

Le Petit Infant Toddler Academy, LLC



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Parent/Guardian Handbook

Website: www.lepetitinfanttoddler.com

Le Petit Infant Toddler Academy, LLC



Located in historic Ewing, New Jersey on the beautiful campus of Ujima Church Ministries, Le Petit Infant Toddler Academy, LLC was founded in 2019 with a burning desire to have a positive impact on the development of students during the critical and ever so important foundational years. Our objective is to Educate Precious Minds for Bright Futures. We strike the right balance for our students with a student-centered approach to learning that is built on fundamentals, a Spectrum Curriculum, and a positive environment for Personal and Social interaction.

Educating Precious Minds for Bright Futures

Le Petit Infant Toddler Academy, LLC



Dear Families:

It is an honor to be given the opportunity to serve your child and I would personally like to welcome your family to Le Petit Infant Toddler Academy, LLC. We are thankful you have chosen the academy for your child's well-being and early learning education.

It is the desire of our hearts to provide all our students with a loving environment where they are given exceptional care. It will be extremely helpful and I encourage you to review the Academy Handbook carefully to ensure the best education and care for your child. It is important that each parent review the policies and practices that are followed at Le Petit Infant Toddler Academy. The Academy's Parent Policy Handbook has been prepared with the purpose of serving as a guide and information resource for our families as well as staff. Please familiarize yourselves with the enclosed information, as I am sure it will be useful in the future.

It is an honor to once again be given the opportunity to serve your child. We realize that the handbook may not cover every aspect of the student's day, so please feel free to contact me with any suggestions and comments you may have. Your participation in the school is very important to me as it strengthens our commitment to serving your family. I look forward to the many memories that will be shaped as the student enjoys their early learning years.

If you should have any questions, comments, or concerns, please don't hesitate to let me know. My door is always open, and I am here to help make your Academy transition a smooth one. Le Petit Infant Toddler Academy teachers and staff are here to work together with you to make these magical early learning years special!

Again, thank you for enrolling your child in our Academy and becoming a part of our Le Petit Infant Toddler Academy family.

Fondly,

Le Petit Infant Toddler Academy, LLC



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MISSION

- ✓ To provide high quality individualized educational experiences to a diverse student body;
- ✓ To support the development of the child as a whole – intellectually, physically, socially, morally and spiritually;
- ✓ To prepare each child to be successful in their secondary education;

PHILOSOPHY

- ✓ We believe that children are born with the potential to grow, develop and learn and that they have the right to have this potential nourished.
- ✓ We believe that each child is an individual with special gifts that should be celebrated and special needs that should be met.
- ✓ We believe that families are the first and most important teachers for the child and that schools and families must be partners
- ✓ We respect and welcome cultural, racial, ethnic and religious diversity among our children, families and staff.
- ✓ We believe that children do their best when they are in a caring environment with clear guidelines and high expectations
- ✓ We believe that making mistakes and learning from them is how we gain wisdom and maturity.
- ✓ Le Petit Infant Toddler Academy, LLC believes in giving children a chance to grow up happy, healthy, and confident by providing them with the educational, social, medical and nutritional services they need. Our philosophy respects parents/guardians as partners in promoting the student's development according to the individuality of the student.

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- ✓ We provide children-oriented classrooms. A children-oriented classroom is one in which the space and activities are appropriate for all students according to their development. The activities, equipment and materials must represent the interests of the student, be appropriate to their developmental levels, and be culturally sensitive.
- ✓ In addition, many support services are offered to families. The program supports parents/guardians in their roles as the primary educator of the child. Workshops and training sessions that address issues of parenting and child development are available. Information regarding support services in the community is provided in an effort to help meet the needs of the family.

HOPES FOR OUR STUDENTS

- ✓ Children will develop an enthusiasm for learning;
- ✓ Children will strive to achieve their fullest potential;
- ✓ Children will respect the dignity and rights of others;
- ✓ Children will develop into positive leaders.
- ✓ Children will contribute to the well-being of our school community and welcome opportunities to help others.

WE ARE COMMITTED to providing a variety of experiences for children and parents that will enhance the child's development.

WE ARE COMMITTED to working with the family as a whole.

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WE ARE COMMITTED to nurturing, self-sufficiency, positive self-images, and respect for cultural diversity.

OUR CORE VALUES

Core value: Being brave

“Courage is not simply the mastery of fear through physical strength; it is that quality that springs from a certain type of spirit, honor and integrity.” *Michel de Montaigne*

Core value: Being a friend

Loyalty involves duty, a sense of commitment and community, knowledge that each of us is a part of something greater than us.

Core value: Being fair

Justice is the quality of being guided by truth, reason and fairness. Justice encompasses respect and understanding.

Core value: Showing respect

Respect involves patience, open-mindedness and regard for differences among us – whether these differences are related to traditions, age, gender, race, religion, native language, economic level, or whatever distinguishes one human being from another.

Core value: Wishing/Having hope

Hope is linked to faith and aspiration. It elevates one beyond selfishness to nobility as it looks to the future for all people.

Core value: Telling the truth

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Honesty, the quality of being honorable, is a fundamental condition for friendship and community. “For he who is honest is noble whatever his fortune or birth.” *Alice Carey*

Core value: Caring

Love, like compassion, is a virtue of action as well as emotion. Love is the one thing we can continuously give and become increasingly rich in the giving.

CHILDREN BEHAVIOR & EXPECTATIONS

Good Manners at School

Children at Le Petit Infant Toddler Academy are expected to use good manners and show respect for themselves, fellow students, academy staff, and visitors. Children will be taught and encouraged to:

- ✓ Say “please” and “thank you;”
- ✓ Not interrupt a conversation;
- ✓ Greet adults with a “hello” or “good morning;”
- ✓ Use an “inside voice” in a building;
- ✓ Walk, don’t run, in a building;
- ✓ Say “excuse me” and wait for someone to move aside rather than pushing past;
- ✓ Use the appropriate title for adults, such as “Ms.” or “Mrs.,” “Mr.,”
- ✓ Raise their hand to be called on in class, rather than shouting out the answer;
- ✓ Use correct English and avoid using slang in school;
- ✓ When asked a question or to do something, answer verbally by saying “yes;”
- ✓ Be respectful in word, act and attitude.

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Dress Code Policy

Our goal is to have boys and girls dress in a God-honoring manner. The Bible uses the term “modest” to describe such fashion. Le Petit Infant Toddler Academy want to see its boys and girls grow up to be fine young gentlemen and ladies. It will take your cooperation to promote the type of atmosphere we desire to have at Le Petit Infant Toddler Academy.

In this regard, parents have the responsibility for sending their children to school with correct dress and grooming. Therefore, academy students are required to always be in appropriate dress attire.

Children show self-respect and respect for others by dressing appropriately and being clean and neat. Children are expected to keep themselves clean at school, by washing their hands, and faces as necessary, after eating, after using “messy” supplies such as paint, and after recess. (Of course, younger students are reminded and assisted if necessary.)

Footwear

For health, safety and hygienic purposes, socks and appropriate footwear must be worn, which provides a firm walking surface and good balance. Therefore, loose or untied laces or straps that pose a safety hazard are not permitted. **Children are not permitted to wear open toed shoes, sandals, slipper or flip-flops to school.**

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EXPECTATIONS FOR CHILDREN BEHAVIOR IN VARIOUS CIRCUMSTANCES

In the Classroom

- ✓ Follow directions of the staff
- ✓ Speak in conversational voices
- ✓ Walk, do not run
- ✓ Use provided paper products
- ✓ Eat food while sitting at a table
- ✓ Keep food on plate until it is eaten
- ✓ Clean up their eating area when finished

On the playground

- ✓ Follow directions of the staff
- ✓ Play in assigned areas only, in sight of playground staff
- ✓ Do not throw harmful objects like rocks or sticks
- ✓ Speak respectfully to each other and the staff
- ✓ Include all classmates in play activities
- ✓ Line up quickly when recess is over
- ✓ Enter the school quietly

During Special Events

Children must follow directions of the staff, whether from the Academy or from the presenting organization.

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On Public or Leased Transportation

- ✓ Go to or be assigned to a seat and remain there until the destination is reached
- ✓ Keep arms, other parts of the body, and all possessions inside the vehicle at all times
- ✓ Make sure the aisles are kept clear
- ✓ Obey the vehicle driver or conductor

Open Door Policy

Parents and legal guardians are always welcome to visit the academy classroom. As a safety feature, parents and visitors will enter through the designated doors, which remains locked at all times. A buzzer is in place to assure safety. Visitors are asked to please use discretion with regard to bring babies and toddlers to school as young children may disrupt class sessions. Please check in with the office staff and sign the visitor's log.

Teasing & Bullying

Children want to be liked and accepted by their schoolmates. Children are very vulnerable to being teased. The Academy strictly enforces its **"No Teasing, No Bullying"** Policy.

Children are expected to learn to be sensitive of others' feelings.

Academy staff are responsible for teaching and modeling kindness and respect and for responding to any situation where teasing or bullying appears to be occurring. Children are encouraged to bring their concerns to Academy staff so that appropriate action can be taken.

Children, who engage in teasing or bullying, particularly when this behavior does not respond to warnings, will result in an immediate conference with the student's parents.

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Respect for Academy / Church Grounds & Property

Children are expected to use the available trash containers and dispose of trash that they see. They are also expected to help clean up any spills they make.

Le Petit Infant Toddler Academy, LLC does not Discipline. Discipline is an important part of the learning experience within our Early Learning Development Center. However, Positive Re-direction helps children learn self-control and respect for others while setting age appropriate boundaries. LPITA is here to guide, be consistent and loving, yet firm. Examples of Positive Re-direction being used at the academy is, stickers, stamps, words of praise and notes of encouragement. If the behavior of a child becomes inappropriate, aggressive or disruptive, a parent will be notified. A conference may be requested by the teacher or principal for repetitive actions. Teachers are trained to handle behavioral matters in the classroom; however, there may be times when it is in the best interest of the child (and class) that the parent is called. Staff will always encourage the student to have a better day. An improved attitude and appropriate apologies are necessary for the student to return to class. On occasion, a parent is called to pick up their child due to repeated behavioral or emotional circumstances, but that is after every attempt has been made by staff to redirect or comfort the child (based on their needs). Rarely is a child asked to be withdrawn from the Academy due to extenuating issues or needs that we are unable to meet.

Le Petit Infant Toddler Academy does not Discipline Students nor does the academy use the “Time Out Chair”. Discipline is replaced with Positive Reinforcement & Redirection of the student.

The purpose of Positive Reinforcement & Re-direction is to encourage the development of **Positive Behaviors and Habits**. It is intended to guide the attitudes of children so that they can achieve the highest standards of courage, loyalty, fairness, respect, hope, honesty, and compassion. Positive Reinforcement & Re-direction rules must be reasonable, consistent, and legal.

Positive Reinforcement & Re-direction at Le Petit Infant Toddler Academy is part of the child’s learning and our teaching, not for purposes of punishment or retribution. Therefore, application of Positive Reinforcement & Re-direction must respect the dignity of every individual and include action that promotes the physical, emotional and social well-being of each child.

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10:122-6.6 Discipline

Guidelines For Positive Discipline/Re-directing

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use Positive Discipline/Re-directing by planning ahead:

- ✓ Anticipate and eliminate potential problems.
- ✓ Have a few consistent, clear rules that are explained to children and understood by adults.
- ✓ Have a well-planned daily schedule.
- ✓ Plan for ample elements of fun and humor.
- ✓ Include some group decision-making.
- ✓ Provide time and space for each child to be alone.
- ✓ Make it possible for each child to feel he/she has had some positive impact on the group.
- ✓ Provide the structure and support children need to resolve their differences.
- ✓ Share ownership and responsibility with the children. Talk about our room, our toys.

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You can use Positive Discipline/Re-directing by intervening when necessary:

- ✓ Redirect to a new activity to change the focus of a child's behavior.
- ✓ Provide individualize attention to help the child deal with a particular situation.
- ✓ Use time-out by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb). **The Academy does not use "Time Out".**
- ✓ Divert the child and remove from the area of conflict.
- ✓ Provide alternative activities and acceptable ways to release feelings.
- ✓ Point out natural or logical consequences of children's behavior.
- ✓ Offer a Choice only if there are two acceptable options.
- ✓ Criticize the behavior, not the child. Don't say "bad boy" or bad girl." Instead you might say "That is not allowed here."

You can use Positive Discipline/Redirecting by showing love and encouragement:

- ✓ Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- ✓ Provide positive reinforcement through rewards of good behavior.
- ✓ Use encouragement rather than competition, comparison or criticism.
- ✓ Overlook small annoyances, and deliberately ignore provocations.
- ✓ Give hugs and caring to every child every day.
- ✓ Appreciate the child's point of view.
- ✓ Be loving, but don't confuse loving with license.

Positive Discipline/Re-directing is NOT:

- ✓ Disciplining a child for failing to eat or sleep or for soiling themselves
- ✓ Hitting, shaking, or any other form of corporal punishment.
- ✓ Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- ✓ Engaging in or inflicting any form of child abuse and/or neglect.
- ✓ Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- ✓ Requiring a child to remain silent or inactive for an inappropriately long period of time

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Positive Discipline/Redirecting takes time, patience, repetition and the willingness not change the way you deal with children. But it's worth it, because positive discipline works.

The use of Corporal Punishment is STRICTLY FORBIDDEN by New Jersey State law in both Private and Public schools and is contrary to the Academy's values. Parents and guardians will be notified by note or telephone call of any behavior problems, and/or incidents.

Levels of Consequences

Children who choose to behave inappropriately by biting, hitting or kicking that involves physical contact that could have or did inflict injury may result in the child's dismissal for the day and depending on the severity of the incident requirement that the child stay out of school one additional full school day.

If the behavior continues or does not improve a meeting will be scheduled with the child's parents.

The classroom teacher is available to discuss problems or concerns about a child's behavior and/or actions. Please call or email the office to make an appointment to meet with the teacher in-person. Please be advised, the teacher cannot leave her classroom without prior arrangements or discuss issues during class time.

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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 do everything possible to work with the family of the child (ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

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 toward staff members.
- ✓ Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- ✓ Failure to pay/habitual lateness in payments
- ✓ Failure to complete required forms including the child's immunization records.
- ✓ Habitual tardiness when picking up your child.
- ✓ Verbal abuse to staff.
- ✓ Other (explain)

CHILD'S ACTIONS FOR EXPULSION:

- ✓ Failure of child to adjust after a reasonable amount of time.
- ✓ Uncontrollable tantrums/angry/outbursts.
- ✓ Ongoing physical or verbal abuse to staff or other children.
- ✓ Excessive biting.
- ✓ Other (explain)

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SCHEDULE OF EXPULSION:

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

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 requirement.
- ✓ Reported abuse or neglect occurring at the center.
- ✓ Questioned the center regarding Policies and Procedures.
- ✓ Without giving the parent sufficient time to make other child care arrangements. **This exception is made only if the parent pays the full 2 weeks tuition payment in advance and that there is no previous balance.**

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- ✓ Try to redirect child from negative behavior
- ✓ Reassess classroom environment, appropriateness of activities, supervision.
- ✓ Always use positive methods and language while disciplining children.
- ✓ Praise appropriate behaviors.
- ✓ Consistently apply consequences for rules.
- ✓ Give the child verbal warnings.

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- ✓ Give the child time to regain control.
- ✓ Document the child's disruptive behavior and maintain confidentiality.
- ✓ Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- ✓ Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- ✓ Give the parent literature of other resources regarding methods of improving behavior.
- ✓ Recommend an evaluation by professional consultation on premises.
- ✓ Recommend an evaluation by local school district study team.

OOB/EXPULSION POLICY

Non-Discrimination Policy

Le Petit Infant Toddler Academy admits children of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities at the school. The Academy does not discriminate on the basis of race, color, religion, and ethnic origin in the administration of its educational and admissions policies.

Sexual Harassment Policy

Le Petit Infant Toddler Academy prohibits all forms of sexual harassment by all members of the school community and such behavior will not be tolerated. Such behavior shows disrespect and is contrary to the values we seek to live by. Sexual harassment is also against the laws of the United States and of the State of New Jersey.

Sexual harassment refers to offensive sexual advances, propositions or flirtations. Unwelcome sexual overtures and conduct, either physical or verbal, and regardless of the gender of the person or persons involved, are harassment. These include unwelcome intentional touching, discussion of sexual activities outside of an educational setting, repeated remarks with sexual implications, and display of lewd or sexually suggestive pictures, cartoons or other such material. Obviously, harassment also includes any pressure or coercion for sexual activity.

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Anyone who believes they have been subject to or witnessed sexual harassment must immediately report this to the Academy Director, who has the authority and responsibility to investigate all allegations. All actions during such an investigation will be documented and kept confidential.

Mandated Child Abuse & Neglect Reporting

If sexual, physical, or verbal abuse is suspected by or brought to the attention of any adult member of the Academy, he or she is required by law to report the situation to the New Jersey Department of Children & Family Services Hot Line (800-331-3937 or 800-843-5437). The Academy Director will be informed of the situation prior to a report being made.

Spectrum Curriculum, Instructional Practice, & Supervision

The Spectrum Curriculum for the Academy is a comprehensive, scientifically-based curriculum, linked to an assessment system that addresses teacher's need to know what to teach and why and how students learn best. It specifies the literacy, math, science, social studies, arts, and technology content to be taught, based on published standards. It relates directly to the subject area curricula used in elementary schools, so student's learning in the early years forms the basis of all of the learning that will follow. Its distinguishing features are a framework for decision making and a focus on interest areas. The Spectrum Curriculum is inclusive of all students - those developing typically, students with disabilities, and English Language learners. We use the Spectrum Curriculum in our classrooms. This provides a framework for developmentally appropriate practices. Young students plan some of their play activities each day. They work in small groups, large groups, and individually. The students play in the classroom areas (Family, Table Toys, Art, Blocks, Sensory Table, and Reading), and they play outside everyday.

Parents often ask why we "let children play." Children play at Le Petit Infant Toddler Academy because they learn about the world around them through typical play experiences. When young children play with blocks, they are developing their understanding of how symbols fit together and this assists their acquisition of reading skills. When young children play in the family area with dolls, they learn how to nurture others. As young children play with table toys, puzzles and art supplies, they learn to problem solve with materials. Children develop self-esteem because they get to make decisions everyday about where they play, what they want to play with and with whom. Children construct their knowledge of the world through the concrete and hands-on play activities

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they participate in during the Le Petit Infant Toddler Academy day. Academy children are supervised at all times and are not left alone.

We encourage students to solve their problems with their classmates through words and the teachers consistently role model these behaviors. The children are encouraged to be creative with materials so that they grow in their self-esteem, and learn to value their own thoughts and ideas and those of their classmates.

We keep celebrations in Le Petit Infant Toddler Academy to a minimum. Because children in groups can get overly excited, it is our philosophy that it is more developmentally appropriate to keep holidays low-key in the classrooms. This helps children of those families who do not follow typical celebrations. We always welcome parents to join us in the classrooms and share their family celebrations with the children and teachers. We also find that children have a richer understanding of a holiday after the family has celebrated it at home. Therefore, the children's play themes after a holiday will assist teachers in knowing how to support the child's play. For instance, after the winter recess, many children will talk about boxes, wrapping paper and ribbon. Materials like these will be available in the classroom to better support child's interests. Children's interests are the starting points for the teacher's daily planning.

The Academy's program follows a developmental curriculum that focuses on building each children's skills and strengths in all areas, including fine and large motor skills, language and pre-reading, numbers and geometric shapes, social behavior and emotional growth. The teachers present opportunities and experiences for hands-on activities and play as the best way to encourage learning in young students. Greater emphasis is placed on motor skills, language development, and use of classroom materials, social behavior and emotional growth with three-year old. The four-year-old children are building kindergarten-readiness skills: letter recognition, number recognition, pre-writing skills, and pre-reading. A daily schedule for the academy is shown on the next page.

Attendance Policy

Good attendance and being at school on time are vital and are a requirement to remain enrolled in the academy program. Repeated absences and tardiness are likely to cause children to fall behind and are a matter of great concern to the academy. The student's teacher and the Director will contact you to discuss such situations.

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The Academy's Policy is that No Credit will be given for Absences due to Vacations, Illness, Snow Days, School Closings, and Holidays. Your Tuition payment will remain the same amount unless your payment is late.

American Sign Language

American Sign Language is a real language that mainly requires using the hands, but facial and body expressions play a huge part as well. American Sign Language is taught in both of the classes. For the **Infant classroom**, American Sign Language is taught daily. They learn basic sign language which consists of manners, mom, dad, colors, I love you, want, more, food, and any vocabulary that will help a student to communicate little things that they want or need. An introduction to the alphabet is also included.

In the **Harvard classroom**, American Sign Language is taught for 15 minutes daily. They learn what the students in the Yale classroom is taught, but the difference is we focus more on learning the alphabet, teaching the student how to spell and recognize their name in American Sign Language, family members, emotions/feelings, introduction (what is your name, my name is, how are you, etc.), days, commands (sit, stand up, eat, etc.), and more. As they pick up on these things, they will learn how to say small sentences (I like...He likes...My favorite color is...etc.). Every Friday, we review what they have learned to make sure they do not forget what is taught to them, and they have a chance to ask what they want to learn how to say in American Sign Language so they can have an input on what they learn. You will be surprised at how much they will know!

Spanish

As there are increasingly more and more Spanish speaking individuals in our area, it is only appropriate that the student learn how to speak some Spanish as well. It is our desire that the student will learn basic Spanish in order to make the facilitation of learning Spanish in their future schools possible. Not only is it proven that learning another language is best accomplished at a young age, but it also helps students to progress in other subjects, sculpts creative thinking, and even improves the ability to understand the English language. Spanish is taught in both of the classrooms. In the Yale classroom, Spanish is taught for 15 minutes daily. They learn basic Spanish, such as greetings,

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colors, commands, manners, and Spanish songs. Through the songs, they learn the alphabet, parts of the body, days of the week, and some miscellaneous Spanish vocabulary (pencil, window, floor, etc.) When they grasp these things, they will then move to learning how to say “I want...” and “I need” as well as names of different kinds of drinks and foods. In the Harvard classroom, Spanish is taught for 30 minutes daily. They learn the same things as the younger kids, but they also learn the months of the year, emotions/feelings, animals, toileting, and introduction of self (My name is...How are you...I feel...etc.) On Fridays, just like with American Sign Language, we review what they have learned to make sure that they do not forget anything. We also ask the student what they would like to learn to say in Spanish. The students really enjoy learning Spanish, and it is a great experience for them to have.

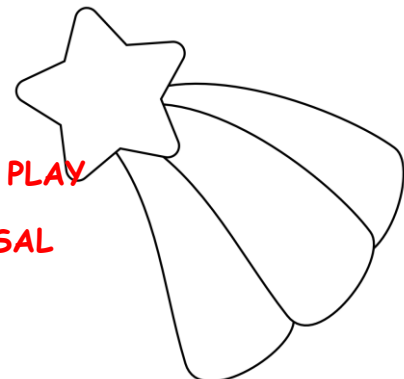
The academy hires teachers that are certified by the State of New Jersey and/or pursuing their Degree in Early Childhood Education as well as continuously involved in professional development to enhance their knowledge and skills. The teacher assistants are required annually to take educational courses and must receive 12 hours of Professional Development to develop their understanding of early child development and good classroom practice.

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INFANT CLASSROOM SCHEDULE (6 weeks - 17 months)

5:00 - 9:00	ARRIVAL/FREE CHOICE/QUIET ACTIVITY
9:00 - 9:15	MORNING PRAYER/OPENING CIRCLE
9:15 - 9:40	OUTDOOR PLAY
9:50 - 10:30	CENTERS/SMALL GROUP
10:30- 10:45	STORY TIME
10:45- 11:00	MUSIC AND MOVEMENT
11:00- 11:15	SIGN LANGUAGE
11:15- 12:00	LUNCH TIME (INFANTS WILL EAT PER SCHEDULE)
12:00 - 2:00	NAPTIME (INFANTS NAP PER SCHEDULE)
2:00- 2:30	WAKE UP/BATHROOM/SNACK
2:30- 3:15	OUT DOOR PLAY
3:15- 3:30	SPANISH
3:40 - 4:45	COMPUTERS/GAMES/FREE PLAY
5:15- 6:30	CLEAN UP/FINAL DISMISSAL



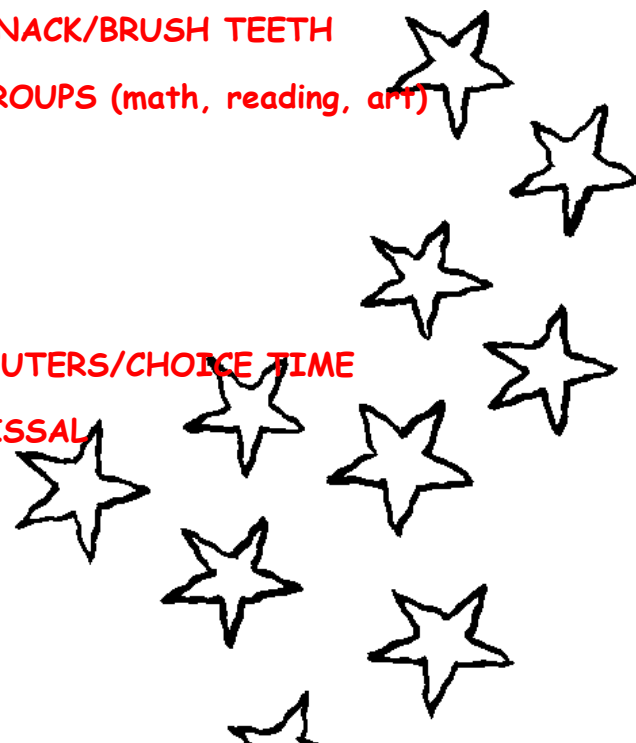
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HAVARD CLASSROOM SCHEDULE

(18 MONTHS - 3 Year Old's)

5:00 - 9:00	ARRIVAL/FREE CHOICE/QUIET ACTIVITY
9:10 - 9:40	SNACK/BATHROOM/BRUSH TEETH
9:45 -10:15	MORNING PRAYER/OPENING CIRCLE/SIGN LANGUAGE
10:20- 11:00	OUTDOOR PLAY
11:10- 11:45	BATHROOM/LUNCH TIME/STORY
12:00 - 2:00	NAPTIME
2:00 - 2:30	WAKE UP/BATHROOM/SNACK/BRUSH TEETH
2:35 - 3:00	CHOICE TIME/SMALL GROUPS (math, reading, art)
3:05 - 3:20	MUSIC & MOVEMENT
3:25 - 3:40	SPANISH
3:45 - 4:15	OUTDOOR PLAY
4:20 - 4:35	CLOSING CIRCLE/ COMPUTERS/CHOICE TIME
5:15 - 6:30	CLEAN UP/FINAL DISMISSAL



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Field Trips

Written signed permission forms are required before a student can participate in a trip. Permission forms are sent home for parent or guardian signature well before the trip. Students who have not turned in the signed form will **not** be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of the written permission.

Parents have the right to determine whether the student should participate. If a student will not be participating in a field trip or special event, the parent/guardian must notify the principal in writing. A verbal message is not acceptable.

Students who do not attend a field trip that includes the entire class must not come to school that day, as all academy staff will participate in the school-wide trip.

In some instances, additional adult chaperones will be needed. If there are not enough chaperones, the trip may be cancelled. Other parents are welcome to participate in field trips. However, they will be expected to cover their own expenses and, in some cases, arrange their own transportation. In general, other family members are not permitted on class or school trips.

Field trips are an important part of the curriculum and include walks around the neighborhood to interesting and educational sites. Walking field trips require the parent/guardian to sign only one permission slip for the year.

Measuring Student Progress – Assessment

Assessment is the ongoing process of documenting evidence of early learning in order to make informed instructional decisions. This evidence may include anecdotal records of student's conversations and behaviors in individual, small- and large- group situations, samples of artwork and drawings, and photographs, recordings or other records of children engaged in activities and play. Discussions and decisions about student's learning should be directly linked to a set of clearly defined learning goals (Standards).

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Our commitment is to work with each student to ensure that she or he has the skills and knowledge to achieve their potential as they progress in school. To do this, the teachers observe students to understand their learning strengths and needs and provide parents and guardians with periodic reports on each student's progress. Parents and guardians are strongly encouraged to attend conferences with the teachers when they are offered four times during the year. Also, parents and guardians should feel free to schedule appointments with the teachers to discuss more immediate issues or concerns by email or phone.

Goals for Family Involvement

Students do their best in school when their parents or guardians are involved. Being involved in the student's education can mean many things. The student will feel supported and proud when you become involved. He or she will know that you care about learning and want them to do well in school.

The most important way for you to be involved is through your encouragement and support for the student's development and learning. Here are ten (10) tips for helping the student do well in school:

- ✓ **Show You Care.** The student needs hugs and words of support. Ask the student about school daily.
- ✓ **Read, Read, & Read.** Read with the student or have him or her read every day. Make it fun – talk about what you've read.
- ✓ **Make Home A Place For Learning.** Help the student practice the skills he or she is learning in school. Encourage the student's creativity.
- ✓ **Build Healthy Habits.** Make sure the student gets plenty of sleep and exercise and eats well-balanced meals, especially breakfast. Schedule regular health checkups.
- ✓ **Be a Role Model.** The student learns from you. Be positive about education and show you enjoy learning.

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- ✓ **Encourage Independence.** Allow the student to make mistakes and learn to accept consequences. Give the student responsibilities – like household chores -- that are right for his or her age.
- ✓ **Create A Routine.** Help the student adjust to the routines at school by having a routine at home.
- ✓ **Get Involved.** Meet the student’s teacher, attend school events, and help out at school if you can.
- ✓ **Make Success A Reality.** Help raise the student’s self-confidence by setting reachable goals and praising the student’s efforts, not just the results.
- ✓ **Make School Important.** Insist on good attendance and punctuality.

There are many other ways you can be involved in the student’s education. Anyone who volunteers to assist in the classroom or office, help arrange for special events or trips, chaperone trips, serve as classroom parent, help with the paperwork for fundraisers, or share their special talents or experiences with the students will be given full public credit for doing so.

Early Childhood Development & Health Services

These goals recognize and promote:

1. Parents and staff working together to make a solid foundation for the student’s education and development
2. Student’s learning in the home, at school, and in the community
3. Parent’s learning about the student’s development and sharing knowledge about the student’s development
4. Activities and attitudes to encourage social, emotional, physical and intellectual development of the student according to their individual needs
5. Ensuring that each family is participating in a health care system (known as “medical home”)
6. Monitoring, following up, and making referrals about medical, dental, nutritional, and mental health concerns

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7. Conducting height, weight, vision and hearing screenings
8. Working in partnership with parents and staff
9. Connecting with other health services in the community to improve student's health

Home-School Communication

Open communication between students' families and the academy's staff is vital to our partnership on behalf of the students. If you have an idea, question, or concern about the student or a classroom activity, please contact the student's teacher. If you have an idea, question or concern about a school policy or activity, contact the Principal. We welcome and encourage your involvement.

Please send all notes to the academy in sealed envelopes and labeled with the student's name and the name of the staff member you wish to open the envelope. The envelopes will be signed by the academy's school staff and returned to you in the student's Tuesday folder to indicate that the note or payment has been received.

Parents are welcome to visit the academy and the student's classroom at any time. Advance notice is always appreciated but is not necessary. (other visitors must make arrangements in advance with the Principal). When visiting, parents and guardians must stop at the office to sign the visitors' log and sign out before they leave. Visitors are expected to show courtesy and respect to the staff and students and to be as unobtrusive as possible.

Teachers are always glad to speak with parents and guardians about individual students and classroom practice. However, these conversations must take place at times and in places that are appropriate. Parents and guardians should not expect to have personal discussions with the students' teacher in the hallways, on the playground, or other public places.

Teachers are not able to meet with parents and guardians before school starts or during the school day, unless prior arrangements have been made. The best way to schedule time with a teacher is by emailing the teacher at the teachers email address. Please indicate the date and time you would like to meet. The teacher will reply and confirm the date and time for the meeting.

Teachers and the Principal will also contact you via email and/or telephone if there is anything they would like to discuss with a parent or guardian. Look for emails from academy staff as well as notes

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placed in the student's mail box (mail boxes are located in the student's classroom). When a note comes home, please return the envelope with your signature to indicate that you have received the note.

Custodial and Non-Custodial Parents

Federal law – the Family Educational Rights and Privacy Act (FERPA) – allows the non-custodial parent the right to free access to school records of his or her child (ren). Teachers, and the Principal do not need the permission of the custodial parent to discuss a student with or provide copies of student records to the non-custodial parent, unless a court order stating otherwise on file in the academy office.

The Principal should be made aware of any special custody considerations. For legal reasons, a copy of the Custody Agreement must be placed in the student's file.

Academy Handbook

The Le Petit Infant Toddler Academy Handbook is an important source of information about the operations and expectations of Le Petit Infant Toddler Academy. Parents should carefully review the information in the Handbook and discuss appropriate sections with the student.

Parents and guardians must sign and return the form accompanying the Handbook, indicating that they have reviewed, understand, and accept its contents. The Handbook should be kept as a reference guide concerning the academy.

Academy Calendar

The Academy Calendar shows by month special events, school closings, early dismissals, progress report distribution dates, and so on. Please post the calendar in an easy-to-see and –use place in your home and refer to it often. Calendar updates will be issued as necessary through the Tuesday folders. The Academy calendar is presented in the back of your policy handbook.

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Academy Holiday & School Closing Calendar

The Academy Calendar shows by month Holiday's and School closings. Please post the calendar in an easy-to-see and –use place in your home and refer to it often. The Academy Holiday calendar is presented in the back of your policy handbook. ***Please remember, it is the Academy's Policy that No Credit will be given for Absences due to Vacations, Illness, Snow Days, School Closings, and Holidays. Your Tuition payment will remain the same amount unless your payment is late.***

Policy on Methods of Parental Notification

Introductory Statement:

The purpose of this statement is to provide information and guidelines to parents and teachers on Parent/Teacher Meetings and Parent/Teacher Communication at Le Petit Infant Toddler Academy, LLC. The home is central to the development of the child and the nurturing of Christian values. The school and the family strive to be mutually supportive of each other so that the child's education can be effective.

Parents are encouraged to:

- ✓ Develop close links with the school.
- ✓ Collaborate with the school in developing the full potential of their children.
- ✓ Share the responsibility of seeing that the Academy remains true to its values and distinctive character.
- ✓ Become actively involved in the school/Parent Association.
- ✓ Participate in Policy and Decision-making processes affecting them.

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Structures in Place of facilitate open Communication & Consultation with Parents

- ✓ Parent/Teacher meetings.
- ✓ Meetings with parents of children with special needs.
- ✓ Consultation throughout the year.
- ✓ Written Communication.
- ✓ School booklet informs parents about school matters.
- ✓ Tuesday Folders used to relay messages which are signed between parents and teachers.

Parent Teacher Meetings

The aim of Parent/Teacher Meetings:

- ✓ To let parents, know how their children are doing in school.
- ✓ To inform the teachers how children are coping outside school.
- ✓ To establish an ongoing relationship and communication with parents.
- ✓ To help Teachers/Parents get to know the children better as individuals.
- ✓ To help children realize that home and school are working together.

Informal Parent/Teacher Meetings

Communication between parents and teachers are to be encouraged.

However, meetings with class teachers at the class door to discuss a child's progress or a concern are discouraged on a number of grounds.

- ✓ A teacher cannot adequately supervise her class while at the same time speaking to a parent.
- ✓ It is difficult to be discrete when so many children are standing close by.
- ✓ It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

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Formal Meeting:

- ✓ **Formal Parent/Teacher meetings are scheduled. However, if a parent wishes to arrange a meeting at any stage during the year to discuss their child they may do so by prior appointment.**

Notes Sent Home

It is the policy of the Academy to send a note home to the parent or guardian of a student if something out of the ordinary took place during the day. Certain events, described above, will require a telephone call.

The following are kinds of situations that may result in a note being sent home:

- ✓ The student had a minor injury (such as a bump or scrape) that was appropriately handled at the school.
- ✓ The student made a major accomplishment or did something particularly kind, honest or respectful.
- ✓ The student had a significant disagreement with another student or was rude to an adult.
- ✓ The student's behavior was "off" – he or she was unusually tired, hungry, sad, angry or overexcited.

In the case of an injury treated at school, the parent or guardian will receive a report that describes the injury, how it happened, what was done at school, and any suggestions for treatment or observation at home.

In the case of a disagreement with another student or rudeness to an adult, the parent or guardian will receive a report that describes the behavior of each of the persons, involved, how the situation was resolved, and suggestions for follow-up action by the family and/or the Academy.

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Update Information

Please notify the school **immediately** if there is a change in your address, telephone number, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

PLEASE BE SURE THAT THE ACADEMY ALWAYS HAVE THREE (3) EMERGENCY CONTACT NUMBERS THAT ARE CURRENT. It is important that we can reach you or someone you have authorized to be contacted in case of an emergency. Help us to keep the student's records up to date.

Confidentiality Statement

All information pertaining to the student, family and yourself will be kept in confidence and will only be shared with appropriate staff if it is necessary in providing services to you, the student or your family.

Le Petit Infant Toddler Academy records pertaining to you, the student or your family are open to you. You can make an appointment with the academy Principal to review your records.

Department of Youth & Family Services (DYFS)

Le Petit Infant Toddler Academy staff is mandated reporters to DYFS. This means if staff suspects abuse or neglect of a student, this academy is required by law to file a report with DYFS. Le Petit Infant Toddler Academy staff can be arrested, fined or both if there are issues or concerns about the health or safety of a student in this academy and it is not reported.

It is our responsibility to assure that each student is safe and healthy and to work closely with families to help them find services to meet their needs. If staff is concerned about a student or family, a decision may be made to report to DYFS. Le Petit Infant Toddler Academy is **not** an investigative agency. Information regarding the concern is given to DYFS. It is that agency's responsibility to investigate. DYFS has many services and resources to assist families.

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Department of Children & Families Office of Licensing & Institutional Abuse Investigation

The Academy must cooperate with all DCF Inspections and Investigations.

DCF office of Licensing and/or DCF Institutional Abuse Investigations Unit may interview both staff members and students.

If the Investigator requests your contact information, the academy will give out your name and phone number. The academy will not give out your address. When the Investigator contacts you, you may give your address if you wish.

Complaint Procedure

Most problems within the Academy are not life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher.
2. Discussing the problem with the Principal.

At any time, parents/guardians have the right to contact the Department of Youth and Family Services (DYFS), as indicated in the “information to parents” statement.

Changes in Home Routine or Contact Information

The student’s teacher should be informed if there have been or will be any significant changes in the home routine. These might include an extended absence of a close family member, especially a parent or guardian; a severe accident or illness of a close family member; change in household membership; or a change in job routine (such as a parent working longer hours or at different times). This will help the teacher understand and appropriately respond to the student’s behavior and school performance.

Parent(s) and guardian(s) MUST keep the school office informed of any changes in address, workplace, and/or telephone numbers. Please provide your cell phone or pager number, if you

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use one. The school office must also be kept informed about changes in emergency contacts and/or persons authorized to pick up the student.

Telephone Calls from the Academy Office

It is not our practice to call parents or guardians during the school day unless there is an important reason to do so.

You will receive a call by the Academy office when:

- ✓ The student is ill or injured and needs to go home or receive medical attention;
- ✓ The student engaged in certain behaviors (for example, physical fighting or hitting or biting, serious insubordination to an adult, actions that may be dangerous to the student or to others such as head banging or throwing objects, cursing, making threats of violence). Such behaviors may also result in a meeting at the discretion of the Principal.
- ✓ An unauthorized person has come to pick up the student.

Academy Governance

The Principal has the responsibility for daily operations and for ensuring adherence to all Academy Policies and Procedures and legal and contractual requirements applicable to the Academy. Among the Principal's other duties, the Principal has the responsibility for supervising all Academy staff, administering the Academy's student behavior code and Discipline Policy and for handling student, parent and teacher concerns.

Family Concerns/Complaints/Comments

Please see the student's teacher first regarding the student's performance, behavior, eating habits, etc. The teacher will arrange a time to address your concerns as quickly as possible. If necessary, the parent and/or teacher may request a meeting with the Principal to discuss the matter further.

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Grievance Procedures

It is expected that most, if not all, parent/guardian/student concerns will be handled through discussions between the parent or guardian and the appropriate staff member, beginning with the teacher and as necessary including the Principal. Families are strongly encouraged to have private conversations with the teacher to resolve issues quickly. It is expected that all reasonable attempts will be made by all parties to resolve the issue in a mutually satisfactory way.

There may be times where this process does not result in solutions that are agreeable to all parties. Should an issue remain unresolved, it may be entered as a formal grievance using the following procedure:

- ✓ The parent/guardian shall bring his/her grievance in writing to the Principal of Le Petit Infant Toddler Academy within five (5) working days of the unsuccessful meeting with staff.
- ✓ The Principal will consult with both parties individually and set a date and time to meet collectively to discuss and resolve all issues and concerns.

Parental/Guardian & Academy Staff Non-Disparagement

During the student's enrollment and thereafter, the parent/guardian & staff agrees to take no action (written, oral or image) which is intended, or would reasonably be expected, to harm the Academy or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Academy. Such actions and behaviors are grounds for immediate dismissal of the student and will result in legal action against the parent/guardian & staff.

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Policy on the use of Technology & Social Media

This Social Media Policy applies to Parents, Staff, and Volunteers at Le Petit Infant Toddler Academy, LLC.

This policy includes (but not limited to) the following technologies:

- ✓ Social Networking (Facebook, Snap Chat, etc.)
- ✓ Blogs
- ✓ Discussion Forums
- ✓ Collaborative Online Spaces
- ✓ Media Sharing Services (i.e. YouTube)
- ✓ Micro-Blogging (i.e. Twitter)

It is our duty to safeguard students at the Academy, it is essential to maintain the privacy of all our families. Therefore, it is required that:

1. No photographs taken within the academy setting or at the academy events and outings with the students are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. This excludes those photos taken by staff of children doing various activities, which are sometimes used for the use of Le Petit Infant Toddler Academy's website, and Facebook page if parental permission is given.
2. No public discussions are to be held or comments made on social media sites regarding the academy students, staff or business (except appropriate use for marketing fundraising events) that could be constructed to have any impact on the academy's reputation or that would offend any member of the staff or parent using the academy.

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Policy on the use of Technology & Social Media

1. Staff are advised to manage their personal security setting to ensure that their information is only available to people they chose to share information with.
2. Staff should not accept children and parents as friends' due to it being a breach of expected professional conduct, unless they already knew them in a personal capacity before the child started the academy.
3. Staff should avoid personal communication, including social networking sites, with the children and parents with whom they act in a professional capacity.
4. In the event that staff names the academy in any social media they do so in a way that is not detrimental to the organization.
5. Staff should observe confidentiality and do not discuss any issues related to work.

Any member of Staff, Parent, or Volunteer found to be posting remarks or comments that breach confidentiality, post/publish photograph setting will face disciplinary actions in line with Le Petit Infant Toddler Academy, LLC disciplinary procedures up to including termination and/or expulsion, and legal actions.

Classroom Information

The following policies have been established to help provide the best possible program for the student. In order for the program to run smoothly, it is important that we all work together to ensure the safety and well-being of the Academy students.

Academy Arrival (9:00) Policy

It is very important that students arrive at school on time (**on or before 9:00**). Students miss valuable “work” time when they arrive late after 9:00 a.m. and often find it difficult to become involved with the group.

Late Arrival after 9:00 a.m.

Students who arrive after 9:00 a.m. are considered to be late and cannot go directly into the classroom. Students who arrive late will be directed to remain in the Administration Office.

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For safety reasons, parents/guardians must accompany the student into the classroom so that a teacher knows that the student is there. The adult (must be 18 or older) must sign the student in and out each day, as required by licensing.

NOTE: Child Care Connection Recipients – Students must be Signed In and Swiped In upon arrival. There are no exceptions to this rule. If you do not Swipe your child In and Sign your child In, under no circumstance will you be allowed to leave your child at school. You must also Swipe and Sign your child Out daily as well. This Policy is strictly enforced.

Academy Departure/Dismissal Policy (6:30)

Students must be picked up from the Academy classroom no later than their contracted hours.

Dismissal Time/Late fee Assessment

There will be a \$1 per minute per child Late Assessment Fee if your child has not been picked up by their contracted time of pick-up.

The late fee must be paid before the student returns to school. There are no exceptions. *The New Jersey State law requires that DCF be notified at 7:30 p.m. if the student has not been picked up.*

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Policy on The Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parents(s) fail to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The Child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parents(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE-(1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) 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 center shall ensure 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 alternative person(s) authorized by the parent(s); and
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.

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For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

The Academy feels that protecting the student is very important. Therefore, staff will release the student only to those Individuals authorized by the parent/guardian in writing. The individual picking up the student must be listed on the student's Authorization to pick up list in the student's file.

If the person picking up the student name is not on the pick-up list, **under no circumstance will the student be released. Verbal authorizations are not acceptable.** The adult will be required to show identification. The authorized individual must be 18 years or older. Again, **we will not release the student to anyone who is not on the Student's Authorization to pick-up list.**

We will not release the student to a parent, guardian, or authorized adult who appears to be intoxicated by alcohol or drugs. In this event, the staff would contact another authorized adult to pick-up the student. These are state regulations. If you have difficulty arranging for an adult (18 or older) to pick up the student, please speak to the Principal. Make sure that you keep the list of authorized release people current. **Please call the Academy office if you will be late due to an emergency (609) 989-1234.**

Emergency Procedures

Emergency School Closing

Inclement weather or other emergency conditions may require an unscheduled school closing, delayed opening, or early dismissal:

In almost all cases, we follow the Ewing Public School closings schedule in cases of Inclement Weather.

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It is imperative that the Academy has your current and correct cell phone number and email address on file at all times.

IMPORTANT: The Academy's Closing Announcement and/or delayed opening announcement will be sent to you via Text and Email. This will be the only notification you will receive.

When the Academy must close after the student has arrived for the day, the academy staff will call parents at the emergency number(s) provided, as well as the closing announcement may be sent to you via Text Message and to your Email. Please do not call the Academy office to inquire about an early closing, as our phone lines must be kept open for the notification system.

Fire Drills or Other Emergency Practices

All teachers will discuss with their students the directions that must be followed during fire and evacuation procedures. These directions are placed in a conspicuous place in each classroom and posted next to each Exit sign of the school. For your own safety and that of your fellow students, follow all instructions carefully. Obey the following simple rules during all drills.

- ✓ Do not talk from the time the alarm is sounded until you have returned to your classroom or place of instruction
- ✓ Move quickly: DO NOT PUSH OR RUN.
- ✓ Form lines without any confusion.
- ✓ Meet unusual situations with calmness and clear thinking.
- ✓ In case an exit is blocked, proceed in orderly formation to the nearest exit.
- ✓ In the event of smoke, stay close to the floor.
- ✓ Teachers are required to bring along with them their attendance book.

Bomb Threat Procedures

Parents and students should be aware that Le Petit Infant Toddler Academy has in place a procedure for students to follow should a bomb threat be made at our school. Be aware, also, that our school's plan is specifically designed to provide the optimum safety for our students. The plan addresses a primary evacuation plan and a secondary evacuation plan while emphasizing again, safety, communications with local authorities. ***The second location for the academy students to relocate will be the Parker Elementary School.**

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Return to School after an Absence

Occasionally, valid circumstances such as illness, a death in the family, or a religious obligation make it necessary for a student to be absent from school. On the day the student returns to school, a note stating the date and reason for the absence, signed by the parent or guardian, must be submitted to the Principal.

Absences Known Ahead of Time

If you know in advance that the student will be absent from school, please give the Principal a note stating the reason for the planned absence and time period it will cover.

****Please be advised. It is the Academy's Policy that No credit will be given for Absences due to Vacations, Illness, Snow Days, School Closings and Holidays. Your tuition payment will remain the same amount unless your tuition payment is late.***

Health Policies

If the student is visibly ill, has a fever, a communicable disease or other serious health concern, he or she must be kept home. If you send the student to school with these conditions or with vomiting or diarrhea, you will be required to pick up the student immediately.

Please do not send the student back to school after an illness until:

- ✓ The student has been free from any fever for twenty-four (24) hours
- ✓ If the student is being treated for an infection, the student has been on antibiotics for twenty-four (24) hours
- ✓ The student has not vomited or had diarrhea for twenty-four (24) hours

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Policy on the Management of Communicable Diseases

If a Child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- ✓ Severe pain or discomfort
- ✓ Acute Diarrhea
- ✓ Episodes of Acute Vomiting
- ✓ Elevated Oral Temperature of 101.5 degrees Fahrenheit
- ✓ Lethargy
- ✓ Severe Coughing
- ✓ Yellow Eyes or Jaundiced Skin
- ✓ Red Eyes with Discharge
- ✓ Infected, Untreated Skin Patches
- ✓ Difficult or Rapid Breathing
- ✓ Skin Rashes in Conjunction with Fever or Behavior Changes
- ✓ Skin lesions that are Weeping or Bleeding
- ✓ Mouth Sores with Drooling
- ✓ Stiff Neck

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

EXCLUDABLE COMMUNICABLE DISEASES

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

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Note: If a child has Chicken Pox, a note from the 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.

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 disease, can be found at: http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Chronic Health Conditions

If the student has chronic condition such as allergies, diabetes, asthma, or epilepsy, this must be indicated on the enrollment application as well as on the physical examination records from your doctor. You are expected to discuss what school staff should expect and what to do in case of an emergency with the Principal and the classroom teacher. If the student requires regular medical attention or medication during school hours (such as an inhaler or nebulizer for asthma), the Academy must receive written directions for administration from the student's doctor.

The Academy's medical records are confidential. Staff/Administration directly concerned (Principal) with the student's health need to know about any chronic condition.

Physical Examinations – Universal Child Health Record (CH-14) Form

Physical examinations by a licensed health practitioner are required for all Academy students each year. We will provide the Universal Child Health Record (CH-14) form that must be completed by your physician.

Le Petit Infant Toddler Academy, LLC



Immunization Requirements & Records

The State of New Jersey requires that all students must show proof of Immunization before entering school. The required vaccines and schedule for administration will be provided to you. The Academy's student Immunization records are audited annually by the State of New Jersey Department of Health.

Flu Vaccine

The State of New Jersey Department of Health requires all children from the age of 6 months to 5 years of age to receive the Flu Vaccine each year.

The students Immunization record or proof that he/she has received their Flu Vaccine for the year must be in the student's file before the state's audit. **The State of New Jersey Department of Health will audit the student's file for proof by December of each year for verification purposes.**

Absences Due to Illness

When the student is absent for three (3) or more days, a doctor's note will be required to return to school. Certain contagious diseases will require a doctor's note even if the student is out of school for fewer than three (3) days.

Any student who becomes ill with one of the diseases **listed below** will not be permitted to return to school for the indicated time period. **Upon return, the parent/guardian must submit a doctor's clearance note for any of these conditions:**

- ✓ Chicken Pox: May return six days after the first appearance of rash, or after lesions become dry.
- ✓ Conjunctivitis ("pink eye"): May return when under treatment one (1) to three (3) days after any discharge has ceased.
- ✓ Impetigo: May return twenty-four (24) hours after beginning antimicrobial therapy and when lesions are dry.

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- ✓ Lice/Pediculosis: May return when all nits/lice are eliminated.
- ✓ Measles: May return four (4) days from the first appear of rash.
- ✓ Mumps: May return after nine (9) days, or when all swelling has disappeared, whichever is longer.
- ✓ Ringworm: May return while under treatment.
- ✓ Scabies: May return when free from infection.
- ✓ Streptococcal infection (Strep throat, Scarlet fever, Scarlantian): May return after two (2) days if under medical treatment or upon clinical recovery with signed permission.

Medication

Medications include all medicine prescribed by a physician for a student including prescription and non-prescription drugs such as pain relievers.

No medication shall be administered to students. The student may self-administer the medication, but only under the supervision of one of the above staff persons.

Medication (over the counter and prescription) must be given to the Academy Office in its original container with a written statement from a prescribing physician (for prescription medication) or a signed permission from the parent or guardian. Please ask for these forms at the Academy Office.

Both the *Physician Form* and the *Parent Permission to Administer Medication* form ask for the following information:

- ✓ Name and strength of medication
- ✓ Dosage to be administered
- ✓ Time of day to be administered
- ✓ Any special instructions for administration
- ✓ Length of time for which the medication is used
- ✓ Possible side effects of the medication

Parents or guardians are invited to come to school to administer the medication if so desired.

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In-School Illness

Students may be sent home if any of the following signs of illness are noticed:

- ✓ Flushed face and hot, dry skin or unusual paleness or coldness;
- ✓ Extreme drowsiness, especially at times when the child is usually wide awake;
- ✓ Watery, glassy, yellow or red eyes with or without a discharge;
- ✓ Running nose, sneezing, sore throat or severe coughing;
- ✓ Rash or breaking out on the skin or infected or draining skin patches;
- ✓ Pain in ear, head, chest, abdomen or joints;
- ✓ Nausea, vomiting or diarrhea
- ✓ Convulsions, dizzy spells or fainting;
- ✓ Swollen elbows, knees or neck or stiff neck
- ✓ Blood in urine or stool
- ✓ Fever

If a student is sent home with the same symptoms more than once in a two-week period, you will be asked to take the student to the doctor. The student cannot return to school without a doctor's note. This is to ensure that no serious undiagnosed illnesses are developing and to protect all students at the school.

If a student should become ill at school, the teacher or the Principal will notify the parent or guardian and request that the student be picked up as soon as possible. The student can be released only to the parent or guardian or to an adult who has written authorization from the parent or guardian. **It is critical that families keep the school informed of any changes in telephone numbers or of emergency contact persons.**

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In-School Injury

When a minor injury occurs, the following actions are taken by the Academy:

- ✓ Immediate first aid is applied
- ✓ The parent or guardian is notified by telephone
- ✓ The parent or guardian determines whether first aid is sufficient and the student will stay in school
- ✓ A written Accident/Injury report is completed, with copies given to the parent or guardian and kept in the student's file, describing the injury, how it occurred, action taken by the Academy's staff, results of parent/guardian consultation, final decision about keeping the student in school

In-School Health Services

If illness or injury occurs during school hours, the care that the Academy can provide is limited to first aid only. Follow-up care is the responsibility of the parent/guardian. In order to protect the student and his/her classmates, we ask that students be kept home if they display any symptoms of illness, especially vomiting, diarrhea, or fever. Students demonstrating these symptoms should be kept until they are symptom free for twenty-four (24) hours.

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Building Security

Safety & Security

Do not park in the parking lot behind the church. Parking is permitted for Drop Off and Pick Up ONLY directly in front of the Academy's entrance into the school. Otherwise, parents must park in the Academy's designated parking area (parking lot).

Academy students must be accompanied into the school building by an authorized adult (must be 18 or older) and signed in each morning. **If you do not sign your child in, the child will not be allowed to attend school that day. The same rule applies at school dismissal. Students must be signed out each day as well (must be 18 or older).**

Security

Our philosophy inspired us to create a circle of security that is unparalleled in the child care industry. Your child's safety and well-being is our highest priority, and we've invested in the latest and state-of-the-art technology to ensure that Le Petit Infant Toddler Academy is always safe and secure.

Check in on your child at any time during the day from work, home or anywhere Internet monitoring enables you to see your child in real-time over a secure password protected internet connection.

Surveillance Monitoring

The Director observes the activity in each classroom by video so they can mentor and support teachers while also ensuring policies and procedures are being properly implemented.

Le Petit Infant Toddler Academy, LLC



Silent Alarm Systems

Silent alarm can be engaged at a moment's notice. Our procedures are reinforced through regularly scheduled emergency drills.

Indoor Sprinkler System

Just another layer of protection to help put you at ease. State-of-the art Sprinkler Systems and routine fire drills help ensure safety so every child, staff member and teacher know exactly what to do in the event of an emergency.

Safe & Secured Surveillance Outdoor Playground

Our outdoor play areas are designed with safety in mind. They're developmentally appropriate and children play on clean, padded safety surfaces. Our playground is shaded, fenced and secured.

Lunch & Snack

Children are required to bring a lunch from home. Healthy snacks only: "cheese sticks, ready-to-eat fruit (such as apple sauce, apple slices, strawberries, bananas, grapes, etc.), trail mix, granola bars, etc. A pitcher of water is kept available in the classroom. It is extremely important that the student's name be printed clearly on the **outside** of his or her lunchbox and also on any containers inside the lunchbox. Academy students are not allowed to eat "Junk Food". Please do **not** send soda, candy bars, chips, cookies, donuts, and juices loaded with sugar, glass jars or bottles. These items will be returned home.

A healthy snack is served midmorning and mid-afternoon daily. Two food groups will be represented at each snack time as outlined in USDA guidelines. The academy serves a wide variety of nutritional snacks and encourages students to expand their tastes by at least trying a portion of the food offered. Snack and meals are at least 2 hours apart but no more than 3 hours apart.

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Please inform the Academy in writing before the student's first day of school of any and all allergies the student may have. Also, all allergies must be listed on the student enrollment application and discussed with the Principal before registration is completed.

Bedding & Naptime

Students ages 2 ½ - 3 have a daily 2-hour afternoon rest period from 12:00 p.m. – 2:00 p.m. Students 4 years and older are not required to take the 2-hour rest period. The school will provide cots; however, **you will need to provide a sheet to cover the mat and blanket** (this also needs to be marked with the student's name). **These covers are to be taken home each Friday to be laundered and returned on the following Monday.**

Toys

Please refrain from sending in toys with the student. We have many choices for them here, and they understand the concept of sharing much easier than a toy brought from home. However, there may be days for “Show & Tell” opportunities, and the student's teacher will inform you in advance.

Please keep in mind, toys that look like weapons (guns, knives, swords, etc.) are not permitted.

Please bring one wallet-sized photograph or snapshots of the student the first week of school for the student's teacher. Once a year, a professional photographer will take pictures of the students, which will be offered to you for your purchase.

Television

Academy students do not watch television and there is no television on the premises.

There may be times when there is a video pertaining to the lesson that the students are learning and the teacher may incorporate the video into the lesson. If so, you will find the information on the

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lesson plan posted in the classroom. **Nevertheless, students do not watch the video more than 10 minutes per day per State Policy.**

Transportation

The Academy does not provide transportation.

2 ½ - 3 Year-Old Bathroom Policy

The following are not allowed in the 2 ½ - 3-year-Old Classrooms:

- ✓ Pampers/Diapers
- ✓ Sippy Cups

We work with students in a relaxed atmosphere, with proper supervision, to take care of their bathroom needs.

Students are required to have a complete change of clothing, including underclothes, pants, socks and shirt in case of emergencies. Most students will have an accident once in a while. Students are encouraged to clean themselves and change their clothes in these instances. Adults assist students if they are upset or need help. Soiled clothing goes home in a plastic bag. Please send in another complete change of clothing should this happen.

Potty Training Policy

Students must have already begun the Potty-Training process at home. We do expect you to work with the student at home as we work with your child at school. Parents will be expected to supply training pants (ex. Pull-ups), wipes, and an extra academy uniform of clothing. The teacher will take the student to the bathroom multiple times during the day as well as before going outside and before and after nap to help the student become comfortable with potty training. No potty-training chairs will be used.

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Changes will occur on a sanitized changing mat. Soiled training pants and wipes will be removed from the classroom after changing. Both teacher and student will wash hands after changing.

Please let the teacher know if there are any specific methods you are using at home to assist the student with potty training as the staff would like to try to reinforce those concepts with the student to create consistency.

After the second month of attendance your child will be expected to come to school in underwear only

The following are not allowed:

- ✓ Pampers/Diapers
- ✓ Sippy Cups

Birthday Celebrations

It is important to recognize birthdays as a celebration of the student's life. Students having birthday celebrations in school may have cupcakes, cookies, cookie bars and other items that are in individual portions and do not have to be cut or scooped. These can be shared at recess or lunchtime. Plans for these celebrations are to be discussed with and approved by the classroom teacher at least one week beforehand.

Please contact the classroom staff to determine if any student in the classroom has a particular allergy to a birthday snack you are considering baking. **Please, no other celebration items, as students can get overly excited. Balloons are restricted from the classroom, since they present a choking danger to young students.**

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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. 10:122), 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 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'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 www.state.nj.us/dcf/providers/licensing/laws/index.html 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.

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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 www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. 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/ and select Publications.

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Quick Reference



Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service
Disease Reporting Requirements and
Regulations can be viewed at:
<http://nj.gov/health/cd/reporting.shtml>



Health care providers required to report: physicians; advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE IMMEDIATELY to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the local health department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of immediately reportable diseases

REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (ISA) or high-level resistance (VISA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Written report within 24 hours

HIV/AIDS
609-984-5940 or 973-648-7500
Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

Sexually Transmitted Diseases
609-826-4869
Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases)
609-826-4878
Written report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings
609-826-4920
Report within 30 days after diagnosis or treatment

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (ages 19)

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Public Playground Safety Checklist



1

Make sure **surfaces** around playground equipment have at least 12 inches wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.

2

Check that protective **surfacing extends** at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.

3

Make sure play structures more than 30 inches high are **spaced** at least 9 feet apart.

4

Check for **dangerous hardware**, like open "S" hooks or protruding bolt ends

5

Make sure **spaces** that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.

6

Check for **sharp points or edges** in equipment.

7

Look out for **tripping hazards**, like exposed concrete footings, tree stumps, and rocks.

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Holiday's

The Academy is closed in observance of the following Holidays:

New Year's Day

Dr. Martin Luther King Jr

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving Day

Christmas Day

In the event of an Emergency, Inclement Weather, School Closings and Delayed School Openings, please follow the Ewing Public School System Schedule

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Tuition & Fees Policy

Bi-Weekly or Monthly Payment through ETF Requirements

The options for making Tuition payments via ETF are Bi-weekly or Monthly. On occasion and with prior approval from the Director the academy will accept Cash, Money Order, Cashier Checks. Payments would be made in the Administration office or directly withdrawn from your checking account. **Please make Money Order & Cashier Checks payable to Le Petit Infant Toddler Academy.**

***Tuition Payments must be received on or before the due date even if the Student will not be attending.**

A \$25.00 late fee is charged if your payment is not received by the due date. Services will be suspended immediately if your tuition payment and late fee is not made by the second day of the week.

- ✓ The **\$100** registration fee is due at the time of registration: It is non-refundable and non-transferable. This fee must be paid at the time of enrollment.
- ✓ **The Tuition Payment will remain the same amount unless your payment is late.**
- ✓ **It is Academy Policy that no Credit be given for Absences due to Vacation, Illness, Snow Days and Holidays.**
- ✓ The Initial Tuition payment must be received one week before the student begins school.
- ✓ Tuition payments may be paid Bi-weekly or Monthly.
- ✓ The Academy does not accept Check Payments

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- ✓ Tuition payments must be made in the form of a Cash, Money Order, Cashier's Check or Credit Card.
- ✓ Late payments will incur a \$25.00 Late Fee and must be paid the next day or before the student returns to school.
- ✓ No Tuition balance can be carried forward into the next week
- ✓ Overdue accounts will result in the student not being permitted to attend school until the account is made current.
- ✓ A cash receipt is given when payment is made in cash. Please keep your receipt so you have a record of your payment.

Tax Statements

As a courtesy, tax statements will be mailed by January 31st for the previous year. If tax statements are needed at other times, please email your written request to the Academy Principal. Please include your name, address and where you would like your statement to be mailed. Please allow one week for processing.

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Academy Withdrawal Policy

The Parent or Guardian are required to give a 30 days (30) written notice to the Director before withdrawing their child from the Academy.

- ✓ The 30 days (30) written notice must be giving to the Director in the Administration Office before the final day of attendance.
- ✓ If the 30 days (30) written notice has not been given to the Director, the parent/guardian will be responsible for paying the Full two (2) weeks Tuition before the students last day of attendance. **There are no exceptions.**
- ✓ If the student is withdrawn without giving the required notification, the Director will file the claim with the NJ Small Claims Courts for the full two weeks tuition, filing fees, and all court cost being paid by the parent/guardian.

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Acknowledgement of Receipt of Parent/Guardian Handbook & Acceptance of Academy Policies, Procedures, Rules & Regulations

I/We, the parent(s) or guardian(s) of _____ who is/are enrolled at Le Petit Infant Toddler Academy, LLC, acknowledge that, I/We have read, and agree with the contents of the Parent/Guardian Handbook.

By sending my child to Le Petit Infant Toddler Academy, LLC, I/We agree that the Academy has the right to expect my child to do so as well. We also agree that I/We and my child will accept the decisions made by the Academy's Administration. By signing this agreement, you acknowledge and accept the following:

- You have fully read, reviewed and understand the Policies, Procedures, Rules & Regulations set forth in the academy's Handbook.
- Any questions as to your rights and responsibilities under this Handbook have been fully and completely answered.
- You have the ability to and will fully and completely comply with the terms of this Handbook.
- You have received a copy of this Handbook.

Parent/Guardian Signature

Date

Principal Ruby D. Smith, M.Ed.,

Date