpose unless all classmates are invited. A school directory with student names and contact information is available upon request from the ECC registrar.

Clothing, Supplies, and Blankets/Nap mats

We encourage children to be active, explore their environment and participate in art projects. Getting a bit messy is part of the fun! Please dress your child comfortably in clothes that are easily laundered.

For safety purposes, children should wear sneakers or closed toe shoes with rubber soles daily. Please send in a shoebox and a complete set of labeled clothing suitable for the season. Please include:

- One pair of socks,
- One pair of pants or shorts,
- One set of underwear, and
- At least one shirt.

Children attending full day care may keep a labeled blanket or nap mat at school for naptime. It will be sent home for laundering at the end of each week.

Please be mindful that children 'size up' throughout the school year, and spare clothing may need to be replaced for size, as well as seasonal changes.

Note: Please label all articles of clothing and bedding.

If a child brings home a set of soiled clothing or bedding, please replace it with spares for the following day.

Requested supplies for a student's class/bunk will be provided via email before the beginning of the session by the administration. Such items include above listed spare clothing, as well as seasonally appropriate sunscreen, spare wipes/diapers (as appropriate), and/or summer-specific items. Please also see the section "Infant/Toddler Programs" for more information regarding items for younger students.

Appropriate Attire, Outdoor Play & Air Quality

Dress

We expect our enrolled students to dress in Preschool friendly, appropriate clothing. Parents should always be mindful of the weather, and replace clothing as needed when seasons change. Proper closed-toed shoes should be worn to protect from injury, and dresses should be accompanied by shorts or leggings underneath to allow for unrestricted play at all times.

Outdoor Play/Air Quality

Outdoor play is an essential element of the Early Childhood Program. Children will play outdoors daily, barring undesirable weather conditions or special programming. Always dress your child appropriately for the current weather. Children benefit from experiencing many kinds of weather conditions and The American Academy of Pediatrics supports outdoor play even in chilly weather.

Layering your child's clothing is desirable during chilly weather, so they may adjust clothing to maintain a comfortable body temperature.

In the winter, please send gloves, hat, and boots, as we enjoy outdoor play whenever weather permits. Please label all items.

In the warmer weather, including the fall and spring, please consider sending a hat and/or lighter layers, as the weather changes throughout the day.

Personal Items from Home

We request that you do not send personal items from home unless they are for "share day" or for napping purposes.

Toys- Sanitizing

Any toys that have been placed in the mouth or touched by bodily fluids are washed in soap and water, rinsed, sanitized and air dried.

Infant/Toddler Programs (Ages 6 weeks to 24 months)

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 many early childhood experiences. The morning hours include play, circle time, stories, music activities, gross and fine motor skills, and many early learning activities. The afternoon hours 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. 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.

Before arrival, please advise the teachers of your child's daily information, i.e., the last time they were fed and the time they woke up etc. into your child's daily log on Tadpoles. This information will help us to keep the children on their own schedule. Also, be sure to inform the caregiver of any valuable information necessary for their daily routine i.e., a change in sleeping or eating habits, or the person picking up. Challenging drop offs happen from time-to-time. Your child needs to express their feelings and it is best for parents to say goodbye and give a kiss as you leave the drop-off area. You can always call the office to check on your child during the day.

Safe 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 during nap time unless otherwise ordered by a physician. In accordance with NJ State Licensing Regulations, including N.J.A.C. 3A:52, we are unable to permit pillows, quilts, comforters, mobiles, stuffed toys, blankets, bumper pads, or other soft items for the crib for any child under the age of 12 months. Nothing is permitted in the crib with your child, and we are not permitted to swaddle or use any type of swaddle blanket (sleep sacks are permitted). Please note that our cribs do not have sides that drop.

State regulations also prohibit the use of sippy cups and/or bottles in cribs, cups and pacifiers when children are crawling and walking; and the cessation of the use of pacifier straps and attachment devices.

Once your child is in the toddler program and napping on a cot, you may bring in a small blanket and a 'lovie' if your child needs a comfort item from home.

Infant/Toddler Clothing

Please bring the following on the first day of school, and PLEASE label everything.

INFANTS & TODDLERS:

- 1 crib sheet
- Bibs
- Socks
- 2 or 3 changes of clothing (seasonal)
- A jacket for cooler weather
- One baby picture of your child & one current picture of your child
- Disposable diapers* and wipes
- Underwear (if applicable)

*If you prefer to use cloth diapers, please provide an airtight container for soiled diapers, as well as a sufficient supply of clean diapers for use. Any additional items will be communicated.

Diapering

We follow New Jersey state procedures regarding diapering. These procedures are posted in all classrooms that have diapering.

Diapers are changed every 2 hours, when a diaper is soiled or wet, and after naps. Each diaper change is documented in our Tadpoles Communication System.

Diaper pails have lids to keep children away from materials inside. The staff discard diapers and contaminated materials into a securely tied plastic bag and put them in a closed container. Changing tables are exclusively used for diapering purposes only. If cloth diapers are used, they must have an absorbent waterproof lining.

Cubby Check

If we send home your child's clothing, be sure to send new clothing the next day. 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 we request that you launder and return to school at the beginning of the following week.

Food- Infant/Toddlers

Infants: Infants are fed the items you send from home, according to their individual schedules.

For additional information regarding Infant food, please see the Infant section of “Milk/Formula” below.

Toddlers: If your toddler arrives at school before 8:30am, you are welcome to bring breakfast for them to enjoy. Please send a dairy lunch (no meat, please), fruit (ready to eat), 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. Water is always provided as needed.

Items such as grapes and hard pretzels will not be served to children under 3 years old to prevent choking. It is important to encourage autonomy in our children as they learn to feed themselves, so providing items they can easily manage on their own is crucial.

Please also see “Food-General” above for additional information regarding snack and food information for our youngest students and safe food items.

And please note that there is not a microwave to warm any food items.

Milk/Formula

Nursing Moms

Our program supports nursing. If sending frozen milk, it must be labeled with the child's name and the date. Staff will gently mix the milk before feeding. Although it may be challenging, we urge you to get your nursing baby accustomed to taking a bottle before they begin daycare. It will help smooth the transition.

Infant Food Items

- 3 or 4 plastic bottles (never glass)
- Formula (enough for the day) – bottles must be pre-prepared for the day.
- Teething foods
- Baby cereal (we have Cheerios)
- Sippy cup when ready (labeled with your child's name)
- Spoon and bowl if necessary (labeled with your child's name)

Per New Jersey Child Care Licensing 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 ask 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 water that is no more than 120 degrees Fahrenheit for no more than 5 minutes. No milk 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. Children are then offered liquids in a cup. All children are held during bottle feeding, as per state regulations. 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. Please take cups, spoons, bowls, and bibs home each day to be properly washed and sterilized.

Staff will cut foods into pieces no larger than ¼ inches for infants and ½ inch 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.

Framework for All ECC Children

We emphasize the following skill areas in our program:

- Social/Emotional Skills
- Literacy and Language Development
- Listening Skills
- Visual Discrimination Skills
- Large Motor Skills
- Manipulative and Fine Motor Skills
- Social Studies and Community
- Art
- Music and Drama
- Math Concepts
- STEM (Science, Technology, Engineering, Mathematics)

Maintaining Licensing Regulations

Ratios and Supervision

1. Teacher/child ratios per New Jersey state guidelines are met or exceeded.
2. Classrooms, equipment, and learning materials are routinely inspected and kept in clean, working order.
3. All staff are trained in appropriate methods of preventing illness and maintaining a safe learning environment.
4. Children are never left unattended and are always within sight and sound of supervision.

Programming

1. Environment, routine, materials, and equipment are used as resources for activities appropriate to the developmental levels and individual learning styles of the children.
2. Activities are designed at appropriate developmental levels to build self-esteem and encourage curiosity, exploration, and problem solving.
3. All children are encouraged to explore a variety of individual and group options so that all children can experience roles and feel free to experiment with all materials, equipment, and toys.

Social/Emotional Development

1. The learning environment is conducive to developing relationships with other children and adults. Cooperation efforts, mutual respect, appreciation of diversity, and shared leadership characterize all activities.
2. Emotional security grows as each child is guided by self-knowledge, self-acceptance, and pride in individual accomplishments. Children are also encouraged to maintain a comfortable separation from their parents as they join in activities that promote a sense of competence and autonomy.
3. Social skills are developed under the guidance of the staff that help set the stage for problem solving, cooperative play, and shared responsibility.

Cognitive Growth and Development

1. Activities involving communication, literacy, math, science, music, drama, and art are offered at appropriate developmental levels to foster each child's growth and competence.
2. Children are encouraged to express thoughts, ideas, and feelings as they expand their understanding of the world and to represent these ideas to others cerebrally, graphically, and through dramatic play.
3. Children are encouraged to explore new materials, investigate new areas, and develop confidence in their ability to process and integrate new knowledge.

4. Listening and thinking skills are naturally developed through story reading and conversations. Children read stories daily and we encourage parents to continue this activity at home.
5. Children are given the opportunity to make choices as they solve problems, join in activities, and plan their day.

Physical Growth and Development

1. Physical development is promoted through daily structured and choice activities, such as playground, movement activities and gym.
2. Fine motor development is promoted by the inclusion of manipulative and age-appropriate tools.

Curriculum

ART

Mediums of all types provide an opportunity for the child to experience satisfaction with manipulation, experimentation, and exploration of the medium, and provide outlets for the expression of ideas, feelings, and emotions.

DRAMATIC PLAY

This enables the child to re-enact the experiences in his/her world to understand and explore their meaning. With the help of props such as dolls, and other items, a child may explore being a parent caring for a baby, or an astronaut on the moon. Children can express their new knowledge and use their new vocabulary through Dramatic Play.

CONCEPT DEVELOPMENT

Young children are in the process of forming many concepts about their world. The teacher provides experiences in relevant areas of interest to expand each child's knowledge of cognitive skills, language, curiosity, and problem-solving skills.

LARGE AND SMALL MOTOR ACTIVITIES

Climbing, running, pushing, and pulling are a few of the large muscle activities encouraged by the availability of slides, balance beams, and various climbing apparatus. Activities such as cutting and pasting, art activities, puzzles, and other manipulative materials, provide opportunities for the practice and development of small motor skills.

MUSIC

Opportunities include singing, rhythms, listening, rhythmically moving, experimentation with various instruments, and creation and interpretation of music.

EXPERIENCES WITH LITERACY

Provide books, child-dictated stories, discussions, puppets, storytelling, and many experiences with printed materials which aid in a child's development and help him/her learn about the world.

SCIENCE AND MATH

Experience offers the child first-hand opportunities for scientific discovery and an understanding of number and quantity. Such experiences include cooking activities, planting seeds, counting, sorting and numerous others.

BLOCKS

Provide opportunities for beginning math, engineering, and science experiences.

JUDAICA

Children will have the daily opportunities to learn about their Judaic heritage through stories, songs, games, art, creative play, cooking and weekly Shabbat celebrations.

OUTDOOR PLAY

Children have daily opportunities (weather permitting) to play outdoors on the playgrounds. The playgrounds are designed for climbing, balancing, running, exploring, sliding, bike riding and other gross motor activities. In addition, the preschool playground has play stations to enhance outdoor exploration and imagination.

Holidays

While we celebrate cultural diversity and various national and Jewish holidays, we do not participate in the celebration of Halloween, Christmas, St. Valentine's Day, or Easter. Please refrain from sending in cards or candy related to these holidays for distribution while in our school. The following are brief explanations of the Jewish Holidays we celebrate weekly and during the school year. See the calendar for Jewish Holiday closings.

SHABBAT

The Jewish Sabbath starts at sundown every Friday and lasts until sundown on Saturday. In many Jewish homes the tradition of lighting candles and saying prayers to welcome the Sabbath are observed. Although Shabbat lasts from sundown Friday to sundown Saturday, all the children in our program join on Friday mornings to celebrate the coming Shabbat. Each preschool classroom enjoys challah (twisted bread).

ROSH HASHANAH

This two-day holiday is the Jewish New Year and usually falls in September. It is a time of personal reflection of our past and future behavior. The children enjoy apples and honey, which are symbolic for a sweet new year.

YOM KIPPUR

This is the most solemn holiday of the year – the Day of Atonement. It is an adult fast day and a day of prayer. We teach the children how to be their absolute best.

SUKKOT

This holiday recalls the journey of the Jews from Egypt to the Promised Land when they lived in sukkots (booths). It is also a harvest holiday symbolized by the Lulav (palm branch) and Etrog (citron) which are intricate parts of the celebration. We decorate our Sukkah with fruit and greenery and enjoy our snack in the Sukkah.

SHEMINI-ATZERET

This holiday occurs on the eighth day of Sukkot and is considered a holiday itself. It is a solemn day with special prayers of rain (Geshem).

SIMCHAT TORAH

On this joyous holiday, we complete the reading of our Torah for the year and immediately start reading the Torah all over again. This is a happy holiday for children as they march around the Katz JCC singing songs and carrying flags.

CHANUKAH

“Festival of Lights” celebrates the Maccabean victory, when brave Judah Maccabee and his small band of followers saved the Jewish Nation from the Syrians. For the eight days of Hanukkah, the menorah is lit to recall their rededication of the Temple in Jerusalem and to give thanks for the great miracle of the survival of the Jewish people. At school, we light the menorah and say our blessings, prepare potato latkes (pancakes), as well as other special activities.

TU B'SHEVAT

On Tu B'Shevat we celebrate the New Year of the Trees. Trees are a symbol of life, a symbol of Jewish people. Children may plant trees, as well as collect money for trees in Israel and sample a variety of fruits and “nuts.”

PURIM

Purim is the jolliest of all holidays, commemorating how Queen Esther and her uncle, Mordechai, saved the Jews of Persia from Haman. On this day we eat hamantaschen (triangle shaped cookie), which the children enjoy making. During the reading of the Megillah, the children make loud noises by shaking groggers and stamping their feet

whenever the name Haman is read. The children send Mishloach Manot (gifts) to be shared with friends and the less fortunate.

PASSOVER

Passover (Pesach) commemorates the experiences and ordeals of slavery in Egypt, and the Exodus following them. The Seder is a special family occasion. Prayers and songs from the Haggadah (the story of Passover) are read, and certain foods are eaten. The best known of these is matzah or unleavened bread.

LAG B'OMER

This holiday celebrates Jewish survival. At school, we celebrate with outdoor activities.

YOM HA'ATZMAUT

Yom Ha'Atzmaut is the Independence Day of modern Israel. We celebrate by learning songs and making Israeli flags.

SHAVUOT

A thanksgiving and harvest feast, which also commemorates the giving of the Ten Commandments on Mount Sinai.

More detailed information about your child's classroom activities for these holidays, as well as activities which expose your child to Jewish values, will be in the monthly newsletter and daily communication.

Parent Handbook Updates

This handbook is subject to change as local, state, and/or federal regulatory requirement changes mandate. Additionally, I understand that the Jewish Federation of Southern New Jersey ("Federation") can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in the Handbook as circumstances or situations warrant.

I also understand that any changes made by Federation with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in the Handbook. I accept responsibility for familiarizing myself with the information in this Handbook and will seek verification or clarification of its terms or guidance where necessary. And acknowledge receipt by signing associated acknowledgement forms.

We are truly honored that you have chosen our school for your child's early learning experience. Being a part of their journey is a blessing, and the partnership between staff and families is especially important and valued.

In keeping with New Jersey's childcare center licensing requirements, we are obliged to provide you, as a parent of a child enrolled with this informational statement.

This statement highlights, among other things; the parents right to visit and observe our school at any time without having to secure prior permission; the school's obligation to be licensed and to comply with licensing standards; and the obligation of all individuals to report suspected child abuse/neglect/exploitation to the State's Department of Children and Families (DCF).

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 childcare 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 childcare 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 are 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, 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 sufficient opportunities to assist the center in complying with licensing requirements and to participate in and observe its activities. 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/.

Sari Isdaner ECC Authorization Form

*This form is to be completed upon each enrollment/registration for each session (school year/summer/etc.), per student.

Child's Printed Name: _____

Parent/Guardian's Printed Name: _____ **Phone #** _____

- Please Initial ____ I have read the ECC Parent Handbook which is enclosed.
- Please Initial ____ I have read and understand the following policies, which are found in the Parent Handbook:
 - Policy on Arrival/Departure
 - Accident/Incident Procedures
 - Illness and Return to School Policies
 - Discipline Policy
 - Schedule of Dismissal
 - Medication Policy
 - Information to Parents Statement (Prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families)
- Please Initial ____ I have read and understand the Nut Sensitive Policy.
- Please Initial ____ I hereby give permission for my child to accompany his/her class on excursions in building and also to accompany his/her class to programs to the pool, **if applicable**.
- Please Initial ____ I hereby give permission to use/share my name, address, phone number, and email in the school directory.
- Please Initial ____ I hereby give permission for teachers/counselors to apply sunscreen to my child/ren as needed.
- Please Initial ____ I hereby give permission for my child to ride a bus hired by the Sari Isdaner ECC to attend a school-related field trip for children in the **3's classes and older**. I understand that notice will always be given before a trip. **If applicable**.

 Parent/Guardian's Signature

 Date