



# SEASHORE CHILDREN'S LEARNING CENTER

2016

## PARENT HANDBOOK

Promoting excellence  
In early childhood Christian education since 1992

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Erma, NJ 08204  
Phone (609)886-5155 Fax (609)886-6042  
Monday – Friday 6:30 A.M. – 5:30 P.M.

“Let the little children come unto me,  
and do not hinder them,  
for the kingdom of God belongs to such as these.”  
Luke 18:16

# Welcome

Dear Parents,

Welcome to Seashore Children's Learning Center a non-profit program of The Seashore Community Church of the Nazarene. We will strive to provide the loving care and Christian guidance that your child needs as he/she grows and develops.

As a parent or caregiver, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child.

The Seashore Community Church of the Nazarene sponsors this early education program as a ministry of the church to provide a learning center environment that will help children grow as the bible tells us Jesus grew "And Jesus increased in wisdom and stature, and in favor with God and man" (LUKE 2:52).

The church values children and believes in families. They also welcome and encourage you to fellowship on Sunday mornings, Wednesday nights and/or to make the church your home if you are seeking a church or are new to this area.

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year in our weekday early education program.

## **MISSION STATEMENT**

*To provide quality Early Childhood Education  
From a Biblical perspective  
To empower each child to develop according to  
His/her specific abilities given by Christ  
That he/she may be empowered to live a life characterized by  
love, trust, and obedience to Christ.*

## **EDUCATIONAL PHILOSOPHY OF THE PROGRAM**

A child develops mentally, physically, spiritually, socially and emotionally. We are committed to providing biblically based age appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands on activities in learning centers and positive Christ like role modeling of the staff. Parent communication sheets will keep you informed about each unit designated for your child's class.

## **STANDARDS**

Seashore Children's Learning Center operates under the standards of the State of New Jersey Department of Human Services Division of Youth and Family Services and is inspected regularly by the Department of Human Services, the Cape May County Health Department and the Bureau of the Fire Safety of Lower Township.

## **ENROLLMENT**

Seashore Children's Learning Center enrolls children from birth to age 8. We offer before and after school care for kindergarten through second grade. The following is required for enrollment:

- A. Complete a student application
- B. Sign and return Parent Contract/Financial Agreement (signing of the contract signifies agreement to all conditions stated in this handbook). The information in this handbook supersedes any information distributed prior to its printing and may be updated at any time.
- C. Pay Non-Refundable Registration Fee.
- D. Complete the health forms including your child's immunization records information. Immunization information must be updated yearly and is the responsibility of the parent.
  - (1) Children above two years of age shall have had a health examination by a licensed physician within one year prior to admission.
- E. If no openings are available you may be placed on a waiting list by filing a registration form and paying the non-refundable registration fee. You will be notified as soon as a spot becomes available.

## PROGRAM OBJECTIVES

**CHRISTIAN NURTURE:** “Train up a child in the way that he should go: and when he is old, he will not depart from it.” (Proverbs 22:6)

We believe each child is an unique individual of intrinsic worth created in the image of God and Christianity is a way of life. We believe Christian education is mandated by God’s word; Christ is the center of our lives, and He is the center of our school. Religious values are emphasized and faith in God fostered. Faith is founded upon trust and security in both parents and other adult models. Thus it is much easier to trust in Jesus, as one gets older. The love and faith of the staff are more important to your child’s attitudes than is the content of religious teaching.

**OUR STAFF:** Our teachers and staff, appreciating individual differences, attempt to create an environment in which each child is free to play, learn, experiment, and grow at his/her own rate without undue rate of competition, while not infringing on the rights of others. Your child is taught to hold sacred the Bible, the church, the home, and our country. Religious concepts are taught through stories, songs, memory verses, prayers, sharing, and social conduct. Therefore, all child care workers are required to demonstrate honesty, dependability, and their faith in Christ by being a reflection of his love at all times, to you, your children, and each other.

**EMOTIONAL:** Children learn through experiences of interaction with their peers in a happy give and take situation. When a child feels loved and accepted he will be better able to accept God’s love as well as give love in return. Appropriate attitudes and behavior are encouraged and developed through daily living in a Christian atmosphere by utilizing biblical principles, with skills, loving staff members. Emotional patterns so necessary to future learning and productive living are more or less set during these years.

**INTELLECTUAL:** Acquisition of factual knowledge, though important, is not a prime objective of the preschool years. What is important is that a child develops interests and patterns of thoughts and actions that will create a readiness to read and comprehend during the school years to follow. Skills learned at the preschool level that will influence future learning are; observing with interest, learning to listen, distinguishing sounds, speaking in sentences, using tools and materials in construction, developing imagination, observing colors, following directions, developing size, shape and number concepts, and learning the meaning of a large variety of words used in everyday living. This learning will take place in a variety of learning center activities, which includes art, books, blocks, puzzles, manipulative, nature, music, and dramatic play.

**PHYSICAL EXERCISE:** Muscle coordination as well as muscle growth is important. Physical activity is required primarily through short periods of playtime. Proper equipment and space are provided for this purpose. Creative movement and exercises are important, but for proper physical development there must be adequate rest and diet.

**SOCIALIZATION:** Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. The students will learn to interact with one another developing a sense of worth in regard to their own self-respect and that of other children and adults.

## **SCHOOL CALENDAR**

**OFFICIAL SCHOOL YEAR:** September (the first Tuesday after Labor Day) through June (depending on when local public schools end) is our official school year.

**SUMMER PROGRAM:** Camp Seashore begins at the end of the school year in June and runs up until the Wednesday before Labor Day.

**BEFORE AND AFTER SCHOOL CARE:** We provide care on school days for those attending preschool, kindergarten, and elementary school (entering 2<sup>nd</sup> grade) in Lower Township. Transportation arrangements must be made with your school's transportation department. You must be registered with SCLC to receive these services. In the event the public school has early dismissal or non-holiday closing you will be responsible for an **additional fee** that will be added to your child's tuition for the extra time he/she is here, whether it is a full day or a partial day.

**HOLIDAY CARE:** We will provide holiday care for students in kindergarten through 2<sup>nd</sup> grade during the holidays that we are open. All children **MUST** register in advance. If your child is already scheduled to come to the Learning Center on those days there is no need to register. Registration will be on a first come, first serve basis for any siblings.

**HOLIDAYS:** We observe and are closed: New Years Eve Day and New Years Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day and day after, Christmas Eve Day and Christmas Day.

The Learning Center will be closed each year for approximately one week beginning with Christmas Eve Day and will reopen the day after the legal observance of New Years Day. There will be NO organized childcare in the building during those days for the purpose of staff renewal and maintenance of the facility.

We are closed for Teacher In-Service on: the last 2 days of the school year, Martin Luther King Day, and the last 2 days of the summer program.

Parents will be given a closing schedule in September for the year ahead.

### **TUITION REIMBURSEMENT OR CREDIT:**

1. There is no reimbursement or credit in tuition for: observed holidays, teacher in- service days, closing due to weather or disaster, or if your child is absent for any reason.
2. Families taking a family vacation for a period of **more than 2 weeks at a time** shall receive a 50% discount for the days they are absent **up to a maximum of 4 weeks**.

**INCLEMENT WEATHER:** In the event of inclement weather, and Lower Township schools open late or are closed due to snow or other weather related conditions, we will be closed or open late as well.

## **POLICIES**

**ARRIVAL:** Parents must sign their Child In and Out when dropping off or picking up a child, noting the name of the person bringing or picking up, time of arrival/departure and any special instructions. Child is to be accompanied by the parent to the classroom where any coats and accessories are to be hung in the child's room. Bedding is to be put in its proper place in the

classroom. It is **strongly suggested** that students be dropped off before **class begins at 8:30 A.M.** as academics are in the early morning. Each parent needs to be sure a staff member has recognized the child before they leave. **(No child is allowed to find his/her own way into the center or classroom.)**

**DEPARTURE:** Children's belongings are found in their rooms or cubbies. Each child has a personal file folder located at the front entrance, **this file must be emptied each day.** All vital, important memos and take home papers will be placed in this file every day. **It is the responsibility of the parent or guardian to check this file daily.** **The center closes promptly at 5:30 p.m.** If your child has not been picked up by 5:30 you will be charged a fee of \$1.00 per minute until he/she is picked up. **After three (3) times late, your child care could be terminated.**

**ATTENDANCE or LATENESS:** For consistency in your child's development it is important to maintain a regular daily schedule. **Classes begin by 8:30 sharp we strongly recommend you have your child here by 8:30am each day. Academic programs and special events are during the early morning time and your child will miss out on these programs.** If your child will be **late or absent** on a scheduled day PLEASE call the center in the morning by 8:30 .

**AUTHORIZED PICK UP / RELEASE POLICY:**

A child will be **released ONLY** to the parent(s) who enrolled the child, or to a person they **authorized in writing** on the enrollment form. If a non- custodial parent has been denied access to a child by a court order, our center requires documentation to that effect to be maintained on file. If you would like to **add someone** to your pick up list please ask for the proper form to be filled out and handed in prior to that person picking up your child. A staff person will ask anyone picking up a child for proper identification even if they have been authorized in writing by the parents on the enrollment form. Please inform the person who will be picking up your child to have a driver's license ready and available to show at the time of pick up.

If the parent(s) or person(s) authorized 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) If staff member's attempts to contact the parent(s), or person(s) authorized, have failed & the staff member cannot continue to supervise the child, after closing (5:30 p.m.) 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 is able to pick up the child.
- 3) If the parent(s) or person(s) authorized 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 member's attempt to contact an alternative person(s) authorized
  - 3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline 1-877-652-2873 to seek assistance in caring for the child.

For school-aged children, no child shall be released from the program unsupervised except upon written instruction from the parent.

**BEDDING:** Children must bring child-size bedding, which may include a crib size sheet, small blanket, child size sleeping bag and a child size pillow for naptime. Cots are provided. Please be certain that your child's name is marked on all bedding, so that we may prevent any losses. ALL bedding including their bedding bag must go home every Friday to be washed in hot water. Parents must provide bedding bags labeled with child's name on it.

**BITTING POLICY:** Children who are 12 months to 3 years old may bite other people out of frustration or when they want power or control over another person. The center has developed the following biting policy:

- The child will be removed from the situation and taken aside away from the other children where their teacher or the director will talk with them.
- Each time the child shows this behavior a report will be written up and signed by the parent. One copy will be sent home and another will remain at the center.
- Parents will be encouraged to work with the staff on solving this problem.

The Bitee:

- The child will be comforted.
- The staff person will wash the bite with soap and warm water. An ice pack will be applied to the bite.
- An incident report will be written up and the parent will be called if the bite breaks the skin.
- A copy will remain at the center and a copy of the report will be given to the parent upon request.

**CLOTHING:** Parents are to provide all diapers, pull-ups, and wipes. Washable play clothes are recommended for weekday activities. **Parents are expected to bring 2 extra sets of clothes** labeled with the child's name for emergency purposes. Additional training pants are necessary if child is not toilet trained. All unlabeled, unclaimed clothing will be put in the lost and found. After a certain period of time unclaimed items in the "lost and found" will be donated to the church Thrift Store.

**DISCIPLINE:** We view discipline as training, never punishment. The staff of SCLC is committed to providing a positive learning environment and will use discipline procedures set by program policy to achieve this goal. At the center, discipline consists of redirection, time-out (equivalent to one minute for each year of the child's age) and positive reinforcement. The use of any physical punishment is never allowed.

**Discipline Policy:**

The staff of Seashore Children's Learning Center is committed to providing a positive learning environment. Positive discipline and redirection will be used at SCLC. Every attempt will be made to use positive discipline. For example, "I need you to sit safely in the chair" versus DON'T STAND ON THAT CHAIR. At the center, the discipline method will be:

- 1) Clear specific directions of expected behavior.
- 2) Redirection to new behavior.
- 3) Individual attention given to situations that need intervention.
- 4) Offer a choice, e.g. either do this or go over here.
- 5) Divert and /or remove from area of conflict.
- 6) Give an explanation of behavior and consequence.
- 7) Time out to be used to give the child the opportunity to gain self-control. One minute for each year of the child's age.

- 8) Parental involvement if any further assistance is needed.

**The staff will show love and encouragement by using:**

- 1) Biblical references such as, be kind to one another and love each other.
- 2) Catch the child being good.
- 3) Give hugs and caring to every child every day.
- 4) Listen to the child's point of view.

Under no circumstances are staff members to raise their voices or touch a child in anger or frustration. Demeaning a child with the use of degrading language is unacceptable. These methods are not to be used in disciplining a child: 1) Hitting, shaking, or any form of corporal punishment 2) Abusive language, ridicule, harsh, humiliating or frightening treatment. 3) Withholding food, emotional responses, stimulation, or the opportunities for rest or sleep.

**EXPULSION/SUSPENSION:** Unfortunately, there are some reasons we have to expel a child from our program either on a short term or permanent basis. We will do everything possible to work with the family of the child in order to prevent this action from being rendered. The following are reasons we may have to expel or suspend a child from this center.

**Immediate causes for expulsion:**

1. The child is at risk of causing serious injury to other children of himself/herself;
2. parent threatens physical or intimidating actions towards staff members;
3. parents exhibit verbal abuse to staff in front of enrolled children.
4. Parental refusal to pick up sick child within the allotted time of 1 hour. 2nd offense

**Parental actions for child's suspension:**

1. Tuition is behind or late for three weeks, you will have to make other child care arrangements until you have paid SCLC the account in full;
2. Failure to return completed forms
3. Habitual tardiness when picking up your child.
4. Parental refusal to pick up sick child within the allotted time of 1 hour. 1st offense

**Child's action of expulsion:**

1. Failure of child to adjust after a reasonable amount of time;
2. Uncontrollable tantrums/angry outbursts deemed inappropriate according to age;
3. ongoing physical or verbal abuse to staff or other children
4. Continued excessive biting after reasonable attempts to stop biting issues.

**Proactive actions that can be taken in order to prevent expulsion:**

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess classroom environment, appropriate of activities, supervision.
3. Staff will always use positive methods and language while disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for rules.
6. Child will be given verbal warnings.
7. Child will be given time to regain control.
8. Child's disruptive behavior will be documented and maintained in confidentiality.  
Parent/Guardian will be notified verbally. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

**FIRE DRILLS:** Emergency fire drills are held bi-monthly to acquaint your child with evacuation procedures. Our center is equipped with a fire system, smoke detector, and fire extinguishers, in accordance with state guidelines.



**FOOD:** The center provides two snacks: a morning snack and an afternoon snack. The parent must provide a bagged lunch every day. **Your child's lunch should be ready for your child to eat.** Please have your child's food pre-stored in plastic containers or plastic bags, preheated in a child-size thermos if needed, premixed and pre-cut. Please include proper eating utensils, and an ice pack for cold items. Parents are discouraged from sending items such as gum, candy or soda to the center. Lunch should be healthy. **All drinking cups for younger children must be labeled with your child's name and date or they will be disposed of.**

**OPEN DOOR POLICY:** Parents are welcome to drop in unannounced at any time to visit the facility. Please feel free to raise any questions or voice any concern to either the director or to the pastoral staff. Parents of enrolled children are encouraged to volunteer their time at the center.

**OUTDOOR PLAY:** The children at SCLC go outside every day, weather permitting. If your child is sent to school we will assume he/she is well enough to play outside. We will not play outdoors if the weather drops below 32° F or is above 95° F. We will not play outdoors if the weather conditions are dangerous (hail, electrical storms, etc.) Please dress your child appropriately to enjoy God's beautiful creation. Please send hats, gloves, and scarves as the weather warrants. During the warm summer months and other hot sunny days, sun block must be applied before your child is dropped off for the day. Please send in sun block for your child (labeled with their name) so that the staff can reapply it later in the day. The staff is not to be held responsible for sunburn.

**PARENT CONFERENCES:** Conferences may be scheduled at your request with your child's primary caregiver or the director to discuss issues or concerns. The director or primary caregiver may also request a conference.

**PERSONAL ITEMS:** All items brought to school **MUST BE LABELED** with the child's full name. This includes lunch boxes, coats, cups, blankets, "show and tell" items, etc. Seashore Children's Learning Center is not responsible for items left at the center.

**TOILET TRAINING POLICY:** Our center operates using the following policy: verbal rewards are given and at no time will a child be reprimanded for unsuccessful use of the toilet. In the event that a child has an accident and there is not an extra set of clothes, the parent will be required to immediately bring a change of clothes. Children who need a pull up/ diaper for "any reason" even naptime is considered not potty trained and will be charged accordingly. Please assist the staff by encouraging and praising your child for success, and be understanding about failures. Send a clear message that you have confidence in your child's ability to learn. Children must be toilet trained by age 4 unless there are extenuating circumstances.

**TOYS:** No toys may be brought from home unless requested by the teacher in writing or for specific show and share days. **Please take toys away from children before leaving the car.** Children are permitted to sleep with stuffed animals or dolls only.

**WITHDRAWAL:** **Two weeks' notice in writing is required for withdrawal** and is to be submitted to the Director. If this notice is not given, two weeks tuition will still be due.

## HEALTH AND SAFETY

**ALLERGIES:** Any child with allergies must have a written explanation of the type of allergy, and a plan of action for remedial aid if necessary. In severe cases notification from a physician will be useful.

**ACCIDENTS:** The center **will not** be liable for accidents or illness occurring to your child while in its care; unless it can be proven that the accident or illness was a direct result of a worker's negligence. (Be sure the center knows where to reach you in case of emergency). **Please notify the center of any change of address, phone number, employment, or emergency care numbers.**

**ILLNESS:** Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a suspicious-looking rash) may not attend. If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick up him/her immediately. In event of exposure to a contagious disease within the group, you will be given written notice. The center will request that a child be removed from the center when they exhibit the following symptoms:

**A. Temperature** – When a child's temperature is elevated to 101.5 orally or 100.5 ancillary, you will be called to pick up your child immediately. **All children must be free of fever for 24 hours and show no signs of illness before returning to the center.**

**B. Vomiting, Diarrhea, and loose stools** – When occurrences are frequent and persistent or occur with other symptoms, such as nausea, listlessness, rapid breathing, abdominal pain, the presence of blood, mucous or pus in the stool, or refusal to take clear liquids, you will be called. Acute vomiting and frequent diarrhea is characterized as two or more episodes within a period of 24 hours. **In each case you child needs to remain at home for 24 hours after the symptoms disappear.**

**C. Other illnesses include** – Sore throat or severe coughing, yellow eyes or jaundice, infected and untreated skin patches, red eyes with discharge, difficult or rapid breathing, skin rashes (excluding diaper rash), which last more than 1 day, weeping or bleeding lesions that have not been treated by a doctor or nurse, swollen joints, visibly enlarged lymph nodes, stiff neck, and blood in the urine. Once your child is symptom free, or a licensed physician indicates that your child possesses no serious health risk, your child may return to the center.

**D. Communicable diseases** – A child with any of the following communicable disease will not be permitted to return to the center until a licensed physician states that your child has been diagnosed and presents no health risks to themselves or to other children. Please see policy on the management of communicable diseases (see list below) according to the state regulations. If your child is exposed to a communicable disease while at the center, we will notify you promptly. In return, we request that you report to us when your child is exposed outside the center. The following information needs to be provided:

1. Doctor's confirmation of the type of disease symptoms
2. Source of exposure (if known)
3. Indication of the child's last visit to the center
4. Doctor's recommendation for course of action for both your child and the center

Occasionally a child will develop symptoms of illness while at the center. When this happens, we will isolate the child, call the parents, describe the symptoms, and request that the child be taken home immediately. The center does not have the facilities or the staff necessary to care for a sick child on a long-term basis. **Your child needs to be picked up within 1 hour after notification.**

**\* Reportable diseases, as required by N.J.A.C. 10:122-7.10(a)**

**TABLE OF EXCLUDABLE COMMUNICABLE DISEASES**

**RESPIRATORY ILLNESSES**

Chicken Pox  
German Measles\*  
Hemophilus Influenza\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*

**GASTRO-INTERTINAL ILLNESSES**

Campylobacter\*  
Escherichia coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

**CONTACT ILLNESSES**

Impetigo  
Lice  
Scabies  
Shingles

**MEDICINE:** It is the parent's responsibility to see the director or assistant director concerning a child's medication needs. It is the center's responsibility to administer medication to according to the doctor's label. See Appendix B.

**ALL DRUGS NEED TO BE BROUGHT IN THE ORIGINAL CONTAINER AND MARKED WITH YOUR CHILD'S NAME. THEY MUST BE BROUGHT TO THE DIRECTOR'S OFFICE IMMEDIATELY UPON ARRIVAL.**

**THE CENTER DOES NOT DISPENSE OVER THE COUNTER MEDICATIONS.**

## **FINANCIAL POLICIES**

- 1. Payments are to be made prior to the week of attendance or by Monday morning.**
- 2. Payments are to be put in the payment box, if you do not know where that box is located please ask the receptionist. Any cash must be put in an envelope and labeled with your child's name, the amount in the envelope and your name. Receipts will be put into your child's daily folder. Include your child's name in memo if using a check.**
- 3. Please make checks payable to: Seashore Children's Learning Center (SCLC)**
- 4. Registration – A non-refundable registration fee of \$40.00 per family is due upon completion of enrollment forms**
- 5. An \$80.00 per child or \$125.00 per family activity fee will be charged for the Summer Camp program.**
- 6. There will be a \$25.00 charge for all returned checks.**
- 7. There will be a late fee of \$1.00 added for each minute that you are late picking up your child after 5:30 p.m.**
- 8. Parents must give two (2) weeks notice for withdrawal.**
- 9. Upon withdrawal or termination, any unpaid tuition balance will be due immediately.**
- 10. There will be no refunds for any reason. All fees and tuition is subject to change.**
- 11. If a child is absent for a period of 1 week or more due to illness, a payment of full tuition is due the first week, and then ½ tuition for each succeeding week during the absence. A Dr. note is required.**
- 12. If your account becomes more than two weeks past due, you will be notified and may have to make other child care arrangements until your account is paid in full or until a payment arrangement has been agreed upon in writing.**

### **QCRR Subsidies:**

1. Families receiving a tuition subsidy from QCRR are expected to follow the tuition payment policies above, regarding payment of their family co-pay and any difference between what QCRR will pay and what SCLC charges for tuition.
2. The co-pay shown on the QCRR paperwork is not always the same as what may be due to the center, parents are responsible for any difference.  
As per QCRR: The co pay listed on the NJCK Eligibility paperwork is one amount, however, the state of NJ does not regulate what providers can charge outside of the said co pay and NJCK will only reimburse the provider at a set rate. In these instances, the families are often paying an additional amount on top of the NJCK assessed co pay.
3. If subsidized families fall behind in their payments they will be reported to QCRR, which will terminate their QCRR contract and they will be removed from SCLC immediately.

## CONCLUSION

Be sure you have read and understand the rules and policies contained in this handbook. If you have any questions, please feel free to discuss them with the director or assistant director. Remember, all parties who attend Seashore Children's Learning Center will be expected to follow the rules and regulations of the center. Any infraction or deviation from this could result in immediate termination of Seashore Children's Learning Center's services.

**INFORMATION TO PARENTS STATEMENT:** In your registration package there is a statement prepared by the Bureau of licensing in the Department of Children Protection and Permanency (DCPP). This statement highlights, among other things, your right to visit and observe our center at anytime without having to secure prior permission: the centers obligation to be licensed and to comply with licensing standards: and the obligations of all citizens to report suspected child abuse/neglect/exploitation to the State's Department of Children Protection and Permanency (DCPP). Please read this statement carefully and speak with the director if you have any questions.

### **Each parent is to return this form verifying that they have read the handbook**

I acknowledge that I have received a copy of the Seashore Children's Learning Center (SCLC) Parent Handbook dated: September 2016. I understand that this handbook replaces any and all prior verbal and written communications regarding SCLC policies, procedures, and financial agreements.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my child's acceptance into SCLC.

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Parent Signature

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Date

## **APPENDIX B**

10:122-7.5 Administration and control of prescription and non-prescription medication for reference in administering medication to children.

### **GUIDELINES FOR ADMINISTERING MEDICATION**

You must tell parents at enrollment about when you are willing to give children medicine. You may choose not to give medicine at all. If you choose to give medicine, you must follow these guidelines.

You may give medication only after receipt of written approval from the child's parent. Medication may only be given to a child by a staff member who is authorized to do so. If a school-age child is permitted to self-administer medication, an authorized staff member must supervise the child.

All medication must be kept in a secured area that is inaccessible to the children. Non-prescription medication must be stored in a labeled container with a child proof cap.

Any prescription medication must be prescribed to the child that you are giving it to. Prescription medication must be stored in its original container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated and directions for its administration. Make sure the prescription date is current. Unused medication must be returned to the parent when no longer being administered.

When giving medication, follow direction carefully. Use a medicine spoon with marked amounts, not an ordinary teaspoon, for giving liquid medication. Do not give food, juice, soda or anything except water with the medicine unless the directions call for it. Watch the child to be sure the medication has been swallowed, and be sure to put the container out of reach right away. You must maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The instruction for administering the medication, including the dosage and frequency;
4. The time and by whom the medication was administered to the child; and
5. Any adverse effect the medication may have had on the child.

Don't take medicine of your own in front of the children, as they may try to imitate you. Don't refer to medicine as "candy" and don't give or threaten to give medicine as a punishment. Help the children understand that medicine is helpful and important, but it must be treated with care.