



**Princeton Community Family Learning Center**

**P.O. Box 370 , Princeton, NJ 08540 PH (609)454-3637 FAX (888)889-4132**

## **Employee Blanket Signature Page**

**For Receipt of Policies & Regulatory Info**

**Name of Employee:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**New Hire.....or.....Refresher (Circle One)**

**Items (Please initial & date when you received the documents)**

- **PCFLE Discipline Policy** \_\_\_\_\_
- **PCFLE Expulsion Policy** \_\_\_\_\_
- **PCFLE Potty Training Policy** \_\_\_\_\_
- **PCFLE Parental Info** \_\_\_\_\_
- **PCFLE Policy on the Release of Children** \_\_\_\_\_
- **PCFLE Staff Records Checklist** \_\_\_\_\_
- **Injury to a Child While In Our Care** \_\_\_\_\_
- **Supervision of Children** \_\_\_\_\_
- **Mat Handling** \_\_\_\_\_
- **Policy on the Release of Children** \_\_\_\_\_

- **Crisis & Emergency Plan**\_\_\_\_\_
- **Indicators of Abuse & Neglect**\_\_\_\_\_
- **Emergency Lock-Down Procedures**\_\_\_\_\_
- **Center Operations**\_\_\_\_\_
- **Cleaning & Sanitization**\_\_\_\_\_
- **Form To Be Completed By Examining Physician re: Health Exam & Mantoux (TB)**
- **Slander Against School or Colleagues Grounds for Immediate Termination**\_\_\_\_\_

**Many of the above sets of documents will be accompanied by a Training Session given by director, Lori Musa, within the time frame allocated by the State of NJ as it pertains to Licensed Child Care Centers.**

**I, \_\_\_\_\_, have received the documents listed above. I understand that it is my responsibility to review each as a precursor to training and discussion that will be provided to me in the near future. IF I have any questions regarding the above documents or policies, I will inform the director and present her with my specific questions or concerns. I understand that the above documents and policies are for the safety and well-being of the children, are inflexible, and if not followed, shall result in grounds for immediate termination.**

**Employee Signature:**\_\_\_\_\_

**Employee Name (Print):**\_\_\_\_\_

**Today's Date:**\_\_\_\_\_



## PCFLC's Disciplinary Policy

The methods of guidance and discipline used shall:

- Be positive
- Be consistent with the age and developmental needs of the children
- Lead to the child's ability to develop and maintain self control

Our goal for the children is the development of appropriate social skills. By instruction and example the children can learn how to interact socially with peers, take direction from adults, and function happily within the daily routine of a school setting. When a situation arises where children disagree, we strongly encourage them to express verbally their thoughts and feelings to the other(s) involved in the disagreement. Brief separation from the group may be helpful either in the classroom or in a separate room with supervision.

Parents will be notified if their child seems to be having difficulty, as Princeton Community Family Learning Center's wishes to keep discipline a positive partnership between school and home.

At Princeton Community Family Learning Center, discipline is used as a learning experience. Children are not yelled at, embarrassed, or physically harmed in any way. Discipline is handled gently and positively. Your child will always be made aware of what he or she did that was not appropriate and will be given choices on how to change that particular behavior.

If your child continues to display inappropriate behavior, a time out period may be used. Your child may be removed from the group and will be allowed to return when he or she feels able to return to their group. If a discipline problem continues, staff members will work closely with the parents(s) to identify the problem your children may be experiencing by scheduling a parent/teacher conference.

Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.



## PRINCETON COMMUNITY FAMILY LEARNING CENTER

16 All Saints' Rd., Princeton, NJ 08540

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### EXPULSION POLICY

Unfortunately, sometimes there are 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 terminate or suspend a child from this center:

#### Immediate Causes For Expulsion

- The child is at risk of causing serious injury to another child(ren) or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.
- Parent habitually fails to keep child at home when he/she exhibits signs of communicable disease or viral infection.

#### Parental Actions For Child's Expulsion

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms or providing copy of child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse toward staff.

#### Child's Actions For Expulsion

- Unusual separation anxiety in which child cannot be consoled after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Spitting, biting, hitting, scratching or any other ongoing physical or verbal abuse to staff or other children.



# Princeton Community Family Learning Center

## Potty Training Policy

At PCFLC, we are more than happy to assist with potty training! We will require a few things from you:

- At least 3 changes of clothes, including socks, to keep in your child's cubby.
- If your child has a special potty chair he/she feels comfortable using, we ask that you bring the chair to school (sanitized). If your child has no preference and responds the same to any potty chair, we do have potty chairs available. We use Baby Bjorn chairs.
- Pull-Ups for nap time. Most children will continue to require diapers/Pull-Ups at night and while asleep. So as to not "regress" to diapers and confuse the child, we ask that you provide us with Pull-Ups so that we can remain consistent with using the potty in the same manner even during the hour(s) surrounding nap. Otherwise, once a child shows the ability to read his/her body signals, children wear underwear. The underwear with an absorbent panel are best. Again, PLEASE provide at least 3 extra pair, along with a full 3 extra outfits, including socks.
- A donation of bleach wipes or sanitizing solution (the kind that kills at least 99.9% of germs) is extra appreciated to keep our classroom sanitary during potty training!

At PCFLC, our strategy is to remain consistent with the potty routine, and offering the potty frequently with cheerful optimism and encouragement. We supply sticker rewards for success, and applaud a child "for trying" even if the attempt brings no results. We aspire to make potty time fun and stress-free. Many times, the teacher will read to children as they relax on the potty. This is especially true when children are still mastering reading their body signals. This stage requires extra time on the potty and lots of patience. ☺

If you've experienced success at home and wish to share your techniques with us, please feel free! We invite the opportunity to work together with parents during this exciting transition in your child's life!

## PCFLC Parental Information

PCFLC is required to be licensed by the New Jersey Department of Children and Families (NJDCF). A copy of our license is posted on the school bulletin board in the main hall.

We are also required to keep a copy of the Manual of Requirements for Child Care Centers. If you would like to review our copy, please feel free to ask a staff member or the director. Parents can also obtain their own copy of the Manual of Requirements by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing the request to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We welcome and encourage parents to discuss with us any questions or concerns about the preschool's policies and procedures. We will be happy to schedule a convenient opportunity for you to review and discuss any concerns you may have.

As per the Manual of Requirements, our preschool must have a policy concerning the release of children to parents or persons authorized by the parents(s) to be responsible for the child. You will need to specify who will be responsible for your child's dismissal from the preschool.

The preschool must have a policy for the administration of medications and health care procedures and the management of communicable diseases. Working together, we can make sure that your children are kept healthy.

The preschool must have a policy concerning the expulsion of children from enrollment at the preschool. Please review this policy so as to work together to keep your child thriving at our preschool.

Parents are entitled to review the preschool's copy of the Office of Licensing's Inspection/Violation Report for the preschool, which are issued after every NJ State licensing inspection of our preschool. Let us know if you wish to review them and they will be made available to you.

Our preschool must cooperate with NJDCF inspections/investigations. NJDCF staff may interview both staff members and children.

Our preschool 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 parents to review our discipline policy and discuss with us any questions you may have.



Must be completed for all staff and kept on file at the center

LICENSE ID#:

NAME OF CENTER: PRINCETON COMMUNITY FAMILY  
LEARNING CENTER

## STAFF RECORDS CHECKLIST

NAME & POSITION OF STAFF MEMBER	Signed Application	Name, Address, Telephone	Education & Experience	Criminal Statement Disclosure	* CHRI Appointment Date	* CHRI Clearance on File	Signature for Discipline Policy	Signature for Info to Parents	Record of Mantoux Results	Record of Medical Exam	* CARI Date Mailed	* CARI Clearance on File	Orientation & Training Hours Completed	Two References	** INITIAL & DATE
1.															
2.															
3.															
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5.															
6.															
7.															
8.															
9.															
10.															

\* CARI child abuse checks and CHRI fingerprint checks are required for staff who work on a regularly scheduled basis. CARI checks are required for staff age 14 years and older and must be done every 3 years at renewal. CHRI fingerprint checks are required for staff 18 years of age and older and must be done within 2 weeks of each staff's start date.

\*\* Check each box as documentation is received. Initial and date when records are complete for each staff member and maintain this form at the center.

# FYI Teachers:

## Minimal Staff: Child Ratios

18 mos. - 2½ 1:6

2½ - 4 1:10

4 1:12

5 + 1:15



At rest:

18 mos. - 2½ 1:10

2½ + 1:20



# Additional Ratio Facts:

- ♥ 2 staff members must be on the premises when 6 or greater children are present.
- ♥ This count excludes children whose parent(s) are on the premises.
- ♥ Children age 30 mos. or younger must be appointed to a primary caregiver, even though part of a classroom setting. These allocations must be readily available in print in the room for all shifts. Ratios in this age group must not exceed 1:6.



## Injury to a Child While in Our Care

As per NJ State regulations, our center (and all licensed centers) shall take immediate necessary action to protect the child from further harm and shall immediately notify the child's parent(s) **verbally** when one of the following occurs while the child is in the center's care:

1. A child is bitten and the skin is **broken**;
2. A child sustains a head injury;
3. A child falls from a height greater than the height of the child; or
4. An injury requiring professional medical care occurs.
5. Behaviors in which a child has engaged in self-injury or injury of another child.

Additionally, the center shall maintain on file a record of the incidents specified in 1. – 5. above. The incident record shall include the following (our Incident Report Form has a line for each of the items below):

1. The name of the injured child;
2. The date, time and location of the incident;
3. The name and address of the center;
4. The name of the person completing the report;
5. The date the report was completed; and
6. A written description of the following:
  - i. The incident;
  - ii. The injury to the child;
  - iii. The names of witnesses to the incident; and
  - iv. The follow-up action taken by the center, including:
    - (1) Application of first aid; and
    - (2) Consultation or treatment by a licensed physician or other health care provider, if applicable.

\*If the injury was caused by another child, two incident reports are required: one for the behavior, and one for the injury.

A copy of the Incident Report must be presented to the injured child's parents within 24 hours from the time of the incident. The staff member(s) who witnessed the incident and the center director must both sign the report before it is presented to the parent(s) for signature. Center is to keep the original; parents should be offered a copy.

Bites that DO NOT BREAK THE SKIN and minor injuries (examples: a mild rash, a light scratch, etc.) other than those specified in 1.- 5. above shall be reported to the child's parent **VERBALLY** by the end of the day. Upon **REQUEST** of the child's parent, the center shall provide a written description of the incident in the form of an Incident Report by the end of the next operating day. Otherwise, **MINOR INCIDENTS WILL NOW BE REPORTED ON FORM SUPPLIED BY CENTER DIRECTOR TITLED, "MINOR INJURY LOG" AND MOUNTED ON A CLIP BOARD ACCESSIBLE TO ALL STAFF MEMBERS.**

**BECAUSE WE HAVE A SHIFT CHANGE MID-DAY, PLEASE PROVIDE DETAILED INFORMATION REGARDING THE "MINOR INJURY" INCIDENT SO THAT THE INCOMING SHIFT CAN EFFECTIVELY COMMUNICATE ALL IMPORTANT INFORMATION TO PARENTS.**



# PCFLC 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 parents(s) cannot be reached.
- If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, PCFLC shall secure documentation to this 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 parent(s), as specified on the child's registration form, fails to pick up a child at a time of the center's closing, the following procedures shall be followed:
  - Child is supervised at all times
  - Staff members attempt to contact the parent(s) or person(s) authorized by the parents
  - An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the DYFS 24-hour Child Abuse Hotline 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) appear 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, and the following procedure taken:
  - The child shall NOT be released to such an impaired individual
  - Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s)
    - If the center is unable to make alternative arrangements, a staff member shall call DYFS' 24-hour Child Abuse Hotline to seek assistance in caring for the child.



July 15, 2013

## STAFF MEETING & RE-TRAINING

### RE: Supervision of Children

The following directives must be employed immediately in compliance with the NJ Manual of Requirements as it pertains to Preschool/Daycare:

- Staff must adhere to ratio requirements appropriate for their students' age group(s) at all times. Appropriate ratios must be posted in each room.
- NO CHILD SHALL EVER GO UNSUPERVISED, not even for a matter of seconds.
- When using the restroom, a teacher must physically be present inside the restroom when a child(ren) is/are present.
- If both the girls' and the boys' restrooms are being used, a teacher must be in EACH. Standing in the hallway does not qualify as supervising both.
- Inside or outside the classroom (i.e. playground), ratios must remain met.
- Ratios do not decrease on the playground as they do at nap time.
- When coming and going from the playground, two teachers must be present to guide the line – one teacher must lead the line, and the other must be at the end. All children must be counted before leaving the classroom/building and again after arriving inside the perimeters of the playground. USE YOUR WALKING ROPE. If children do not seem to do well with it, PRACTICE MAKES PERFECT...keep enforcing its proper use.

Please pass around

NAT  
TIME +  
MAT HANDLING

#### 10:122-6.4 Rest and sleep requirements for early childhood programs

EC (a) For early childhood programs, the center shall provide opportunities for daily rest and sleep as follows:

I/T 1. For children 18 months of age and younger, the center shall:

- i. Provide daily rest and sleep according to the child's individual physical needs; and
- ii. Ensure that each child is placed in a face-up sleeping position unless a different sleeping position is indicated in writing by the child's health care provider.

EC 2. For children over the age of 18 months and under the age of five years, the center shall provide:

- i. Daily rest and/or sleep for each child who attends the center for four or more consecutive hours;
- ii. Daily rest and/or sleep for each child who attends the center for fewer than four consecutive hours, but whose individual physical needs call for a rest period while the child is at the center; and
- iii. An alternative quiet activity for each child who has rested or slept for 30 minutes and does not appear to need additional rest or sleep.

(b) The center shall provide sleeping equipment for each child as follows:

I/T 1. For children 12 months of age and younger, the center shall provide for each child a crib, playpen or other Bureau-approved sleeping equipment that meets the following requirements:

- i. Each crib or playpen shall be equipped with:
  - (1) A firm, waterproof, snugly fitting mattress;
  - (2) A clean, snugly fitting sheet or other covering and blanket;
  - (3) Top rails that are at least 19 inches above the mattress; and
  - (4) Slats that are not more than 2 3/8 inches apart.
- ii. Locks and latches on the dropsides of cribs shall be safe and secure from accidental release.

10:122-6.4 Rest and sleep requirements for early childhood programs

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- iii. Sleeping equipment shall be free of pillows and soft bedding when occupied by a sleeping child.

EC 2. For children over the age of 12 months and under the age of five years, the center shall provide for each child a crib, playpen, cot, mat or other Bureau-approved sleeping equipment that meets the following requirements:

I/T i. Each cot used for children between 13 and 18 months of age shall not exceed 14 inches above the floor level.

EC ii. Each cot or mat used for rest and sleep shall be covered with a sheet, blanket or other covering. An additional covering shall be provided for use as a covering for each child.

iii. Each mat used for rest and sleep shall be:

- (1) Placed on a surface that is warm, dry, clean and draft-free;
- (2) Water-repellent;
- (3) At least one inch thick; and
- (4) Stored so that there is no contact with the sleeping surface of another mat, or disinfected after each use, as specified in N.J.A.C. 10:122-7.7(a)1.



(c) Centers that operate after 7:00 p.m. shall comply with the following requirements for rest and sleep:

1. For children who attend the center for three hours or less after 7:00 p.m., the center shall not be required to comply with the requirements specified in (a)2 above.

2. For children who attend the center for more than three hours after 7:00 p.m., the center shall:

i. Establish bedtime schedules for each child in consultation with parent(s);

ii. Ensure that any Bureau-approved sleeping equipment, other than a bed or mat, has been fitted with a minimum one-inch thick water-repellent mat or mattress; and

iii. Ensure that each child is changed into sleeping garments.

(d) All sleeping equipment shall meet the standards of a recognized safety organization (such as the Juvenile Products Manufacturers Association, the American Society for Testing and Materials, or the United States Consumer Product Safety Commission).

(e) Sheets, blankets and other coverings shall be:

1. Changed when wet, soiled or damaged; and

2. Changed before use by another child.

(f) When cribs, playpens, cots, mats or other Bureau-approved sleeping equipment are stored with sheets, blankets or other coverings as single units, at least one item of each unit shall be labeled with child-identifying information.

10:122-6.5 Policy on the release of children

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(g) When sheets, blankets and other coverings are not stored with sleeping equipment, each of these items shall be:

1. Labeled for each child; and

2. Stored separately for each child.

(h) During rest and sleep periods



# PCFLC Policy on the Release of Children

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- If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, PCFLC shall secure documentation to this 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 parent(s), as specified on the child's registration form, fails to pick up a child at a time of the center's closing, the following procedures shall be followed:
  - Child is supervised at all times
  - Staff members attempt to contact the parent(s) or person(s) authorized by the parents
  - An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the DYFS 24-hour Child Abuse Hotline 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) appear 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, and the following procedure taken:
  - The child shall NOT be released to such an impaired individual
  - Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s)
    - If the center is unable to make alternative arrangements, a staff member shall call DYFS' 24-hour Child Abuse Hotline to seek assistance in caring for the child.

**Physical and Behavioral Indicators of Child Abuse and Neglect**

TYPE OF ABUSE/NEGLECT	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
PHYSICAL ABUSE	Unexplained bruises and welts:	Wary of adult contacts
	- on face, lips, mouth, torso, back, buttocks, thighs	Apprehensive when other children cry
	- in various stages of healing	Behavioral extremes:
	- clustered, forming regular patterns	- aggressiveness, or withdrawal
	- reflecting shape of article used to inflict abuse (electric cord, belt buckle)	Frightened of parents
	- on several different surface areas	Afraid to go home
	- regularly appear after absence, weekend or vacation	Reports injury by parents
	Unexplained burns:	
	- cigar, cigarette burns, especially on soles, palms, back or buttocks	
	- immersion burns (sock-like, glove-like, doughnut-shaped on buttocks or genitalia)	
	- patterned like electric burner, iron, etc.	
	- rope burns on arms, legs, neck or torso	
	Unexplained fractures:	
	- to skull, nose, facial structure	
	- in various stages of healing	
	- multiple or spiral fractures	
	Unexplained lacerations or abrasions:	
	- to mouth, lips, gums, eyes	
	- to external genitalia	
PHYSICAL NEGLECT	Consistent hunger, poor hygiene, inappropriate dress	Begging, stealing food
	Consistent lack of supervision, especially in dangerous activities or long periods	Extended stays at the family day care home (early arrival and late departure)
	Constant fatigue or listlessness	Constantly falling asleep in program activities
	Unattended physical problems or medical needs	States there is no caretaker
	Abandonment	
SEXUAL ABUSE	Difficulty in walking or sitting	Unwilling to change clothing when wet or soiled
	Torn, stained or bloody underclothing	Withdrawal, fantasy or infantile behavior, inappropriate to age
	Pain or itching in genital area	
	Bruises or bleeding in external genitalia, vaginal or anal areas	Bizarre, sophisticated, or unusual sexual behavior or knowledge
	Venereal disease, especially in pre-teens	Poor peer relationships
	Pregnancy	Reports sexual assault by caretaker
EMOTIONAL MALTREATMENT	Habit disorders (sucking, biting, rocking, etc.) inappropriate to age	Behavior extremes: - compliant, passive or aggressive, demanding
	Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Conduct disorders (antisocial, destructive, etc.)
	Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria)	Overly adaptive behavior: - inappropriately adult - inappropriately infant
	Developmental lags (physical, mental, emotional)	



## PCFLC Emergency Lock-Down Procedures

- Director will use telephone intercom system to contact faculty to announce the "Lock-Down" using the code HEDGEHOG.
- In a Lock-Down situation, all children are kept in classrooms unless another location is designated by Director.
- Faculty is responsible for accounting for children and ensuring that no one leaves the classroom or designated safe area.
- Director will secure building entrance, ensuring that no unauthorized individuals leave or enter the building.
- Faculty and children remain in the classroom, locking the classroom doors, turning off the lights and covering the windows. Children must be encouraged to crouch under their desks or behind file cabinets, or any other protective, large objects.
- The ability of faculty to remain calm and clear-headed cannot be over emphasized. If possible, faculty should try to keep children calm, as well, by softly reading a story or some other engaging, quiet exercise that can be done while in lock-down position. Comparing the exercise to "bears in hibernation" or "what it might feel like to be in a cocoon" are good associations to make with the children as a means of helping them to remain quiet, still and calm.
- If there is an opportunity to evacuate and it is appropriate to do so, you will be informed by the Director. The key is to move swiftly and silently toward the designated exit for assembly outside.



- We will have a box of items such as water, canned food, diapers, wipes and flashlights that will be packed and waiting for us at our shelter destination at 8 All Saints' Road, if needed.
- Parent phone calls will be made if a full evacuation from the school campus area is necessary. Director is prepared to send a mass text and email as well.
- Please have a plan in place in the event that your child must be picked up as soon as possible. Please familiarize yourself with 8 All Saints' Drive ahead of time. We do not expect any difficulties at PCFLC, but it is best to be prepared.
- In the event that a Township-wide evacuation is required, all the above steps will take place, as well as the addition of transportation via First Student, Inc. to Harlingen Church on the corner of 206 and Harlingen Road in Skillman, NJ for children whose parents have not arrived prior to the arrival of the emergency school bus.
- Parents will continue to be notified.

## PCFLC CENTER OPERATIONS

### Hours of Operation

PCFLC is open Monday through Friday from 8:30 am to 4:30 pm with opportunities for extended day care. Early arrivals may be accommodated in certain situations. We try to work carefully with each family, making sure their needs are met to the best of our ability.

### Entering the Building – Drop-Off/Pick-Up

We are required to lock both the doors to the Rainbow Room as well as the glass doors that lead to the common lobby, with the exception of the times that we are expecting parents. At specified times, the Rainbow Room doors are unlocked for the convenience of parents as this is our exclusive entrance/exit for PCFLC. We try to avoid using the common areas of the campus as to keep our families' experience private and exclusive of other non-PCFLC- related activities on the campus. When the Rainbow Room doors are NOT open, however, parents have no choice but to go through the main lobby. They will be met with the locked doors to our wing, and will need to ring the doorbell marked "PCFLC" to the right of the double glass doors. This bell is audible by office faculty. In the event we do not respond, parents are encouraged to call the main line.

### Keys to Classrooms

As of current, primary caregiver-teachers have been issued a key to "their" respective rooms. The main lobby of the building is usually left open (unbelievable, I know, but this is the Church's long-time practice). Everyone must keep in mind, however, that our school is one component of a larger church campus, and we have to be courteous and respectful of the larger community of which we inhabit. Please DO NOT use the facility on Sundays until after 2:00 pm. Please also refrain from late-night visits that exceed 8:30 pm. And finally, when encountering organizations that lease space in the common areas on weekends, please be mindful of their needs. The Reiki group requires perfect silence, as does the Pilates group. Always pleasantly introduce yourself as a teacher affiliated with PCFLC when coming in contact with others. Any abuse of the facility or poor representation of PCFLC will result in a return of classroom keys as a minimum.

(or will be issued)



### Communicating With Parents

All teacher-caregivers are encouraged to smile, make small talk, and enjoy dialogue with parents at drop-off and pick-up times. It's a time to be friendly and express positive sentiment to the parents regarding their child. This is all part of a professional teacher-parent relationship. **THIS IS NOT A TIME TO DISCUSS THINGS THAT ARE MORE APPROPRIATE FOR A CONFERENCE.** When issues arise that require a conference, the teacher must first meet with the director, and together, both individuals will determine what strategy should be proposed. This serves two purposes: 1. Two minds are better than one, and 2. To avoid a situation whereby teacher and director provide contradicting information and advice (and inevitably this does happen in sensitive situations).

While you will certainly bond with some parents and even feel as though you have a budding friendship, you are required to maintain a level of professionalism that excludes you from being an informal "pal" to the families for whom we work. Again, this crosses the line of professionalism and opens a situation whereby we are not a learning institution, but a buddy system. While we DO aspire to get to know our families and enjoy dialogue with them, you are not expected to text, email or call our parents. Any texts, emails or calls need to go through the director with the exception of a classroom newsletter (which requires prior approval ← unless given prior approval before sharing). Not only does this maintain a level of professionalism and put an end to contradictory communication coming from multiple faculty members, it also assures that any liability is with the school and not with the individual teacher should something go wrong. In fact, this is indeed a provision in our school comprehensive liability insurance. **YOU ARE NOT COVERED FOR NON-STANDARD INTERACTIONS WITH YOUR STUDENTS – YOU COULD BE SUED PERSONALLY SHOULD INJURY OR PERCEIVED MISCONDUCT TAKE PLACE.**

~~Once you have PreschoolFirst up and running in your classroom, you will have the perfect platform for professional dialogue with your classroom parents.~~

### Children's Daily Routines

The State of NJ Department of Children and Families requires us to adhere to a daily routine for every age group. A sample routine has been posted in each classroom. This routine has worked well over the years. You are more than welcome to make your own routine, consisting of the same components as the sample routine, though you MAY add activities, projects or the like. Your revised



routine should receive approval from the director and be posted in the classroom prior to implementation. If you have not created your own routine, you will be expected to adhere to the sample routine; of course, fluctuations and deviations are expected given the age of our young students, but you must try to the best of your ability nonetheless to hold down a routine.

### Getting Paid

Payroll occurs every Friday for the <sup>previous</sup> ~~same~~ week ending Friday. ~~In other words, your projected hours are turned in on Wednesday or Thursday so that paychecks can be ready by the end of the working day on Friday. In addition to a physical check, our payroll service also offers direct deposit. If you choose direct deposit, funds are available at the start of the business day Friday morning. Direct deposit also permits you to allocate funds to multiple bank accounts, if you choose. Physical checks arrive Friday afternoon via Fedex.~~

### Getting Along With Colleagues

Please feel free to communicate any time with your director regarding stress or anxiety related to your job or interactions with others. Your feelings will be kept in strict confidence. Your enthusiasm and optimism are needed in your classroom. If ever you are feeling a bit down, let's talk.

### Time Off

You are encouraged to plan time off that coincides with the weeks of the year that we experience very sparse attendance. This tends to occur around major holidays (both Christian and Jewish). The only days of the year that we are absolutely closed are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

We will close at <sup>3:00 pm</sup> ~~1:00 pm~~ on:

- New Year's Eve
- Christmas Eve

## Sanitization is a 4-Step Process

You must follow these steps in order:

- Wash surface with water and soap (make a soap & water solution in the spray bottle with a blue cap). Dawn dish soap or Meyer's Clean Day (lavender) is fine.
- Rinse with clear water (you will need a bucket of clean, clear water & a clear rag on hand – prepare fresh with each new rinsing job).
- Soak in or spray on a disinfecting solution (we will be using the red solution in the Storage Room called Pro-Force or any solution that kills 99.9% of germs – Make up solution DAILY according to product directions for disinfecting purposes and place in spray bottle with a red cap). Rinse with cool water only those items that children are likely to place in their mouth.
- Allow the surface or article to air-dry.

Store the above items in your LOCKED poison closet  
when not actively using them!

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### What Should Get Sanitized and When?

**Eating surfaces** should be sanitized before AND after each use.

**Chairs** should be sanitized weekly.

**Diaper pails** and **garbage cans** should be emptied daily and disinfected twice a week.

**Cots** get sanitized weekly, or any time a different child uses the cot. Number cots & assign children. Do not write children's names on cots.

**Cot sheets** should be changed weekly or after each individual child, more often if they are soiled. Cot sheets get stored daily in a sealed Ziploc bag in child's cubby.

**Carpets** should be cleaned at least once a month. Due to the enormous expense, most facilities will have carpets cleaned every ninety days.

**Teddy bears** hold tons of germs and should not be a part of a large daycare facility. If they are, they should be laundered at least twice a week.

**Floors** need to be mopped daily.

**Small toys** like Legos or pegs should be soaked weekly in a solution that kills 99.9% of germs.

**Dress-up-clothes** should be laundered weekly.



Princeton Community Family Learning Center

P. O. Box 370  
Princeton, NJ 08542  
(609) 454-3637

To Whom It May Concern:

Ms. \_\_\_\_\_ is required to produce a negative Mantoux TB (PPD) test to satisfy State of NJ regulations governing the safety of NJ Child Care Centers. These negative test results need to be typed on the letterhead of the clinic/practitioner performing the test and signed by the attending physician. Should the PPD test give positive results, a negative chest x-ray will be required, and a letter explaining as such.

In addition, the State of NJ requires that Ms. \_\_\_\_\_ produce a letter from her physician stating that she is able to perform in the capacity of teacher-caregiver to small children for up to 10 hours daily. The position requires lifting up to 40 pounds and several hours on one's feet. I have produced a model letter below that you are welcome to simply fill in.

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Date:

Name of physician/office/office location:

I, \_\_\_\_\_, have examined Ms. \_\_\_\_\_, and to the best of my knowledge, she is physically and emotionally sound to perform as a teacher-caregiver in a classroom of children ages 2.5 – 4. I am aware the position will require repeat lifting, sometimes up to 40 pounds (the weight of a toddler), as well as elongated periods of time on one's feet. Ms.

\_\_\_\_\_ 's performance of this position is limited to the following:

\_\_\_\_\_ (please enter "N/A" if there are no restrictions).

Signed: (Printed Name/Signature) \_\_\_\_\_

## Slander Against School or Colleagues

### Grounds for Immediate Termination

PCFLC does not tolerate slander against PCFLC or its employees, and such conduct could result in immediate termination. PCFLC staff members must refrain from making cutting or unnecessary derogatory or inappropriate remarks about the school and its employees in their conduct with others, both at school and off premises. This policy applies to all spoken, written and electronic communication.

In the event that a child or other individual's safety or well-being is in danger, the proper sources must be consulted immediately beginning with the director and where appropriate, including the NJ Child Abuse Hotline and emergency first responders. Never shall communication (ie. reporting) be withheld where safety and well-being of any individual are compromised. Where uncertain as to the proper channel, please contact the director.

Your receipt of this document (indicated by your initials on the Cover Page) and continued employment with PCFLC demonstrate your awareness of our Slander Policy.