

# **Policy on the Management of Communicable Diseases**

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

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

## **EXCLUDABLE COMMUNICABLE DISEASES**

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

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

## POLICY ON THE RELEASE OF CHILDREN

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

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

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

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

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

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

# EXPULSION POLICY

**NAME OF CENTER:** ARK Pre-School at the Ocean City Tabernacle

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

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

## **IMMEDIATE CAUSES FOR EXPULSION:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

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

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

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

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

## **SCHEDULE OF EXPULSION:**

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

## **A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

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

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

# **Ark Preschool Early Education Center Use of Technology and Social Media Policy**

## **Ark Preschool Early Education Center Policy on the use of Television, Computers and other Video and Technology Equipment**

As instructed by the New Jersey Office of Licensing and in keeping with State of New Jersey Department of Children and Families (DCF) Manual of Requirements for Child Care Centers we are providing you, as the parent/guardian of a child enrolled in the Ark Preschool Early Education Center, with the following informational statement:

In keeping with our play-based, experiential philosophy of early childhood education, screens (television, computer and other video equipment) are rarely used with the children at the Ark Preschool Early Education Center. When they are utilized, it is for educational and/or instructional purposes only.

### **Ark Preschool Early Education Center Policy on Electronic Communication and Devices**

The Ark Preschool Early Education Center uses the following methods of electronic communications:

- E-mail
- Text messages
- Ocean City Tabernacle Website
- Social Media (e.g. Facebook)

The Ark Preschool Early Education Center uses the following devices to communicate with parents:

- Center phone (landline)
- Center computers
- Staff personal cell phone
- Staff personal computer

The Ark Preschool Early Education Center staff are expected to adhere to the following guidelines regarding the use of personal electronic devices while supervising children:

- The use of cell phones or other devices is permitted for photography or communication with other staff and parents in compliance with guidelines stated in these policies.
- Cell phones or other devices are permitted for personal use in urgent situations only with permission from the Head Teacher.
- Cell phones and other devices shall not be used by staff for personal entertainment (e.g. "surfing the web," playing games, etc.) while supervising children.
- The use of cell phones or other devices for work or approved personal purposes must not prevent staff from adequately supervising children.

## Ark Preschool Early Education Center Policy on Social Media

This social media policy applies to parents and members of staff at Ark Preschool Early Education Center. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram)
- Blogs
- Discussion forums
- Media Sharing services (e.g. You Tube, Vimeo)
- Micro-blogging (e.g. Twitter)
- Electronic Forms of communication such as email and text message

As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the Ark Preschool Early Education setting or at the Ark Preschool Early Education special events and outings with the children are to be posted for public viewing, **except** those of your own child. Parents are advised that they **do not** have a right to photograph anyone else's child or to upload photos of anyone else's children. This excludes pictures taken by the Ark Preschool staff for which we have a signed release.
- No public discussions are to be held or comments made on social media sites regarding the Early education children or staff that could be construed to have any negative impact on the center's reputation or that would offend any member of staff or parent enrolled in the center.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should observe confidentiality and refrain from discussing any issues relating to work and sharing any information they would not want children, parents or colleagues to view.
- Staff or parents should report any concerns or breaches to the Director of Early Childhood Education. Any member of staff or parent found to be posting remarks or comments that breach confidentiality, bring the center into disrepute or are deemed to be of a detrimental nature to the center or other employees, or posting/publishing photographs of the setting, children or staff without expressed written permission may face disciplinary action in line with the center's disciplinary/expulsion procedures. Any comment deemed to be inappropriate is to be reported to the Director of Early Childhood Education, and any action taken will be at their discretion.