



Parent Handbook

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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.

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 \(nj.gov\)](https://www.nj.gov/health/ncd/exclusion-list/).

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 ONLY prescribed medicine to a child. No over-the-counter medication will be administered without a prescription. For a child to receive prescribed medication, the following procedures must be followed:

- A physician's prescription or written note must be provided, including the child's name, the name of the prescribed medication, dosage and time to be administered.
- Prescription medicine must be:
 - In its original container with the pharmacist's label intact;
 - The label must include the pharmacist's phone number, the child's full name, the prescribing healthcare provider's name, the medication name and expiration date, the date prescribed or last updated;
 - Clear instructions for dosage, route, frequency and any special storage or administration requirements.
 - Written receipt of parent/guardian approval for administration of the medication must be provided.
- Authorization for Over-the-Counter Skin Products
 - With written permission, parent/guardians authorize the use of:
 - Sunscreen
 - Insect Repellent
 - Diaper Ointment/Cream
 - All OTC products must be in the original container and, if provided by parents, labeled with the child's name. Sunscreen must have a minimum sun protection factor (SPF) of 15.
- Authorization for Over-the-Counter First Aid Products
 - With written permission, parent/guardians authorize the ECC Nurse's use of:
 - Antibiotic Ointment/Cream (Neosporin)
 - Antiseptic Spray with Lidocaine (Bactine)
- While sunscreen application is highly encouraged, and very important during the warmer months, it can only be applied by our staff to children who have written permission.
 - Permission will be requested prior to applying, and all families are encouraged to apply sunscreen to their child before the day begins, especially in the warmer months, and to provide a spare bottle for their child's cubby for reapplication during the day.
- Allergy and Medication Information:

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)

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 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