



Enrollment Form

Registration Fee \$100.00

Date of Application: _____ Date of Birth: _____

Child's Name: _____ Age: _____

Address: _____

Desired Start Date: _____

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|--------|---------|-----------|----------|--------|
| Arrival Time | | | | | |
| Discharge Time | | | | | |

Parents Information:

Mother's Full Name: _____

Address (if different from above) _____

Home Phone: _____ Cell Phone: _____

Employer Name: _____ Work Phone: _____

Work Address: _____

Email: _____

Father's Full Name: _____

Address (if different from child) _____

Home Phone: _____ Cell Phone: _____

Employer Name: _____ Work Phone: _____

Work Address: _____

Email: _____



Persons to notify in an Emergency, if a parent cannot be reached

Name: _____ Phone: _____

Address: _____ Relation: _____

Name: _____ Phone: _____

Address: _____ Relation: _____

Name: _____ Phone: _____

Address: _____ Relation: _____

Name: _____ Phone: _____

Address: _____ Relation: _____

Does your child have any allergies/food allergies: Yes: _____ No: _____

Please List Allergies:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Child's Pediatrician: _____

Phone: _____

Address: _____



I understand that Little Heaven Daycare is Open from 7:30 AM to 6:00 PM. A late fee will be charged to the rate of \$20.00 for each 15 minutes or part thereof that a parent is late.

*** I have received the following written information. I have read and understand their content and agree to follow the policies:

- *Information to Parents Letter
- *Rules & Policies
- *Discipline/Expulsion Policy
- *Release policy
- *Parental Visitation Policy
- *Illness/Medication Policy

- *Field Trips & Excursions
- *Tuition Policy
- *Release Authorization Form
- *Medical Forms (2)
- *Sick days/Vacation days Policy

***Parents are responsible for providing the following:

- Well balanced, nutritious Lunch/Snack(s)
- Sheet, Blanket and Pillow
- Diapers, Wipes, Changing pads
- Changes(s) of clothing
- Bottles and/or pacifier(s)

I understand my child will be participating in outdoor activities or walks in the neighborhood, as outlines in the field Trip Policy.

In the event of an emergency in which I cannot be contacted, I give full permission for a qualified physician or certified medical technician to administer whatever treatment may be needed for the well being of my child. I understand all information in this document.

Parent Signature

Date

Director

Date

EMERGENCY FORMS FOR CLASSROOMS

CHILD'S NAME: _____

AGE: _____ DATE OF BIRTH: _____

ADDRESS: _____

PARENT (S) NAME: _____ CELL: _____

EMERGENCY CONTACT NAME: _____

NUMBER: _____

ALLERGY INFORMATION:

- _____
- _____
- _____
- _____

IS YOUR CHILD TAKING MEDICATIONS? _____ IF YES, PLEASE LIST MEDICATIONS:

- _____
- _____
- _____
- _____

Please note any additional information for classroom teacher:

EMERGENCY TREATMENT AUTHORIZATION

In the event of an emergency, I authorize the staff at Little Heaven Daycare, Doctor, or Hospital to administer any necessary treatment to my child. I also authorize them for transportation to the hospital.

Parent/Guardian's Signature

Date

May be completed by a parent to authorize emergency treatment

PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT

CHILD'S NAME: _____

Age: _____ Date of Birth: _____

Parent Name: _____ Phone: _____

CHILD'S MEDICAL INFORMATION

Medical Problems _____

Allergies _____

Medicine (s) Child is Taking _____

Medicine (s) Child is Allergic To _____

Primary Doctor _____ Tel _____

CHILD'S INSURANCE

Company/HMO _____

Group Number _____ ID# _____

I (we) state that we are the parent (s)/guardian (s) having legal custody of the above child and attest that the information about is correct. I (we) authorize Little Heaven Daycare center director or director's designee to obtain emergency treatment for my child. I consent to an x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor at a recognized medical facility, under the general or special supervision of a licensed physician or surgeon.

The following steps will be followed in an emergency:

1. The parent/guardian will be contacted immediately.
2. The child's physician will be contacted.
3. We will attempt to contact you through all the emergency persons listed on the child's application form.
4. If we cannot contact you or your child's physician, we will do any of all the following:
 - Call for emergency First Aid assistance/transportation.
 - Call another physician
 - Have the child transported to an emergency hospital in the company of a staff member.

Parent Signature: _____ Date of Signature: _____

Witness: _____ Date: _____



Photo Release Form/Policy on the Use of Technology and Social Media

At the Little Heaven Daycare we occasionally take photographs of children during special events or while just having fun throughout the day. We would like to post pictures of children on our page. You will be able to view school updates and your child's activities.

Child/Children's Name: _____

- ☐ I give permission to Little Heaven Daycare to take photographs of my child for use in projects and display within the school building.
- ☐ I give permission to Little Heaven Daycare to use my child's photo for display on the school website (www.littleheavendaycare.org), Instagram (Littleheavendaycare), or our Facebook page (Little Heaven Daycare).
- ☐ I do not give permission to Little Heaven Daycare to take photographs of my child at school.

The Publication of photos, images, or artwork of students at the center, whether online or otherwise, is generally prohibited without prior approval. Some families at the center have chosen to restrict the photograph permission of their child(ren), and it is expected that all PARENTS AND EMPLOYEES will be aware of and abide by those restrictions.

PARENTS ARE NOT ALLOWED to take photographs of children other than their child. PARENTS MUST consider and respect the privacy of OTHER STUDENTS, faculty, staff, and administrators of the center in all Social Media Activity.

Parent/guardian signature: _____ Date: _____



RELEASE AUTHORIZATION FORM

I hereby give my permission to Little Heaven Daycare to release my child/children: _____ to the people listed below, upon my request. I understand that no child will be released to anyone without prior notification from a parent/guardian. Please complete the following information below. If possible, please include pictures of the authorized people.

Name: _____ Relation: _____

Address: _____ Phone # _____

Name: _____ Relation: _____

Address: _____ Phone # _____

Name: _____ Relation: _____

Address: _____ Phone # _____

Name: _____ Relation: _____

Address: _____ Phone # _____

Please notify Little Heaven Daycare immediately of any changes to the above information.

Parent/guardian Signature



Tuition Policy Statement

- There is a \$100.00 non-refundable registration fee.
- A deposit of \$200.00 is required at the time of registration. This deposit will be applied to the final month's tuition, as long as a 30-day termination notice is provided by the parent. Please note that if the termination notice is given with less than 30 day's notice, the deposit will not be refunded or credited.
- Tuition is due on the **1st** of each month. A late payment fee of \$75.00 will be assessed when payment is made after the due date. An additional \$25.00 late fee will be charged after the 15th of the month.
- Weekly Tuition is due on Monday. A late payment fee of \$20.00 will be assessed when payment is made after Wednesday of that week.
- If a check is returned, the parent/ guardian will assume bank charges and a late fee.
- **Regardless of scheduled vacations, illness, emergency closing or holidays, tuition is due in full and is nonrefundable. Switching of days is not allowed.**
- 30-day notice in writing is required when a child will be leaving or a reduction in current days/ hours at the school.
- A non-refundable re-registration fee of \$75.00 is due annually.
- **Parents arriving after 6:00 PM will be charged a late fee of \$20.00 for every 15 minutes or part thereof that they are late.** This fee **must** be paid that night or the following day at the latest to Little Heaven Daycare.
- Tuition Rates Are Subject to Annual Increases.

Discount: There is a 10% discount for siblings.

- Full time only
- Not applicable to subsidized family

Involuntary Withdrawal: Being absent for more than 30 consecutive days without prior arrangement, you may be considered as withdrawn and your return may not be guaranteed. Deposit with Little Heaven Daycare, if any, will be forfeited.

Parent/Guardian Signature

Date

PARENT

RECEIPT OF INFORMATION:

☐ Information to Parents Document

☐ Policy on the Release of Children

N/A

☐ Policy on Methods of Parental Notification

(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)

☐ Policy on Communicable Disease Management

☐ Expulsion Policy

☐ Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name: _____

Parent/Guardian's Name: _____

Signature: _____

Date: _____



...Exceptional Child Care Without Exception...

Healthy Kids Make Happy Parents!

Dear Parents,

We know how difficult and stressful it can be to prepare lunch every day for your child. Little Heaven Daycare is happy to inform you that we participate in a Home-Made School Lunch Program, which consists of:

A Daily Healthy Homemade Meal:

- Hot Soup
- Whole grains
- Healthy protein
- Vegetables
- Fruits
- Juice or water

Menu Sampler



| monday | tuesday | wednesday | thursday | friday |
|---|---|--|---|--|
| 2 Chicken Noodle Soup Rice Pilaf Chicken Half Sour Pickles | 3 Chicken Rice Soup Meatballs with Macaroni Tomato | 4 Red Cabbage Soup Buckwheat with Cutlets Cucumbers | 5 Mom Soup Fish Mashed Potatoes Cucumber | 6 Pickle Rice Soup Meat Dumplings with Sour Cream |
| 9 Chicken Noodle Soup Rice Pilaf Chicken Half Sour Pickles | 10 Red Cabbage Soup Buckwheat with Chicken Cutlets Cucumbers | 11 Chicken Meatball Soup Macaroni and Cheese Cucumber | 12 Pickle Rice Soup Fish Mashed Potatoes Cucumber | 13 Mom Soup Meat Dumplings with Sour Cream |
| 16 Chicken Noodle Soup Rice Pilaf Chicken Half Sour Pickles | 17 Chicken Rice Soup Meatballs with Buckwheat Tomato | 18 Red Cabbage Soup Buckwheat with Cutlets Cucumbers | 19 Mom Soup Fish Mashed Potatoes Cucumber | 20 Pickle Rice Soup Meat Dumplings with Sour Cream |
| 23 Chicken Noodle Soup Rice Pilaf Chicken Half Sour Pickles | 24 Red Cabbage soup Buckwheat with Chicken Cutlets Cucumbers | 25 Chicken Meatball Soup Macaroni and Cheese Cucumber | 26 Pickle Rice Soup Fish Mashed Potatoes Cucumber | 27 Mom Soup Meat Dumplings with Sour Cream |
| 30 Chicken Noodle Soup Rice Pilaf Chicken Half Sour Pickles | 31 Chicken Rice Soup Meatballs with Macaroni Tomato | | | |

We hope that you will trust us to safely take care of your child's well-balanced meal every day. Hopefully, this will help you and alleviate the stress of having to plan lunch for the next day.

Remember when kids eat healthy, they are better prepared and energized to learn throughout the day.

Our Lunch Program Cost is \$160.00 a Month. However, if you would like to participate Only for the soup, the costs is \$80.00. Payment is due on the 1st of each month.

If you would like to participate, please sign, and return this form. Thank You!

Parent Signature

Date



27 FAIR STREET
HACKENSACK, NJ 07601
PHONE (201) 488-1900
FAX: (201) 488-2602
Littleheaven.co@hotmail.com

...Exceptional Child Care Without Exception...

Tuition Information

I. Registration fee= \$100.00

Weekly

Monthly

II. Tuition= \$ _____ 5 days
\$ _____ 4 days
z

III. Security deposit= \$ 200.00

This deposit will be applied to the final month's tuition, as long as a 30-day termination notice is provided by the parent. Please note that if the termination notice is given with less than 30 day's notice, the deposit will not be refunded or credited.

IV. Optional: The Lunch Program costs \$160.00 per month.

TOTAL DUE: \$ _____

This amount must be paid prior to the child's start date. All paperwork and immunization information must be brought back to de office at least one week prior to the start date.

Early Care.

From 7:00 AM



Early Care Enrollment Form

Child's Name: _____

Desired Start Date: _____

Early Child Care Cost is \$ 165.00 a Month. Payment is due on the 1st of each month. If you would like to enroll, please sign, and return this form.

Thank You!

Parent Signature

Date



Little Heaven Daycare

27 Fair Street

Hackensack, NJ 07601

TEL (201) 488-1900 FAX (201) 488-2602

Hours: 7:30 AM thru 6:00 PM

Littleheaven.co@hotmail.com

ENROLLMENT INFORMATION



LITTLE HEAVEN DAYCARE CURRICULUM

Little Heaven's Program is designed to support families by providing top quality education in a safe, nurturing environment. We foster a comfortable and stimulating environment in which children from Infants to Pre-K learn and grow. With every month that goes by, children learn specific letters, numbers, shapes, and colors, and experience awesome learning through our special themes. Our goal is to help children gain a good sense of self and confidence, while becoming enthusiastic learners. They are able to expand their horizons and discover more about themselves in so many ways. Throughout the day, children are encouraged to be active, creative and independent. We know children learn best by doing. Hands-on approach makes learning fun and allows creativity.

INFANTS- Our infant's scholar program was designed with loving and nurturing caregivers who will respond to each child's needs in our designated warm and caring classroom. Each infant will have the opportunity to grow and develop to his or her full potential by allowing flexible scheduling. Flexible scheduling enables the child to eat, sleep, or play according to his or her natural timetable. Each child's belongings will be labeled and stored separately.

TODDLERS- Our toddler classroom was specially designed with child sized furniture, materials, and restrooms. Our toddler program includes a variety of visual, auditory, activities, and tactile materials to support all areas of development – physical, social, emotional, and linguistic. The toddlers are provided with block area (large and small blocks), housekeeping center, library center, science center, math center, music center, arts & crafts center, as well as outdoor activities. We provide children opportunities to develop social skills as well as learning through play.

PRE-K3- Children are becoming independent. They learn to make choices and understand consequences. Curriculum provides children with hands-on learning activities and experiences, with a variety of appropriate materials. We encourage social skills by taking turns, sharing, following directions, cooperation, expressing needs, and respecting others. We teach children a sense of community by providing ownership of materials, rotating class jobs, and following routines.

PRE-K- The focus of their curriculum is Kindergarten readiness, which includes the skills needed for pre-reading, writing and problem solving. We accomplish this with a print rich environment filled with varied opportunities for hands on learning. Children will learn to become independent. They will learn how to solve problems and explore new ideas. They will learn sight words that will lead them to read in different reading levels.

AFTER SCHOOL- We provide a safe and comfortable environment for the school-aged children. After school program includes an afternoon snack/drink, homework time, group activities and a time for free play. Homework tutoring is available for an additional charge. All transportation must be arranged by parents.

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 child care 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 child care 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're 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, as well as 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 ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. 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/.



RULES AND POLICIES

DAYS & HOURS OF OPERATION: Our hours of operation are **7:30AM TO 6:00PM**. Children should arrive prior to 9:30 AM so that they may participate in circle time. Please arrive before 8:30 AM if you are bringing breakfast to school.

- Little Heaven Daycare is open year-round.
- The dates we are closed are listed on the attached calendar.
- **Parents arriving after 6:00 PM will be charged a late fee of \$10.00 for every 15 minutes or part thereof that they are late.** This fee **must** be pay that night or the following day at the latest to Little Heaven Daycare.

ENROLLMENT: At the time of enrollment, you will be asked to provide health information, emergency information and to sign an enrollment agreement. **Your child cannot be enrolled until we receive all necessary forms. The parent's responsibility is to keep their child's records up to date.** Immunization records must be current. Any changes in telephone numbers, emergency contacts, health information, etc. Must be given to the teacher and director.

CLOTHING: Dress your child in comfortable play clothes. Dress appropriately for the weather. In the winter hats, mittens, and boots are required as we do go outdoors to play in all weather. State law requires children to be taken outside for fresh air when temperatures are above 35°. If the temperature is under 35° or over 90°, children will not go outside. Sneakers are preferable to sandals. **NO FLIP-FLOPS ALLOWED!** Parents must provide the following:

- **A change of clothing**
- **Lunch and Drinks**
- **Pillow, Sheet, and blanket for nap time**
- **Diapers and wipes**

CHILDRENS' POSSESSIONS: All clothing, lunch boxes, etc. should be clearly marked with your child's name. **Toys should not be brought into school.**

DISCIPLINE PHILOSOPHY: Little Heaven Daycare regards discipline as a procedure that will enable young children to learn to control gradually while feeling free to express themselves. Effective discipline involves guiding and teaching. Your child will enjoy a variety of experiences and will have the opportunity to make choices. At the LHD, we try to reinforce positive behavior, reward appropriate conduct, and discourage unsuitable behavior by:

WE DO

- Redirecting a child from negative behavior.
- Using positive methods and language while disciplining children
- Giving verbal warnings

- Given time to regain control or to rejoin the group
- Notifying a parent/guardian of repeated misbehaviors.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

EXPULSION POLICY: Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will make every effort possible to work with the family in order to prevent this policy from being enforced.

IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions towards staff members
- Parents exhibit verbal abuse to staff in front of enrolled children

CHILD'S ACTIONS FOR EXPULSION:

- Child is unable to adjust to our program after a reasonable amount of time.
- The child is at risk of causing serious injury to him/herself, other children or staff.
- Ongoing physical or verbal abuse to other children or staff.
- Uncontrollable tantrums, angry/aggressive outbursts or behavior.

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments
- Failure to complete required forms, including providing updated immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Failed to comply with or adhere to all school policies and procedures.

The parent/guardian will be informed regarding the length of the expulsion period and about the expected changes required in order for the child or parent to return to the center, if appropriate. **You will be given a specific expulsion date that allows sufficient time to seek alternate care.** (Approximately one or two weeks, depending on the situation and risk to other children's welfare or

safety).

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other childcare arrangements.

RELEASE POLICY: Under no circumstances will a child be allowed to leave the school with anyone other than custodial parent/guardian(s) unless written permission is given to the school in advance. In an emergency situation, where parent cannot pick up the child by the end of the day, the parent is expected to call the school with the name, address, driver's license number, or other identifying information. The person picking up the child is expected to provide some form of identification and must be a legal adult. No child will be released to an adult who appears impaired or who does not present the appropriate identifying information.

PARENT'S VISITATION PROCEDURE: Little Heaven Daycare has an "open door" policy. Parents are able to visit the program at any time.

REST TIME: The children are provided with a rest time, in accordance with state law. Please provide a pillow, sheet and blanket. So that your child may rest comfortably. Children who do not wish to sleep will rest quietly for a period of 30 minutes. They then will be offered a quiet activity until rest time is over.

EMERGENCY PROCEDURES: Members of the staff are trained in First Aid and CPR. In the event of minor cuts or bruises, the injury will be treated, and the parent notified. In the event of a serious emergency, the staff will respond as trained. If emergency medical treatment has been warranted, 911 will be called for transport to Hackensack Medical Center and the parents will be advised of the situation.

TOILET TRAINING POLICY: Toilet training is done when the child shows an interest or ability to be trained. Children who show an interest will be taken to the bathroom and encouraged to use the potty, even if no urine or bowl movement is produced. No child will ever be forced into this procedure. Toilet training can be determined by mutual agreement between teacher and parent. A child is considered trained when she/he has gone 3 to 4 weeks without serious accident. The school reserve the right to advise a parent of child's readiness or to request a return to diapers for a period of time if training is too stressful for the child. Parent must provide sufficient training pants or changes of clothing during the training period.

BIRTHDAYS: Birthday celebrations are enjoyed in school. Please make arrangements with your child's teacher or director in advance.

FIELD TRIPS AND EXCURSIONS: Parents are always advised in advance of all field trip and will be required to give **written permission** for the child to attend. Children will be taking neighborhood walks during good weather, which may take them off of school property.

ILLNESS AND MEDICATION POLICY: We urge your cooperation in keeping your child home if she/he is ill. Children will be checked daily upon arrival for signs of illness. Should a child appear ill, she/he will be sent home. In the event of illness during the day, the parent will be expected to come for the child or to have a reliable stand in to pick up the child within 60 minutes. A child showing any of the following symptoms shall be excluded from the school for a prescribed period of time or until a doctor's note indicates that the child poses no health risk to himself or others:

- Elevated Temperature (+101.0)
- Severe pain or discomfort
- Vomiting or nausea
- Acute diarrhea (Severe)
- Severe coughing
- Yellow eye or jaundiced skin
- Infected skin patches
- Difficult/rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Red eyes with discharge

Once the child is symptom-free or has a health care provider note stating that the child no longer poses a serious health risk to him/herself or others, the child may return to the center unless contraindicated by local health department or Dept of Health.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The 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.

MEDICATIONS WILL BE ADMINISTERED TO A CHILD ONLY FOR EMERGENCY MEDICATION (EPIPEN, NUBULIZER, SEIZURE) Parent must provide the prescription script from child's doctor with the medication type, reasoning, and administration directions. LHD reserves the right to contact the child's doctor in order to clarify instructions or ask questions regarding medication.

SCHOOL POLICY ON SICK DAYS AND VACATION DAYS:

- If you take vacation or your child is out sick **FULL TUITION** is still due.
- Tuition is not affected by holiday schedule, absences, vacation or emergency closing of the school. The tuition schedule takes into consideration the inclusions of this calendar.
- **BITING POLICY:** Little Heaven Daycare recognizes that while biting is both painful for the child and extremely distressing for all parents, it is a perfectly normal phase of development. We do realize it is our responsibility and commitment to ensure the safety of each child entrusted to us. We will adapt the environment to the best of our ability and work with the parents to reduce stress. When a child bites, our standard procedure

is to console the child who is removed from play and his/her primary caregiver talks to the child on a level that he/she can understand. If the child that bites is a danger to the other children in the classroom, that child will be removed from the school.

PROCEDURES AS NEEDED FOR CONTINUED BITING INCIDENTS:

1. Staff speaks with parents of the biter.
2. Director and staff confer about situation. Strategies are developed and implemented. These may include charting, shadowing and redirection. We will notice and reinforce all occasions when a child does not bite and chooses other appropriate problem-solving behavior.
3. Conferences with parent, staff and director to devise alternative strategies and consistency between home and school.
4. If the behavior does not abate 30 days, notification of termination will be issued. The center makes a commitment to proactive communication, working together to support the child and giving the parents adequate notice of termination if it becomes necessary.

SCHOOL CANCELLATIONS: This school may close due to inclement weather. We follow Hackensack public school emergency school closures.

- The safety of your children is our primary concern.



LITTLE HEAVEN DAYCARE CALENDAR | 2024 - 2025

| Sep 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| Oct 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| Nov 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| Dec 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| Jan 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| Feb 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

| Mar 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| Apr 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| May 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Jun 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| Jul 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| Aug 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Important Information

PLEASE REMEMBER THAT TUITION IS NOT AFFECTED BY THE HOLIDAY SCHEDULE, ABSENCES, VACATION, OR EMERGENCY CLOSING OF THE SCHOOL. THE TUITION SCHEDULE TAKES CONSIDERATION THE INCLUSION OF THIS CALENDAR.

School Closed

SC

Early Dismissal 1:00 PM

ED

Summer Program

SP

SCHOOL CLOSINGS 2024

| | |
|-----------|---------------------------------------|
| Aug 29-30 | Staff Orientation for new school year |
| Sept 2 | Labor Day |
| Oct 11 | Yom Kippur |
| Oct 14 | Indigenous Peoples' Day |
| Nov 28-29 | Thanksgiving |
| Dec 23-27 | Holiday Recess |

SCHOOL CLOSINGS 2025

| | |
|---------|--------------------|
| Jan 1 | New Year's Day |
| Jan 20 | Martin Luther King |
| Feb 17 | President's Day |
| Mar 28 | Eid al-fitr |
| Apr 18 | Good Friday |
| May 26 | Memorial Day |
| Jun 20 | Juneteenth |
| Jul 3-4 | Independence Day |

Early Dismissal

| | |
|--------|------------------|
| Nov 27 | Thanksgiving Eve |
| Dec 31 | New Year's Eve |