

The Education Station

Parent Handbook

2015.1

PREPARING THE CHILD FOR THE PATH AHEAD
THROUGH QUALITY CARE AND EDUCATION
ADMINISTRATED BY PROFESSIONAL
IN A SAFE AND APPROPRIATE ENVIRONMENT
FOR OVER A QUARTER CENTURY

The Education Station is a single site, private, nonsectarian, nondenominational child care facility providing care and education for children six weeks to nine years of age on a full time basis. Our program is developmentally oriented and utilizes state and federally recognized curriculum and assessment tools to prepare children for their elementary experience.

The curriculums of The Education Station are thematically based and encompass the major areas of development, incorporating many different media, materials and modalities to help students understand their external, inner, social and intellectual selves. The program is designed for small group learning with large group reinforcement whereby concentration capacities, self-esteem, and self-discipline are fostered through age appropriate curriculums and creative experiences.

The Parent Handbook is designed to familiarize you with the daily operations and overall objectives of The Education Station. Please review the enclosed information to determine if The Education Station is appropriate for your child and your needs.

By enrolling your child you agree to these terms and conditions and agree to abide by the requirements herein. Thank you for being here.

156 Washington St. Bloomfield NJ 07003-2405

(973) 743-7003

www.EducationStationDayCareCenter.com

Established 1989

REGISTRATION REQUIREMENTS

The Education Station provides care for children six weeks through six years of age on a full time basis.

The following items are provided and/or required for enrollment:

*Two week tuition deposit to reserve enrollment (applied to your last 2 weeks attendance)+

*Application completed and signed and submitted with deposit

*Updated Immunization Record on IMM-8 Card

*Universal Health Record noting most recent Physical Exam

*Child Profile

*Agreement of Terms, Policies and Procedures

*Permission for Walking Field Trips and Medical Attention

*Philosophy of Discipline

*Guidelines for Administration of Medication

*Expulsion Policy

*Policy on the Release of Children

*Policy on the Management of Communicable Disease

*Parent Participation, Open Houses and Parent Teacher Conferences

*Statement of Care

*NJ Division of Youth and Family Services 'Information to Parents' statement

(+Deposits for Enrollment Reservations are NON-REFUNDABLE)

NOTE: The above forms are included in the Enrollment Packet

TUITION POLICY

Tuition is required regardless of attendance. Please contact the Main Office At (973)743-7003 for current tuition rates. A two week written notice is required to withdraw from the program. Enrollment Deposits may be applied to withdrawal fee. A sibling discount will be afforded for multiple children enrolled in the program.

A return check fee of \$50 will be incurred for returned checks. Recurrence of returns will require tuition to be paid with cash, money orders or credit cards. The Education Station accepts Visa, MasterCard, Discover, American Express and debit cards. Credit Cards may be kept on file and charged on a monthly basis.

Tuition balances may incur a 1.5% per month Service Charge and will be calculated and invoiced monthly. The Education Station reserves the right to withdraw enrollment of outstanding balances. In the event an account goes to collections you will be responsible for the outstanding balance and the cost of collections.

The Education Station reserves the right to adjust tuition and will provide 30 days notice of any change.

SCHEDULE AND CALANDER

The Education Station operates Monday thru Friday from 7am to 6:30pm. The school observes the following holidays:

NEW YEARS DAY

MARTIN LUTHER KING, JR DAY

GOOD FRIDAY

PRESIDENTS DAY

THE ENTIRE WEEK IN WHICH THE JULY 4TH HOLIDAY IS OBSERVED

CHRISTMAS DAY

THANKSGIVING THURSDAY AND FRIDAY

Additionally, school may close early one day in December for staff development. Notice of such closure will be provided 30 days in advance.

STUDENT REQUIREMENTS

In conjunction to the application, contact information and immunization documents, children will need the following items for enrollment:

*Blanket and Crib Sheet for napping

*Change of Clothing to be stored at school

*Diapers, Wipes, Ointments if applicable

*Pacifiers and Sippy Cups if necessary

Blankets and Sheets will be sent home every Friday to be laundered and must be returned the following Monday. In the event of an accident during nap the soiled items will be returned home and a new set is required for the following day.

Diapers and Wipes may be brought in bulk and stored at school. Please identify all items with first name and last initial. Notices of depleted supplies will be provided in lunch boxes. You will be advised when you have 3 days supply remaining. Typically, diaper changes are scheduled for five times during the day. However, there may be a need for additional changes depending on your child. Therefore, please calculate your supply accordingly.

Clothing on a daily basis should be such that there would not be a concern if the items became soiled or torn during the course of the day. Stored items will be returned home seasonally to be replaced with appropriate items. In the event your child does not have items stored they will be supplied with school items. In that event, please launder and return items to school at your earliest convenience

SICK POLICY

In the event a child becomes ill during the course of the day they will be isolated from the group and you will be contacted about their condition. You may be required to pick up your child at your earliest convenience. If the child has left school due to illness they must be out of attendance for 24 hours and return symptom free. If a child is absent for more than 3 days a doctor's note will be required for their return.

In accordance to the NJ Department of Health, a child exhibiting any of the following symptoms prior to arriving at school they may not attend school that day:

- | | |
|--|------------------------------------|
| *Elevated temperature of 100+ degrees | *Acute Diarrhea |
| *Severe pain or discomfort | *Sore throat of excessive coughing |
| *Episodes of vomiting | *Pink or Red eyes with discharge |
| *Yellow eyes or Jaundice skin | *Difficult or rapid breathing |
| *Infected skin patches | *Swollen Joints |
| *Skin lesions that are bleeding or weeping | * Enlarged or swollen Lymph Nodes |
| *Stiff neck or back | *Blood in stool or urine |

Please review the Policy on Communicable Diseases statement included in the Enrollment Packet for the list of reportable diseases. In the event a child contracts any of the noted diseases you are required to notify school immediately. Therefore, we are required to notify the health department.

In the event your child is exposed to any reportable disease you will be notified by the school of the details and potential concerns.

NOTE: A fever is not in itself all bad- assuming that it is not too high. A fever is your body's attempt to protect itself from an invading virus or bacteria. However, a fever is an obvious indicator that a child has been infected and may be contagious. Therefore, a fever in excess of 100 degrees is an indicator that the child is becoming or is ill. Therefore, for the sake of your child, the children in the group and the staff, it is best if your child stays home and fights the illness with rest and your attention.

ADMINISTRATION OF MEDICATION

The Education Station can and will administer medication to enrolled children under the following circumstances:

*Medication can only be administered after receipt of written authorization is provided by parent or guardian. Medication Authorization Forms are located at the main entrance and in all kitchen locations. Please ask a teacher in they are not immediately evident.

*Medication Authorization Forms may be authorized for one continuous week as long as the prescription authorizes it as such.

*All medications must be obviously identified with child's first and last name.

*The medication must be prescribed for that child and stored in its original container with a childproof cap. Unused medication will be returned to parents daily unless otherwise instructed.

*Non-prescription, over the counter medication may only be administered according to the labeled instructions.

*We will administer medication through a nebulizer or inhaler. However, parents must provide both actual demonstration and written instructions for using such devices. Children will not be allowed to self-administer such devices.

When administering medication multiple staff members will be involved to review the instructions and confirm the administration. A log will be kept confirm the administration- time, date, administrator and witness.

Additionally, we will store any EPI Pen or related allergy medications in the office in the event your child may require emergency treatment for allergies.

The Education Station has a REGISTERED NURSE on staff in the event of a medical emergency. Additionally, all full time staff are certified in Infant and Toddler First Aid and CPR.

NOTE: The Education Station will not and cannot be held liable or responsible for any adverse reaction caused by medication authorized by a parent or guardian for administration. Please refer to the Guidelines for Administering Medication statement included in the enrollment packet for further details.

DIAPERS AND SUPPLIES, DIAPERING AND DIAPERING PROCEDURES

Parents or guardians are responsible for providing diapers, wipes, creams, ointments, powders, etc. All items must have child's first name and last initial obviously identified on the items. For administration of creams, ointments and powders it is required to complete an Authorization for Administration of Medication form. Forms may be authorized for application for a continuous week.

Such supplies may be provided in bulk and stored at school. Teachers will maintain a log of supplies received and provide written notification when there is a 3 day supply remaining.

The Education Station has 5 diaper changes scheduled for each day. Additionally, there may be need for unscheduled changes if your child voids between scheduled changes. Therefore, please provide an ample supply of necessary items to accommodate your child's needs. (Teachers will immediately change a bowel movement when discovered, thereby possibly consuming more diapers.)

Teachers will use latex gloves and will replace the gloves after each individual change. (Please notify the office if your child has a reaction to latex.) Each classroom has a specific diapering station to accommodate each group's schedule and prevent cross-contamination. The diapering station will be disinfected with a bleach and water solution after each change and rinse with soap and water.

Hand washing for both the teacher and child is performed after each change.

In the event you choose to use cloth diapers we will honor your request. However, we cannot store soiled diapers overnight and must send them home daily. Please provide supplies to store soiled diapers.

POTTY / TOILET TRAINING

NOTE: Potty or toilet training is not considered a development consideration at The Education Station and therefore will not prevent a child from advancing to another level; assuming that they are socially, emotionally, academically and physically ready to advance.

The Education Station has helped countless children and parents master the potty. We look forward to the opportunity to advise and cooperate with you for a successful experience. At such point that you or the teachers believe that your child may be ready for training we will discuss a strategy that will work for all involved. Whatever measures are decided upon- either right to underwear, using pull-ups or a combination of both, must be enforced consistently at home and at school. Therefore, we suggest that you have a conversation with your teacher to discuss the best method and timing for training.

Once initiated, will we keep you apprised of our daily results. Children will be reminded of the potty every half hour and be brought to the potty 15 to 20 minutes after consuming fluids. In the event that the child has more than two accidents in one day we will revert to diapers to prevent feelings of failure. In the event we multiple days of accidents we suggest that we delay training and revisit it in the future. If a child is experiencing gastro-intestinal issues we will revert to diapers and advise you of their condition.

Even with considerable success throughout the day, we recommend that you use diapers or pull-ups at night until the child has completely transitioned from diapers. Also, while training, it is advisable to limit fluids prior to bedtime to facilitate success.

We do not suggest attempting to potty train a child before 18 months of age unless they demonstrate actual and consistent interest in the potty. Historically, training is most successful between ages 2 and 3 with consideration for gender and individual levels of maturity. Since each child develops individually there is no definitive timeframe within their preschool years to expect complete potty training.

(TRUTH BE TOLD: We are not big fans of pull-ups...they are just expensive diapers that eliminate the uncomfortable experience thereby avoiding a major element of the experience. When training, it is best that children 'feel the deal' and are reminded of using the potty. It is our experience that, except for overnight use, pull-ups prolong the experience. However, we will abide by your decision to use pull-ups.)

PHILOSOPHY OF DISCIPLINE / BEHAVIOR MANAGEMENT

At The Education Station discipline is approached and achieved through imparting simple, consistent and fair rules through reiteration, patience and positive reinforcement. Discipline is a process of teaching children to behave appropriately while respecting the rights of the individual, the group and the teacher. It does not include punishment of any kind nor should it negatively impact a child's self-esteem.

Our approach to discipline is designed to promote understanding of the rules, promote self-discipline, and foster respect and acceptance of responsibility for one's actions. Discipline techniques and approaches would be employed only when a child has the means to understand the rules.

Since our program is designed to have small groups based on developmental levels with intimate ratios, (usually double the required amount), we experience very little need for discipline. Additionally, having a very full and engaging schedule oftentimes eliminates the boredom that can be associated with inappropriate behavior.

In the event that discipline is needed The Education Station staff are trained to use the following Positive Discipline Approach:

*Acknowledging students in the group who are acting appropriately while ignoring inappropriate behavior will often cause the child in question to adjust their actions. This method eliminates the need to single a child out and eliminates negative attention.

*Teachers will initiate dialog with a child having a difficult moment to allow them to have their concerns heard and express their frustration. Acknowledging the child's point of view or reasoning for their actions allows for corrective dialog and redirection.

*Teachers will explain the consequences to a child who is acting inappropriately or defiant and offer them choices. They will have the opportunity to comply or accept the consequences of their decision.

*In working with older children, teachers may employ motivational charts that are color coded. This will allow a child to understand their unacceptable actions and move to an acceptable level. This is a method employed in many elementary schools; however, our approach is much simpler and kinder.

*In the event that there is consistent a repeated inappropriate behavior, a teacher may take the child for a walk. The change of venue can calm the child down and eliminate contention between students.

*When behavior is threatening to the safety of the child, others in the group or teachers the child may be removed from the room and asked to take a time out. If this strategy is unsuccessful, the child will be escorted to the office and remain until they have calmed down and acknowledge why they are in the group. The child will be supervised at all times during the process.

*After a child has had a difficult moment or event, the teacher will look for opportunities to acknowledge and praise acceptable behavior throughout the rest of the day for that child.

NOTE: The word 'bad' is never used or associated with a child or incident when disciplining a child. Yelling or raising a voice is unproductive and would only be used if there was a serious safety concern. Also, we do not believe in, recommend, use or promote corporal punishment in any capacity.

EXPULSION POLICY

The Education Station is a private, non-sectarian early childhood program providing small group based academic instruction while serving as guardians of our enrollment while they are in our facility. To that end, The Education Station reserves the right to expel anyone from the program that threatens the well-being of those enrolled or employed or violates the property or integrity of the program. Such decisions to expel a student are at the sole discretion of The Education Station management and Board of Directors.

The following reasons / causes include, but are not limited to, leading to expulsion:

*Inappropriate behavior by a student or parent / guardian that threatens the safety or well-being of themselves, other students, staff or agents of the program

*Failure to remit tuition on a timely basis

*Violation of any documented policy, procedure or law

*Excessive late pick-up

*Any other reason, cause, violation deemed necessary by The Education Station to safeguard the student population, staff, property or integrity or reputation of the school

The expulsion process will consist of two formal written warnings delivered to the parent and discussed.

A copy of the warning will be provided and required to be signed indicating receipt of the warning. If a personal delivery and discussion is not possible formal written warnings will be sent by certified mail to the address on file.

Expulsion does not relieve the parent or guardian of any financial obligation.

Expulsion is at the sole discretion of The Education Station. By enrolling your child(ren) you agree to the terms of this policy.

NOTE: Under certain circumstances, including but not limited to, violence, deliberate or willful property damage or any criminal act, expulsion may be immediate and without the noted warning process.

FOOD LUNCH SNACKS SPECIAL DIETARY CONSIDERATIONS

The Education Station does not provide food and does not have any facilities for cooking on site. However, we are able to store and warm food to serve appropriately. Therefore, children must bring their lunch to school daily and will be stored, prepared and presented appropriately.

The Education Station will provide three snacks during the course of the day. Our snack schedule is as follows:

*START SNACK: 7am to 8:30am- We will offer an assortment of hot and cold choices and whole and reduced fat milk to start the student's day. This service begins with the PreToddler Group. We do not provide any consumables for the Infant Group. During this time period you may also provide breakfast for your child to eat at school.

*MORNING SNACK: 9am- 9:30am- prior to our morning activities children will be offered fresh fruit and water.

*LUNCH: 11:45 – 12:30- Teachers will prepare and present the lunch choices you have provided. Any food not consumed at lunch will be returned home so you may monitor your child's consumption. Nutritional considerations are the responsibility of the parent.

*AFTERNOON SNACK: 2:45- 3:15- Students will be offered fresh fruit and water after nap time.

*LATE AFTERNNON SNACK: dry snacks; such as gold fish, pretzels, organic vanilla cookies and water will be provided for children who are in attendance after 5:30.

Parents may provide alternate snacks for their child. Please advise your teacher of your preference and identify the items for your child.

SPECIAL DIETARY CONSIDERATION:

The Education Station staff are trained in food handling and will be able to accommodate your child's special dietary considerations. Please provide documentation regarding your child's specific requirements.

NOTE: *The Education Station is NOT A PEANUT FREE environment.*

We cannot and will not force a child to eat. However, if they are not interested when the food is offered at the scheduled time, we will re-present their food at the next scheduled time. You will be advised of any variation in their schedule or consumption.

ENVIRONMENT AND ENVIRONMENTAL CONSIDERATIONS

Your child's safety, health and wellbeing is of the utmost importance to us. To that end, The Education Station has taken many measures to insure that our environment is above and beyond the required standards of cleanliness.

Our stately Victorian facility is heated with forced hot air and central air conditioning driven by four separate units the prevent cross contamination from one group to another. This also allows each area to control their own environment. Additionally, we have installed ultra violet light cells in all the air exchangers which helps to destroy ambient bacteria.

Each group requiring diapering has their own changing station to prevent cross contamination as well. Teachers will disinfect the area with a mild bleach solution and soap and water rinse after each change and a thorough cleaning after each changing session. Children's hands are washed after each change or trip to the bathroom.

Additionally, the toys and cots are STEAM CLEANED on a regular basis to insure a healthy environment.

The Education Station also employs the services of STERILE DOCTOR Technology which is a unique anti-microbial technology which effectively controls and ruptures viruses, bacteria, fungi, algae, mold on a wide variety of article and substrates. For more information on this service please see www.steriledoctor.com.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released to the child's custodial parent(s) or person(s) authorized by the custodial parents to take the child from the center and to assume responsibility for the child. Authorized persons can be included on the application. In the event a non-authorized person must pick up a child the custodial parent must call and advise the office. The non-authorized person must have picture ID. The office may also require a password, given to the parent that the non-authorized person must use.

The provision that a child may not be visited or released to a non-custodial parent unless the custodial parent authorizes the school to allow such visits or release. These requests or changes must be made in writing. The center cannot accept or act on verbal authorization.

If a non-custodial parent has been denied access to a child by a court order, the center must receive that documentation and maintain it on file.

The following procedures will be followed by staff members if a parent or authorized pick up fails to pick up the child after the school has closed:

*The center is supervised at all times

*Staff members will attempt to contact parents or authorized pick up persons

*An hour after the center's closing time, and provided that contact has not been made and other arrangements for releasing the child have not been made, the staff will contact The Division of Youth and Family Services hotline @ (1-800-792-8610) to seek assistance in caring for the child. The staff member will follow the instructions provided by the hotline staff.

In the event a parent or authorized pick up person appears to be physically, emotionally or otherwise incapable of accepting the child, in the judgment of the director or senior staff member the child will not be released if it is determined that the child may be at the risk of harm.

*Staff members will not release the child to an impaired individual

*Staff will attempt to contact other authorized pick up persons

*If no other arrangements can be made the staff member will contact the DYFS hotline

It is recommended that you have at least two alternate pick up person on the application that are in reasonable proximity to the center. It is also advisable that you arrange with other parents to be authorized to pick up each other's child in the event of an emergency.

PARENT PARTICIPATION, OPEN HOUSES, PARENT TEACHER CONFERENCES

Parents are encouraged to speak with their child's caregivers and teachers on a daily basis. Our staff scheduling is designed so that there will be a lead teacher or director available through closing time to discuss details, incidents and answer questions about your child's day.

On a more formal basis, The Education Station will provide opportunities for parents to schedule Parent teacher conferences to discuss their child's development and progress and advancement. These conferences are typically scheduled in January and June. However, we would be happy to discuss matters pertaining to your child or the school at any time that is convenient for you. If you would like their teacher present please contact the office in advance to allow us to make the necessary arrangements.

Tele-conferences can also be arranged if this is more convenient. These conferences are best scheduled during nap times. We would ask that all conferences be scheduled through the office.

These conferences are in addition to the Enrollment conference and the Annual Open House.

We are always interested in your conception, opinion and suggestions of quality child care and welcome your comments. Additionally, the center extends an OPEN INVITATION to enrolled or prospective parents to observe, participate or be actively involved in the program. Once enrolled, we maintain an OPEN DOOR POLICY which allows you to enter and observe at will. Observations may be done directly in the classroom or through the monitor system in the office.

The Education Station also holds an ANNUAL OPEN HOUSE, usually scheduled by individual group, in September or October of each academic year. These meetings are designed to provide general program information and group objectives along with the opportunity to meet staff members. Personal or individual questions are best served with a Parent Teacher conference.

Continual communication and parent involvement between home and school will enhance the educational experiences of our students. Therefore, The Education Station suggests parents to take advantage of these opportunities to share in your child's preschool experiences.

STATEMENT OF CARE

A child will be considered 'IN OUR CARE' at which time that there is a mutually acknowledged transferal or exchange of the child from the parent, guardian or authorized pick up person, to the teacher in their primary classroom or lunchroom. Staff members will deliberately and obviously acknowledge your child's arrival, usually by name and greeting. It is at this point that your child is 'IN OUR CARE'.

Being in the school facility or on school grounds or using school play equipment does not constitute being in our care unless a staff member assigned to your child's group has accepted the child. The Education Station cannot be responsible for injury if the child is not in our care.

Additionally, your child will no longer be in our care after which time the parent, guardian or authorized pick up accepts the child from the teacher. Therefore, once the child is united with the pick up person that child is no longer in our care and we cannot be responsible for their wellbeing thereafter.

EVACUATION PROCEDURE

The Education Station has operated through the 9/11 crisis, major electrical outages, 100 years storms, massive floods and other major catastrophes successfully. We have devised and continue to update or evacuation procedures and are in contact with emergency service providers to stay abreast of trends and requirements.

In the event of an emergency all teachers have be trained in the evacuation procedures. The following procedures will be executed:

*When evacuating teachers will take head counts and attendance books and assemble children. Office staff will secure family contact information

*Teachers will assemble students in the yard and await the directions of the senior staff member in charge or emergency service providers

*In the event we will be moving off-site wristbands with the child's name and age and any medical issues will be noted on the wristband

*Evacuation sites are as follows:

160 Washington Street (Adjacent property owned by school)

Wattsessing School (Fall Out Shelter)

Bloomfield Public Library (Fall Out Shelter)

*Parents will be advised of the location of their children

*The Education Station Maintains a passenger van on site at all times in the event of an emergency

LOCKDOWN PROCEDURE

Staff will take head counts and assemble children to be moved to interior classrooms away from windows and street access. Office staff will assemble contact information and prepare for evacuation. Teachers will provide quiet time activities until advised by office staff or emergency service providers.

The Education Station maintains approximately 24-36 hours of consumables, dry goods, diapers and water to support the population in an emergency. However, it is recommended that infants have surplus supplies at all times as we are unable to provide consumables for their individualized needs.

NOTE: Teachers and administrative are advised and acknowledged that they are not able to leave the facility in the event of an emergency until the situation has been concluded.

BREASTFEEDING

Based on the information provided from The Center for Disease Control (CDC) and the American Academy of Pediatrics, just to name a few, we believe that breastfeeding and breast milk have shown to be the best form of nutrition, providing a multitude of health benefits to both infant and mother. Because breastfeeding mothers and employees need ongoing support from their childcare centers The Education Station will provide a comfortable and private space for mothers to provide milk for their babies. The following will apply:

- *Breastfeeding mothers will be provided a place to breastfeed or express their milk in our Infant Center.
- *A refrigerator is available for storage of expressed milk
- *Sensitivity will be shown to breastfeeding mothers and babies
- *Our staff is trained in storing, handling and preparing breast milk
- *Breastfeeding employees will have flexible breaks to accommodate breastfeeding or expressing milk. Mothers of enrolled infants have an Open Door policy to provide feeding or expressing

NOTE: All employees will be trained in the proper storage and handling of human milk as well as ways to support breastfeeding mothers. The center will follow the guidelines from the American Academy of Pediatrics and the CDC to insure that breast milk is properly treated to avoid waste. Please review

www.cdc.gov/breastfeeding/recommendations

SECURITY & SAFETY

The Education Station approaches security of the facility and the subsequent security of your child with the utmost concern and preparation. The facility is protected by a bio-matrix based system which requires parents and staff to have their fingerprints preprogramed into the system for entry. Still system will automatically log all programed occupants in and out of the building. However, do not be completely reliant on a mechanical system...the real security in the facility is the employment of full time staff in each of the classrooms who quickly become familiar with authorized pick up and drop off persons. They are trained to question strangers and people unfamiliar to them and direct them to the office.

Regarding staff- all members must submit to a background check and be fingerprinted as required by the State of New Jersey. A medical statement from their doctor and a Mantoux Test is required as well along with references. The Education Station will also conduct additional background checks from private databases to insure the integrity of the staff. (More than half of our staff has been on board from 10+ years as well.)

Additionally, each classroom, entrance and yard is monitored by closed circuit television and there is access to the prior 30 days activities.

The office is always staffed by a Director and/or Owner to handle situations and answer questions. These staff members are not calculated into our ratios.

The Education Station has updated and upgraded our Smoke, Fire and Carbon Monoxide Monitoring System to a state-of-the-art wireless system with direct link to the fire department on a dedicated line. We have also doubled the number of pull boxes throughout the facility.

This system is interconnected to the Sprinkler System which is connected to the town main water line. Therefore, our compliance for fire safety is well beyond current code requirements.

TELEVISION /COMPUTER MONITOR SCREEN USAGE AND TIME POLICY

The Education Station is a developmentally orientated program which strive to prepare students for their pending elementary school experiences. To this end, the program offers multiple modalities to introduce students to fundamental concepts and pre-literacy skills. This instruction includes controlled and coordinated computer instruction.

The use of computer time is designed to reinforce the concepts presented in the classroom and limited to 2.5 hours per week. Computer use is planned and supervised by staff. Students do not have access to the internet.

Students under the age of 2.5 years are not offered computer time or instruction as recommended by our licensing agency.

The program does not utilize or include television or video viewing as part of our daily schedule between 7am and 6pm. However, educational and entertainment videos may be used between 6pm and 6:30pm as we consolidate the student population to prepare to go home and to clean and close the facility.

In the event of appropriate/pleasant weather, whereby the students may be in the outdoor areas between 6pm and 6:30 pm, there will not be television time. The facility will be closed from the yard areas.

NOTE: *Upon request your student can be excluded from both computer and video time and offered and alternate activity.*

NAP / REST PERIOD

By NJ law, all children enrolled in a licensed child care facility on a full time basis must have a rest period.

Therefore, all children will be offered a rest time after their lunch period- approximately for 90 minutes. Children will rest in their home rooms on either state approved cots or cushioned mats. Appropriate nap music will be provided. Parents will provide a crib sheet and blanket for resting and these articles will be returned home each Friday for laundering.

In the event a child does not nap they will be provided an alternate activity after approximately 20 minutes into the nap period. They will be requested to engage quietly to allow the other students to rest.

Infants will be allowed to nap on their own schedule throughout the day. Pre Toddlers transitioning from the Infant group will also be allowed to nap at will.

WATERPLAY

From the second week of July through Labor Day, students may participate in water play activities which include sprinklers, large inflatable water slides and water table activities. You will be provided a schedule that allow your child water play 3 times per week weather permitting.

Children with diaper rashes, open wounds or sores, ear infections or a contagious medical condition may not participate in water play.

In the event that you do not want your child to participate in these activities or if there a special considerations for their participation please contact the office to discuss the details.

HAPPY BIRTHDAYS

We are happy to celebrate your child's birthday at school. We can coordinate a pizza party for your child's group and you are welcome to provide treats for the afternoon snack provided that we are advised of the treat items to advise parents of the ingredients.

We do not recommend characters' coming to school as many children are afraid of costumed characters. However, we will entertain other activities that may make your child's birthday special. Please stop in the office to discuss your ideas in advance.

TOYS

The Education Station has an abundance of toys and materials for your child. Therefore, we strongly suggest that children do not bring toys to school unless it is an item that provides security during their transition period. If a toy must be used for any reason it must be dropped off in the office upon arrival. You may retrieve the item as you depart. School cannot be responsible for items brought from home.

In the event toys from school inadvertently make their way home we would appreciate their return the next day.

We will have Show-N-Tell once per month at which time your child may bring in a toy or item related to the theme. Please clearly identify any item coming to school. (Please do not send any type of weapon related toy to school for any purpose.)

