

# Le Petit Infant Toddler Academy, LLC



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## *Employee Handbook*

# **Le Petit Infant Toddler Academy, LLC**

## **Employee Handbook**

### **About Our School**

Located at the Ujima Ministries, Inc, Ewing, New Jersey on the beautiful campus of Ujima Village Christian Church, 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**

## **Employee Handbook**



Dear Employee:

Welcome to Le Petit Infant Toddler Academy, LLC. I am pleased to have you join the staff and look forward to a productive school year.

Le Petit Infant Toddler Academy, LLC was established in 2019. The Academy service children from 6 weeks to 3 years old. Every staff member receives a copy of this handbook/manual and all are expected to become familiar with the contents of the handbook/manual and with his/her own duties and responsibilities.

The policies contained in this handbook are subject to change at the discretion of the Founder & Principal. They apply to the Academy staff unless they are in conflict with any state or federal regulations or laws. The policies may be modified or deleted or new policies added at the discretion of the Principal and may make changes in procedures. Staff will be notified immediately of any changes in policies or procedures.

Each staff member must sign an acknowledgement form indicating that they have received, understand, and are willing to be bound by the policies and procedures contained in full or by reference in this handbook

Again, welcome to the Le Petit Infant Toddler Academy, LLC family.

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### **MISSION**

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

### **PHILOSOPHY**

- ❖ We believe that students 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 student 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 student and that schools and families must be partners
- ❖ We respect and welcome cultural, racial, ethnic and religious diversity among our students, families and staff.
- ❖ We believe that students 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 the student 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.
- ❖ We provide student-oriented classrooms. A student-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 student. Workshops and training sessions that address issues of parenting and student development are available. Information regarding support services in the community is provided in an effort to help meet the needs of the family.

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### **HOPES FOR OUR STUDENTS**

- ❖ Students will develop an enthusiasm for learning;
- ❖ Students will strive to achieve their fullest potential;
- ❖ Students will respect the dignity and rights of others;
- ❖ Students will develop into positive leaders.
- ❖ Students 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 students and parents that will enhance the student's development.

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

**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**

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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**

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.

## **STUDENT BEHAVIOR & EXPECTATIONS**

### **Good Manners at School**

Students at Le Petit Infant Toddler Academy are expected to use good manners and show respect for themselves, fellow students, academy staff, and visitors. Students 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

#### **Academy Students are required to be in “Appropriate Dress Attire”.**

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 is required to be in appropriate dress attire.

Students show self-respect and respect for others by dressing appropriately and being clean and neat. Students 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. **Students are not permitted to wear open toed shoes, sandals, slipper or flip-flops to school.**

### **EXPECTATIONS FOR STUDENT 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

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### **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**

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

### **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

## ***Rights & Responsibilities of Students, Parents/Guardians, and Staff***

### **Student Responsibilities**

- ❖ To contribute positively to the school environment
- ❖ To promote pride in themselves and their school
- ❖ To be polite and respectful
- ❖ To follow directions of all adults with authority
- ❖ To be prepared for class with proper supplies if needed
- ❖ To obey school and classroom rules
- ❖ To resolve conflicts and difficulties through discussion
- ❖ To attend school regularly and arrive on time

### **Student Rights**

- ❖ A safe, stimulating school environment, conducive to learning
- ❖ Fair and courteous treatment by staff and fellow students
- ❖ Appropriate curriculum, materials and instruction to develop skills, impart knowledge and build self-confidences and a sense of accomplishment
- ❖ A consistent approach in dealing with students

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### **School Staff Rights**

- ❖ Students who attend regularly, and behave appropriately
- ❖ Students who demonstrate respect to others
- ❖ Students, families and colleagues who are courteous and provide cooperation and assistance
- ❖ Leadership and support from Academy Administration

### **Family Responsibilities**

- ❖ To provide a positive role model and guide for the student
- ❖ To communicate with school staff regarding the student's behavior
- ❖ To ensure the student attend school regularly, have the necessary supplies and clothing, and proper nutrition including breakfast, snack and lunch

### **Family Rights**

- ❖ Staff who provide and effective, pleasant, orderly, respectful learning environment
- ❖ Staff who uphold the core values and behavior code and who enforce consequences consistently and fairly
- ❖ Staff who communicate with families regularly
- ❖ Administration, who exhibits leadership, provides support and monitors the school environment and educational practices
- ❖ To receive useful information on the student's learning progress on a regular basis
- ❖ To be kept informed of any negative behavior early enough to facilitate corrective action

### **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**

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

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

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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. Students are encouraged to bring their concerns to Academy staff so that appropriate action can be taken.

Students, 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.

### **Respect for Academy Property & Church Grounds**

Students 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.

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Le Petit Infant Toddler Academy, LLC does not Discipline. Discipline is an important part of the learning experience within our Preschool/Early Learning Development Center. However, Positive Redirection 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 Redirection 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 & Redirection is to encourage the development of **Positive Behaviors and Habits**. It is intended to guide the attitudes of students so that they can achieve the highest standards of courage, loyalty, fairness, respect, hope, honesty, and compassion. Positive Reinforcement & Redirection rules must be reasonable, consistent, and legal.

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

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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.

### **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 individualized 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."

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### **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

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

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**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**

Students 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 student's dismissal for the day and depending on the severity of the incident requirement that the student stay out of school one additional full school day.

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

The classroom teacher is available to discuss problems or concerns about a student'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 or Administration.
- ❖ Parent exhibits verbal abuse to staff or Administration.

#### **PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

- ❖ Failure to Pay Tuition
- ❖ Habitual lateness in Payments
- ❖ Failure to Pay Late Fees
- ❖ Failure to complete required forms including Immunization Records & Univ Health Form.
- ❖ Habitual Tardiness when picking up your child.
- ❖ Verbal abuse to Staff or Administration.
- ❖ 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)

#### **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 weeks' notice depending on

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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.
- ❖ 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.

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### **OOL/EXPULSION POLICY/APRIL 2017**

#### **Non-Discrimination Policy**

Le Petit Infant Toddler Academy admits students 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 policies, admissions policies, and other school administered programs.

#### **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.

Anyone who believes they have been subject to or witnessed sexual harassment must immediately report this to the Academy Principal, 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 Family and Children's Services Hot Line (800-331-3937 or 800-843-5437). The Academy Principal 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,

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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 student play.” Students play at Le Petit Infant Toddler Academy because they learn about the world around them through typical play experiences. When young students play with blocks, they are developing their understanding of how symbols fit together and this assists their acquisition of reading skills. When young students play in the family area with dolls, they learn how to nurture others. As young students play with table toys, puzzles and art supplies, they learn to problem solve with materials. Students develop self-esteem because they get to make decisions everyday about where they play, what they want to play with and with whom. Students construct their knowledge of the world through the concrete and hands-on play activities they participate in during the Le Petit Infant Toddler Academy day. Academy students 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 students 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 students 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 students 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 student and teachers. We also find that students have a richer understanding of a holiday after the family has celebrated it at home. Therefore, the student’s play themes after a holiday will assist teachers in knowing how to support the student’s play. For instance, after the winter recess, many students will talk about boxes, wrapping paper and ribbon. Materials like these will be available in the classroom to better support student’s interests. Student’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 student’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’s. The four-year-old class is 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 the student to fall behind and are a matter of great concern to the academy. The student’s teacher and the Principal will contact you to discuss such situations.

**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.**

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### 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 throughout the day as needed. 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, 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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### **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.

All Academy students **must** be in uniform for all field trips. There are no exceptions. If the student is not in uniform, the student will not be allowed to be dropped off at school that day.

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.
- ❖ **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.



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- ❖ **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
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.



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## **Employee Handbook**

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 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.***

### **Staff Responsibilities:**

#### Academy Administration

The Academy Principal has the responsibility for daily operations and for ensuring adherence to all policies, procedures, legal and contractual requirements applicable to the Academy.

Among other duties, the Academy Principal has the responsibility for Supervising all Academy Staff, Administering the Academy's Student Behavior Code, Positive Reinforcement and Redirection Policy for handling Students, Parents and Teacher Concerns.

The Principal has the responsibility for monitoring expenditures against the budget.

### **Staff Commitment:**

#### Commitment to the Academy Mission, Goals & Values

Staff is expected to have a thorough understanding and sincere commitment to the mission, philosophy, goals and values of Le Petit Infant Toddler Academy, LLC, as outlined above. In particular, staff is expected to provide a positive learning environment as described under "Staff Responsibilities." In return, staff can expect to receive the respect and support of students, families and administration.

### **General Policies for Employee**

Le Petit Infant Toddler Academy Program has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions.

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The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position, including reporting relationships; professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional development opportunities. The policies are provided to each employee upon hiring.

Hiring procedures include completion of the following checks: criminal-record check (finger print), Child Abuse Record Information (CARI), Education Credential, Verification of age, completion of high school or GED, personal references and a current Health Assessment. Employees are responsible for the cost of their CARI, CPR/First Aid, and Professional Development Courses.

### **Staff Health Assessment**

The Academy program maintains health information from documented health assessments for all paid Academy staff who work more than 35 hours per month and have a contact with students.

A Health Assessment is received by the program before an employee starts work or has contact with students. The Health Assessment is updated at the request of the Administrator. Documented Health Assessments include:

- ❖ Capacities and limitations that may affect job performance
- ❖ Documentation by a licensed health professional of TB skin testing using the Mantoux method and showing the employee to be free from active TB disease. For those who have a positive TB skin test and who develop a persistent cough or unexpected fever, immediate assessment by a licensed physician is required. For those who have increased risk of TB according to the Centers for Disease Control (CDC), documentation is required annually by a licensed health professional showing that the employee is free from active TB disease (upon hire).

### **Staff Records**

Confidential personnel files, including applications with record of experience, transcripts of education, health assessment records, documentation of ongoing professional development, and results of performance evaluation, are kept in a locked filing cabinet in the Principal's office.

### **Staff Orientation**

Employees must know their role and duties. Academy teaching staff will be required to participate in initial staff orientation training before their first day of work. The staff orientation will introduce them to fundamental aspects of the program's operation including:

- ❖ Program Philosophy, Mission, and Goals
- ❖ Expectations for Ethical Conduct
- ❖ Individual needs of the students they will be teaching or caring for
- ❖ Accepted guidance and classroom management techniques

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- ❖ Daily activities and routines of the program
- ❖ Program Curriculum
- ❖ Child Abuse and Reporting procedures
- ❖ Program Policies & Procedures
- ❖ National Association for the Education of Young Children Standards
- ❖ Regulatory Requirements

The Academy's Principal will provide the new employee with a review of the employee's responsibilities and duties. The Principal will explain payroll procedures. In addition, the principal will provide on going professional Development as required by the state.

### **Suspected Substance Abuse**

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Academy. At no time will students be released to a person under the influence of alcohol or drugs and school officials will call the proper authorities if warranted.

### **Parent Volunteers**

Families are encouraged to take an active part in the education process of the student. Families are encouraged to contact the teacher if they would like to volunteer in the classroom. We have a volunteer job description that defines the role and responsibilities of a volunteer. For safety's sake, if a volunteer will be working with students, he/she will be expected to report directly to the office staff, and it may be necessary to undergo an interview with the teaching staff and the Principal before permission to volunteer is granted. In addition, no person with a substantiated report of child abuse or neglect will come in contact with students in the program on how responsibility for students. Parents interested in volunteering should contact the academy principal at (609) 989-1234.

### **Weapon Policy**

No student, staff member, or volunteer shall carry, have in his/her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises. Look-a-like weapon means any item that resembles or appears to be a weapon.

### **Staff – Code of Ethics**

Staff follows an important code of ethics to guide their involvement with students and families. It is essential to protect the confidentiality of all information concerning students and their families. Maintaining a professional attitude includes being responsive to the needs of students and their families while balancing the need for confidentiality. Adults and students deserve respect. We demonstrate this respect by refraining from talking about the students and/or their families in their presence unless the student is part of the conversation and to refrain from labeling student/family negatively or positively. No information regarding any particular student shall be shared with another student's parent/guardian. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for students as well as for other adults.

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### **Staffing Patterns & Schedule**

The academy's program is in compliance with staff regulations and certification requirement. The program follows requirements for staffing according to both the NAYCE and IQPPS program standards and maintains an adult/child ratio of at least 1:10 at all times. Students remain on the same roster with the same teacher over the course of the school year. The program administrator will maintain lists of current substitutes for both the academy teacher and the academy teaching assistant in case of absence.

### **Staff Development Activities**

Personnel policies provide for incentives based on participation in Professional Development opportunities. Teaching staff continuously strengthens their leadership and relationships with others and works to improve the conditions of students and families within their programs, the local community and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program. The Head Teachers are required to receive 20 hours of Professional Development annually; Teacher & Teachers Assistants are required to receive 10 hours of Professional Development annually.

Staffs are provided space and time away from students during the day. Should staff work directly with students for more than four hours, staff I provided breaks of at least 15 minutes in each four-hour period. In addition, staff may request temporary relief when they're unable to perform their duties.

### **General Health & Safety Guidelines for Teaching Staff**

- ❖ Staff must be alert to the health of each student, known allergies, or special medical conditions. Parents will be required to sign a release of medical information (HIPPA).
- ❖ Under the supervision of the Academy's Principal, staff must be alert to the whereabouts of all students. Systems are in place for accounting for students at regular intervals, especially during periods of transition.
- ❖ Staff is to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- ❖ Staff will use gloves, other barriers and techniques when needed to minimize contact of mucous membranes or of openings in the skin with potentially infectious body fluids.
- ❖ Staff is familiar with evacuation routes and procedures.
- ❖ At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing.

### **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/she is required by law to report the situation to the New Jersey Department of

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Family and Children's Services Hot Line (800-331-3937 or 800-843-5437). The Principal must be informed of the situation prior to a report being made.

Every staff member must read the information on the prevention of and response to child abuse which was presented to you during your staff orientation before your first day of work. Staff must also read the Megan's law notification requirements & regulations.

### **Confidentiality**

Staff members are often privy to confidential information about the student and/or his or her family. Information whether verbal or written – is strictly confidential and should be shared with other school staff only on a need to know basis. However, do not keep separate student files. All student records (progress reports, permission slips for trips, etc.) must be maintained in the academy office under the following protections:

- ❖ Student records must be kept locked in a secured cabinet.
- ❖ Access to student records is limited to appropriate employees
- ❖ Student records must not be removed from the academy's office
- ❖ Student records must never be left out where unauthorized adults or children may have access to them.
- ❖ Discussion of student and/or family information with volunteers, other families, friends or community members is prohibited.
- ❖ Requests for release of information must be made in writing and approved by the Principal only. Information will only be released with the express written consent of the student's parents or guardians

Employee information is also confidential, and the academy follows the same protections as for student and family information.

Be extremely careful about where you discuss any private or confidential information. Ensure that these conversations, if necessary, are carried out in a location where they will not be overheard or interrupted. In general, the academy office is not a good location for these discussions.

### **Employee Non-Disparagement**

During the employee's term of employment and thereafter, the employee 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 termination and will result in legal action against the employee.

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### **Conflict of Interest**

Staff must avoid personal transactions or situations in which their personal interest will or might appear to be in conflict with the best interest of the academy. In particular:

- ❖ No staff person shall do business on behalf of the academy with a member of their immediate family or with an organization in which they have a financial interest unless prior written authorization is obtained from the principal.
- ❖ No member of staff's immediate family may be enrolled in the program where the staff person works.
- ❖ Staff must deal with suppliers, contractors and other persons doing business with the academy in the best interest of the academy without favor or preference based on personal considerations.
- ❖ No staff person shall use privileged information or reveal confidential data to anyone for personal gain or for purpose not in the best interest of the academy.
- ❖ No staff person shall deal with the academy or with the families of academy student as a representative of another organization or on his/her own account. For example, an academy staff member may not provide child care services to the family of a student enrolled at the academy.
- ❖ No staff member shall participate in the solicitation, selection award or administration of a contract where the staff's immediate family has a financial interest.
- ❖ No staff shall solicit, accept or offer gratuities, favors or anything of monetary value from current or potential staff, students or their families, or contractors.

### **Cleaning and Sanitization**

The facility will be maintained in clean and sanitary condition. When a spill occurs, the area will be made inaccessible to students, and the area will be cleaned immediately. Staff will clean rugs and carpeting by blotting, spot cleaning with a detergent disinfectant, and shampooing or steam cleaning as part of standard precautions. Staff will use ventilation and sanitation rather than sprays, air freshening chemicals or deodorizers, controls odors in inhabited areas of the facility and in custodial closets.

Toys that have been placed in a student's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys will be cleaned with soap and water then air dried. Surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least two minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a student's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another student's use. Toys that cannot be cleaned and sanitized will not be used.



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Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be supervised by the principal.

Academy cleaning requiring potentially hazardous chemicals will be scheduled when students are not present to minimize exposure of the students. All cleaning products will be used whenever possible. Staff are trained yearly prior to the start of the school year.

### **Hand Washing Practices**

Frequent hand washing is critical to preventing the spread of infectious diseases. Teachers teach students how to wash their hands effectively. Posters of students using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- ❖ Staff members and those students who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- ❖ Hand washing is required by all staff, volunteers, and students when hand washing reduces the risk of transmissions of infectious diseases to themselves and to others.
- ❖ Staff assists students with hand washing as needed to successfully complete the task.

### **Safety Procedures in the Classroom Environment**

Before students arrive at school, the academy principal and teachers will complete the following daily safety checklist indoor and outdoor:

- ❖ All safety plugs and electrical outlets are covered; heat/AC, water temperature, and toilets, etc. are in working order.
- ❖ All cleaning supplies/poisons out of students' reach and stored properly.
- ❖ Classroom and materials checked for cleanliness/broken parts, etc. including playground.
- ❖ Supplies checked – First Aid Kit, Latex Gloves, Soap, Paper Towels, etc.
- ❖ Daily monitoring of environment – spills, and, etc. other serious problems reported to the principal.
- ❖ Upon entry into the classroom from outside, students and adults wash their hands.
- ❖ Upon arrival, each student is observed by the teacher for signs of illness or injury that could affect the student's ability to participate in the daily activities.
- ❖ First Aid Kits are available for use in the classroom and taken outdoors at all times.
- ❖ Prior to participating in the program, health records that document the dates of service shall be submitted that show the child is current for routine screening test and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.
- ❖ No student will be left unsupervised while attending the academy.



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### **Tooth Brushing Policy**

At least once daily, where students receive two or more meals, teaching staff provide an opportunity for tooth brushing and gum cleaning to remove food and plaque. (Toothpaste is not required). Toothbrushes will be rinsed thoroughly after each use and air dried in individual, labeled containers. Toothbrushes will be replaced every six months or as needed. Toothbrushes are requested from students' homes; the school does not supply toothbrushes.

### **First Aid Kit**

It is inaccessible to students, but readily available for adult use. It is fully equipped according to guidance from IQPPS, NAEYS and DHS. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid Kit will be inspected monthly. The first aid kit is taken to the outdoor areas as well as on field trips and outing away from the academy.

### **Fire Safety**

The fire extinguisher is installed in the academy administration office next to the exit door. The fire extinguisher is tagged indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire Drills are conducted monthly and recorded on a log.

### **Weather Policies**

In case of severe weather, school closings and/or delayed openings due to snow, parents and staff will receive an email and text stating the academy is closed or there is a delayed opening.

### **Fire & Tornado Drills**

Drills are held monthly, so the academy students may become familiar with and practice the proper safety procedures. Fire exit plans and tornado safety locations are posted in each classroom.

### **Building Emergency Plan (Lockdown)**

As part of our ongoing process to help make our schools a safer place for students, we will have lockdown practice drills periodically. Teachers and students will practice our lockdown procedures to keep up to date on our Building Emergency plan.

### **Students' Records - Confidentiality**

Student records containing personally identifiable information, except for directory information, are confidential and are stored in a locked cabinet in the principal's office. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours.

Parents may also file a complaint with the United States Principal if they feel their rights regarding their student's records have been violated. For a complete copy of the school district's policy on

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student records or the procedure for filing a complaint, contact the board secretary in the district administration office.

Parent or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, sitting to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so.

The Academy maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the students.

The records of each student are located in the school's administration office in a locked file cabinet.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- ❖ School officials, teachers, and AEA personnel with a legitimate educational interest.
- ❖ Officials of other schools in which the student proposes to enroll.
- ❖ Representatives of state and local government when auditing and evaluating federal educational programs.
- ❖ Officials connected with a student's educational financial aid applications.
- ❖ Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- ❖ Organizations that process and evaluate standardized test.
- ❖ Accrediting organizations for accrediting purposes.
- ❖ Parents of dependent children, regardless of child's age.

### **Student Records**

Classroom teachers are expected to take attendance no later than 10:00 a.m. This information is to be kept by teacher and recorded on each quarter's progress report.

Classroom teachers may keep copies of student progress reports and of other communication with the students' families. However, the original or a good copy of each such document must be placed in the student's file in the office.

### **Smoking**

The academy is a smoke-free environment. No smoking is allowed in the building at any time., No smoking is allowed immediately outside the main entrance or sidewalk.

## **Staff Classification**

### **Regular Full-time Staffs:**

Employees who are regularly scheduled to work a minimum of 35 hours per week.

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### **Regular Part-time Staffs:**

Employees who work between 21 and 30 hours per week.

### **Part-time Staffs:**

Employees who work less than 21 hours per week.

The Academy Principal & Directors are considered to be managerial employees and are exempt from New Jersey Wage and Hour overtime provisions. They are not covered by the basic work week and overtime policies of the Academy.

The same is true for the certified classroom teachers, who are considered professional employees. They are also exempt. Non-exempt employees who work more than 40 hours per week must receive overtime pay of 1.5 times the regular hourly rate for each hour or fraction of an hour over 40 hours. Overtime is only permitted for non-exempt employees with prior written approval from the Principal.

In the event of an emergency closing of the academy staff will be paid by the hour or day and will not receive payment for the closed days until those days are made up. These staff will receive payment for make-up days during the pay period in which the make-up days occurred.

### **Selection of Academy Staff**

The Academy does not discriminate in the selection of staff, whether employees or service providers. Staff is selected on the basis of their qualifications, competence and ability without regard to race, age, creed, sexual orientation, citizenship, religion, disability or national origin.

### **Employment**

Staff will receive:

- ❖ A letter of confirmation describing the position and compensation
- ❖ A copy of the current Staff Handbook
- ❖ A copy of the current Student/Parent/Guardian Handbook
- ❖ Other documents required to carry out their responsibilities

Upon termination of employment, the staff person will immediately return to the academy principal all uniform items, any and all keys, monies, papers, books, accounts, data and other materials pertaining to his/her position at the academy. The employee's final paycheck will be mailed Certified Mail only.

### **Employment Service Agreement**

A Newly hired employee will be placed on a 90 Day Probationary period. After the employee has successfully completed the 90-day probationary period, the employee will meet with the principal for an evaluation. The decision to be offer the employee full-time employment will be based on the employee's job performance, attendance, lateness, complaints and professionalism. If the employee has two of the five areas mentioned above the employee will not be offered full-time employment.

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## **Employee Handbook**

If these areas are satisfactory the employee will receive a permanent full-time position. If the evaluation is not satisfactory, the employee will not be hired.

Employment – Service Agreements are for one school year only. These agreements can be terminated by the Principal, or the staff person.

The principal will make all reasonable attempts to notify the staff person by June 30<sup>th</sup> if the agreement is to be renewed for the following year.

### **Staff Personnel Files**

Staff Personnel files consist of the following items:

- ❖ Employment Application
- ❖ W-4 & I-9
- ❖ Signature for Discipline Policy
- ❖ Signature for Intro to Parents
- ❖ Signature for Release Policy
- ❖ Signature for Parental Notification Methods
- ❖ Signature for Policy on the Use of Technology & Social Media
- ❖ CARI (Background Check)
- ❖ CHRI (Finger Print)
- ❖ Record of Mantoux Results
- ❖ Record of Medical Exam
- ❖ CPR/AED Card
- ❖ Signed Employment or Service agreement
- ❖ Records of Education and Training, Including Transcripts and Certificates
- ❖ Documentation of Degrees (If Required)
- ❖ Performance Reviews
- ❖ Staff Evaluation materials
- ❖ Payroll History

### **Basic Work Week**

Staff will have a 30-minute unpaid lunch break.

When taking your lunch, please eat your lunch during this hour only. Staff cannot take an hour lunch break, then return to the classroom and eat during your Prep. There is no eating during your Prep.

Staff who work 35 hours per week are entitled to one 15-minute break in the morning and one 15-minute break in the afternoon. There are no set times. Staff will notify their supervisor when leaving for either break.

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### **Salaries & Benefits**

Full-time or Part-time salaries are for a 12-month period. Teachers' salaries are disbursed over 26 pay periods. Each pay period covers two weeks and begins on a Monday. Staff is paid bi-weekly on the Friday after the end of a pay period, or on Thursday if Friday is a holiday.

The Academy does not offer Medical or Dental Insurance coverage.

### **Attendance**

Staff is expected to complete their full complement of assigned hours. Appointments and other responsibilities should be scheduled if possible, for times that will not cause late arrival or early departure.

Without prior approval from the Principal, missed time may not be made up. All staff is expected to sign in and out daily in the Staff Log Book kept in the Administration Office.

Teachers, Teaching Assistants and Administrative staff are to comply with their scheduled hours as specified by the principal.

When the employee has successfully completed their 90 Day Probationary Period, they are entitled to receive the following:

- ❖ .033 (1-hour) of Paid Sick time for every 30 hours worked. Not to exceed 40 hours annually. Sick Leave Accrual Time will be indicated on our check stub each pay period through the academy's payroll.
- ❖ Academy Holiday's (The Academy Observes eight (8) Holidays)

### **Teaching Staff Meetings**

Staff meetings will be held every morning 15 minutes before your scheduled work hours. Please make every opportunity to attend.

### **Absence Process & Procedures**

Staffs who wish to take a Personal Day that is known in advance must complete a Request for Leave Form as much in advance as possible.

The Principal will respond to the request in a timely manner. Not all requests may be granted. If there are circumstances that the principal feels do not allow for substitute staff.

If an employee is absent for any other reason than being Sick, the employee will not be paid for that day.

### **Absence taken Day Before & Day After A Holiday**

- ❖ No Leave is approved the Day Before a Holiday.
- ❖ No Leave is approved the Day After a Holiday.

# **Le Petit Infant Toddler Academy, LLC**

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If an employee calls out of work the day before the holiday and/or the day after the holiday, the employee will not be paid for the absent day nor will the employee be paid for the holiday. There are no exceptions.

Any staff member who is ill should notify the Academy Principal as early as possible, preferably no later than the evening before the absence.

### **Employee Cell Phone Policy**

- ❖ Cell Phones are not allowed inside the Classroom
- ❖ Cell Phones are not allowed on the Playground
- ❖ Cell Phones can ONLY be used during Breaks & Lunch

### **Substitute Teachers**

The Academy Principal will arrange for substitutes for classroom teachers and teaching assistants.

### **Staff Appearance**

Academy staff is expected to present a Professional Business Appearance to students and parents at all times. There are no exceptions. Staff should use commonsense rules of neatness and comfort.

#### **Staff may not wear:**

- ❖ Leggings
- ❖ Jeans with holes, cut up, or torn
- ❖ Shorts that do not reach the bottom of their knees
- ❖ Open Toed Shoes
- ❖ Flip Flops
- ❖ High Heel Shoes (over ½ inch)
- ❖ Earrings over 1 inch in length or diameter
- ❖ Mouth and/or Facial Piercings

### **Expectation of Staff Conduct**

Staff has the right to expect fair and considerate treatment, decent working conditions, and the sincere concern of the academy and the principal. The Academy and administration in return expects its staff to serve diligently, loyally and cooperatively. Staff are expected to exercise courtesy and dignity in dealing with everyone they contact on Academy business, whether in person or by telephone.

### **Improper Behavior on the Part of Staff**

The following are types and examples of behavior by staff that are unacceptable at the academy and will result in some disciplinary action determined at the discretion of the Principal

### **Failure to Carry Out Duties**

- ❖ Failure to perform duties assigned and/or included in their job description.
- ❖ Failure to carry out reasonable and appropriate instructions given by the Principal or other supervisory staff.
- ❖ Idleness or willful failure to devote adequate attention to duties

# **Le Petit Infant Toddler Academy, LLC**

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- ❖ Failure to report for work without adequate notice and excuse, including excessive lateness
- ❖ Failure to adhere to work schedule
- ❖ Coming back late from breaks Lunches
- ❖ Failure to improve job performance in accordance with a written directive or plan within a reasonable period of time.

### **Misconduct – Immediate Termination**

- ❖ Arrest for criminal activity or conviction of a crime
- ❖ Threats of or actual infliction of bodily harm on another person
- ❖ Fraud, dishonesty or abuse of any academy policies.
- ❖ Misuse of any academy resources, including but not limited to misappropriation, theft, or pilferage of academy funds or property, or the funds or property of other academy staff.
- ❖ Engaging in conflict of interest activities
- ❖ Exchanging Personal information with Parent/Guardian (phone number, etc)
- ❖ Violating Federal, State or Local Laws, Rules or Regulations in the course of employment
- ❖ Use of insulting or abusive language, including but not limited of Profanity.
- ❖ Violating confidentiality of students, families or staff
- ❖ Falsifying, removing or destroying information related to employment, student records, an/or financial documents
- ❖ Refusing to Perform Duties
- ❖ Arguing with academy Parents, Staff, and/or Administrators
- ❖ No Call, No Show to work
- ❖ Violating the Academy's, No Cell Phone in Building, Playground, or Classroom Policy.
- ❖ Use of Alcohol or illegal Drugs on school property and/or during working hours.

### **Security Violations**

- ❖ Entering or assisting others to enter restricted areas.
- ❖ Consistent failure to ensure that the school doors are kept closed and locked.

### **Health & Safety Violations**

- ❖ Endangering the health and safety of students or staff by directions or by failure to carry out reasonable precautions and procedures
- ❖ Use of Alcohol or Drugs during working hours
- ❖ Being affected by the use of alcohol or drugs that it impairs job performance
- ❖ Smoking on the premises or in the vicinity of the academy (including on the grounds or in the parking lot)

### **Remedial, Positive Reinforcement & Re-direction**

Whether for staff or students, a Positive Reinforcement & Redirection system at the academy is intended to help individuals bring their behavior in line with the expectations and requirements of the academy

The system for staff discipline includes a series of steps intended to provide the staff person with guidance for improvement. It is also intended to indicate the increasing level of seriousness in consequences for failure to improve.,



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The steps in such a discipline system are different from “Coaching or Counseling” sessions between a supervisor and a staff member. These sessions are informal and not documented for the staff member’s file.

Steps in the system may be skipped if the violation of policy or problem is serious. The Academy Principal has sole discretion for verbal corrections and written warnings.

### **The Academy Principal**

Oversees the complete Operation of the Academy and Supervise all Administration and Staff.

The Principal may hire an Academy Director to supervise all Teaching and Administration Staff.

### **The Academy Director**

Supervises Teaching Staff and Administration Staff.

### **Academy Staff Discipline System Steps**

**Verbal Correction** stating the nature of the problem and indicating that further action may be taken if improvement does not occur – documentation of a verbal correction will be provided to the staff member and placed in his or her file.

**Written Warning** indicating that a serious infraction has occurred or that the corrective actions outlined in the verbal correction were not followed – this is intended to indicate that the staff member’s position is in jeopardy unless immediate progress or corrective action is taken. Up to three written warnings may be given and discussed with the staff member.

A staff member may be placed on a probation for a period of 30 to 90 days if written warnings have not been effective in improving the staff member’s performance or if the violation or problem is very serious. The staff member and the academy principal will agree on a plan of action and benchmarks for documenting improvement during the probationary period. During that time, any further violations or problems may result in immediate termination of employment.

Failure to improve in the absence of violations or problems may lead to an extended probationary period, or termination of employment.

### **Performance Review & Evaluation**

Staff will take part in an individual performance review and evaluation at least once a year. At this time, staff performance of job duties, conduct, attitude, work habits and relationships with students, families, co-workers, supervisors and others will be examined. This review and evaluation will consist of the following components.

Information Gathering:

- ❖ Self-evaluation against job duties and expectations
- ❖ Observation by other staff with written comments
- ❖ Review of staff records for attendance, tardiness, etc.
- ❖ Review of staff Professional Development
- ❖ Accomplishment against the plan



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### **Discussion of Written Summary**

- ❖ Preparation by Principal following a standard format
- ❖ Provision of written summary to staff person
- ❖ Scheduling and holding discussion of summary between the staff member and the principal.

### **Response & Improvement Plan**

The staff person has the right to make a written response concerning the evaluation prepared by the Principal and have this response discussed or placed in the individual's file, at the Principal's discretion.

The staff member and the Principal or designee will prepare an individual improvement/development plan, which will outline specific areas for improvement or development, time line for activities in those areas, and benchmarks for progress.

The plan will be signed by both the staff member and the Principal and a copy placed in the staff member's file.

### **No Cell Phone Policy**

Cell Phones are not allowed in the Classroom, Hall, or Playground. If you have an emergency call, please direct all calls to the Academy's Administration Office (888) 315-5666.

### **Emergency Phone Calls for Staff**

If you need to make an emergency phone call you may use the Administration Office Phone or you may take your break and use your Cell phone outside of the building. Someone from the Administration Office will immediately assist and cover your classroom.

### **Emergency Closing**

Inclement weather or other emergency conditions may cause school closing, delayed opening or early dismissal.

The principal will send out a school closing or delayed opening announcement to all staff and parents via text and email.

Students may not be dismissed early if the Academy cannot reach the parent, guardian or emergency contact person to arrange for pickup. Teachers are expected to stay at the academy until all their students have been dismissed.

### **Building Security**

The three doors that lead into the school must be kept locked at ALL times.

# **Le Petit Infant Toddler Academy, LLC**

## **Employee Handbook**

### **Dismissal & Pick-up**

Academy students stay in their classrooms until picked up. No student may be dismissed to a person who is not authorized to do so by the parent or guardian. This means the student will not be released to anyone who is NOT on the student pick-up list. There are no exceptions to this policy.

Anyone with whom a staff member is not familiar must present photo identification to make sure they are in fact the individual who has been authorized to pick up the student.

### **Students Must Be Signed In & Out Daily**

If the person who comes to pick up the student appears to be under the influence of alcohol or drugs- do not release the student to that individual. The Principal will take charge in this situation and any situation involving difficult behavior on the part of the individual who is picking up the student.

### **Student Illness & Incident Reporting**

When a student becomes ill at school or has an accident resulting in an injury, staff at hand must take immediate action. If the student is ill or has a minor accident, you must immediately follow the Academy's policy & Procedures regarding Accidents & Incidents.

Once all reports have been completed and signed by staff, please inform the Principal and obtain her signature before making copies for distribution. The situation must be evaluated by the Principal.

The student may be asked to rest for a while, hold an ice pack on the affected spot, or a band aid may be applied. The student's temperature may be taken. A note will be written in the Medical Log about the ions taken and a note will be given to the person picking up the student and a copy will be placed in the student file.

A more significant illness or injury will require immediate contact with the parent or guardian, and in severe cases contact with an emergency medical team. These actions are to be taken by the Principal or designee. All such cases must also be documented in writing and a copy placed in the student's files and a copy sent home to the parent.

### **Medication & First Aid/CPR/AED**

Staff is required to have their First Aid/CPR/AED Card within two weeks of employment. Staff is responsible for the cost. The Academy has an onsite Instructor to provide the training for this course if needed. Please inform the principal to schedule the training.

Staff may not administer any medication – over the counter or prescription -nor permit the child to self-administer any medication without a written note from the student's physician.

- ❖ Staff may carry out the following First Aid procedures:
- ❖ Apply or assist the student to apply and ice pack
- ❖ Wash a wound with soap and water

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- ❖ Apply hydrogen peroxide, rubbing alcohol, or Bactine topically
- ❖ Apply Vaseline and/or a band aid

When handling medication or administering first aid, staff must first wash their hands and/or wear disposable gloves.

As noted above, administration of medication of first aid must be documented in the Medical Log and, if non-routine, noted in the student's file and in writing to the parents or guardians.

### **Fire Drills**

Fire Drills will be held at least once a month. Staff is expected to exit the building by one of the two exits posted for each classroom or area promptly and in good order.

Classroom staff is expected to train their students in the appropriate procedures and behavior in case of the first alarm sounding. Teachers are responsible for ensuring that all students quickly and quietly exit the building by the appropriate exit, move away from the building and stay in good order. Teachers should bring their attendance roster with them and make a head count of students as they exit the building and once outside the building. Vary the exits used in the fire drills so that students become comfortable with each.

### **Use of School Telephone, Fax & Computers**

The school telephone and fax are for business use only. Staff should also keep their use of the telephone or fax machine during school hours to a minimum.

The school prohibits the use of computers and e-mail in ways that are disruptive, offensive to others, or potentially harmful to others, especially students.

### **Maintenance of Furniture, Equipment & Academy**

Staff is expected to maintain their work area (classroom) so that it is neat and clean. Staff is expected to pick up and dispose of litter wherever they see it. Staff are expected to wipe down table and chairs on a daily basis.

Staffs whose classes use the play yard are expected to put toys and cones away at the end of each session.

### **School Policies & Procedures measuring Student Progress**

Classroom teachers will take the following steps in preparing and using individual student learning plans:

- ❖ Observation & Assessment during the first two weeks of school, using among other tools the Brigance Comprehensive inventory of Basic Skills-Revised.
- ❖ Providing frequent information on progress to the family via a variety of means.
- ❖ Two (2) quarterly progress reports that show student progress against the plan – each progress report will also include feedback on student behavior, participation and attitude.
- ❖ Teacher-student-parent-guardian meeting each quarter to review progress

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- ❖ The final (fourth) quarter report will include letter grades indicating what each student has achieved, as well as, progress against the individual plan.

In addition to progress measures in subject areas, students will receive two (2) quarterly and final reports on their effort and their school behavior overall.

### **Curriculum & Lesson Planning**

Lesson plans are to be submitted weekly to the Principal by Friday at noon on the week before the Lesson Plan will be used.

### **Field Trips & Special Events**

The academy encourages classroom staff to use field trips and special events to supplement classroom instruction.

Trips that are part of the classroom instruction should include every student. If a student is uncooperative or disruptive, the student's parent or guardian must accompany the student. In the event that this is not possible, the student will remain at home. The student will be marked absent for the day.

A plan for each field trip or experience must be submitted to the Principal at least one month prior to the trip or event. The plan should include a reasonably detailed description of activity or site for the trip or experience, and explanation of what the students are expected to learn from the experience, how this learning tie into the curriculum and what preparatory and/or follow-up assignments or activities will take place. The plan should also indicate likely cost. The Principal will review the plan and respond to the request as quickly as possible.

### **Our Mission**

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

# **Le Petit Infant Toddler Academy, LLC**

## **Employee Handbook**

### **The Le Petit Infant Toddler Academy Difference**

**Private Licensed Academy**

**Principal on Site Daily**

**Located at Ujima Village Christian Church of Ewing**

**American Sign Language**

**Spanish**

**French**

**Commitment to Character Education**

**Spectrum Curriculum**

**Extended Hours Mon-Fri 5:00 am – 7:00 pm**

**Before & After School Care**

**Summer Camp 6:00 am – 6:00 pm**

**Summer Enrichment Program**

**Highly Trained & Certified Staff**

**Monthly Field Trips**

**Student Centered Approach to Learning**

**Educating Precious Minds for Bright Futures**

# **Le Petit Infant Toddler Academy, LLC**

## **Employee Handbook**

### **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.

#### **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.

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## **Employee Handbook**

### **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.

### **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.

# Le Petit Infant Toddler Academy, LLC

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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 Children & Family (DCF)**

Le Petit Infant Toddler Academy staff is mandated reporters to DCF. This means if staff suspects abuse or neglect of a student, this academy is required by law to file a report with DCF. 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 DCF. Le Petit Infant Toddler Academy is **not** an investigative agency. Information regarding the concern is given to DCF. It is that agency's responsibility to investigate. DCF has many services and resources to assist families.

### **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.



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### **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 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.

Parents 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.

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### **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.

### **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.

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### **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.

### **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, Twitter, 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.

# Le Petit Infant Toddler Academy, LLC

## Employee Handbook

### **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.
6. No Academy staff is ever allowed to exchange phone numbers or personal contact information with parents/guardians. There is no exception to this policy.

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 (8:30) Policy**

It is very important that students arrive at school on time **(on or before 8:30)**. Students miss valuable "work" time when they arrive late after 8:30 a.m. and often find it difficult to become involved with the group.

### **Late Arrival after 8:30 a.m.**

**Students who arrive after 8:30 a.m. are considered to be late and cannot go directly into the classroom. Students who arrive late will be directed to the Administration Office.** 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.**

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### **Academy Departure/Dismissal Policy (5:00)**

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

### **Dismissal Time/Late fee Assessment**

There will be a \$2 per minute per child Late Assessment Fee if your child has not been picked up by their contract 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 DYFS be notified at 7:00 p.m. if the student has not been picked up.*

## **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.

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

# Le Petit Infant Toddler Academy, LLC

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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 Trenton Public School closings schedule in cases of Inclement Weather.

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.

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### **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.

### **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.

**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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).



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### **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.

### **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.

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- ❖ Impetigo: May return twenty-four (24) hours after beginning antimicrobial therapy and when lesions are dry.
- ❖ 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, Scarlantanian): 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.

### **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

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- ❖ 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.**

### **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 drive into the parking lot behind the church. Employee parking is permitted in the Academy's designated parking area.

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).**

#### Lunch & Snack

**Academy students must 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.

**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.**

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### 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 nor is there a 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 lesson plan posted in the classroom. **Nevertheless, the students do not watch the video more than 10 minutes per day per State Policy.**

### Transportation

The Academy does not provide transportation.

### Bathroom Policy

We do not deny a student enrollment if he/she is not fully potty trained.

#### **The following are not allowed in the 2 - 3-year-old classroom:**

- ✚ Pampers/Diapers
- ✚ Sippy Cups

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

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 academy uniform change of clothing should this happen.

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### 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.

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.

### 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](http://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.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.



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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](http://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/](http://www.state.nj.us/dcf/) and select Publications.

OOL8/22/14



# Le Petit Infant Toddler Academy, LLC

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Quick Reference		
<div style="display: flex; justify-content: space-between; align-items: center;">  <div> <h3>Reporting Requirements for Communicable Diseases and Work-Related Conditions</h3> <p>(see New Jersey Administrative Code Title 8, Chapters 57 and 58)</p> </div>  </div>		
<p><b>Communicable Disease Service</b>  <b>Disease Reporting Requirements and Regulations can be viewed at:</b>  <a href="http://nj.gov/health/cd/reporting.shtml">http://nj.gov/health/cd/reporting.shtml</a></p>		
		
<p><b>Health care providers required to report:</b> physicians; advanced practice nurses, physician assistants, and certified nurse midwives.</p> <p><b>Administrators required to report:</b> persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.</p> <p><b>Laboratory directors:</b> For specific reporting guidelines, see NJAC 8:57-1.7.</p>		
<p><b>CONFIRMED or SUSPECT CASES</b>  <b>TELEPHONE IMMEDIATELY to the</b>  <b>LOCAL HEALTH DEPARTMENT</b></p> <ul style="list-style-type: none"> <li>• Anthrax</li> <li>• Botulism</li> <li>• Brucellosis</li> <li>• Diphtheria</li> <li>• Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)</li> <li>• <i>Haemophilus influenzae</i>, invasive disease</li> <li>• Hantavirus pulmonary syndrome</li> <li>• Hepatitis A, acute</li> <li>• Influenza, novel strains only</li> <li>• Measles</li> <li>• Meningococcal invasive disease</li> <li>• Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism</li> <li>• Pertussis</li> <li>• Plague</li> <li>• Poliomyelitis</li> <li>• Rabies (human illness)</li> <li>• Rubella</li> <li>• SARS-CoV disease (SARS)</li> <li>• Smallpox</li> <li>• Tularemia</li> <li>• Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)</li> </ul>	<p><b>REPORTABLE WITHIN 24 HOURS</b>  <b>OF DIAGNOSIS to the</b>  <b>LOCAL HEALTH DEPARTMENT</b></p> <ul style="list-style-type: none"> <li>• Amoebiasis</li> <li>• Animal bites treated for rabies</li> <li>• Arboviral diseases</li> <li>• Babesiosis</li> <li>• Campylobacteriosis</li> <li>• Cholera</li> <li>• Creutzfeldt-Jakob disease</li> <li>• Cryptosporidiosis</li> <li>• Cyclosporiasis</li> <li>• Diarrheal disease (child in a day care center or a foodhandler)</li> <li>• Ehrlichiosis</li> <li>• <i>Escherichia coli</i>, shiga toxin producing strains (STEC) only</li> <li>• Giardiasis</li> <li>• Hansen's disease</li> <li>• Hemolytic uremic syndrome, post-diarrheal</li> <li>• Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen</li> <li>• Influenza-associated pediatric mortality</li> <li>• Legionellosis</li> <li>• Listeriosis</li> <li>• Lyme disease</li> <li>• Malaria</li> <li>• Mumps</li> <li>• Psittacosis</li> <li>• Q fever</li> <li>• Rocky Mountain spotted fever</li> <li>• Rubella, congenital syndrome</li> <li>• Salmonellosis</li> <li>• Shigellosis</li> <li>• <i>Staphylococcus aureus</i>, with intermediate-level resistance (VISA) or high-level resistance (VRSA) to vancomycin only</li> <li>• Streptococcal disease, invasive group A</li> <li>• Streptococcal disease, invasive group B, neonatal</li> <li>• Streptococcal toxic shock syndrome</li> <li>• <i>Streptococcus pneumoniae</i>, invasive disease</li> <li>• Tetanus</li> <li>• Toxic shock syndrome (other than Streptococcal)</li> <li>• Trichinellosis</li> <li>• Typhoid fever</li> <li>• Varicella (chickenpox)</li> <li>• Vibriosis</li> <li>• Viral encephalitis</li> <li>• Yellow fever</li> <li>• Yersiniosis</li> </ul>	<p><b>REPORTABLE DIRECTLY to</b>  <b>the NEW JERSEY</b>  <b>DEPARTMENT OF HEALTH</b></p> <p><b>Hepatitis C</b>, acute and chronic, newly diagnosed cases only  <b>Written report within 24 hours</b></p> <p><b>HIV/AIDS</b>  <b>609-984-5940 or 973-648-7500</b>  <b>Written report within 24 hours</b></p> <ul style="list-style-type: none"> <li>• AIDS</li> <li>• HIV infection</li> <li>• Child exposed to HIV perinatally</li> </ul> <p><b>Sexually Transmitted Diseases</b>  <b>609-826-4869</b>  <b>Report within 24 hours</b></p> <ul style="list-style-type: none"> <li>• Chancroid</li> <li>• Chlamydia, including neonatal conjunctivitis</li> <li>• Gonorrhea</li> <li>• Granuloma inguinale</li> <li>• Lymphogranuloma venereum</li> <li>• Syphilis, all stages and congenital</li> </ul> <p><b>Tuberculosis</b> (confirmed or suspect cases)  <b>609-826-4878</b>  <b>Written report within 24 hours</b></p> <p><b>Occupational and Environmental Diseases, Injuries, and Poisonings</b>  <b>609-826-4920</b>  <b>Report within 30 days after diagnosis or treatment</b></p> <ul style="list-style-type: none"> <li>• Work-related asthma (possible, probable, and confirmed)</li> <li>• Silicosis</li> <li>• Asbestosis</li> <li>• Pneumoconiosis, other and unspecified</li> <li>• Extrinsic allergic alveolitis</li> <li>• Lead, mercury, cadmium, arsenic toxicity in adults</li> <li>• Work-related injury in children (&lt; age 18)</li> <li>• Work-related fatal injury</li> <li>• Occupational dermatitis</li> <li>• Poisoning caused by known or suspected occupational exposure</li> <li>• Pesticide toxicity</li> <li>• Work-related carpal tunnel syndrome</li> <li>• Other occupational disease</li> </ul>
<p>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: <a href="http://localhealth.nj.gov">localhealth.nj.gov</a>.</p> <p>If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.</p> <p>In cases of immediately reportable diseases and other emergencies - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.</p>		
<p style="text-align: center;"><b>July 2013</b>  <a href="http://www.nj.gov/health/cd">www.nj.gov/health/cd</a></p>		

H5697



# Le Petit Infant Toddler Academy, LLC

## Employee Handbook



**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.

**8**

Make sure elevated surfaces, like platforms and ramps, have **guardrails** to prevent falls.

**9**

**Check playgrounds regularly** to see that equipment and surfacing are in good condition.

**10**

**Carefully supervise children** on playgrounds to make sure they're safe.

**Le Petit Infant Toddler Academy, LLC**  
**Employee Handbook**

# **Holiday's**

**The Academy is closed in observance of the following holidays:**

<b>New Year's Day</b>
<b>Dr. Martin Luther King Jr</b>
<b>Memorial Day</b>
<b>Independence Day</b>
<b>Labor Day</b>
<b>Thanksgiving Day</b>
<b>Day After Thanksgiving Day</b>
<b>Christmas Day</b>

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

# **Le Petit Infant Toddler Academy, LLC**

## **Employee Handbook**

### **Tax Statements**

**Academy Staff 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.**

# Le Petit Infant Toddler Academy, LLC

## Employee Handbook



### Employee Acknowledgement of Handbook

I acknowledge that I have received and reviewed the employee handbook. I understand and recognize that there may be changes to the information, policies, procedures, rules, and regulations in the handbook. I understand that Le Petit Infant Toddler Academy LLC, may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by Le Petit Infant Toddler Academy LLC Principal Ruby D. Smith, M.Ed.,

I understand that I became an employee of Le Petit Infant Toddler Academy LLC, voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that “at will” means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that “at will” means that Le Petit Infant Toddler Academy LLC, may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult Principal Smith, regarding any question I may have.

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Employee Signature

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Date

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Principal Ruby D. Smith, M.Ed.,

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Date