

# CELEBRATION OF LIFE DAYCARE

**New Calvary Baptist Church**  
**72 Maple Avenue ♦ Montclair, New Jersey 07042**  
**Phone: (973) 783-5858 Fax: (973)783-7510**  
**Rev. Dr. Clenard H. Childress, Jr., Director**  
**Mrs. Hester Stewart, Assistant Director**

## HANDBOOK



Train up a child in the way they should go...

# **WELCOME**

**First, we would like to thank you for selecting our daycare center for your child's education. This handbook was designed to inform you about our center's standards, policies, and procedures. We ask that you carefully read and understand all of the material before signing the contract agreements.**

**Once again, thank you for selecting the Celebration of Life Daycare Center to educate and take care of your child.**

**May God bless you!**

## **CELEBRATION OF LIFE DAYCARE**

**Celebration of Life Daycare Center is located at New Calvary Baptist Church, which was founded in 1921 and has been providing services for the community ever since. The Celebration of Life Daycare Center was birthed in February 1998 due to the ever present need for young mothers and fathers to find suitable and loving childcare. In light of this, we thought it essential to open our doors to prospective parents. Our hearts have always been and will continue to be with and for the children. We believe in instilling good values, morals, and manners in the children at a young and impressionable age. Our motto is "Train up a child in the way he/she should go."**

**Updated: September 2010**

## **REGISTRATION**

1. Read this handbook thoroughly.
2. Pay non-refundable registration fee of \$25.00.
3. Pay first weeks tuition.
4. Consult with Director/Assistant Director.
5. Sign the Late Fee Agreement (required)

**Note: Cash, money orders, check, and debit/credit cards will be accepted as payment.**

**All monies are due before or on the day your child starts daycare. Tuition is due every Friday for the upcoming week.**

<b>Tuition:</b>	<b>\$150.00 weekly</b>	<b>6 weeks – 2 years</b>
	<b>\$125.00 weekly</b>	<b>2 – 5 years</b>
	<b>\$ 35.00 weekly</b>	<b>After Care</b>
	<b>\$ 45.00 weekly</b>	<b>Before and After Care</b>

**\$ 25.00 Late tuition payment**

## **LICENSING REQUIREMENTS**

**Our daycare is required by the State Childcare Licensing law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services (DYFYS). A copy of our license is posted on the bulletin board at our main entrance to the center.**

**To be licensed, our daycare center must comply with the Manual of Requirements of Childcare Center (the office licensing regulations). The regulations cover such areas as: physical environmental life safety; staff qualifications, supervision and staff/child ratios; program activities and equipment; health, food and nutrition, and rest and sleep requirements; and others.**

**A copy of the Manual of Requirements is kept in our office and is available to interested parents to review.**

If you would like to review the Manual, please ask. You may also obtain your own copy for a nominal fee by writing to:

Bureau of Licensing  
Division of Youth and Family Services  
CN 717  
Trenton, NJ 08325

Parents are entitled to the center's copy of the Licensing Inspection/Violation reports on our center, which are issued after State licensing of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary.

Report, as well as any letter of enforcement or other actions taken against the center during the current licensing period are available. Let us know if you wish to review them and we will make them available for your review.

Our center cooperates fully with all DYFYS inspections/investigations. DYFYS staff may interview both members and children.

Our staff are first aid and CPR certified.

## **UNIFORM AND FIRST DAY REQUIREMENTS**

Every child is required to wear a uniform. Uniforms are mandatory unless otherwise notified. Children are to begin wearing uniforms on Monday, November 1, 2010. Uniforms should be clean. We recommend that you purchase more than one shirt, pants/jumper. Every child must have a complete uniform (Boys: white polo shirt and beige khaki pants, Girls: white polo shirts, beige khaki pants, skirt or jumper.

- No child can start without a uniform.

- Uniforms can be purchased at YouthWorld  
243 Main Street Orange, NJ.

Uniforms must be worn Monday through Thursday and on field trips, **NO EXCEPTIONS**. This is for the safety of the child. Fridays are dress down days and the only day children do not have to wear their uniforms.

## 2 – 5 YEAR OLDS

On the first day, we must have:

- Tuition and registration monies
- All paperwork completed
- Physical immunizations
- A blanket/sheet for naptime
- A complete change of clothing (socks, undergarments, shirt, pants)
- Toothbrush and toothpaste, backpack (no duffle bags or plastic bags) to send home any necessary notices and other belongings

## 6 WEEKS – 2 YEARS OLDS

On the first day, we must have:

- Diapers
- Wipes
- Bottles and food (formula must be ready to feed and labeled on bottle)

Please label your child's belongings (clothing, sheets, bottles, food, etc.) with their name.

## SICKNESS

There will be a total of two (2) sick weeks allowed per school year. **NOTE:** If there are any unusual cases or circumstances, exceptions will be made at the discretion of the Director. A sick week is when your child is not present **THREE (3) OR MORE CONSECUTIVE DAYS OF THE WEEK**. This is the only time you will be charged  $\frac{1}{2}$  tuition. A doctor's note

must be given to the Assistant Director. If your child is on medication, you must:

1. Provide the medication in its original container.
2. Sign the Medical Consent Form or the medication cannot be administered. **THERE ARE NO EXCEPTIONS!**
3. If your child must have extra fluids to drink, you will be responsible for providing it to the center.

Your child can be sent home due to sickness. Please make sure we have a current home and/or work phone, as well as for relative and emergency contacts.

## **MEDICATION POLICY**

Medications can only be dispensed with a signed Medication Dispense Form and directions from your child's physician. This is particularly important for children who need medication on a long-term basis (ex: asthma medications) or on an emergency basis (ex: severe allergic reactions). If parents/caregivers have any concerns or questions about medications, these should be discussed with the Assistant Director before your child begins school.

## **DISPENSING MEDICATION**

1. All prescription medication must be in its original container with the child's name and printed dosage, the date prescribed and its administration.
2. All medication will be stored properly.
3. Medications will be administered only after written approval from the child's parent/caregiver.

4. Unused medication and health care equipment will be returned to the parent/caregiver when no longer being used.
5. Long term medication will be left in the center's office.
6. All medication to be dispensed must be supplied by the parent/caregiver.

Medication, prescription or over the counter medicine must be supplied by the parent/caregiver.

## **IMMUNIZATIONS**

All immunization records must be presented upon the child's enrollment. The State of New Jersey requires that your child have an annual physical. Please provide the two (2) upon enrollment.

## **INCLEMENT WEATHER**

The weekly tuition fee does not change due to inclement weather (acts of God) or holidays. Tuition will be due on the given due dates.

## **JEWELRY AND PERSONAL ITEMS**

Celebration of Life Daycare Center will not be responsible for lost or damaged jewelry or any personal items. THERE ARE NO EXCEPTIONS! Friday is the designated day for "Show'N'Tell". This is the only day personal items or toys will be allowed into the center. NOTE: There will be limitations as to what can be used for "Show'N'Tell". Pets must be approved by the Director and brought in and picked up by the child's parent/caregiver. Toy guns are not allowed in the center at all.

## **SERVICES PROVIDED**

The hours of operation for the center will be Monday through Friday from 7:00am to 6:00pm. Breakfast,

lunch and a PM snack will be provided free. These meals will be nutritious and will consist of the basic food groups. A monthly menu will be posted in the facility. Any food allergies must be reported to the Assistant Director.

## **FUNDRAISING**

We also have two (2) ongoing fundraisers, which cost you nothing:

**Recycling Program:** Donate your used printer cartridges, laser cartridges and/or cell phones.

**Tyson Project A+:** Clip and save Tyson A+ labels from Tyson products. Turn the labels in at the center and we redeem them for cash (.24 per label).

## **RESPONSIBILITY OF PARENTS/GUARDIANS**

**Picking Up/Dropping Off:** You as the parent/caregiver will be responsible for signing your child in and out each day. You must bring your child to his/her classroom or into the meeting place.

Please, never let your child walk into the center by themselves. Make sure an employee is present and is responsible for your child. Siblings dropping off or picking up must be at least 14 years of age. New Jersey State Law requires that anyone other than the parent dropping off or picking up a child must be 14 years or older.

**Absences –** If your child is going to be absent from daycare, you must call and notify the office. If your child becomes ill, it is your responsibility to either pick your child up or have someone else pick your child up from the center; however, this person's name must be on the emergency form and they are required to show

proper identification. If the child has a temperature and/or diarrhea, that child must be out of the center for 24 hours from the time he/she left.

Please, parents/caregivers, this is very important! It is very important that you bring your child to the center clean each day. This means bathing them and making sure they have on clean clothes, socks, underwear, coats, jackets, hats, shoes, etc.. Uncleanliness is a form of neglect. We are obligated by law to report any abnormal situations.

**Breakfast** – You are responsible for having your child at the school on time. If you want your child to eat breakfast, have them at the center on time. *Breakfast is served from 7:00am – 8:45am- NO EXCEPTIONS!*

**Potty Training** – We are not solely responsible for potty training your child. We do assist and work with the parent/caregivers on methods of potty training. Parents/caregivers are to make sure their child has a sufficient supply of pull-ups, wipes and a change of clothes. Please do not put panties/underwear over pull-ups.

**Blankets/Sheets** - Parent/caregivers are to bring sheets and/or blankets for nap time. All sheets and blankets are to go home every Friday for cleaning. Each child must have two (2) sheets and/or blanket (one to cover the cot and the other to cover the child).

**Label belongings** – All children’s garments should be labeled with the child’s name in permanent marker. This includes sheets, blankets, change of clothing, bags, shoes, socks, undergarments, jackets, etc.. This will prevent loss or mix up with another child.

**Birthday Parties** – Parents/caregivers may have their child’s birthday party at the center during operation hours. We prefer 3:30pm for parties. Please notify the Assistant Director two (2) weeks in advance for planning. Parents/caregivers are to provide plates, forks, napkins, cups, juice, cake, ice cream, etc. as well as planning all activities for the party. If you are unable to attend your child’s party due to work schedule, send the necessary items as listed above and we will make sure your child has a fun party.

### **DISCIPLINE POLICY**

We the staff of the Celebration of Life Daycare would like to inform you of the disciplining policy. When a child becomes disruptive, out of control or disobedient, there is a three step method we take. The following explains what they are:

**A talk:** This talk is to let the child be aware of what he/she did that is not sufficient behavior.

**Time-out:** This time-out is when the child has to sit quietly in his/her seat; time out is one (1) minute per age of the child. EX: 2 years old = 2 minutes. Usually this gives the child time to settle down.

**Phone call to parent:** Only if the child is still being disruptive, a phone call will be made to the parent, and the parent will then speak to their child on the phone, to bring the child to order.

Under no circumstances is a child physically punished by a Celebration of Life staff member.

### **SUSPENSION POLICY**

**Time out from school** – If a child acts out any violent or perverse behavior or causes harm to peers or staff,

they can be suspended under the direction of the Director for the number of days suitable to the situation.

## **EXPELLATION POLICY**

A child can be expelled from the center under the direction of the Director due to violent or perverse behavior or causing harm to peers or staff.

## **FIELD TRIPS**

Affordable, educational and fun trips are planned outside of the center. There will be scheduled field trips that will be for a specified group/class. If you prefer your child not to attend a scheduled field trip that includes the entire center, you are asked to keep your child home. During these trips, no staff member will remain at the center. Money collected for field trips is non-refundable.

## **LATE-PICK UPS**

It is the parent/caregiver's responsibility to have your child off the premises by 6:00pm. There will be a \$15.00 late fee assessed for children who are picked up late. The late charge will begin at exactly 6:01pm. For every additional 15 minutes that the child remains at the center, another \$5.00 will be added. This will be due at the end of that week. The employee that stays with your child must be compensated.

## **TUITION LATE FEE**

It is understood that a late fee of \$25.00 will be charged for tuition that is paid after the due date. Additionally, it is understood that interest of 1.5% per month (10% per annum) will be charged on all invoices outstanding or more than 30 days past due. **IN RESULT, YOUR CHILD WILL STAND IN JEOPARDY OF BEING DISMISSED FROM THE CENTER. EACH CASE WILL BE DEALT**

**WITH SEPERATELY. No tuition is due during Winter and Summer Vacation and Summer Break weeks.**

**RETURN CHECK FEE**

**A \$38.00 fee will be assessed for all checks returned.**

**HOLIDAY CLOSINGS**

**Celebration of Life Daycare will be closed on the following holidays for the 2010-2011 school year:**

<b>Monday, September 6</b>	<b>Labor Day</b>
<b>Thursday, November 25</b>	<b>Thanksgiving Day</b>
<b>Friday, November 26</b>	<b>Day after Thanksgiving</b>
<b>Friday, December 24</b>	<b>12:00pm closing</b>
<b>Monday, December 27 – Friday, December 31</b>	<b>Winter Vacation</b>
<b>Monday, January 17</b>	<b>Martin Luther King Jr Day</b>
<b>Monday, February 21</b>	<b>President’s Day</b>
<b>Monday, June 27 – Friday, July 1</b>	<b>Summer Break</b>
<b>Monday, July 4</b>	<b>Independence Day</b>
<b>Monday, August 29 – Friday, September 24</b>	<b>Summer Vacation</b>

**STAFF TRAINING/SEMINAR CLOSINGS**

**In an effort to continually provide outstanding care for your child, from time to time we may need to close the center due to required staff training or seminars. In the event of such a closing, parents/caregivers will be notified in advance to ensure ample time to make necessary arrangements.**

## **BEFORE CARE**

Before Care is provided from 7:00am – 9:00am Monday through Friday. Please follow our holiday closing schedule.

Breakfast is not served.

Parents/caregivers are to ensure that the center has the proper bus information for their child. Our staff cannot walk your child to a bus stop. Parents/caregivers of children attending Montclair Public Schools may be able to arrange to have their child picked up in front to the center. Please contact the Montclair Board of Education Transportation Department for information regarding these arrangements.

## **AFTER CARE**

After Care is provided from 3:00pm – 6:00pm Monday through Friday. If your child should have an early ½ day dismissal, please be sure to notify the center no later than a day before the early ½ day dismissal.

If your child will be absent from After Care, please provide the courtesy of notifying the center. This will alleviate any confusion when your child does not arrive at the center at their scheduled time.

During After Care, we provide your child with:

- Snack
- Homework assistance
- Computer, arts&crafts, games, movies
- Outdoor play (weather permitting)

Children must be signed out upon pick up each day.

**Please do not send your child to After Care sick. No early drop off will be permitted with the exception of early ½ day dismissal days.**