

**The Infant ~ Toddler
Early Learning Center
at
Central High School**

Operated by Newark Preschool Council, Inc.

973-424-1112

**Hours
7:30 AM
to
5:30 PM**

**PARENT
HANDBOOK**

The Infant Toddler
Early Learning Center
at
Central High School

Operated by Newark Preschool Council, Inc.

2010-2011



Ras Baraka, Principal
Maria Stephen, Center Manager
973-424-1112

MANAGEMENT STAFF DIRECTORY

Jacqueline P. Crawford
Executive Director 973-848-5004

Velda Font-Morris
Health Department Manager 973-848-5066

Earnestine Simpson
Special Services Manager 973-848-5089

Joan Martin
Nutrition Manager 973-848-5057

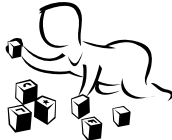
Iris Done-Perez
Social Services Manager 973-848-5042

Paula Johnson-Case
Education Manager 973-848-5041

Maria Stephen
Center Manager 973-424-1112



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Newark Preschool Council, Inc.
in collaboration with
Newark Public Schools

Infant-Toddler Parent Manual
2010-2011

Mission Statement

To support parents and their babies by offering a high quality nurturing environment that encourages social, emotional and intellectual growth.

Goals

- To provide a quality Infant Toddler program.
- To offer comprehensive support services for parents, families and children.
- To provide parent education classes.
- To employ a skilled professional staff.

PARENTS AND VOLUNTEERS IN THE CLASSROOM

All parents are provided the opportunity to participate in classroom activities. To participate, parents should express their interest with the teacher or Center Manager. The program offers additional activities for parents such as: workshops, trips and trainings. We welcome the presence of parents in the classroom provided it does not interfere with the class schedule.

PARENT AND COMMUNITY CONCERNS/COMPLAINTS PROCEDURE

Newark Preschool Council, Inc. provides a procedure by which parents with children enrolled in our programs can address matters of concern, particularly in areas related to policy and conduct of classroom and center staff.

1. First, the parent/guardian must bring the points of issue to the attention of the classroom teacher. If the parent/guardian seeks additional clarification of the resolution, the matter should then be discussed with the Center Manager. It is anticipated that the Center Manager will clarify, rectify, or resolve mist situations.
2. If the parent/guardian finds these preliminary steps unsatisfactory, a meeting may be requested with the Education Manager.
3. If a resolution of the concerns. complaints is still not satisfactory, the office of the Executive Director can be petitioned for a meeting.



Meet the people who are caring for your child.

My child is in room # _____.

The staff names are:

Food Service Worker: _____

Our Supervisory Staff are:

Center Manager _____

Social Worker _____

Parent Coordinator _____

Nurse/Health Assistant _____

Family Worker _____

Besides these, there are other staff member who will work with you and your child. Specialized consultants-including Mental Health consultants can also provide specific services based upon individual needs.

WELCOME

Dear Parent,

Newark Preschool Council, Inc. welcomes you and your child to a program designed with your needs in mind. Our dedicated staff, Board Members, Policy Council Members and loyal volunteers work tirelessly to provide a quality experience for you and your child.

Our program is unique because it recognizes and appreciates the importance of you, the parent, in every aspect of our operation. We realize that a child's learning experience is not limited to the classroom but starts and continues in the home. Newark Preschool Council services are family-centered and offer family members opportunities for growth and development in various areas through "active participation". Parent Involvement plays a vitally important role in the success of our preschool program and we encourage your participation. As parent volunteers and policy makers, you will have the opportunity to plan, evaluate, and contribute to the education of your child and all the children of this agency.

This *Parent Handbook* is designed to provide you with an introduction to the operation of our agency and specific information about the Infant-Toddler program and family services.

We look forward to a productive year and the opportunity to work with you to nurture, support and care for your child. We invite your comments and support as we move forward in "Preparing our children and families for tomorrow, today".

Staff of Newark Preschool Council, Inc.

A Description of Newark Preschool Council.

Newark Preschool Council has been serving children and families in Newark for 45 years. It currently operates 3 Infant Toddler centers and 40 Head Start pre-schools in all of Newark's neighborhoods.

Instituted in 1965, Newark Preschool Council, Inc. (NPC) has been a living monument to the foresight and determination of a group of community leaders and parents who dreamed of helping Newark's children get a head start in life by involving families in the early childhood educational process.

Some 750 staff members of diverse backgrounds in the fields of education, social work, mental health, special education, counseling and management are employed at NPC. Community residents with specific interests are provided the opportunity for on-the-job training as volunteers. In addition, college students and other professionals provide assistance to the program.

A self-assessment of the program is conducted annually by parents/guardians, Policy Council, staff, community members, and consultants. This annual evaluation is very important to ensure that Newark Preschool Council follows the highest standards possible. Training is conducted for all participants prior to the assessment.

The Central Office, located at 10 Park Place, Newark, New Jersey (4th Floor) is open Monday through Friday from 8:30 AM to 4:00 PM.

- Perform dental screenings, topical fluoride, and daily dental hygiene.
- Conduct in-classroom mental health observations as needed.
- Ensure each child has a "medical/dental home" and enrollment in NJ Kid Care/Family Care Insurance Program when indicated.
- Conduct First-Aid and CPR training for enrolled parents.

Special Services, Disabilities and Mental Health

- Provided by competent Mental Health Consultants and Social Workers.
- Conduct Observations and/or Assessments of children with suspected challenging conditions.
- Provide referrals for ongoing therapy or treatment for diagnosed special needs to children.
- Provide workshops for parents of special needs children.
- Conduct monthly Area Team Assessment Meetings.
- Provide individualized program plans for classroom intervention.
- Conduct Parent Support Groups.

Nutrition

- Provide one-third to one-half of child's daily nutritional requirements.
- Provide culturally appropriate meals.
- Provide nutrition education and food resources to families
- Evaluate nutrition and dietary needs of children and families and make referrals.
- Monitor food services and preparation for wholesomeness and quality.
- Provide special diets for children as needed.

Social Services

- Provide case management and support services to families.
- Monitor recruitment, enrollment and attendance.
- Provide on-the-job training for various positions including Teacher Assistants, Nutrition Assistant and office worker.
- Provide employment and career development, planning and guidance.

SERVICES OFFERED BY NPC

Parenting Program

The Parenting Program is instructional as well as supportive for both mothers and fathers. Upon entering The Infant and Toddler Early Learning Center, parents will be given a basic parenting education class. The content of the class will include child development, child abuse and neglect, medical care, self care and relationship building with the other parent and/or grandparent.

Young Fathers Program

Newark Preschool Council is committed to providing a comprehensive Young Fathers Program to ensure that young men participate in programs and receive services that prepare them to become responsible fathers and role models. Young men will be encouraged to become civically engaged in their communities, establish a stable relationship with the co-parent and enhance the quality of life for themselves and their child.

INFANT TODDLER EDUCATION AND HEALTH SERVICES

Education

- Foster socialization by providing a variety of small-and large-group interactions.
- Create a learning environment, inviting children to explore and experiment with hands-on materials.
- Plan daily group and individual activities that support children's development level.
- Provide child-initiated and teacher-directed activities.
- Encourage children to verbalize thoughts and feelings thereby increasing their vocabulary and communication skills.

Health

- Conduct medical screening, medical and dental follow-up treatment as needed. (Screenings include vision, hearing, speech, hemoglobin, lead, sickle cell and growth assessment.)
- Provide referral service for identified medical problems.
- Perform immunization assessment and administration as needed.
- Perform nutrition assessments and enrollment into WIC (Women, Infants and Children) Program as needed.

PARENT CODE OF CONDUCT

As a parent/guardian of a child enrolled in Newark Preschool Council, Inc., I agree to abide by the following rules and guidelines listed below:

I will always set a good example at all times and especially while visiting in my child's classroom.

I will abide by the daily schedule for bringing and picking up my child from school.

If for any reason, my child is unable to attend school, I will notify staff by telephone, writing, or in person.

I will communicate with my child's teacher at arrival and pick-up times about my child's experience for the day and discuss any concerns.

I will follow the written procedure for complaints, classroom or program concerns. Also, I will follow written procedures for requesting conferences with teachers, administrators or other staff members.

I will make sure that I notify staff, if I move, my telephone number changes or my emergency numbers) changes.

I will never become loud and use inappropriate language in my child's classroom. I will treat all staff and other parents with courtesy and respect. I will not use inappropriate language or threaten staff or other parents.

I understand that all decisions regarding services for my child will be a collaborative effort between center staff and myself.

I understand that I am expected to participate in two parent and child group activities per month.

When working as a classroom volunteer, I will provide attention and care for all classroom children.

I understand that I am expected to attend Parenting Classes once a week at the center.

THE BASICS

OPENING AND CLOSING TIMES

The center is open from 7:30 AM to 5:30 PM. Monday through Friday. All children must be in class no later than 8:15 AM. Please notify the center if you will be late.

SHEETS AND BLANKETS

The State of New Jersey requires crib sheets and blankets for all children who attend full and extended day programs. Newark Preschool Council will provide sheets and blankets for use within the center. They are laundered daily or as needed.

EXTRA CLOTHING

All children must have at least one set of clothing (but preferably two sets for infants) in the classroom to replace soiled items. It is recommended that all clothing and other possessions be labeled for easy identification. Children should wear apparel that is comfortable and easy to care for.

MEALS

Infants 6 weeks to 12 months of age are on an individualized feeding schedule.

Toddler meals are served according to the following schedule:

- Breakfast is served at **8:30 AM to 9:30 AM**
- Morning Snack starts at 10:00 AM
- Lunch is served between 11:30 AM to 12:00 PM
- Afternoon snack is served at 3:00 PM

If your child has any dietary needs, please inform the office immediately at 973-424-1112.

INCLEMENT WEATHER CONDITIONS

The Infant Toddler Center at Central High School will follow Newark Public Schools' announcements concerning closings, early dismissals and delayed openings caused by inclement weather or other emergency.

When it is necessary to close schools or to delay their opening, news of these closings and delays will be broadcast between 6:00 AM and 9:00 AM on radio and TV stations in our area. Parents, students and staff are advised to listen for these announcements on the following radio and TV stations:

Fox 5 News (Channel 5)
News 12 New Jersey (Channel 12—Cable TV)
And
WCBS 880 AM (880 on your AM dial)
Mondays—Fridays at 5:20 AM and 8:20 AM

In addition, school closing will also be posted on their websites at www.cbs880.com

In the event the inclement weather develops after school opens, a determination will be made as early as possible regarding an early dismissal.

When there is a delayed opening, we will proceed in the following manner:

- Schools will open at 10 AM
- Breakfast will not be served.
- Schools will close at regularly scheduled time.
- All school trips and activities will be cancelled.
- All after school programs will be held as scheduled.



PREVENTION OF CHOKING HAZARDS

Children are not allowed to wear hair beads, barrettes and other hair items that can be a choking hazard to themselves or the other children at The Infant and Toddler Learning Center at Central High School.

MEDICAL AND DIETARY RESTRICTIONS

The Infant and Toddler Early Learning Center does not serve peanuts, peanut products, pork or pork products. Children with medical and dietary restrictions should be reported to staff at registration. Written documentation of restrictions is required.

SUSPECTED CHILD ABUSE AND NEGLECT

The Infant and Toddler Early Learning Center is required to report any incidence of suspected child abuse or neglect.

PREPARING FOR WEATHER OR OTHER EMERGENCIES

The Infant and Toddler Early Learning Center follows the Newark Public School closing for inclement weather. Please check your local media (television and radio) for Newark School District closings.

Please inform us of any changes regarding the following:

- **Your address or phone number changes**
- **Your after school activities or job changes**
- **Your cell phone number changes**
- **Any emergency contact numbers or information changes**
- **Any person authorized to pick up your child changes**
- **Any person NOT authorized to pick up your child changes.**

Please see the following page for more information.

INFORMATION FOR PARENTS

ADHERENCE TO MEAL TIMES

Infants have individual feeding plans based on the agreement with parents on their infant’s feeding schedule.

Children 12 months and older are served breakfast between 8:30 and 8:45. Breakfast is part of the learning experience. It allows the children to develop their social skills. Our schedule is an important factor in our success of the day. Late arrival may disrupt the start of the child’s day and that of the class.

If you are planning to celebrate your child’s birthday at the center, please notify you child’s teacher as soon as possible.

LICENSING

The Infant Toddler Early Learning Center at Central High School is licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services (DYFS) pursuant to State Law (N.J.S.A. 30: 5B to 15)

FINGERNAIL POLICY

- No child with long fingernails is allowed to stay in the childcare center at anytime.
- The parent or guardian should trim his or her child’s fingernails, not the staff.
- It is the responsibility of the Center Manager or Head Teacher to enforce this policy.
- Teachers will follow this procedure:
 1. Teacher will inspect the child’s fingernails upon arrival and before the parent leaves.
 2. If the fingernails are long, the teacher will ask that the parent to cut them.
 3. If any child is scratched, a letter to the parent will be issued.
 4. A copy of the letter will be attached to the Accident/Incident Report.

INFORMATION FOR PARENTS, continued

All parents must comply with the following policies:

ATTENDANCE POLICY

Children should be brought to the center everyday, enabling them to receive the full benefit of the program. The center must be notified immediately, if your child is going to be out. The center must have three (3) emergency telephone numbers for your child. Should any of these numbers change, you must notify the teacher immediately.

Continual poor attendance may result in children being withdrawn from the program in order that services can be provided to another family in need of regular care.

LATENESS POLICY

The center is open from **7:30 AM to 5:30 PM** Monday through Friday. **All children must be in their classrooms no later than 8:15 AM.**

There are many important benefits (including social, emotional and cognitive) to infants and toddlers when they are on a consistent schedule. The center requires that all families adhere to the established schedule and start time. **Please inform the center by 7:30 AM if you will be late.** If, however, you have an early morning doctor's appointment or a WIC appointment, please inform the center by 7:30 AM. You must obtain an official excuse from the WIC office or doctor's office to verify the reason for your absence or lateness.

Children are to be picked up promptly at the close of the center's operating hours. Failure to comply with this provision may force the agency to report the situation to the Division of Youth and Family Services (DYFS). In addition, a mandatory conference with the Family Worker will be required.

HOURS OF OPERATION
7:30 am to 5:30 pm

POLICY ON RELEASE OF CHILDREN

You must submit the name of any person who is authorized to pick up your child in the event that you cannot do so. The escort MUST PRESENT A PICTURE I.D. when picking up a child and sign the Escort Sheet when the child arrives or departs from the center.

The Infant and Toddler Early Learning Center at Central High School will release children to the custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.

Children may not be released or visited by a non-custodial parent unless the custodial parent authorizes to allow such visits or releases in writing. The written authorization must include the name, address, and telephone number of the non-custodial parents(s). This authorization will be kept on file. If a non-custodial parent has been denied access or been granted limited access by a court order, the center must have a copy of this document on file.

When a child is not picked up by the designated time indicated, the staff will adhere to the following procedures:

- The child will be supervised at all times.
- Staff member will attempt to contact the authorized parent(s) and persons.
- One hour after closing time the staff will call the Division of Youth and Family Services 24-hour child abuse hotline to seek assistance in caring for the child.

If a parent or other authorized person appears to be physically or emotionally impaired to the extent that the staff feels that releasing the child would place the child at risk, the following procedures will be followed:

- The child will not be released to the impaired person.
- Staff members will attempt to contact the other person or authorized person(s).
- If the staff is unable to reach another authorized person the staff will call the Division of Youth and Family Services 24-hour child abuse hotline to seek assistance in caring for the child.