



# PARENT HANDBOOK

**Jamese Wanzer**

**Executive Director/Owner**

**Address: 199 Hampshire Rd Sicklerville NJ 08081**

**Telephone: 609-634-8894**

**Email: [jamesewanzertice@gmail.com](mailto:jamesewanzertice@gmail.com)**

**License Number: FCC1184444**

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## **WELCOME**

Thank you for choosing A Journey to Learning Academy.  
We are looking forward to getting to know you and your family.

Please take the time to read the following policies.

This booklet is meant to create a mutual understanding,  
of the way our center operates.

Feel free to contact the Executive Director with any questions or comments.

Jamese Wanzer

Executive Director /Owner

A Journey to Learning Academy

199 Hampshire Rd

Sicklerville NJ 08081

609-634-8894

## **MISSION STATEMENT**

A Journey to Learning Academy's goal is to provide children with a well-rounded education that will lay the foundation for kindergarten and beyond. Early childhood is a crucial stage in every, child's life in terms of intellectual, physical, social, and emotional development. At A Journey to Learning Academy children will receive high quality care and positive learning experiences.

## **LICENSING INFORMATION**

The following is the contact information for our licensing office:

Camden County's Child Care Resource & Referral Agency (CCR&R)

Bureau of Certification

512 Lakeland Road

Blackwood, New Jersey 08012

(856)374-6376

**SUBJECT: Nondiscrimination in Service**

**TO: Parents**

**FROM: Jamese Wanzer**

Admissions, the provisions of services, and referrals of clients should be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

A Journey to Learning Academy  
Jamese Wanzer  
609-634-8894  
199 Hampshire Rd, Sicklerville NJ 08081

Camden County's Child Care Resource &  
Referral Agency (CCR&R)  
Bureau of Certification  
512 Lakeland Road  
Blackwood, New Jersey 08012  
(856)374-6376  
1-877-667-9845

## ABOUT OUR STAFF

Owner/Executive Director Jamese Wanzer has over 13 years' experience working in childcare and 10 years in adult learning. Jamese Wanzer is also CPR, First Aid, and Fire Safety certified.

All prospective employees are screened on a broad range of background information. The personnel selection process includes a thorough reference check, federal and state criminal history checks, and NJ child abuse history clearance. Ongoing training in Early Childhood Education is required.

## ENROLLMENT PROCEDURE

1. Call the Executive Director to schedule a tour of the facility and receive registration instructions.
2. You must complete an enrollment packet, pay tuition payment, prior to your child starting school.
3. You will receive an email and/or a call confirming your child's start date. By the start date, a two-week tuition payment (payment plans available), all mandatory paperwork and a signed Fee Agreement form must be received.
4. If enrollment space is not available, you will be placed on a waiting list (no payment required). If you find another daycare center that readily has enrollment space for your child, please contact us to have your child's name removed from the waiting list.

Enrollment at A Journey to Learning Academy is open to children from six weeks to twelve years of age. Continued enrollment is contingent upon the parents', emergency contact persons' and child's adherence to the policies and procedures as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

A current health assessment is required within the first 60 days of enrollment. Please make an appointment with your child's doctor as soon as possible. To receive a blank health assessment form, contact the Executive Director, also a copy of the physician's form is acceptable.

*Parents are required to notify A Journey to Learning Academy immediately, should any of the information collected at the time of enrollment or any time thereafter change. A Journey to Learning Academy reserves the right to dismiss any parent or child at any time with or without cause.*

## PROGRAM HOURS

A Journey to Learning Academy is open from 6:30 am to 6:00 pm, Monday through Friday. We will be closed on the following days:

- New Year's Day
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving Day
- Black Friday (Day After Thanksgiving)
- Christmas Eve

- Christmas Day
- New Year's Eve
- Juneteenth

## WITHDRAWAL PROCEDURE

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, any unused tuition will not be refunded. Your child's records are available to be transferred to your child's new educational setting, upon your written request.

*The parents and child, following their last day of enrollment, are not permitted to re-enter the Center/home without prior permission of the Executive Director. A withdrawn child and his/her parents are required to call and request an appointment with the Executive Director if they wish to return to the Center/home following the last day of enrollment. Appointments are made at the discretion of the Executive Director and are not a right of the withdrawn child or parent.*

## SCHEDULE CHANGES

Parents who wish to change their child's days or times of enrollment, must submit a written request to do so two weeks in advance of the proposed change. The Executive Director will notify the parents in writing if the new schedule is available. Once schedule change is approved, the following will be required:

- new fee agreement must be signed.
- a new tuition fee may be required.

*\* If the requested schedule is not available parents may choose to continue with the current schedule until the requested schedule becomes available or may choose to withdraw their child from the program. (Please see withdrawal policy requirements above.)*

## NOTIFICATION OF ABSENCE OR LATENESS

Parents who know in advance that a child will be late or absent are required to notify the center by 8:15am so that we can best prepare for the school day.

## ARRIVAL PROCEDURE

If you would like your child to eat breakfast at school, please arrive no later than 8:45 am. We strongly encourage parents to arrive by 9:00 am at the latest, so that children are included in greeting activities and have time to calmly set their minds for the day ahead. Drop-off after 10:00 am is not permitted unless parents notify the Executive Director in advance (please see notification requirements above).

Upon arrival at A Journey to Learning Academy, the parent or the adult dropping the child off must sign the child into care on the sign-in sheet.

Parents are required to notify the child's teacher or the Executive Director of any special instructions or needs for the child's day. Please present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Executive Director. These special instructions include but are not limited to:

- Early Pick-Up,
- Alternative Pick-Up Person,
- Health issues over the previous night which need to be observed
- And/or any general issues of concern which the childcare providers should be aware.

## PICK-UP PROCEDURE

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet. No cell phone usage is permitted at this time. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. When exiting the home, parents must hold child(s) hand until, they are safely at their car. This will prevent any unnecessary accidents from occurring. Parents are required to handle all business issues prior to signing out their child and should directly exit the building once they have signed their child out of care.

Parents who drive must park in an available parking space and may not leave a vehicle idling in the middle of Hampshire Rd. Please be aware that it is against the law to leave an infant or child in a car unattended.

## LATE PICK-UP

Our program ends at 6:00 pm. Parents who pick-up children after that time will be charged \$20.00 per hour, to be paid in cash at the time of pick-up (total late fee will be calculated based on the clock on the wall in the classroom). All late pick-up fees go directly to the staff members who stay past their regularly scheduled shift. If payment in cash is not possible, it is to be paid at drop-off the following program day. If balance is not paid, payment will be combined with tuition payment.

## EMERGENCY/ALTERNATE PICK-UP ARRANGEMENTS

At enrollment, parents will complete Emergency/Alternate Pick-Up information. Parents are encouraged to include all persons who, during events, may at one time be asked to pick-up their child from A Journey to Learning Academy. In an emergency the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list.

The persons on the Emergency/Alternate pick-up form will be required to provide photo identification. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-Up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.



## PAYMENT POLICY

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child at A Journey to Learning Academy Daycare. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

*\*Tuition is charged based on enrollment, not based on attendance. No refunds or credits will be issued for absenteeism, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.*

### Registration fee

There is a \$ 125 registration fee due at the time of enrollment. This fee is due annually and will be due on the anniversary date of enrollment. Registration fees are used to cover the expensive of accruing learning materials for each child.

### Tuition Payment

A two-week tuition payment is required to secure enrollment space and first week's tuition. The payment must be received prior to your child's start date.

### Forms of Payments

Cash, check, money order, or credit card are all acceptable forms of payment. Credit card payments are to be made through our PayPal account. Receipts will be given for all tuition payments. All cash payments must be handed directly to Center Executive Director.

### Payment Schedule

All payments are due in advance of provided service. Families are not permitted to carry balances on tuition accounts. Monthly payments are due on or before the first day of that month. Weekly payments are due on or before Monday of that week.

### Return Payment Fees

There will be a \$40.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents or legal guardians will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order.

### Late Payments

Late payments will result in an additional fee of \$15 per week. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment. However, if you anticipate difficulty with paying on time, please discuss the matter with the Executive Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Executive Director.

### Extended Leave

*Tuition is charged based on enrollment, not based on attendance. If for any reason a child's attendance is decreased, tuition payments are still due to hold the child's spot.*

## Subsidized Payments

A Journey to Learning Academy Daycare does accept childcare subsidies. Subsidized children must have the case manager call before they start care, and we follow our contractually obligation with NJCIS and require parents to pay their copay by Monday the beginning of the week or we will have to report non-payments to our NJCIS office.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at A Journey to Learning Academy Daycare. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

## CURRICULUM

At **A Journey to Learning Academy** our teachers use a STEAM. program stands for Science, Technology, Engineering, Art, and Math. This curriculum was created to give young learners a fun and engaging learning experience. Our child-centered approach allows children to use their natural curiosity, and it provides ample opportunities for children to be active learners. By being given countless opportunities to explore and investigate, S.T.E.A.M. creates a solid foundation for future academic success.

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. We also conduct professional developments with our staff to provide equal opportunities to gain and improve the knowledge and skills important to their position.

We value your child's experiences. When your child starts at A Journey to Learning Academy observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly.

## DAILY ROUTINE

The daily routine is subject to change based upon the age and needs of each group. There is a potty time/diaper check before each transition.

- ✓ 6:30 am to 7:00 am- Arrival and Greeting
- ✓ 7:15 am- Bathroom and/ or diaper change
- ✓ 7:30 am to 8:30 am- Breakfast and clean up
- ✓ 8:30 am- Bathroom and/ or diaper change,
- ✓ 8:30 am to 9:00 am-Circle time (We discuss: Days of the week, Weather, Letter of Week, Color of the Week, Shape of Week and Sign of the week, and songs)
- ✓ 9:15am to 10: 00 am- Am Snack
- ✓ 10:15 am to 10:45 am- Free play
- ✓ 10:45 am- Bathroom and/ or diaper change
- ✓ 11:00 am to 11:30 am- Class Work (S.T.E.A.M Based Learning)
- ✓ 11:45 am- Bathroom and/or diaper change,
- ✓ 12:00 pm to 2:00 pm- Lunch and Naptime
- ✓ 2:15 pm- Bathroom and/or diaper change

- ✓ 2:30 pm to 2:45 pm- Pm Snack
- ✓ 2:45pm to 3:15 pm Outdoor Play
- ✓ 3:15 pm to 3:45 pm- Sensory/Motor Skills Activities
- ✓ 3:45 pm- Bathroom and/ or diaper change
- ✓ 4:00 pm to 4:30 pm- Class Work (S.T.E.A.M Based Learning)
- ✓ 4:45 pm- Bathroom and/or diaper change
- ✓ 4:30 pm to 5:00 pm- Dinner (if applicable)
- ✓ 5:15 pm- Bathroom and/or diaper change
- ✓ 5:30 pm to 6:00 pm- Crafts/ Parent Pick-Ups

\*During Bathroom and/or diaper changes, children will wash their hands. \*

Our staff will post the daily schedule and the learning objectives for that day in the classroom. In addition, children will bring home a daily report outlining the events of that day.

Parents will receive written and/or virtual daily reports at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

## DISCIPLINE

Staff will encourage children to respect other people, to be fair, respect property, and learn responsibility for their actions. We will use the following techniques in doing so:

- Planning ahead to prevent problems
- Consistent clear rules
- Encouragement of appropriate behavior
- Positive guidance
- Yoga
- Redirection
- Involving children in problem-solving.

“Sit-Out” will be used if other management techniques are ineffective. “Sit-Out” or removal of a child from the environment, may be used selectively for children who are at risk of harming themselves or others. The period of time will be just long enough for the child to regain self-control. As a rule, this time period will not exceed one minute per year of age. Staff will monitor the effectiveness of “Sit-Out” and maintain open communication with parents to use the most effective and appropriate means of discipline.

A Journey to Learning Academy recognizes that young children go through various stages of development. Certain behaviors are indicative of age. However, no child will remain enrolled if he or she:

- Causes continual, deliberate physical or emotional harm to other children.
- Requires more care than the staff can adequately provide without compromise to the other children.
- Continually disrupts the class to the extent that activities cannot be completed.

## INCIDENT REPORTS

Should your child be involved in an incident/accident during the school day, a staff member will complete an Incident Report. The Incident Report will be placed in a sealed envelope and put in the child's cubby. Parents are required to sign the report at pick-up time and return it to staff. Should a person other than the parent pick-up the child, a parent must sign the report and return it to the Executive Director within 24 hours.

## Biting

A Journey to Learning Academy, LLC understands that some children may act out aggression by using biting. And we understand that this is typical in young children and part of the normal child development. We understand that parents are concerned and can be upset when their child is involved in a biting incident. We will work with both the child and the parents to assure that situations that may provoke, or elicit this behavior are monitored and prevented in the future.

## MEALTIME

Meals are provided to children by A Journey a Learning, LLC. Family style. Children will eat with peers and teachers. Children are permitted to eat at designated mealtimes, but not forced, if not hungry.

*\*A Journey to Learning, LLC will avoid peanut butter and tree nuts to protect classmates with food allergies.*

## Diapering

Children are checked every hour at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left wet or soiled clothing. For children who wear diapers or toilet training pants, A Journey to Learning Academy, LLC will provide adequate number of items for each day.

## Potty Training

- All children will be allowed to use the toilet when needed.
- Children will be supervised during toileting but allowed as much privacy as is appropriate.
- No child will be punished for soiling, wetting, or not using the toilet.
- Children must wash their hands with soap and running water after toileting and before snacks, meals, or meal preparation.
- All educators must wash their own hands after assisting a child with diapering/toileting. Individual paper towels will be used to dry hands.
- Disposable gloves will be used whenever cleaning feces, urine, blood, or vomit.
- Contaminated areas will be cleaned and sanitized using A Journey to Learning Academy, LLC approved disinfectant solution.
- Clean diapering area with paper towel and disinfectant solution. After each use the changing table will be cleaned and sanitized using A Journey to Learning Academy, LLC approved disinfectant solution.

- Wash hands thoroughly. Return supplies to child safe storage area.

## Hand Washing

Children are instructed on how to wash hands by use of friction, soap and water and drying with paper towels. The hand washing protocol is posted in the bathroom.

- Use warm water and liquid soap
- Rub your hands together scrubbing backs of hands, wrists, between fingers and under fingernails
- Rinse well under running water
- Dry hands with paper towel (turn off water with towel before throwing away)
- Discard paper into lined trashcan

## CHILDREN WITH SEVERE ALLERGIES

Parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergies.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy.

## WHAT TO BRING

Children will always need one seasonably and size appropriate complete change of clothing at the center. A complete change of clothing includes shirt, pants, underwear, and socks. All clothing items must be clearly labeled with the child’s first and last name. This includes coats, hats, gloves, scarves, and boots. A Journey to Learning Academy is not responsible for lost or damaged items of clothing.

For children who are not potty trained, please bring at least five clean diapers or pull-ups, and wipes.

Please remember to check your child’s hook daily to make sure they have seasonably and size appropriate complete change of clothing, and an adequate number of clean diapers or pull-ups, and wipe.

## Nap Time

For nap time, mats and or cots are provided by A Journey to Learning Academy. Children should bring a blanket that can be folded neatly and stored with the bedding supplies. Blankets must have the child's first and last name on them. We strongly suggest taking the blankets home on Fridays, or as often as needed, to wash them.

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum.

## DRESS CODE

Children are engaged in various activities during the day. Some of these activities can be messy and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Please do not dress children in clothing with difficult closures. These types of clothing present challenges for children and/or staff in relation to toileting.

Coats, hats, gloves, scarves, and winter boots must be provided in the fall and winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, A Journey to Learning Academy will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

## PARENT/TEACHER CONFERENCES/COMMUNICATION

Parent/teacher conferences are scheduled twice per year and include an overview of the observations of the child while at the program. Topics will include the child's strengths, achievement of developmental milestones, and social-emotional growth in a classroom environment. Parents are welcome to schedule a conference at any time and are encouraged to communicate freely with staff and the Executive Director.

During program time, staff members are usually not available to have long conversations. Parents are welcome to write notes, call or send e-mails to the Executive Director. If you leave a message on the answering machine, the Executive Director will return your call as soon as possible.

## PARENTS RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at A Journey to Learning Academy, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), A Journey to Learning Academy must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file, both parents shall be afforded equal access to their child as stipulated by law. A Journey to Learning Academy cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, it is suggested that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Executive Director and are allowed in the childcare facility only at her discretion. An employee will always accompany visitors throughout the center/home.

## AGENCY'S RIGHT TO REFUSE ADMISSION

A Journey to Learning Academy reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with licensing regulations.
2. Staff deems the child too ill to attend.
3. Domestic situations that present a safety risk to the child, staff, or other children if the child were to be present at the center.
4. Parents' failure to maintain accurate, up to date records.
5. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

## STAFF EMPLOYMENT BY CLIENTS

The staff of A Journey to Learning Academy is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether those services are voluntary or paid.

## MANDATED REPORTING OF SUSPECTED CHILD ABUSE

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of A Journey to Learning Academy are considered mandated reporters, under this law, and are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at A Journey to Learning Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Failure to attend to the special needs of a disabled child
- Children who exhibit behavior consistent with an abusive situation

## COMMUNICABLE DISEASES

Please do not send your child to school if the following symptoms are present:

- Fever of 100 degrees or above (within the past 24 hours).
- Needs fever-reducing medication to maintain a normal body temperature.
- Vomiting for any reason.
- Diarrhea.
- Chronic cough.
- Excessive mucus coming from nasal passages, mouth or eyes.
- Needs cold medicine to suppress sneezing, coughing, or runny nose.
- Has an unexplained rash which has not been treated by a doctor.
- Any other symptoms of communicable disease.

When a child is prescribed antibiotics by a doctor, parents must wait 24 hours after the first dose of medication before sending the child to school. Medicine that is not used for life threatening illness will not be administered by the staff of A Journey to Learning Academy.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer



contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. A Journey to Learning Academy reserves the right to refuse to allow a child to return if staff believes the child to be too ill to participate in the program.

If your child will be absent due to illness, we request that you notify the center Executive Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center Executive Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. We will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

## Medication

A Journey to Learning Academy will only dispense medicine that is used for life threatening illness (i.e., diabetes, asthma, seizure etc.) no other medicines will be administered by the staff of A Journey to Learning Academy.

## FIRE/EMERGENCY DRILLS

Fire drills are conducted every 60 days. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the Executive Director will inform staff that the school/home will be closing early. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

## Emergency Evacuation Plan

If an emergency such as severe weather, fire, physical problems with the building, or power failure, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility. The center is equipped with a fire alarm system, fire extinguishers in each room, carbon monoxide detectors, and a weather alert radio.

Fire drills are performed on a monthly basis and all staff members are instructed on proper procedures if a natural disaster may occur. The families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called.

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency that requires an evacuation of **A Journey to Learning Academy, LLC** one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list, account for all children and staff as they board/depart vehicles, bring necessary medications/supplies and emergency records, and take a cellular phone if available to be used for emergency notifications
- If the emergency environment is confined to the immediate area of the center, i.e., fire, or toxic fumes and the children cannot stay on the premises the children will be taken **to Gloucester County Fire Department** where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.
- In the event of a major environmental hazard that necessitates larger area of evacuation such as neighborhoods, a city/town or geographical area, due to large non-confined hazard, i.e., a nuclear incident, earthquake, hurricane, etc. children will be transported to the nearest Red Cross Shelter where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified, and arrangements are made for their pickup.

**Staff will always remain with and care for the children.** Attendance will be checked wherever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

## **ALTERNATE SAFE LOCATION**

Should the Executive Director or any emergency services personnel determine that the facility is too dangerous to be occupied, the staff will walk with the children to open field directly behind the home; or the park located on the dead end of Yorkshire Rd, and/or Timbercreek Highschool parking lot. Once children are assembled, the staff will begin contacting parents or emergency contacts for pick-up.

## **EMERGENCY CLOSING AND INCLEMENT WEATHER**

If the Blackwood School District is closed or declares a delayed opening due to inclement weather, A Journey to Learning Academy will also be closed or delayed. Closing information will be sent via email and text.

If you are unsure, please call the Executive Director directly at **Jamese at 609-634-8894**

If A Journey to Learning Academy must close during the day, staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick-up location should the

children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is given.

Should the center need to close for an emergency, tuition will not be refunded.

## Smoking

This is a non-smoking home. Smoking is strictly prohibited on the premises. Please inform spouses or those on your pick-up list about the policy. In addition, smoking is prohibited on field trips. If you need to excuse yourself from the field trip, please let the provider know so that they are aware of your absence.

## CONFIDENTIALITY

Confidential and sensitive information will only be shared with employees who have a “need to know” to care for your child most appropriately and safely. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as A Journey to Learning Academy strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and health related information.

Outside of A Journey to Learning Academy, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of the program, persons with whom the information will be shared, and the reason(s) for sharing the information.



### **Parent Handbook Acknowledgement**

I, \_\_\_\_\_ the parent/guardian of

\_\_\_\_\_, have received a copy of the Parent Handbook for A Journey to Learning Academy Daycare. I understand that I must read, understand and agree to abide by the policies set forth in A Journey to Learning Academy Daycare Parent Handbook.

I acknowledge that I have received a copy of the Parent Handbook for A Journey to Learning Academy Daycare. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for childcare service providers, or at the discretion of the Executive Director. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

Moreover, I recognize that it is my responsibility to contact the Executive Director for any questions I may have about the contents of the Parent Handbook now and in the future.

Parent/Guardian Signature: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_