



Angel's Learning Center
2801 Central Ave. Union City, NJ. 07087
(201)866-3636 fax (201)866-7389

Welcome to Angels Learning Center.

This handbook is prepared to provide information on school policies and regulations for school personnel and staff at the Angels Learning Center. The Handbook offers information that directly affects the daily operation of our center.

Please keep this handbook readily available during the school year. We are sure that it will answer many questions for you. Any suggestions or recommendations for the improvement of this handbook will be appreciated.

We are pleased to have you on our team at Angels Learning Center.

If there are any questions or concerns at any time, please feel free to contact me.

Bienvenido a Angels Learning Center

Este manual está preparado para proporcionar información sobre las políticas y regulaciones escolares para el personal escolar y el personal del Angels Learning Center. El Manual ofrece información que afecta directamente al funcionamiento diario de nuestro centro.

Mantenga este manual disponible durante el año escolar. Estamos seguros de que te responderá muchas preguntas. Se agradecerá cualquier sugerencia o recomendación para mejorar este manual.

Nos complace tenerlo en nuestro equipo en Angels Learning Center.

Si tiene alguna pregunta o inquietud en cualquier momento, no dude en ponerse en contacto conmigo.

Atentamente

Director



LEARNING CENTER

2801 Central Avenue NJ 07087

email: angelslearningcenter2801@gmail.com

angelslearning@hotmail.com

Office: 201-866-3636-Fax 201-866-7389

PARENT HANDBOOK

Mission Statement

At Angels Learning Center, we are dedicated to empowering children by nurturing their brilliance and fostering a love for learning. Every child is the future, and our mission is to provide a holistic education that supports not just academic growth, but also emotional and social development. We work hand-in-hand with parents and the community to create an environment where children can thrive, achieving their fullest potential and realizing their dreams. Together, we build a foundation for success, guiding our students toward a bright and promising future.

En Angels Learning Center, nos dedicamos a empoderar a los niños fomentando su brillantez y fomentando el amor por el aprendizaje. Creemos que cada niño es el futuro y nuestra misión es brindar una educación integral que apoye no solo el crecimiento académico, sino también el desarrollo emocional y social. Trabajamos mano a mano con los padres y la comunidad para crear un entorno donde los niños puedan prosperar, alcanzar su máximo potencial y hacer realidad sus sueños. Juntos, construimos una base para el éxito, guiando a nuestros estudiantes hacia un futuro brillante y prometedor.

Angels Learning Center

We are delighted that you have chosen our center to meet your child's needs. We encourage you and your family to visit our center before the first day of registration to allow our teachers and your child to get to know each other better. It will make the first-day separation a little easier.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details necessary to make each day as successful as possible. Please read this manual carefully and retain it for future reference. The staff at Angel's Learning Center will be happy to address any of your questions and concerns.

Our Philosophy

We believe that...

- Children are valuable and should be cared for by capable, caring adults whose values allow them to be excellent role models.
- Children should experience numerous positive learning milestones, leading to a greater sense of competence and independence.
- Play in children is vital for healthy physical development, acceptable social skills, and cognitive growth.
- Teachers, drawing on their training and experience, must create an appropriate educational environment that carefully guides children from one developmental and cognitive level to another.
- Parents contribute and enhance the quality of care offered at Angel's Learning Center.

At Angels Learning Center we believe and share the values that come with cultural diversity, religious beliefs, ethnic origins, and races.

- We believe that diversity also includes the different physical, cognitive and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also embraces their culture and home experiences.
- One of the most important things we can do to teach our children about diversity is, through role modeling, that all people should be treated with kindness and respect. While

it is impossible to list all the things we do to encourage diversity, below are a few of how we incorporate diversity into our curriculum at Angel's Learning Center:

- Our children's registration form encourages families to share their home traditions with us.
- We collaborate with the Union City Board of Education and the Hudson County Urban League to ensure families can receive tuition assistance and participate in a high-quality, nationally accredited preschool program.
- We encourage families and members of our community to visit us throughout the year to teach us about their traditions and customs.
- Our teachers incorporate accessories and materials in the different learning environments that reflect the diversity in the aforementioned areas.

Enrollment

The following documents need to be completed and returned before enrollment:

- Child enrollment form
- Admission Agreement Contract
- Health records (vaccines)
- Birth certificate
- DYFS information to parents
- Guidelines for positive discipline
- Policy on release of children
- Expulsion policy
- The policy of management of communicable diseases
- The policy of food service and dietary modification

Tuition

Tuition is paid weekly. Holidays and absences due to illness do not charge a tuition rate for any week. **Tuition must be paid on Monday. No exception.** Late payment must be accompanied by a \$ 10 fee. Checks are accepted. For any bounced check, there will be a \$20.00 charge and, after the second bounced check, only cash or money order will be accepted.

Parents who receive funds for children under Urban League, TANF, NJCK, Work First, or Wrap-around and have a co-payment, must be paid the first week of each month. In addition, the co-payment will be paid regardless of sickness, holidays, and vacation.

Immunizations and Physicals Exams

All children who attend our center must be fully vaccinated. **Important:** It is your responsibility as parent or guardian to maintain up-to-date immunization and physicals for your children. Updates must be reported to our family worker as soon as possible.

Hours

- Children may attend the center any time between 7:00 a.m. and 6:00 p.m., Monday through Friday.
- Children who are part of the Union City Board of Education Pre-School and Pre-k Program may attend the center between 8:00 a.m. and 2:45 p.m.
- Children who are part of the Wrap Program may attend the center at 7:30 a.m. and leave between 3:00 p.m. and 5:30 p.m.

Calendar

The center is open from Monday through Friday from 7:00 a.m. to 6:00 p.m. However, throughout the year, the Center will be closed on the following legal holidays:

- | | | |
|--------------------|--------------------|---------------------|
| • Columbus Day. | • Martin Luther | • Independence Day. |
| • Thanksgiving Day | King's Day. | • Labor Day |
| and the day after. | • President's Day. | |
| • Christmas Day. | • Good Friday. | |
| • New Year's Day. | • Memorial Day. | |

Vacations

Parents will not be charged for an absence due to vacation. Two weeks' vacation will be allowed. Parents need to notify the center in writing. (A week is considered to be Monday through Friday.)

Communication

Proper communication between our parents, teachers, and staff at Angel's Learning Center is extremely important. Teachers will be sending home information regularly (Clasdojo). You are welcome to call and arrange a meeting with your child's teacher—even just to become better acquainted! Concerns about any aspect of our program or your child's care may be expressed to the center director.

Our staff must be informed of any of the following changes:

- Address and/or phone numbers, or e-mail address.
- Insurance coverage.
- Parent/guardian employment.
- Health/immunizations up-dates, or;
- Other pertinent information related to your child.

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect.

El personal está obligado por ley a informar cualquier sospecha de abuso o negligencia infantil.

Drop-off and Pick-up Policies

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. The teacher needs to keep a watchful eye on all the children in his or her care.

Only persons listed on the child's Information Record, or a written permission note from the parent, may be given to the child to the person who comes to pick up the child. Staff are expected to request photo identification. From any unknown person (including grandparents). If there are any concerns, staff reserve the right to deny a person's request to pick up a child.

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or concerns please schedule an appointment.

Parents are expected to assume full responsibility for their children once they enter the classroom. *Do not allow your child to touch the exit door handles or open the doors.* We work very hard at teaching the children not to touch the exit doors.

Unexpected Closings

Angel's Learning Center will open on public school designated "snow days" –we may open late if necessary. On a rare occasion, our center may be forced to close due to a situation beyond our control. (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing.

Treasures and Possessions

Each child will need two blankets to use at naptime. Your child's name must be written on the blankets. The blankets must be taken home every Friday to be washed and returned the following Monday CLEAN.

Sometimes, newly enrolled children need to bring special toys to use as a "bridge" between home and school. On these occasions, we will work with you to make it a positive sharing experience.

Experience has shown us that often toys from home create problems at school. Angel's Learning Center will not be responsible for any lost items such as jewelry and toys. Clothes and backpacks should be labeled with the child's full name written on them with a permanent marker.

Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. Families will be notified before any trips involving transportation. A permission slip must be signed and returned, including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips.

Birthday Celebrations

Parents are welcome to send cookies, cupcakes, or cakes to share with their child's classmates on birthdays or special occasions. Classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you are planning to bring. This is for the safety of all children. Please do not bring in any treats that contain peanuts or peanut products. Ask your child's teacher for suggestions. Parents are always welcome at their child's celebration.

Meals

Full-time children will be provided with breakfast, lunch, and two snacks.

No food from home will be allowed following USDA regulations.

Meals will be provided to any enrolled children attending the center at the scheduled time.

COVID-19 Health & Safety Regulation

Temperature

Our staff shall screen staff and children for fever and other COVID-19 symptoms before entry to the program facility each day. Children and staff with a fever more than 100.4 degrees Fahrenheit or exhibiting other symptoms of COVID-19 shall not be allowed to enter the facility, nor will persons who have been exposed to persons known to have COVID-19 during the preceding 14 days.

Groups Sizes

Angel's Learning Center will minimize group sizes and movement between groups. Grouping shall not exceed 10 children, and interactions between groups must be limited. Staff shall be assigned to and remain with one group.

Angel's Learning Center will ensure that the spacing of groups within the facility always allows for ten feet of separation between groups, including sleeping and play periods. Outdoor play shall be scheduled in staggered shifts.

Sharing Supplies

Sharing of supplies, food, toys, and other items must be strictly limited. Centers shall ensure an adequate supply of school, art, and other supplies to preclude the need for sharing of items. Children's belongings shall be kept separate in individual storage bins for cubbies and sent home each day for washing.

Close Person-to-Person Contact and Visitors

Close person-to-person contact (hugging, wrestling, games involving touching or tagging) shall be strictly limited and discouraged.

Staff shall be required to wear cloth masks while working unless doing so would inhibit the individual's health. If a staff member refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the staff person at the point of entry, the center must decline to allow them to enter. When feasible, children shall wear face coverings within the facility.

We will continue to teach and reinforce healthy hygiene practices to prevent the spread of COVID-19.

Visitors shall not be permitted to enter the center during operating hours, except for emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes.

Encourage parents to be alert for signs of illness

Persons who have a fever of 100.4 or above or other signs of illness shall not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Children and staff must be screened for fever or signs of COVID-19 illness before entry into the program. An area, outdoors or in the immediate entryway of the facility, the program facility by walls or physical barriers.

Outdoor Play

Outdoor playtime on shared playgrounds shall be staggered to prevent mixing between groups. Simultaneous use of outdoor play spaces is permissible if at least six feet of separation can be maintained between groups. Children and staff must wash their hands upon returning from outdoor play.

Parents Prohibit entry to the daycare.

Procedures shall be implemented to prevent crowding at pick up and drop off. Center shall prohibit the entry of parents or others into any entry vestibule or pick-up area more than the number that can be accommodated with at least six feet of distance between persons. It is highly recommended that centers prohibit any entry of parents into the facility and, instead, walk children to cars or wait for parents outside the building.

Sleeping Time

Cloth face coverings should NOT be put on children during nap or sleep periods.

Sharing Supplies

If items must be shared, they shall be used by one group at a time and cleaned and disinfected between uses. Toys that children have placed in their mouths or are contaminated by body secretion or excretion shall be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, and air-dry or clean in a mechanical dishwasher. Daily, centers shall clean and then disinfect surfaces and objects that are touched often.

Staff And Children

Staff and children should be frequently reminded not to touch the face covering and to wash hands frequently.

Hand Washing

Children and staff shall practice frequent hand washing with soap and water for at least 20 seconds and shall be required to wash their hands upon arriving at the center, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and before leaving for home. Children should be monitored to ensure proper technique.

Children Who Develop Symptoms

If a child or staff member develops symptoms of COVID-19 while in the facility (fever of 100.4 or higher, cough, shortness of breath), the sick person will be immediately isolated from healthy people, until the sick person can leave the facility. If the child has symptoms of COVID-19 (fever, cough, shortness of breath), the caregiver waiting with the child should remain as far away from the child as possible (preferably 6 feet). If symptoms persist or worsen, they should call a healthcare provider for further guidance. Advise the employee or the child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.

Children Who Test Positive

Centers that become aware of a COVID-19-positive case in their Facility shall contact their local health department for guidance.

Health officials will provide direction on whether a center should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community, and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure.

All rooms and equipment used by the infected person, and persons potentially exposed to that person, should be cleaned and disinfected following CDC guidance referenced above. Centers uncertain about the extent of potential exposure shall clean and sanitize all rooms.

Returning to Child Care

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to a center again until the criteria for lifting transmission-based precautions and home isolation have been met.

Illness

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if, while in our care, your child becomes ill or displays an unknown rash, your child's teacher will consult the director and you may be called to pick up your child. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated. **When a child is absent more than three consecutive days, parents must bring a doctor's note.**

The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.4° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. *See ***Medicine*** below.
- Highly contagious conditions such as head lice, chicken pox, strep throat, pinworms, mumps, impetigo, conjunctivitis (pink eye), etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.

If your child is too ill to play outside with his or her class, then your child is too ill to attend the center. Your child may return to the center after:

- Obtaining written verification from a doctor.
- Fever-free for 24 hours without the aid of Tylenol.
- In the case of chickenpox, when all the lesions are scabbed over.
- In the case of head lice, follow treatment with appropriate shampoo (such as Kwell or RID) so that **all** nits (eggs) are gone.
- In the case of contagious illness, your child should take an antibiotic for 24 hours before returning.

***If questions arise about the appropriateness of a child's return to the center, the final decision will be taken by the Center Director or Assistant Director.**

Medicine

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after signing and dating a form entitled, *Medication Permission and Instruction for Day Care Homes/Child Care centers*. The parent must provide all medications. Angel's Learning Center does not supply any medications. All medication must state the appropriate dosage for your child's weight or age. If not, a doctor's note stating proper dosage will be required before we can administer medication.

Injury

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the staff supervising the child and signed by the Center Director, Assistant Director or appropriate person, a parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or an accident, the center teacher will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian and family will be called immediately.

Family Gatherings

Angel's Learning Center has many opportunities to meet with our children's parents throughout the year such as monthly parents' meetings (nighttime), Thanksgiving celebrations, Christmas parties, and the week of the young child, all in the daytime.

These gatherings are meant to provide a sense of community and to celebrate the families. Dates and times will be posted in our monthly calendar.

Center Events

Angel's Learning Center makes every attempt to keep parents up to date on happenings here at the center and in the community. Center newsletters are sent out monthly. Parent bulletin boards are in each classroom and updated daily. It is also the parent's responsibility to keep up to date by being aware and checking for updates. Together as partners, we will be able to provide your child with a fun and safe learning environment.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be change at the discretion of the center director or center owners.

Parent Handbook

Appendixes

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| 1. Daily Schedule | 13. Family-Style Dining Policy |
| 2. Thematic Units | 14. Parents Committee Code of Conduct |
| 3. DYFS Information to Parents | 15. Family Engagement Policy |
| 4. Information to Parents | 16. Technology Policy |
| 5. Guidelines for Positive Discipline | 17. Parent/Guardian Media Consent |
| 6. Absenteeism Policy | 18. Indoor/Outdoor Play Policy |
| 7. Policy on Release of Children | 19. Worksite Wellness Policy |
| 8. Expulsion Policy | 20. Parent Receipt of Information |
| 9. Policy on Management and Communicable Diseases | 21. Walking Trips Sample Form |
| 10. Head-Lice Policy | 22. Field Trips Sample Form |
| 11. Child Nutrition Policy | 23. Child Health Record Sample Form |
| 12. Policy of Food Service and Dietary Modification | |



Angel's Learning Center

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(201) 866-3636

Daily Schedule

Wrap-around /breakfast	/	07:30-08:00
Greeting time/free play	/	08:00-08:30
Circle time	/	08:30-08:50
Free play/work time	/	08:50-10:10
Clean up	/	10:10-10:15
Recall/small group	/	10:15-10:35
Gross motor/outdoor play	/	10:35-11:20
Lunch/story time/naptime	/	11:20-01:30
Story time/math/science	/	01:30-01:45
Work time/free play	/	01:45-02:45
Clean up	/	02:45-02:50
Recall/wrap up	/	02:50-03:00
Wrap-around service	/	03:00-05:30

**UNION CITY BOARD OF EDUCATION
OFFICE OF ACADEMIC PROGRAMS**

PRESCHOOL THEMATIC UNITS

Suggested Time Flame	Thematic Unit	Themes
September	I Welcome To School	A. Explanations, expectations B. Explorations: colors C.Explorations: shapes
September-October	II I Am Special	A. Being Friends-Alike/Different B. Feeling C. Body Parts D.Our Five Senses
October-November	III Changing Colors	A. Changes in the Environment B. Harvesting C. Woodland Animal D.Pond Animals E.Thanksgiving
December	IV Celebrate	A. Celebrations B. Ethnic Exploration C. More Special Days
January	V It's Cold Outside	A. Changes in the Environment/Water Activities B. Winter Activities C. Arctic Animals
February	VI My Family/My Home	A. Pets B. Homes C. Family D. Health, Nutrition
March	VII My World	A. Read Across America B. People Who Keep Us Safe C. Occupation D. Transportation
April	VIII. New Beginnings	A. Week Of The Youth Child B. Celebrating Our Earth C. Planting
May	IX Animals	A. Insects B.Spiders C.Ocean Animals D.Plantinf
June	X. Fun In The Sun	A. Dinosaurs B. Changes in the Weather

Reporting Child Abuse in New Jersey

In New Jersey, anyone with reasonable cause to believe a child is being abused should immediately call the Child Abuse Hotline. If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE**. You can call anonymously and do not need proof to report an allegation of child abuse. The Hotline is available 24 hours a day, seven days a week.

What information will I be asked to provide to the hotline screener?

Whenever possible, a caller should provide all of the following information:

- ▶ **Who:** The child and parent/caregiver's name, age and address and the name of the alleged abuser and that person's relationship to the child.
- ▶ **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- ▶ **When:** When the alleged abuse/neglect occurred and when you learned of it.
- ▶ **Where:** Where the incident occurred, where the child is now and whether the alleged abuser has access to the child.
- ▶ **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. All calls to the hotline can remain **ANONYMOUS**.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

What happens after I make the call?

When a report indicates that a child may be at risk, an investigator from the Child Protection and Permanency (CP&P) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

If I report abuse, will CP&P call me and tell me what happened?

No, probably not as CP&P investigations are confidential. But please be assured that all allegations of abuse and neglect will be promptly investigated. Your call is very important and greatly appreciated.

All reports of child abuse and neglect, including those occurring in institutional settings such as child care centers, schools, foster homes and residential treatment centers, must be reported to the Child Abuse Hotline.

1-877 NJ ABUSE

(1-877-652-2873)

TTY 1-800-835-5510

Denunciando el Maltrato Infantil en Nueva Jersey

En Nueva Jersey, cualquier persona que tenga una causa razonable para sospechar el abuso o maltrato de un menor debe llamar inmediatamente a la línea directa para el abuso infantil. Si el menor está en peligro inminente, llame al 911, así como al **1-877-NJ ABUSE**. Usted puede llamar anónimamente y no es necesario tener pruebas para informar de un supuesto caso de abuso o el maltrato de un menor. La línea directa está disponible las 24 horas del día, los 7 días a la semana.

¿Qué información me pedirá la persona que atiende la línea directa?

Siempre que sea posible, la persona que llame debe proporcionar toda la información siguiente:

- ▶ **Quién:** El nombre del menor y el del padre/madre/persona que cuida al menor, edad y dirección y el nombre del supuesto autor del maltrato, así como y la relación de esa persona con el menor.
- ▶ **Qué:** El tipo y la frecuencia del supuesto maltrato o descuido, lesiones actuales o anteriores del menor y lo que hizo que usted se preocupara.
- ▶ **Cuándo:** Cuándo ocurrió el supuesto maltrato o descuido y cuándo se enteró usted de ello.
- ▶ **Dónde:** Dónde ocurrió el incidente, dónde está el menor ahora y si el supuesto autor del maltrato tiene acceso al menor.
- ▶ **Cómo:** Qué tan urgente es la necesidad de intervención y si hay probabilidades de que el menor esté en peligro inminente.

¿Las personas que llaman tienen inmunidad en cuanto a responsabilidad civil o criminal?

Cualquier persona que, de buena fe, informa de un caso de maltrato o descuido de un menor o testifica en una audiencia de maltrato de menores que surja de dicho informe queda inmune de toda responsabilidad criminal y civil que pudiera surgir de ese acto. Todas las llamadas a la línea directa se pueden mantener **ANÓNIMAS**.

¿El no informar de sospechas de maltrato o descuido es contra las leyes de Nueva Jersey?

Toda persona que a sabiendas no informa sus sospechas de maltrato o descuido según la ley y con ello no cumple con las disposiciones de la ley altera el orden público.

¿Qué sucede después de hacer la llamada?

Cuando un informe indica que un menor podría estar en peligro, un investigador de la Protección y Permanencia de Niños (CP&P) investigará sin demora las acusaciones de maltrato o descuido de menores dentro de un período de 24 horas de cuando se recibió el informe.

¿Si les informo sobre un caso de maltrato o descuido, me informará CP&P de lo que ha ocurrido?

No, lo más probable es que no, ya que las investigaciones de CP&P son confidenciales. Pero por favor tenga la seguridad que todas las alegaciones de maltrato o descuido serán investigadas con prontitud. Su llamada es muy importante y será muy apreciada.

Todos los informes de maltrato y descuido de menores, incluidos los que suceden en entornos institucionales como centros de cuidado de menores, escuelas, hogares de crianza y centros de tratamiento con internado, deben hacerse a la línea directa para el abuso infantil.

1-877 NJ ABUSE

(1-877-652-2873)

TTY 1-800-835-5510



DEPARTAMENTO DE NIÑOS
Y FAMILIAS DE NUEVA JERSEY

Physical and Behavioral Indicators of Child Abuse and Neglect



Physical Indicators

Behavioral Indicators

PHYSICAL ABUSE

Unexplained bruises and welts:

- On face, lips, mouth
- On torso, back, buttocks, thighs
- In various stages of healing
- Cluster, forming regular patterns
- Reflecting shape of article used to inflict (electric cord, belt buckle)
- On several different surface areas
- Regularly appear after absence, weekend or vacation

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 laceration or abrasions:

- To mouth, lips, gums, eyes
- To external genitalia

- Wary of adult contacts
- Apprehensive when other children cry
- Behavioral extremes:
 - Aggressiveness
 - Withdrawal
- Frightened of parents
- Afraid to go home
- Reports injury by parents

PHYSICAL NEGLECT

- Consistent hunger, poor hygiene, inappropriate dress
- Consistent lack of supervision, especially in dangerous activities or long periods
- Constant fatigue or listlessness
- Unattended physical problems or medical needs
- Abandonment

- Begging, stealing food
- Extended stays at school (early arrival and late departure)
- Constantly falling asleep in class
- Alcohol or drug abuse
- Delinquency (e.g. thefts)
- States there is no caregiver

SEXUAL ABUSE

- Difficulty in walking or sitting
- Torn, stained or bloody underclothing
- Pain or itching in genital area
- Bruises or bleeding in external genitalia, vaginal or anal areas
- Venereal disease, especially in pre-teens
- Pregnancy

- Unwilling to change for gym or participate in PE
- Withdrawn, fantasy or infantile behavior
- Bizarre, sophisticated or unusual sexual behavior or knowledge
- Poor peer relationships
- Delinquent or run away
- Reports sexual assault by caregiver

EMOTIONAL MALTREATMENT

- Habit disorders (sucking, biting, rocking, etc.)
- Conduct disorders (antisocial, destructible, etc.)
- Neurotic traits (sleep disorders, speech disorders, inhibition of play)
- Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria)

- Behavior extremes:
 - Compliant, passive
 - Aggressive, demanding
- Overly adoptive behavior:
 - Inappropriately adult
 - Inappropriately infant
- Attempted suicide

Indicadores Físicos de Comportamiento de Maltrato y Negligencia Infantil

Indicadores Físicos

Indicadores de Comportamiento

MALTRATO FÍSICO

Golpes y lastimaduras injustificadas:

- En la cara, labios, boca
- En el torso, espalda, nalgas, caderas
- En distintas etapas de curación
- Agrupadas y formando patrones uniformes
- Que reflejan la forma del artículo usado para lesionar (cable eléctrico, hebilla del cinturón)
- En distintas áreas de la superficie
- Que aparecen regularmente después de una ausencia, fin de semana o vacaciones

Quemaduras injustificadas:

- Quemaduras de puro, cigarrillo, especialmente en las plantas del pie, las palmas de las manos, la espalda o nalgas
- Quemaduras de inmersión (con apariencia de calcetín o guante en forma de dona, en los genitales o nalgas)
- Con forma de un quemador eléctrico, plancha, etc.
- Quemaduras de sogas en los brazos, piernas, cuello o torso

Fracturas injustificadas:

- En el cráneo, estructura facial nasal
- En distintas etapas de curación
- Fracturas múltiples o espirales

Laceraciones o abrasiones injustificadas:

- En la boca, labios, encías, ojos
- En la parte externa de los genitales

NEGLIGENCIA FÍSICA

- Hambre constante, falta de higiene, vestido inapropiado
- Falta de supervisión constante, especialmente en actividades peligrosas o durante largos períodos
- Fatiga o desatención constante
- Necesidades médicas o problemas físicos no atendidos
- Abandono

ABUSO SEXUAL

- Dificultad para caminar o sentarse
- Ropa interior rota, manchada o con sangre
- Dolor o picazón en el área genital
- Golpes o sangrado en la parte externa de los genitales, la vagina o el ano
- Enfermedad venérea, especialmente en preadolescentes
- Embarazo

MALTRATO EMOCIONAL

- Trastornos de hábito o repetitivos (chuparse el dedo, morder, mecerse, etc.)
- Trastornos de conducta (destrutivo antisocial, etc.)
- Rasgos neuróticos (trastornos de sueño, trastornos del habla, inhibición al jugar)
- Reacciones psiconeuróticas (histeria, obsesión, compulsión, fobias, hipocondría)

- Temor al contacto con los adultos
- Aprehensivo cuando otros niños lloran
- Comportamientos extremos:
 - Agresividad
 - Retraimiento
- Temor a los padres
- Temor de ir a casa
- Informes de lesiones causadas por los padres

- Pedir o robar comida
- Estadías prolongadas en la escuela (llegada temprano o salida retrasada)
- Quedarse dormido constantemente en clase
- Abuso del alcohol o drogas
- Delincuencia (tal como robo)
- Dice que no tiene quien lo cuide
- Negarse a cambiarse para la clase de gimnasia o participar en educación física
- Comportamiento retraído, fantasioso o infantil
- Conocimiento o comportamiento sexual extraño, sofisticado o inusual
- Malas relaciones con los compañeros
- Delincuencia o escapadas de su casa
- Informe de ataque sexual por parte de un adulto encargado
- Comportamientos extremos:
 - sumiso, pasivo
 - agresivo, exigente
- Comportamiento adoptivo extremo:
 - inapropiadamente adulto
 - inapropiadamente infantil
- Retrasos del desarrollo (físico, mental, emocional)
- Intento de suicidio

X

Department of Children and Families
Office of Licensing

INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.



Angel's Learning Center

2801 Central Ave. Union City, NJ 07087

(201)866-3636

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time out -- by removing a child for a few minutes from the area or activity so that he/she may gain self control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.



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Absenteeism Policy

In the event a student is absent from the school, the parent or legal guardian is asked to contact us between 7:30 am to 9:30 am. After this period of time, our family worker will call the parent/guardian to know the reason of the absentee.

The following steps will be taken after the first day of being absent:

1. If the family worker was unable to contact the parent/guardian, the second day she/he should go to the child home and investigate the cause of the absences.
2. When a student is absent more than (3) consecutive days, the parent/guardian must submit to the family worker a doctor's note justifying the absences.
3. If a student is absent up to ten (10) consecutive days without any justification, the family worker and director shall make every effort to contact the family and get the student back to school.
4. If all attempt fail and the student is absent without an excuse for more than ten (10) consecutive days of school, the director may fill the slot with another child.



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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 Child Abuse 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 Child Abuse 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: _____

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.

ANGELS LEARNING CENTER

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.



Reporting Requirements for Communicable Diseases and Work-Related Conditions

(see New Jersey Administrative Code Title 8, Chapters 57 and 58)



Communicable Disease Service
Disease Reporting Requirements and
Regulations can be viewed at:
<http://nj.gov/health/cd/reporting.shtml>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE IMMEDIATELY to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the local health department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of immediately reportable diseases and other emergencies - If the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (ISA) or high-level resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Written report within 24 hours

HIV/AIDS

609-984-5940 or 973-648-7500
Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

Sexually Transmitted Diseases

609-826-4869
Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases)

609-826-4878
Written report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings

609-826-4920
Report within 30 days after diagnosis or treatment

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

July 2013

www.nj.gov/health/cd



Angel's Learning Center

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(201)866-3636

POLICY-HEAD LICE

The Board of Education recognizes the importance of controlling the spread of communicable diseases within the school and local community. Pediculosis ("head-lice") is categorized under New Jersey State law as a communicable disease (*N.J.A.C. 10-122-7.1*). In order to prevent the spread of head-lice any student(s) identified as having this communicable disease shall be excluded from school until the student exhibits no evidence of live lice or eggs (nits). (*N.J.S.A. 18A:40-8*).

Head Check Procedure

1. Head checks will be performed in response to school nurse or other staff member suspicion.
2. When a case of head lice has been identified, the entire class shall be checked.
3. Parents will be notified if there is a case identified in the school by sending home a head lice alert notice and the approved packet of information including the district policy.
4. Any student identified as having head lice shall be immediately sent home from school.

Readmission Procedure

A student who has been excluded from school for head-lice shall only be readmitted upon inspection and approval of the school nurse in accordance with the following procedure:

1. Student must be accompanied by an adult upon return; and
2. Have his or her scalp checked by the school nurse; and
3. Exhibit no evidence of live lice or eggs (nits).

If there is evidence of lice or eggs, the student will not be readmitted until the student is free of both live lice and eggs.



Angel's Learning Center

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Child Nutrition Policy

Angels Learning Center is committed to implementing the following policies regarding child nutrition:

- ❖ All meal and snacks will meet the requirements of the Child and Adult Care Food Program (CACFP).
- ❖ Children in care for 8 or fewer hours in one day should be offered at least one meal and two snacks or two meals and one snack.
- ❖ Children in care more than 8 hours in one day should be offered at least two meals and two snacks or three snacks and one meal.
- ❖ Children will be allowed time to eat their food and not be rushed during meals.
- ❖ Food is not offered as a reward or denied as punishment.
- ❖ Special occasions and holidays will be celebrated with activities, non-food items, and food that meet healthy requirements.

Foods

- ❖ High-fat products (containing >35% of calories from fat), high-sugar products (containing >35% of calories from sugar), and salty foods are avoided.
- ❖ Whole-grain breads, pastas, and grains are served when available.
- ❖ Developmentally-appropriate servings of protein such as lean meat, skinless poultry, fish, cooked beans or peas, nut butters, eggs, yogurt, or cheese are recommended.
- ❖ Staff members will encourage children to try developmentally-appropriate servings of a wide-variety of fruits and vegetables, with no added fat.

Beverages

- ❖ Drinking water is available throughout the day indoors and outdoors.
- ❖ Children younger than 12 months do not receive cow's milk unless the child's health care professional gives a written exception to do so.
- ❖ Children between 12 and 24 months of age are provided whole milk or reduce fat (2%) milk, unless they are consuming breast milk or a prescribed formula.
- ❖ Children 2 years and older are served nonfat (skim) or low-fat (1%) milk.
- ❖ Children younger than 12 months do not receive juice.
- ❖ Children between 1 and 6 years of age receive no more than a total of 4 to 6 ounces of 100% juice per day, including juice given at home.

Nutrition Education

- ❖ Teachers incorporate planned nutrition education into their classroom routines at least once per week.
- ❖ Staff receives professional development on child nutrition at least twice per years.
- ❖ Families are offered education on child nutrition two or more time per year.



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Food Service and Dietary Modification Policy

Angels Learning Center ensures to our parents that our food is stored, prepared, and served in a sanitary manner.

1. Staff members shall advise parents of any repetitive feeding problems experienced by their child.
2. Staff members shall not force-feed or coerce a child to eat against his or her will.
3. A snack shall be served to all children who are under the center's care for at least three consecutive hours and for all children who are served on an after-school basis.
4. Drinking water shall be made available to all children.
5. Centers that provide meals shall ensure that:
 - i. For children on special diets (for example, due to health reasons, religious beliefs or parental request), an alternative choice of food is provided by either the center or the child's parent; and
 - ii. Individualized written diets and feeding schedules, if submitted to the center by the child's parent or health care provider, are posted in a location that is accessible to staff members caring for the children, and are followed.
6. The center shall have a supply of food at the center and shall serve a snack to any child who is hungry or has missed a meal.
7. Unless contraindicated by the parent or health care provider, the center shall:
 - i. Not serve sugar sweetened or artificially sweetened beverages. Parents that provide such beverages for their children shall be provided with information regarding healthier options;
 - ii. Not provide solid food to children under the age of six months;
 - iii. Not provide cow's milk to children under the age of 12 months;
 - iv. Provide only whole pasteurized milk to children between the ages of 12 and 24 months or milk with reduced fat (two percent) for those children who are at risk of hypercholesterolemia or obesity;
 - v. Provide skim (fat-free) or one percent milk to children older than two years of age;
 - vi. Ensure that food is in accordance with minimum Child and Adult Care Food Program's (CACFP) standards, contained in the Child and Adult Care Food Program, 7 CFR 226.20, which is incorporated herein by reference, and can be obtained at <http://www.fns.usda.gov/cnd/care/childcare.html>, including portion size and nutritional value;
 - vii. Provide a variety of both fruits and vegetables and high portion of whole grains; and
 - viii. Limit foods that are high in solid fats, added sugar, trans fat, and sodium.
8. Our school-age child care programs, the following shall apply:
 - i. Centers that store perishable foods or medication shall have access to a refrigerator.
 - ii. Centers that provide snacks should include one juice, milk or fruit and one food supplement selected from the food choices.
 - iii. On days when school is not in session, the center shall serve complete meals.



Angel's Learning Center

2801 Central Ave. Union City, NJ, 07087

(201) 866-3636

Family-Style Dining Policy

Angel's Learning Center encourages a supportive mealtime environment by subscribing to the recommendations below for children one year of age and older:

- ❖ Food is placed in serving bowls, plates, or baskets; beverages are placed in pitchers in the table.
- ❖ Children serve themselves food using child-friendly serving utensils.
- ❖ Staff will participate, sit, and interact with children at mealtime.
- ❖ When eating meals with children, the adults should eat the same food as the children whenever possible. If not possible, the adults shall eat items that meet nutrition recommendations.
- ❖ Staff will encourage the children to discuss the food texture, taste, color, shape, size, quantity, number, and temperature of food.
- ❖ Staff will encourage, but not force, children to try new foods.
- ❖ Staff will not use food as a reward or punishment.
- ❖ Staff will model family-style practices and appropriate table etiquette for children.
- ❖ After the meal, children will participate in an engaging activity while others are finishing up.



Angel's Learning Center

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Angel's Learning Center Code of Conduct

1. Will respect and promote the unique identity of each child, family employee, member, and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Must uphold the agency's confidentiality guidelines started as follows:
 - 1.-No information regarding children and families of children enrolled at Angel's Learning Center to be discussed outside of the work setting, or meetings.
 - 2.-Information is to be discussed within the meetings only as is necessary and related to program operations/business or decision-making.
 - 3.-No information learned at the meetings it may be discussed or used in any way outside of Board/Council activity.
3. Will support and participate in a TEAMWORK approach to decision making.
4. Will behave and interact respectfully while are participating in activities representing the organization within the community.
5. Must have an interest and concern for children and their families.
6. Does not accept gifts and/or gratuities as stated in the Angel's Learning Center Personal Policy Manual.
7. Are prohibited from using their position for purposes which are, or give the appearance of being, motive by a desire for private gain for themselves or others, such as those with family, business, or the other ties.

8. Must not make public statements under the auspices of any agency title without the committee approval.
9. Will follow all Angel's Learning Center general operating procedures.
10. Will respect and uphold the legal authority to establish, review, or revise the standards of conduct for individuals participating on the organization.



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Family Engagement Policy

The family of the children cared for at Angel's Learning Center will be involved in all aspects of their child's wellness progress. We encourage parents to reinforce our center's positive health messages by serving as role models for their children at home.

- ❖ Nutrition and physical activity education will be provided to families at least twice per year.
- ❖ Support will be given to families to encourage active involvement in their child's wellness. Possible examples include distribution of health and wellness literature, guest speakers, and planned family events.
- ❖ Families are encouraged to communicate any concerns they have regarding their child's eating or physical habits.
- ❖ Regular assessment of children's eating and physical activity behaviors will be provided to families.



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Technology Policy

At Angel's Learning Center electronic media is limited to 15 minutes per child during the instruction day. The use of electronic media encourages creativity and gross motor movements. It should provide an extent of classroom interests to support themes in the classroom.



Angel's Learning Center

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(201)866-3636

Parent/Guardian Media Consent Form.

We are sending you this parental form to both inform you and to request permission for your child's personally identifiable information to be published on website and/or school publications.

As you are aware, there are potential dangers associated with our school the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child and their work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student name and/or image.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the director and such rescission will take effect upon receipt by the school.

Check ONE of the following choices:

- ☐ I/We GRANT permission to have BOTH my child's name AND image, original works, and achievements published on the school's website and/or school publications.
- ☐ I/We DO NOT GRANT permission to have my child's name, image, original works, and/or achievements published on the Angel's learning Center website and/or school publications.

Student's name : (PRINT) _____

Student's grade: _____

Print name of Parent/Guardian :(PRINT) _____

Signature of Parents/Guardian :(SIGN) _____

Relation to Student: _____

Date: _____



Angel's Learning Center

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Padres/Tutores Formulario de Consentimiento de Medios Comunicativos

Le estamos enviando este formulario de consentimiento, para informarles y solicitar su permiso para publicar fotografías y nombre su hijo/hija en las publicaciones de nuestro centro.

Conforme a la ley, no vamos a divulgar ninguna información personal identificable sin el consentimiento previo por escrito de usted como padre o tutor.

Información de identificación personal incluye el nombre del estudiante y/o imagen.

Si usted como padre o tutor, quiere cancelar este acuerdo, usted puede hacerlo en cualquier momento por escrito, enviando una carta al director de Angel's Learning Center, y la cancelación tendrá efecto al ser recibida por el day care.

Marque UNA de las siguientes opciones:

- ☐ Yo/Nosotros otorgamos permiso de tener el nombre de mi hijo/hija Y la imagen, obras originales, y/o publicaciones de sus logros y exitos sean publicados en Angel's Learning Center.
- ☐ Yo/Nosotros **no** otorgamos permiso al distrito/escuela para utilizar el nombre o imagen de mi hijo/hija para publicar sus logros, exitos en las publicaciones de Angel's learning Center.

Nombre del estudiante:(LETRA DE MOLDE)_____

Grado:_____ Clase#:_____

Nombre del padre/tutor :(LETRA DE MOLDE)_____

Firma del padre/tutor :(FIRMA)_____

Relacion con el estudiante:_____

Fecha: _____



Angel's Learning Center

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Indoor/Outdoor Play Policy

Children attending Angels Learning Center shall engage in active play according to the following recommendation:

- ❖ Staff will promote developmentally- appropriate physical activities to help children (and themselves) prevent overweight/obesity and practice lifetime healthful habits.
- ❖ Teachers shall lead teacher-directed activities or games that promote moderate to vigorous physical activity over the course of the day, indoors or outdoors.
- ❖ Staff will participate in active play or stand near the children during active playtime, instead of sitting on the sidelines.
- ❖ Active play will not be withheld from children as a punishment.
- ❖ Children with play outdoors except when weather or air quality poses a significant health risk.
- ❖ Children will have access to water during outdoor play.
- ❖ Staff and parents will be provided with education and professional development regarding physical activity at least twice per year.
- ❖ Children need to be dressed appropriately for the current weather conditions to play outdoors:
 - Snow: heavy coat, waterproof boots, hat, and mittens gloves.
 - Rain: raincoat and waterproof boots.
 - Different temperature throughout the day: layers of clothing
 - Sunny days: lightweight that is sun protective, including long-sleeved shirts and hats.

Footwear should provide support for running and climbing. **Examples of appropriate footwear** include sneakers, gym shoes with rubber soles that enclose the feet and will not come off easily. **Examples of inappropriate clothing and footwear include:**

- Footwear that can come off while running or that does not provide support for climbing (examples: flip-flops and clogs)
- Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops)
- Clothing that does not protect children from the current weather conditions.



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Worksite Wellness Policy

Angel's Learning Center supports the health and wellness of all teachers and staff. We are committed to providing a healthy work environment with resources available for staff members to achieve their optimal wellness.

- ❖ Nutrition and physical activity education will be provided to all staff members at regular intervals. Education will include topics of importance related to improving health and wellness among staff members.
- ❖ Center management will encourage staff members to make healthy choices when possible and will require teachers/staff to model healthy behaviors for children and their families.
- ❖ Staff will be required to participate in active play with infants and children.
- ❖ Food and drinks, such as fruits, vegetables, and unsweetened beverages, provided at meetings and events will reflect the center's commitment to health.

PARENT

RECEIPT OF INFORMATION:

- ☐ Information to Parents Document
- ☐ Policy on the Release of Children
- ☐ Policy on Methods of Parental Notification
(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)
- ☐ Policy on Communicable Disease Management
- ☐ Expulsion Policy
- ☐ Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name: _____

Parent/Guardian's Name: _____

Signature

Date

BLANKET PERMISSION FOR WALKING TRIPS

Center Name: ANGELS LEARNING CENTER

Child's Name: _____

I hereby give permission for my child to participate in walking trips in the neighborhood around the center. I understand that the walking route is within the center's neighborhood, includes no known safety hazards, and that the walks will not involve entrance into any facility other than the following:

Signature of Parent/Guardian

Date

is planning a field trip!

To: _____

Cost: _____ Chaperones Needed: ☒ Yes ☐ No

Date: _____

Address: _____

Times: Leaving the center at approximately: _____ ☐ AM ☐ PM
Returning to the center at approximately: _____ ☐ AM ☐ PM

Transportation:

Vehicle(s): ☐ Approved Center Bus/Vehicle ☐ Walking ☐ Contracted Bus*

Driver(s): ☐ Center Staff ☐ Contracted Bus Company Staff

*Name of Bus Company Contracted: _____

*Bus Company Phone Number: _____

On the day of the trip, center staff can be reached at the phone number below:

Other Trip Information:

PLEASE COMPLETE INFORMATION BELOW THIS LINE AND RETURN TO THE CENTER.

Child's Name: _____

Parent's Name: _____

☐ YES, I give permission for my child to attend the field trip described above.

☐ NO, I do not wish for my child to participate in this field trip.

Parent/Guardian Signature: _____ Date: _____

UNIVERSAL CHILD HEALTH RECORD

Endorsed by: American Academy of Pediatrics, New Jersey Chapter
New Jersey Academy of Family Physicians
New Jersey Department of Health

SECTION I - TO BE COMPLETED BY PARENT(S)					
Child's Name (Last)		Child's Name (First)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth / /
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Child's Health Insurance Carrier			
Parent/Guardian Name		Home Telephone Number		Work Telephone/Cell Phone Number	
Parent/Guardian Name		Home Telephone Number		Work Telephone/Cell Phone Number	
I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.					
Signature/Date				This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER					
Date of Physical Examination:		Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Abnormalities Noted:		Weight (must be taken within 30 days for WIC)			
		Height (must be taken within 30 days for WIC)			
		Head Circumference (if <2 Years)			
		Blood Pressure (if ≥3 Years)			
IMMUNIZATIONS		<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due:			
MEDICAL CONDITIONS					
Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Medications/Treatments • List medications/treatments:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Limitations to Physical Activity • List limitations/special considerations:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Special Equipment Needs • List items necessary for daily activities		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Allergies/Sensitivities • List allergies:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Special Diet/Vitamin & Mineral Supplements • List dietary specifications:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note if Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		
<input type="checkbox"/> I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.					
Name of Health Care Provider (Print)			Health Care Provider Stamp		
Signature/Date					

Instructions for Completing the Universal Child Health Record (CH-14)

Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3838.

Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)

- **Weight** - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
- **Height** - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
- **Head Circumference** - Only enter if the child is less than 2 years.
- **Blood Pressure** - Only enter if the child is 3 years or older.

2. **Immunization** - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-826-4860.

- The immunization record must be attached for the form to be valid.
- "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.

3. **Medical Conditions** - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.

- a. Note any significant medical conditions or major surgical history. **If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow.** A generic care plan (CH-15) can be downloaded at www.nj.gov/health/forms/ch-15.dot or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.

- b. **Medications** - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration.

Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.

- c. **Limitations to physical activity** - Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.

- d. **Special Equipment** - Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.

- e. **Allergies/Sensitivities** - Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at www.pacnj.org or by phone at 908-687-9340.

- f. **Special Diets** - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.

- g. **Behavioral/Mental Health issues** - Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.

- h. **Emergency Plans** - May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.

4. **Screening** - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.

- For lead screening state if the blood sample was capillary or venous and the value of the test performed.
- For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
- Scoliosis screenings are done biennially in the public schools beginning at age 10.

This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.

5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)

- Print the health care provider's name.
- Stamp with health care site's name, address and phone number.

**UNION CITY BOARD OF EDUCATION
2024 - 2025 CALENDAR
10-MONTH INSTRUCTIONAL**

JULY 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2025				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2025				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2025				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

IMPORTANT DATES

June 24, 2024 - July 2024 - Summer School *Varies by Programs
 September 3 - 4, 2024 - Staff In-Service
 September 5, 2024 - First Day of School
 June 18, 2025 - Projected Last Day

ONE-SESSION DAYS

August 30, 2024 - Labor Day Recess
 November 27, 2024 - Thanksgiving Recess
 December 20, 2024 - Winter Recess
 April 11, 2025 - Spring Recess
 May 23, 2025 - Memorial Day Recess

TENTATIVE ONE-SESSION STAFF WORKSHOPS

October 2024 TBD
 December 2024 TBD
 February 2025 TBD

SCHOOL CLOSINGS / HOLIDAYS

July 4 - 5, 2024 - Independence Day Recess
 September 2, 2024 - Labor Day
 October 14, 2024 - Columbus Day
 November 5, 2024 - Election Day
 November 7 - 8, 2024 - NJEA Convention
 November 28 - 29, 2024 - Thanksgiving Recess
 December 23 - January 1, 2025 - Winter Recess
 January 20, 2025 - Martin Luther King Day
 February 14-17, 2025 - Presidents Day Recess
 April 14 - 21, 2025 - Spring Recess
 May 26, 2025 - Memorial Day
 June 3, 2025 - Election Day
 June 19, 2025 - Juneteenth

Approved April 25, 2024



Angel's Learning Center

2801 Central Ave. Union City, NJ 07087
(201)866-3636 fax (201)866-7389

Dear Parents:

In keeping with New Jersey's Child Care Center licensing requirements, we are obligated to provide you, as a parent of a child enrolled at our center, with the website information for the unsafe products. This information can be found on the following website:

www.cpsc.gov

You can also see more at <https://www.safekids.org/product-recalls> "SAFE KIDS" is dedicated to providing you with a comprehensive list of monthly child-related recalls collected from major federal agencies. The Consumer Product Safety Commission, the Food and Drug Administration, and the National Highway Traffic Safety Administration. We also bring you any news and consumer concerns about children's products. Remember that safety recalls don't expire, so check our product recalls pages regularly, especially if you receive hand-me-downs or buy children's products at a secondhand sale.

PLEASE COMPLETE AND RETURN TO THE CENTER

Child Name: _____

Parent Name: _____

I have read and received a copy of the information on Unsafe Products Websites.

Signature _____

Date: _____



Angel's Learning Center

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PREPAREDNESS: EMERGENCY RESPONSE PLAN

Who will alert staff and children about an emergency?

- Director
- Homeroom Teacher

Who is responsible for taking the emergency kit?

- Assistant Teacher

Who will count heads and take attendance?

- Homeroom Teacher

Who will communicate with families?

- Clerk
- Family Worker
- Director
- Teacher
- Assistant Teacher

Who will work with first responders?

- Director
- Homeroom Teacher
- Assistant Teacher
- Family Worker

Suply List for Pre-School and Pre-K

- Extra full set of clothes in a Ziploc bag. With their children's name.
Juego de ropa extra en una bolsa Ziploc con el nombre del niño (a)
- Crib sheet for nap time
Sabana de cuna para la siesta.
- Blanket
Una manta
- Baby wipes
Toallitas de bebe
- Two boxes of facial tissue
Dos cajas de panuelos
- One disinfecting spray Lysol.
Un spray de Lysol.
- One disinfecting Clorox wipes.
Una caja de toallitas desinfectantes
- One roll of paper towels.
Un rollo de papel toalla.
- Three containers of play doh red, blue, and yellow.
Tres recipientes de Play-Doh de color azul, rojo y amarillo.
- One box of markers Crayola brand.
Una caja de marcadores marca crayola.
- One Composition book for a Journal.
Un cuaderno para las escrituras diarias.

"Children learn as they play. Most importantly, in play, children learn how to learn."

- O. Fred Donaldson

"Los niños aprenden mientras juegan. Lo más importante, en el juego, los niños aprenden a aprender".

-O. Fred Donaldson