



## **Canfield Kids Policy and Procedure Manual**

**Canfield Kids** is primarily established to provide convenient Child care services to the parents of children attending Canfield Elementary School. Non-Canfield parents may also enroll their children on a space-available basis.

The center is licensed and regulated by the New Jersey Department of Human Services.

Canfield Kids reserves the right to refuse service to any Family or child who does not follow the rules or is a threat either emotionally or physically to other children.

Canfield Kids follows the Canfield Avenue Elementary School Calendar.

*The staff at **Canfield Kids** is an asset!* The providers are professionals who have experience in working with young children. Prior to employment at the center, everyone goes through extensive interviews, background and reference check procedures, including criminal history release screening (as required by NJ law). All staff members receive pre-service training with special emphasis on safety, security, hygiene, health and sanitation. Staff members that work directly with children have obtained or will attain CPR certification and basic life training.

### **Goals**

The goals of **Canfield Kids** include providing all children with:

- ☺ A safe, clean, environment.
- ☺ An environment where the children can play and learn with positive guidance and loving care.
- ☺ Care that promotes their social, emotional, physical, and intellectual development through developmentally appropriate activities.
- ☺ Opportunities for them to be challenged to learn and reach their potential at their own pace.

### **Admission and Enrollment**

**Canfield Kids** requires a complete enrollment packet for all children not later than 48 hours prior to the child attending the center. This policy applies to families who may be using the services of the daycare program on a drop in basis. Enrollment packets must be submitted to the Foundation mailbox in the office at Canfield Avenue School or mailed to the street address below. This packet includes this handbook, registration forms, procedures for obtaining



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immunization records and any medical assessments as required by Canfield Kids and/or The State of NJ. Additional forms may be included at the discretion of Canfield Kids.

Applications for enrollment are accepted without regards to race, religion, sex, or national origin.

#### ***Drop-In Policy***

The drop-in rate is 10.00/hour. In order to use the drop-in feature, a completed enrollment form and \$25.00 deposit is required prior to using the drop-in service. Drop in service is allowed for a maximum 4 days per month. Due to space limitations, drop-in usage is available on a first-come, first-served basis.

#### **Operating Hours**

Canfield Kids is open 7 AM to 6 PM Monday – Friday. These times are not subject to change. The center closes at 6 PM sharp.

#### ***Calendar***

Canfield Kids is open when the Canfield Avenue School is open and closed when it is closed. With the exception of half days and in-service days, we will operate on a full day schedule.

Canfield Kids reserves the right to change operating hours at any time.

#### ***Snow Days & Delayed Openings***

If the school is closed for a snow day, Canfield Kids is closed. In the event of inclement or severe weather Canfield kids reserves the right to close early. The Foundation does not want you, your children or our staff on the roads in bad conditions. Please arrange for someone local to pickup your child if you commute a fair distance away from town. We'll have that information on the sign up sheet.

**We will be opening at 9 am on days when school is delayed.**

#### **Care, Custody and Control of Enrolled Children**

**For before school drop off:**

**All children under the age of 8 must be signed in to the custody of Canfield Kids by their parent or accompanying adult.** Children ages 9+ may come to the program unattended, but it is the responsibility of their parents and at the discretion of the director of Canfield Kids to make the decision as to the child's ability to get to Canfield Kids unattended. Children over the age of 8 can be signed in and out by the Canfield Kids staff, but they **may not** sign themselves in or out.

**Until a child is signed in to our custody, they are not our responsibility.**



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### For after school drop off:

Proper arrangements must be made between the parents and teachers for proper transfer to Canfield Kids. We accept no responsibility for children until they reach our custody. If we are expecting a child, and they do not show, we will contact you immediately and of course make all efforts to locate the child. **Children coming to the center from classrooms are not our responsibility until they reach our threshold.**

### Release of Children Policy

Children may only be released by their parents or by a designated person on their "pick-up" list. Picture identification (drivers' license, state identification card) will be required and a phone call to a parent will be made if the childcare provider is still in doubt. If someone not on the list is to pick up, written notification from the parent or guardian will be needed for release of the child.

### Absentee Policy

It is the responsibility of the parent to notify Canfield Kids if your child is absent from School and will not be attending.

### Published Rates

Canfield Kids collects tuition on a monthly basis. **Tuition for the entire month is due by the 1<sup>st</sup> day of the each month.** Canfield Kids requires payment by check or money order. Other payment options may be available at the discretion of the Foundation.

A Late fee of \$25 will be assessed for each day that tuition remains unpaid. If tuition is not paid by the 5<sup>th</sup> of the month, the child will not be admitted to Canfield Kids. Please keep in mind that Canfield Kids is part of a non-profit program and we are not in a position to carry monies that are due.

Tuition cannot be pro-rated for hours or days missed for any reason. Tuition payments reserve the child's space with Canfield Kids.

### **A fee of \$50 for insufficient funds (bounced checks) will be assessed.**

This would cover bank charges & additional time for bookkeeping.

### Costs

The monthly rates are as follows:

Full Time	Part Time	Minimum	Before School	Drop In
\$635.00	\$385.00	\$235.00	\$175.00	\$10.00/hour

Full-Time = 120 hours per month or more; Part Time = 60 - 119 hours per month

Minimum Care = 59 hours a month or less; Before School = 7 AM to 8:30 only

Drop in = occasional usage



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### Usage Audit

At the end of the month, hours will be audited to monitor that your child's attendance is in accordance with your monthly plan. The Foundation reserves the right to notify you of an overage and an adjustment to the prior month's bill may be assessed.

The program has to be viable and self-sustaining in order to offer the convenient benefit of on-site care for the school children.

### Family Daycare Discount

For families enrolling more than one child, a lowered rate will be charged for the additional child. The 2<sup>nd</sup> child will be designated as the child paying the lesser tuition rate of the two.

The rates are as follows:

Full Time	Part Time	Minimum	Before School	
\$625.00	\$375.00	\$225.00	\$165.00	
\$590.00*	\$350.00*	\$210.00*	\$150.00*	*additional child rates

### Registration Fees

There will be a non-refundable Registration fee of \$50.00 paid with submission of the enrollment packet. This deposit will be applied to the first month's tuition.

### Late Pick-up Fees

The center closes at promptly 6 pm. All children must be picked up by this time. A late charge of \$15 per quarter-hour after 6 PM will be assessed.

### Open Door Policy

Canfield Kids has an open door policy. Quality care for your child includes good communication between the parents and the center's staff. Parents are welcome to come by unannounced, anytime during the day to visit. The center's only concern is for parents to use discretion when coming to visit during nap or quiet time since it is disruptive to a crucial time of the day for all of the children. The staff is proud of the center, the children and their work, and they welcome the opportunity to "show off" whenever possible!

### Child Custody Issues

**Canfield Kids** has no legal authority to refuse the release of a child to either parent EXCEPT in the case of legally served court orders. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a *parent*. Any restraining orders



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restricting access to a child must be presented to Canfield Kids. A recent and representative photo of the person or persons forbidden from picking up MUST accompany any paperwork such as a court order or restraining order. Any conflicts or discrepancies will be resolved by contacting the Wharton PD while the child remains in our custody.

***Canfield Kids takes the responsibility for your child's safety very seriously.*** In the event a staff member feels threatened or that potential harm might be imminent, they will release the child, notify the police and request an Amber Alert. Any additional information or questions regarding this should be addressed with the Director.

### **Expulsion Policy**

Canfield Kids reserves the right to refuse service to any family based on our expulsion guidelines.

Inappropriate Behavior – A “three strikes” type policy will be used for children with significant behavior violations. Our “Issue notification” form will be filled out and given to the parents for any significant behavioral related issue. If a child is unable to maintain an appropriate level of behavior, they risk being expelled.

Non-Payment of Tuition – If a family becomes more than 5 days late with payment, access to the program may be denied.

### **Dress Code**

Children should arrive clean and dressed. ***Canfield Kids*** is designed to keep children actively learning through play both indoors and out. Parents should dress their children in comfortable, washable play clothing. Children will get dirty and clothes may even be stained, so prepare for the worst by not dressing the children in their best clothing. Extra clothing needs to be left at the center based on the following guidelines:

Preschool – 1 change

All clothing, to include jackets, sweaters, mittens, hats, bathing suits, towels, and footwear should be labeled with your child's name.

Children must wear shoes at all times. Non-slip shoes with closed toes are best in preventing accidents or discomforts. Canfield Kids strongly recommends sneakers for use at Canfield Kids. If you child dresses up during the day, we require non-slip shoes at Canfield kids. Sneakers are best. You should consider keeping a spare set of shoes at CK if needed to meet this requirement.

### ***Jewelry***

Some pieces of jewelry pose **choking** and entanglement hazards and are unsafe to wear at the daycare. ***Rings, bracelets, necklaces, anklets, and toe rings are not permitted at the***



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**center. Jewelry will be removed and Canfield Kids will not take responsibility if it is lost or stolen. PLEASE leave jewelry at home!**

### Behavior Management

The staff at **Canfield Kids** is committed to providing an environment where children feel safe and comfortable. The staff will use a positive approach to discipline. All children are encouraged to use those skills that will allow them to resolve conflicts and have their needs met without resorting to aggressive or destructive behavior. Discipline and guidance of your child will be as consistent as possible. It will be based on an understanding of their special needs and development. **There will be NO physical punishment.** *Children will be disciplined with positive re-enforcers that promote self-esteem, encourage self-control and self-direction.*

Good behavior is encouraged and recognized. Methods used may include re-direction, substitution, and encouragement of the desired behavior. If a child's behavior is such that she is harming either herself or others she will be isolated from the rest of the group for a short period of time (timeout). If the staff is unable to help the child control her behavior, and only as a last resort, a parent will be contacted to intervene.

#### ***Biting***

A child overwhelmed by anxiety may bite. It is difficult and frustrating for the parents, the children, and the caregiver involved. Our policy is to attempt to stop chronic biting by observing and documenting the episodes.

Biting is strictly prohibited at Canfield Kids and children who bite will be sent home. We understand it might create hardship for parents, but we have to protect the other children in this instance.

### Illness, Injury, and Medication at the Center

#### ***Allergies***

ANY and ALL food or other allergies MUST be brought to the attention of Canfield Kids. Special medical arrangements or dietary needs need to be brought to our attention for the safety of all the children.

#### ***Communicable Diseases***

Childhood diseases are a natural part of life. When a child contracts a communicable disease, all parents will be notified in accordance with the guidelines established by the "Communicable Disease Chart" (see below) Children sent home or absent from the school or center due to a contagious disease may return to the center with a physician's statement indicating the child is no longer contagious and is ready to return to center activities.



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**Table of Excludable Communicable Diseases**

<b>Respiratory Illnesses</b>	<b>Gastro-Intestinal Illnesses</b>	<b>Contact Illnesses</b>
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

***Illnesses***

Children who are obviously ill will not be admitted to the center. When a child becomes ill while at the center a parent or guardian will be contacted to pick up the child ***immediately***. Ill children must be "fever-free" at least 24 hours before returning to the center.

**If your child is sent home sick from CK or CAS 4 vomit/fever they must not attend CK the next day.**

**If your child attends CAS and does not go to school for any reason they cannot stay at CK. This includes but is not limited to illness or CAS disciplinary action such as suspension from school.**

According to the ***Minimum Standards for Child-Care Centers***:

"[***Canfield Kids***] must not admit an ill child for care if one of the following exists:

1. The illness prevents the child from participating comfortably in childcare center activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following, unless medical evaluation by a healthcare professional indicates that you can include the child in the childcare center's activities:
  - a. Oral temperature of 100.4 degrees or greater, rectal temperature of 101.4 or greater or armpit temperature of 99.4 or greater, accompanied by behavior changes or other signs or symptoms of illness.
  - b. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash



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- with fever, mouth sores with drooling, wheezing, behavior changes, or other signs that the child may be severely ill; or
4. A healthcare professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious."

### ***Severe Personal Injury***

In the event of a serious personal injury, the center will notify the parent(s) or their designee immediately. If the parent or designee is unavailable, the physician named on the enrollment form will be contacted and EMS will be called to transport the child to the nearest medical facility.

### ***Medication***

During School Hours, Canfield Kids has access to the services of Canfield Avenue School nurse.

There may be times when a child needs to have routine medication administered while in care at Canfield Kids *when the nurse is not present*.

If Tylenol, cough syrups, allergy medications such as Benadryl or other nonprescription medication is required, send the medication labeled, with the dosage required, with the child's name in a container. For medications which labels read "consult a physician", it will be necessary to get a statement in writing from your physician defining the appropriate dosage.

All medications must be signed in and out and a medical authorization form must be on file. Medications must be brought to the center in a zip lock bag with a calibrated measuring spoon.

## **Required Medical Assessments**

### ***Immunizations***

Each child enrolled at **Canfield Kids** must meet the applicable immunization requirements specified by the State of New Jersey.

All immunizations required for the child's age must be completed and documentation provided to the center 48 hours prior to admission into the center. **Children currently enrolled at Canfield Avenue School are NOT exempted from this requirement.** We, as well as CAS, need a copy of immunization records.

## **Health and Safety**

Canfield undergoes routine inspections for health, fire, and safety as outlined and defined by the requirements for operation in a public school building.



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### **Emergency Evacuation and Relocation**

An emergency evacuation and relocation plan is posted at the center. Twice a month the children and staff will practice a fire drill. In the event of Code Red or Lockdown conditions, Canfield Kids yields control to the Emergency Provisions and Policies of the Canfield Avenue School.

### **Policy Changes**

Upon enrollment, parents will be provided with a handbook and an opportunity to read and discuss the information in the handbook with the Director. Any time policies and/or procedures change that affect the operations of the center throughout the year, parents will be notified in writing as soon as administratively feasible. Parents are always welcome to discuss any policy or procedure with the Director at anytime.

### **Meals**

Children will eat the meals and snacks they bring from home at the times scheduled. Discretion is exercised as needed. Sharing of food and snacks while not forbidden is discouraged and parents are asked to reinforce this policy. Please make sure your child has the appropriate snack and drinks available for their time at Canfield Kids daily.

Foods that require cooking or reheating should be sent warmed and wrapped for your child to eat at lunchtime.

***The CK staff is forbidden to cook, reheat or prepare foods in accordance with our license. Please send in any foods in a "ready to eat" condition.***

### **Schedules**

**Canfield Kids** has established schedules for each age group that incorporates opportunities for children to take full advantage of a wide variety of activities. These activities have been well planned to provide for a stress-free learning environment. Activities chosen promote a "learn at your own pace" concept while including group time, individual play time, and quiet periods. Children are encouraged but not required to participate with the activities. A schedule of activities will be posted. Parents are always welcome to make suggestions or share related ideas of interest.

### **Parental Involvement**

The program established at **Canfield Kids** encourages and promotes parental involvement. This program begins with an open door policy, continual communication between center and parent, along with opportunities for parents to share ideas and concerns in a positive way.



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Research has proven that children enter the world with a great ability to learn. The first five years of a child's life are a time of extensive social, emotional, physical, and cognitive growth. When families actively support their children and teach them learning is important and fun the children are much more successful at learning.

From time to time, the center will notify you of different opportunities for parental involvement. This may include supply requests for special projects, assistance with field trips, or simply notification of events and/or resources parents might find useful. Parents are always welcome to make suggestions or relate ideas of interest. The center wishes to initiate a strong foundation of educational values that can be enhanced in later school years.

### **Outdoor Recreation**

**Canfield Kids** promotes bringing the indoors out and the outdoors in for a completely "natural" learning environment. All children will be given time outdoors each day, weather permitting, to have "play time." Open-ended activities and age appropriate equipment is provided. This gives the children opportunities to interact with others and learn in a self-directed way.

*Climbing activities on the Canfield Avenue School playground are going to be discouraged. There are 2 pieces of equipment on the playground which we deem to be an unneeded risk for the children. We have brought these to the attention of the BOE.*

### **Animals at the Center**

**Canfield Kids** follows the regulations of Canfield Elementary School. Animals and pets are not allowed to be brought to the center under any circumstances.

### **Video and/or Photographs**

The center may produce classroom photographs and/or video tapes of the children for teacher training purposes, for marketing of the program, for use by the press and for use in grant application materials. These photographs and moving images may be reproduced and/or published on the Foundation's website or in printed publications. A permission slip is required to be on file to allow any child to participate.

### **Personal Items @ Canfield Kids**

Personal items such as jewelry, ipods, video games, electronic toys, VCR tapes, DVD disks, personal toys and other items from home are forbidden at Canfield Kids. We understand that sometimes children bring in items for class that will accompany them after school, but these items are to be left in their back packs. We have plenty of fun stuff for the kids to enjoy and we don't want to be responsible for personal items.



## Activity Schedule

7:00-8:20	Before care/ Free play
8:20-8:25	Take grades 1-6 outside/to classrooms for dismissal
8:20-8:30	Transition- K-4 enter and K-5 leave to class
8:30-9:15	Morning Circle time (Morning Message, calendar, jobs, weather, discussion of the day's activities, lessons and theme)
9:15-9:30	Wash hands and eat snack
9:30-10:00	Art project
10:00-10:30	Outside time/gross motor play
10:30-10:45	Story Time
10:45-11:00	Table Toys/fine motor skills
11:00-11:30	Wash hands and eat lunch
11:30-12:30	Rest/Quiet time
12:30-12:45	Transition/ K-5 enter
12:45-1:00	Afternoon Circle Time-K5 (Welcoming/introduction to day's activities, lesson, and theme)
1:00-1:30	Art Project-K5
1:30-1:45	Story Time/P3 transition from rest time
1:45-2:15	Structured activity/skill-building (handwriting, reading, math, etc)
2:15-2:30	Puzzle/Game/Table Toys/fine motor skills
2:30-3:00	Free Play
3:20-3:30	Transition to aftercare
3:30-4:00	Wash hands and eat snack
Big Kid Rooms	
3:30-4:00	Transition/Snack
4:00-4:30	Homework Time/Academic Reinforcement
4:30-5:00	Outside/gross motor play
5:00-6:00	Free play/clean up
Main Canfield Kids Room	
3:30-4:00	Transition/Snack
4:00-4:30	Homework Time/Academic Reinforcement
4:30-5:00	Outside/gross motor play
5:00-6:00	Free play/pick-up.



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