

Parent Handbook

2010 - 2011



Millhill Child and Family Development Center

“Giving Children & Families Hope for a Better Tomorrow”

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www.millhillcenter.org

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WELCOME TO MILLHILL!

Millhill Child and Family Development Center welcomes you and your child! Millhill's staff is dedicated to giving your child tender loving care and a healthy place to grow. Our center is one of a number of programs that are part of Millhill Child and Family Development Corporation. The corporation's mission is to enrich the well being of vulnerable children from infancy to adolescence through culturally sensitive educational, social, behavioral health and medical programs that work within the context of the family and community. With this mission in mind, we will support your family's growth and development by providing quality child care and education for your infant, toddler or preschooler as well as informative workshops and services geared to help your family thrive.

We are pleased to have you and your child as part of the Millhill family. We are a nationally accredited center with highly skilled, professional staff who are dedicated to working with your family. At Millhill, we believe that each child is a unique person who deserves the best we can offer each day.

This handbook is yours to keep as a resource. It is one means of forming a partnership with you so that, together, we can create a warm, affectionate, trusting, and learning environment for your child. It explains the services, practices and policies that guide our work. These guidelines have been developed to comply both with state licensing standards and national accreditation criteria. The policies and procedures described in this handbook are here to provide a clear description of what you can expect of Millhill and what Millhill expects of parents. We are available should you have questions and we look forward to working together with you and your child. We take pleasure in being a part of your child's development, educational foundation and your family.

Sincerely,



Steven K. Rosen
Executive Director



Syreeta Washington
Director of Social Services



MILLHILL SENIOR STAFF AND CONTACT INFORMATION

Executive Director	Steven K. Rosen (ext 20)
Director of Finance	Cynthia Oberkofler (ext 15)
Director of Social Services	Syreeta Washington (ext 22)
Director of MBH	Caryn Hirsch (ext 40)
Director of Personnel/Transportation	Cynthia Smith (ext 18)

Website: www.millhillcenter.org
Main Phone Number: 609-989-7333
Standard Hours of Operation: Monday-Friday 7:30am-5:30pm
*Voice mail messages can be left before or after standard hours.

MILLHILL LAY OUT

Building A-	Main Office, Finance Department, Administrative Offices, Toddler Rooms 1 and 2 (First Floor) and Pre-K 1 and 2 (Second Floor).
Building B-	Red Room, Yellow Room, Blue Room (Abbott Classrooms), Green Room (Toddler Classroom), Social Services Offices, MBH Offices, Kitchen
Building C-	Millhill Infant Haven (MIH) 1 and 2 classrooms, MBH Outpatient Clinic

NAEYC (National Association for the Education of Young Children) ACCREDITATION:

Millhill is one of six early care and education centers in the Trenton area that is accredited by the National Association for the Education of Young Children (NAEYC.) This accreditation indicates that the Center has undergone a voluntarily comprehensive self study and invited external professional review to verify that Millhill is in compliance with the Criteria for High Quality Early Childhood Programs. This means that we are committed to providing high quality services, including developmentally appropriate curriculum for children, quality interactions among children and staff, a healthy, safe environment for children, a sufficient number of adults per children in group sizes appropriate for children's age, and strong communication between parents and staff. Visit www.naeyc.org for more information.

OUR LICENSE

We are licensed by the state of New Jersey's Bureau of Licensing, Division of Youth and Family Services; we comply with all applicable provisions of the Manual of Requirements for Child Care Centers. These regulations cover areas such as: physical environment/life-safety; staff qualifications, supervision, staff/child ratios; program activities and equipment; health, food, and nutrition; rest and sleep requirements; parent/community participation; and administrative and record keeping requirements. We are inspected every year and the state of New Jersey continues the re-licensing process every three years.

Our license is located in each building. You may also view a diagram of the areas approved by the Bureau for children's use in each building. A current copy of the Manual of Requirements for Child Care Centers is kept at the front desk. We encourage you to review the manual if you have any questions and/or concerns regarding our policies and procedures. Our center director is also available to meet with you so that your questions and concerns can be answered to your satisfaction. You can contact the front desk to schedule an appointment.

If you suspect that our center is violating any requirements in this manual, you may report these alleged violations to the director or to the Office Licensing (toll free at 1-877-667-9845).



Parents are entitled to review Millhill's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of Millhill. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report. Any letters of enforcements or other actions taken against the center during the current licensing period are also available for you to review. Let us know if you wish to have access to these materials.

Our center is required 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.), and any person who believes the center is not in compliance with these laws may contact either Millhill's Disability Officer or 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 State Department of Justice for information about filing an ADA claim at (800) 514-0301 or (800) 514-0383 (TTY).

We are also required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs, unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/htm. Internet is available at your local library. For more information, call the DLPS, DCA toll-free at 1-800-242-5846.

ELIGIBILITY CRITERIA

Millhill is unique in that we provide low-cost or free childcare and early childhood education to families in the Trenton area. We are able to do this because the Department of Human Services, Division of Family Development (DFD) provides subsidized child care to parents of children between 2months to 3 years old. Children who are 3 by September 30th and who reside in Trenton become eligible for the Preschool Program (free preschool, weekdays, 8:45am-3:15pm, September-June). The criteria for the two programs are outlined below.

Infant & Toddler Program Requirements:

- ◆ Parents/caregivers must be working at least 30 hours per week **OR**
- ◆ Attending school full time (e.g. at least 12 credit hours per semester) **OR**
- ◆ Enrolled in a full-time job training program **OR**
- ◆ A combination of these

Your employment/enrollment status is checked periodically. If any information is found to be false, your child must be discharged immediately. Millhill will honor The Family Medical Leave Act as required by law. In compliance with the Division of Family Development, if you are laid off from your job, you will be given 90 days to find employment. Please speak with the Director of Social Services in advance of any of these changes and for assistance in finding a job or job training program. Re-enrollment occurs on an annual basis.

FEEES

All fees are determined by your family size and gross annual income. Payment is due in full on the **first day of each month**. You may be given a grace period of five calendar days to pay the fee. If Millhill has not received your payment in full by 5:00pm on the fifth calendar day, your child will be subject to discharge from Millhill. If the fifth day falls on a weekend or a holiday,



then payment is due in full on the Friday before the fifth calendar day. Payment must be made using cash or money order. Personal checks will not be accepted. Fees will be assessed and accepted in the Finance Office. All questions and concerns about your fee should be addressed to the Finance Office. If fees are unpaid, your child may not be permitted to class and may be subject to suspension or termination.

According to your Fee Agreement, you are expected to notify Millhill of any changes in family size or income within 10 working days so that we may adjust your fees. Because fees are based on family size and income, you are required to provide proof of ALL income you receive. This includes wages, public assistance of any kind, child support, Social Security and ANY other sources of income. Your fees are re-determined at a minimum of once a year. Do not wait until the annual re-determination to notify Millhill of changes. Millhill reserves the right to require a retroactive fee if you wait.

Abbott Program Requirements:

Parent's register at the Trenton Board of Education and complete intake at Millhill. Parents must be prepared to re-register EACH YEAR.

PARENT/GUARDIAN IS REQUIRED TO PROVIDE:

1. Child's Official Birth Certificate with seal and registry number.
2. **Two proofs of residency in the City of Trenton (Current to date)** Monthly billing statement from PSE&G, telephone, cable TV, City/State/Federal Tax Bill or Return, etc.) ****A DRIVER'S LICENSE CANNOT BE ACCEPTED**
3. Child's Immunization Record

EDUCATIONAL CURRICULUM

Millhill utilizes an age-appropriate development curriculum called Creative Curriculum. Creative Curriculum enriches the growth and development of young children as well as meeting their individual needs.

THE CURRICULUM

The goal of the Education Department is to provide a safe and nurturing environment where each child can learn and grow to their fullest potential. The Education Department at Millhill utilizes the Creative Curriculum® and the New Jersey Department of Education's preschool teaching and learning expectations; standards of quality for Abbott Center School Readiness.

Teachers help children acquire literacy, mathematical and scientific thinking and an understanding of social studies through their involvement in special interest areas. Through this curriculum, children develop creativity based on their interests and strengths. Teachers facilitate and enhance children's learning through play, music, reading and physical activity.

Children learn from their daily interactions with the environment. An organized and rich environment is the foundation for children to learn to trust others, develop assertiveness, a sense of competency and initiative.



CREATIVE CURRICULUM FRAMEWORK:

Philosophy: The creative curriculum is based on the following principles of development. Children are influenced by their families and the community culture that surrounds them. At Millhill children learn how to effectively use their thinking skills, social and emotional abilities, as well as their fine and gross motor skills.

Goals and Objectives: Based on the skills, attitudes, and understanding we want the children to develop.

Physical Environment: Classroom arrangement designed to select and display materials in a way that supports the development of trust, independence, self-control, competence and initiative in young children.

Teacher's Role: To support learning and growth in young children.

Parents'/Guardians' Role: To partner with teachers and further promote young children's growth and development.

Focus: Interest areas – different areas are designed to enhance children's learning and development. Areas include Blocks, House, Table Toys, Art, Sand & Water, Library, Music & Movement, Cooking, Science, Computers and Outdoors.

HOW THE CURRICULUM IS ORGANIZED

Part I: The Five Components

- 1) How Children Develop and Learn
 - Understand the social/emotional, physical, cognitive, and language development of children.
 - Understand the characteristics and experiences that make each child unique (including temperament, life experiences, dual language learning, and disabilities.)
- 2) Creating a Responsive Environment
 - Classroom arrangement is designed to select and display materials in a way that supports the development of trust, independence, self-control, competence, and initiative in young children.
 - The physical environment includes routines and experiences in ways that address the developing abilities and interests of the children.
 - Teachers create a classroom community where children learn how to get along with others and solve problems peacefully
- 3) What Children are Learning
 - Responsive relationships formed with each child, everyday interactions, and the materials and experiences offered become the building blocks for successful learning.
 - Children learn content and skills through daily experiences.
 - The infant/toddler curriculum focuses on language and literacy, discovering mathematical relationships, scientific explorations, and (finally) art, music, and movement.



- The Pre-school curriculum focuses on six content areas: literacy, math, science, social studies, the arts, and technology.
 - 4) Caring and Teaching
 - Positive relationships, self-regulation, and challenging behavior are addressed on a daily basis.
 - 5) Building Partnerships with Families
 - Partnerships are built by exchanging information on a daily basis, involving families in all aspects of the program, communicating in respectful ways, and working through differences in ways that sustain the partnership and benefit the child.
 - The curriculum is responsive to family home values, beliefs, and language.
- **Part II: Routines and Interest Areas**
 - 1) Routines are opportunities to build relationships with children that promote the development of trust.
 - 2) A sense of competence is gained as a child develops new skills and participates in daily routines.
- **Part III: Experiences**
 - 1) Planning for possibilities during these experiences must occur because the interests of each child must be addressed and responded to.
 - 2) Infant/Toddler: children play with toys, imitate and pretend, enjoy stories and songs, connect with music and movement, create with art, and go outdoors to further their learning and developmental experiences.
 - 3) Pre-School: Special Interest Areas (learn concepts and skills through play). These areas are designed so that they meet the developmental needs of young children and enhance learning and teaching in each of these areas.
 - Blocks
 - House
 - Table Toys
 - Art
 - Sand & Water
 - Library
 - Music & Movement
 - Cooking
 - Science
 - Computers
 - Outdoors

The following information is posted in the classroom to inform Parents Guardians about the daily operations of the Centers:

- ◆ Daily Schedule
- ◆ Weekly Lesson Plans based upon a theme
- ◆ Monthly Newsletter
- ◆ Notices

The Education Department's Monthly Calendar offers the parents/guardians, staff, volunteers and other support staff information on the following:

- ◆ Monthly theme
- ◆ Upcoming field trips
- ◆ Parent Information and helpful hints
- ◆ Special programs
- ◆ Center's closing



Parent-Teacher Conferences are scheduled twice a year in Fall and Spring. However, feel free to contact your child's teacher at anytime to discuss your child's progress and goals.

COMPUTER LEARNING PROGRAM

Millhill's Computer Learning Program is a valuable education tool. It enables teachers to attend to each child's learning style.

Objectives for the 3-5 year olds Computer Learning Program:

- ◆ Children will be able to name some parts of the computer.
- ◆ Age appropriate computer software will be used to enhance/ reinforce the learning concepts.
- ◆ Children's development will be enhanced by using specific computer activities that facilitate the learning of such skills as sharing, choosing, communicating, valuing, considering and cooperating.

Strategies

- ◆ Computers will be offered to the children as another learning center within the classroom. The children will learn to share with peers, as well as play independently on the computers.
- ◆ The teacher assigned to computer learning center will supervise and facilitate learning. Software is specifically selected to meet the developmental learning needs of children with the focus on using the mouse, typing on the keyboard and becoming familiar with some computer parts.

INFORMATION FOR YOUR CHILD'S FIRST DAY OF SCHOOL

The night before the child starts attending Millhill, explain that s/he will be going to a new school where s/he can eat breakfast, play with toys, make new friends, play outside on the playground, eat lunch, rest and have a snack. Be sure to explain that you will pick him/her up at the end of the day.

If your child has a special blanket that may help make the transition to the classroom easier, your child may bring it to school. Once your child adjusts to the classroom environment, s/he will no longer need the "transition object," but it may help the feel more comfortable in the beginning.

Allow your child to walk into the building holding your hand. Carrying a child in your arms who is old enough to walk communicates to the child that you do not think they will be OK on their own. Let them assert their independence by walking into their new class room.

Your child's teacher will show you how to sign your child in and out each day. Anyone who drops off or picks up your child MUST sign in. Leave an extra change of clothes, supply of disposable diapers, formula, and other necessary items with your child's teacher. The teacher will show you where the child's new cubby is located. Check in the classroom daily for important notices and / or dirty clothes that will need to be taken home.

CLOSING POLICY

Millhill is closed for several major holidays throughout the year. Please refer to the holiday/staff training calendar provided to you at intake for our scheduled days that we are closed. Please review the parent calendar each month and note the closing dates. If you misplace your calendar, stop by the front desk for another copy.

Millhill will be closed for staff In-service Training three times a year. Parents will be notified in advance about these closings.

Children who are approved for Wrap-Around Services in the Abbott program are permitted to attend when the Trenton School District has a scheduled closing.

Emergency Closing:

- ◆ When Trenton Public Schools are closed due to **bad weather**, Millhill will be closed also.
- ◆ If Trenton schools have a delayed opening, Millhill will be open at our regular time.
- ◆ If you are unsure about our open status, call the main number (609-989-7333) for a recorded announcement.
- ◆ When the weather is bad and Millhill is open, we may ask that you leave emergency phone numbers for that day so we can notify you of an early closing and you can pick your child up before we close.

ATTENDANCE

Like you, we want your child to get the most out of his/her experience here. One way to ensure this is to make sure that you bring your child to school every day (unless out due to illness). As a day care center dedicated to preparing our children for future education, we stress the importance of good attendance. ***Millhill has a limited number of subsidized childcare slots and it would be unfair to reserve spaces for children who do not attend on a regular basis. Please understand that Millhill reserves the right to terminate your child's enrollment as a result of poor attendance.***

Our Infant/Toddler Attendance Policy

- ◆ Your child must attend **at least 85%** of the school days each month. Most months have about 22 school days; therefore your child may miss a **maximum** of 3 days per month.
 - You will be contacted if you have excessive absences.
 - If your child is absent for **3** or more consecutive days it is expected that this is due to illness. Therefore, you must provide Millhill with a note from your child's doctor in order for him/her to return to school. This note must state the diagnosis, duration of illness and the date your child can return to school. *Your child will not be permitted back into the school until this documentation is provided.* (PLEASE REVIEW OUR "POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES)
 - **If your child is picked up during school hours for an appointment, they are not permitted to return on that day once signed out.**



- If your child’s attendance drops below an acceptable level for the month, Millhill will notify you in writing and schedule a meeting with you and your DYFS Caseworker (if applicable).
- If we are unable to contact you and your child is absent for 4 or more consecutive days, your child’s enrollment will be terminated.

Vacations & Family Emergencies

- ♦ If your child is going to be absent for more than three days due to vacation plans or family emergency, Millhill must be informed prior to the absence. Please contact the front desk for a **Millhill’s Vacation Absence Form**. *Your child will be allowed to take only two weeks vacation.* Remember that you must continue to pay your childcare fees during this time. Failure to pay fees while your child is on vacation may result in termination of your child’s enrollment.

Current and working phone numbers

ALL parents/guardians must provide Millhill with working phone numbers where you can be reached during our working hours. If any of your numbers change or become disconnected, you must notify the front desk immediately. In an emergency, we will contact those on your ‘Authorized to Pick-Up List’ if you cannot be reached (*see Authorized to Pick-Up List section for more information*). Please update your emergency contact lists on a regular basis as well. Failing to provide working numbers for emergency contact can result in termination of your child’s enrollment.

Arrival & Pick-Up Policies

Getting here on time allows for your child to have a great start to the school day and ensures that s/he is on the same routine/schedule as his/her classmates. We need your compliance and support.

Arrival at school on time provides your child with the best opportunity for taking advantage of the school day. Please note that non-compliance with any of these policies may result in suspension or termination (at the director’s discretion).

Abbott:

- The school day starts promptly at 8:45am. You must obtain a signed late pass at 9:20am.
- Repeated lateness and absence will be reported to the Trenton Board of Education.
- Pick-up is at 3:15. Only parents eligible for wrap-around services may drop off or pick up before/after this time.

Infants/Toddlers:

- ♦ Arrival time is **7:30-9:00 am**. If you arrive after 9am, stop at the front desk in Building A for a late pass.
- ♦ ***Breakfast is over at 9am. Late parents must ensure that their child has had breakfast before coming to school.***



- ◆ Arrival between 9:30am and 10am requires both a doctor's note and a signed late pass.
- ◆ Arrival after 10am will not be allowed.
- ◆ You are allotted 2 excused latenesses per month. **After the third late arrival each month, you will receive a suspension notice, your child's name will be placed on the Do not Admit List and you will be required to keep your child home for the following school day.**
- ◆ Chronic lateness may result in your child's termination from the program.

Pick-Up

- ◆ You must ensure that your child is picked up from Millhill between 3:30pm and 5pm. (See the Policy on the Release of Children (N.J.A.C. 10:122-6.8 (a) 3).
- ◆ ALL PERSONS PICKING UP YOUR CHILD MUST BE ON YOUR **"AUTHORIZED TO PICK UP LIST"** and be prepared to show identification (*refer to Authorized to Pick Up List section for more information*).
- ◆ If your child needs to be picked up before 3:30pm, you must notify the front desk when you arrive.
- ◆ If your child cannot be picked up by 5pm, you must:
 - a) **Abbott**-have approved Wrap Around Services
 - b) **Infant/Toddlers**- submit documentation from your employer and make arrangements with Millhill staff.
- ◆ All parents must pick your child up before 5:30pm.
- ◆ If you do not make arrangements for a 5:30pm pick up and your child is picked up after 5pm three times in one month, Millhill will notify you in writing (and schedule a meeting with you and your DYFS Case Worker if applicable).
- ◆ If a parent or authorized person fails to pick up a child at the time of the center's daily closing, the center shall ensure that:
 - The child is supervised at all times.
 - Staff members attempt to contact the parent or authorized persons
 - A call is made to the Division of Youth and Family Services.
- ◆ A child will not be released to anyone who seems impaired. If a parent or authorized person 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:
 - Staff members attempt to contact the child's other parent or an alternative person authorized by the parent.
 - If the center is unable to make alternative arrangements, a staff member will call the Division of Youth and Family Services.

AUTHORIZED TO PICK UP LIST

Safety is paramount at Millhill. We must have a list of individuals who are authorized to pick up your child. In the event of a co-parenting situation, where one parent does not have permission



to pick up the child, we must have court documentation. **ALL INDIVIDUALS MUST HAVE PHOTO IDENTIFICATION AND BE WILLING TO PROVIDE IT WHEN ASKED.**

- ◆ **ALL PERSONS PICKING UP YOUR CHILD MUST BE ON YOUR “AUTHORIZED TO PICK UP LIST.” IT IS IMPORTANT THAT YOU UPDATE YOUR LIST BEFORE SOMEONE NEW PICKS UP YOUR CHILD.**
- ◆ It is also important that those on your list are aware that you have listed them as emergency contacts.
- ◆ You are accepting responsibility for all persons on your Authorized to Pick up List.
- ◆ **All changes must be made in person and in writing.** Exceptions may be made at the discretion of Millhill Staff.
- ◆ Any person picking up your child who is unknown to the Millhill staff will be asked to show proof of identification in the form of a picture ID before your child is released.
- ◆ Millhill will not release your child to any person under the age of 18. Similarly, no person under the age of 18 will be allowed to sign your child into school.
- ◆ No child will be released to a person who appears to be impaired by alcohol, drugs or other substances. We will contact you if an incidence such as this occurs. If we cannot contact you or any other contact on your ‘Authorized to Pick Up List’, we will call the Division of Youth and Family Services.
- ◆ If an individual has been denied or granted limited access to your child by a court order, the center shall secure documentation to that effect. Millhill will maintain a copy on file and will comply with the terms of the court order.

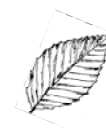
TRANSPORTATION RULES

- 1) Children 2-18 months are required to sit in an infant safety seat provided by Millhill. All other children are required to wear seat belts at all times.
- 2) Children will be picked up and dropped off at the address on the vehicle schedule. ***If any changes occur in your transportation, parents are required to give Social Services at least 24 hours notice.***
- 3) Parent’s need to have children ready by their designated time. They should not wait until the vehicle is in front of their door to look for the child (ren)’s coat, boots, etc.
- 4) ***Parents are given only (2) minutes to exit their residence. The drivers are not required to wait more than (2) minutes and will proceed to next scheduled destination.***
- 5) ***It’s against State law for drivers to blow their horn.*** Should you miss the vehicle, it is your responsibility to drop off and/or pick your child up at the appropriate time (See late policy).
- 6) Children will not be permitted on the vehicle with soiled diapers/pull-ups.
- 7) Children are not permitted on the bus with food or drinks.
- 8) Parents are responsible for getting their child(ren) on and off the vehicle.

PARKING

In order to maintain safety in our parking lot for our families, parents are required to follow these regulations:

- ◆ Park in a designated space; NOT on the curb or in the middle of the lot.
- ◆ Do not drop off children at the entrance of the parking lot.
- ◆ Unreasonably loud music with profanity and derogatory language is not permitted on Millhill property.
- ◆ Be respectful of staff when asked to comply.



Following these rules will help us to provide a safe and happy learning environment for our children.

- ♦ *Repeated violation of these policies may result in the loss of your parking privileges on Millhill property, parking tickets or both.*

Dress Code

Our children learn through their play. As explained in the description of the 'Creative Curriculum' (*refer to curriculum section for more information*), hands-on experiences are essential to their education. **For this reason, we ask that you send your children to school in clothing suitable for play. Sneakers, jeans, and casual shirts are ideal; anything that will not be ruined by crayons, markers, glue, paint, or dirt.**

We also ask that you ensure that your child arrives to school well groomed (this includes nails, hair, and clean clothing). If this is an issue, you will be notified by the school nurse. Please contact the nurse, your Abbott family worker or Director of Social Services if you would like assistance.

Dress children appropriately for all types of weather. For example, in winter weather, children must wear layered clothing, (undershirts, thermals, hats, gloves, boots and shoes or sneakers).

All shoes should be appropriate for your child to play comfortably. Open toed shoes, heels, and jellies are not acceptable. We encourage you to leave a pair of sneakers in your child's cubby if you foresee this being a problem.

Your child will be sent home to change if they are not dressed properly.

At least one change of clothing must remain at Millhill at all times. Please keep in mind that the change of clothing should be appropriate for all types of weather. All clothing must be labeled clearly with your child's full name. **Millhill is not responsible for any lost or stolen items.**

- **First Violation:** Reminder from the teacher
- **Second Violation:** You will be asked to come with appropriate attire.
- **Third Violation:** The child will not be admitted into the classroom and must be sent home.

HAIR BEAD, BARRETTE AND JEWELRY POLICY

Choking Hazards

One of the greatest hazards to babies and toddlers is choking. Choking can be prevented by ensuring that anything that poses a choking hazard is well out of the baby or toddler's reach.

Accessories worn by young children also can be hazardous. Necklaces, bracelets, rings, and earrings may catch on equipment, causing strangulation. Rings, pins, buttons, hair beads, small barrettes, and other accessories are additional choking hazards for young children because at this age period young children are exploring the world through their mouth which can lead to a choking hazard.

There are two major choking hazards associated with jewelry. First, any item that can come apart into pieces small enough to fit into a child's mouth represents a choking hazard. Even if a child doesn't choke on a small item, it could contain sharp edges that might cause an internal perforation or blockage. Since most jewelry items are small enough to fit in a child's mouth, don't give jewelry to children under age 3



or younger. Earrings, rings, necklaces, and bracelets are cute on our little ones, but they do present a health risk. We are asking you not send your children to school with small toys or wearing jewelry or small barrettes or hair beads to ensure their safety.

Infant/Toddler Program- **BEADS AND/OR ANY SMALL JEWELRY ARE PROHIBITED IN MIH 1 & 2 THEY ARE A CHOKING HAZARD TO OUR YOUNG CHILDREN.**

You will be asked to remove them before leaving your child in the classroom. If necessary, Millhill staff will remove the ornaments and return them to you. **Please note that Millhill is not responsible for lost, stolen or damaged jewelry.**

THE FIRST INFRACTION WILL RESULT IN A WARNING. THE SECOND INFRACTION MAY RESULT IN A SUSPENSION.

TOY POLICY

Please do not send your child to school with toys from home. We are not responsible if your child loses or breaks his/her toy. When children lose special items, it can be upsetting to them.

DIAPERS, CLOTHES, & FORMULA



- ◆ You must provide disposable diapers/pull-ups, formula (if applicable), and a change of clothing for your child. If any of these items are borrowed from the classroom, you must replace them. Teachers will inform you when you are running low on diapers or when you owe diapers to Millhill. Please refer to your child's 'Daily Progress report' for this information. It is your responsibility to make sure you have enough.
- ◆ Please return any borrowed clothing washed and folded the next day.
- ◆ **Your child should come to school wearing a clean, dry diaper. If your child is brought to school wet or soiled, you are required to change him/her.** When your child is picked up from school, s/he is expected to be wearing a clean, dry disposable diaper. Teachers are required to check and change each child before they leave if necessary. Children who ride the bus are checked before boarding and changed if necessary. This does not prevent accidents on the bus and your child may arrive soiled. However, we may every effort to prevent this and ask for your understanding.



FOOD POLICY

We will provide nutritious meals for your children, including breakfast, lunch and an afternoon snack.

- ◆ **Do not send food to the center with your child. Any food must be consumed before entering the classroom.**
- ◆ If your child has any food allergies, please inform the nurse and teacher so proper staff can be notified to handle it in the appropriate manner.



- ◆ If your child is on a special diet, please bring written instructions from your physician or nutritionist.
- ◆ **If you plan to arrive after 9AM, you must feed your child breakfast before their arrival.**

Formula- we provide Similac Advance and Isomil Advance. If your child requires a different formula, then you must supply it. We cannot admit children who do not have an adequate supply of formula.

Please inform your child's teacher and the nurse if your child's current diet changes. If this dietary change is due to medical recommendation, you must provide a letter from your child's doctor. The note needs to state the reason for the dietary change and possible side effects.

If you would like to bring in food for a special occasion (i.e.--birthdays), it must be store-bought, sealed items. In addition, we ask that you make arrangements with your child's teacher at least 24 hours in advance. Food must be provided for all children in the classroom.

TRIPS/WALKS POLICY

Periodically, children have the opportunity to take educational trips. We invite you to accompany your child when possible, space permitting. We will inform you of plans for field trips, outings, and special events away from the center. Before your child can take part in these outside activities, we will ask you to sign a consent form. In addition, we have asked you to sign a general consent form at intake for walks. If you have any questions regarding this procedure and/or these outings, feel free to talk to your child's classroom teacher.

Visitation

We get excited to have you involved! Parents of enrolled children are *encouraged* to visit the center and your child's classroom at any time during our hours of operation (unless otherwise specified by court-order). These visits do not require prior approval- unless you would like to do an activity in the class, in which case we just ask that you have a conversation with your child's teacher ahead of time. We encourage your involvement at Millhill and invite you to take advantage of this opportunity.

PARENT PARTICIPATION

As you know, Millhill is more than a day care center. We are dedicated to empowering and assisting your whole family and developing the whole child. With this goal in mind, we provide a number of services and activities for you and your child. We invite you to attend any our parent workshops, center events and classroom activities and we ask that you:

- ◆ Follow up with all medical recommendations and providing documentation to the school nurse.
- ◆ Follow up with recommendations for Mercer County Early Intervention Services (in the event of a referral).
- ◆ Participate parent support activities (e.g. Parent-Teacher conferences, Back to School Night, Workshops etc).



- ◆ Work with Social Services staff in accordance with your family development plan in the event of an open DYFS case.

These responsibilities were outlined in the intake packet provided for you at during the enrollment process. You have discussed these requirements with Millhill staff, agreeing to comply with all of these responsibilities on behalf of your child and family. We strongly encourage you to contact us if you have any questions so that we may build a strong, successful relationship with you and your family. *Millhill reserves the right to terminate your child's enrollment if you choose not to comply with any of these responsibilities.*

POLICY AND PROCEDURE FOR DISCHARGE AND TERMINATION OF SERVICES

We firmly believe parents and caregivers should be treated with respect. Likewise, we believe that our staff and teachers should be treated with respect and professionalism. If parents/caregivers have an issue or concern it is preferred that it is addressed in a parent/teacher conference or with the appropriate staff in administration (e.g. the Director of Social Services or Executive Director) before it develops into a major concern. We will do our best to address the issue and resolve it in the best interest of all involved. There may be instances when the best course is referral to another child care agency, at which time, we will offer assistance. At no time will we tolerate our staff being treated with disrespect or in a manner that is inconsistent with our values and mission.

Grounds for Discharge from Services

****Families may be terminated for the following incidences. These include (but are not limited to):**

- ◆ Use of profanity on the grounds
- ◆ Treating staff with disrespect
- ◆ Non-payment of fees
- ◆ Non-compliance with required level of participation (attendance)
- ◆ Verbal and/or physical abuse to children, staff or each other
- ◆ Use of drugs, alcohol or any other illegal substance on the property
- ◆ Providing false documentation

The first offense will result in a meeting with the Director of Social Services. The decision to terminate services is decided on a case by case basis. We reserve the right to terminate services. You will have at least 10 business days to make alternate arrangements for your childcare and education services.

POLICY AND PROCEDURES FOR DISRUPTIVE PERSONS

It is Millhill's intention to ensure a safe and harmonious environment for our children and families. **Therefore, disruptive behavior will not be tolerated and may result in immediate termination of services.** Parent/guardians are responsible for themselves and their own behavior. You are also responsible for any individual on Millhill's premises who is connected to you or your child. These



individuals must be aware and comply with all of Millhill's policies. Millhill reserves the right to move forward, in a timely fashion, regarding any necessary action taken towards noncompliant individuals. Depending on the nature and/or severity of the infraction, discharge may be immediate, or at the discretion of Millhill Administration. Whenever, necessary, Millhill will also seek the support from the local Police Department.

PROCEDURE

The following steps will be taken if an infraction occurs:

FIRST INFRACTION:

- ◆ The parent/guardian will receive a written warning which will be documented in the child record. When applicable, written communication will be forwarded to DYFS.
- ◆ Millhill will meet with the parent/caregiver (and the appropriate DYFS staff, if applicable) at Millhill to discuss the concerns and/or corrective action. If DYFS fails to meet within five business days, Millhill reserves the right to move forward to the next step.
- ◆ If the situation involves a person other than the parent/guardian that person will be removed from the Millhill's "Authorized Pick Up List."

SECOND INFRACTION:

- ◆ Based on the recommendation, a family can be excluded from Millhill for one to three days. All appropriate DYFS staff will be notified. Documentation will also be made in your child's record.
- ◆ The parent/guardian will be suspended from Millhill and will receive a written notice outlining reasons and duration of the suspension. Written communication will be documented in your child's file, then forwarded to the appropriate DYFS staff (when applicable).
- ◆ If the parent/guardian (with an open DYFS case) has not begun counseling services he/she will again be referred to Family Development Specialist. At this point, counseling must begin within seven days of receiving the second warning. If the parent/guardian refuses counseling services or fails to attend counseling services, the family will be discharged from services.

THIRD INFRACTION

- ◆ Before the discharge is finalized, there will be a team meeting with Millhill staff (and in the case of an open DYFS case with the caseworker and the Intervention Specialist) to discuss and make recommendations for discharging the family from Millhill services. The family will be suspended from Millhill until the meeting is held. If DYFS fails to meet within five business days, Millhill reserves the right to move forward to the next step; this may be immediate discharge.

If discharge has been recommended, the parent/guardian will receive written notice outlining the reasons and the effective date of the discharge. Millhill will follow our usual discharge process and notify necessary staff.

Appeals Process- if you would like to appeal a decision to terminate services, you may request a meeting with the Executive Director.

Child Abuse/Neglect Policy

PREVENTING CHILD ABUSE

Our number one priority is the safety of our children. In order prevent any unnecessary confusion; please report any bruises or other injuries to your child's classroom teacher at the beginning of the day. Parents may secure information about child abuse and neglect by contacting:

Community Education Office

Division of Youth and Family Services

PO Box 717

Trenton, NJ 08625-0717



According to Section 10:122-4.8 of New Jersey's Manual of Requirements for Child Care Centers, the sponsor, director or any staff member must verbally notify the Division's Office of Child Abuse Control or District Office immediately whenever there is reasonable cause to believe that a child has been subjected to abuse and/or neglect by a staff member, or any other adult, pursuant to the Child Abuse and Neglect Law (see N.J.S.A. 9:6-8.9, 8.10, 8.13, and 8.14).

For centers serving children under the Division's supervision, the sponsor, director or any staff member must report any suspected abuse or neglect of the child by his or her parent(s) or other family members to the family's Family Worker/Family Coordinator.

In addition, the director or any staff member must advise the parent of the occurrence of any unusual incident that occurred at the center and that might indicate possible abuse and/or neglect involving the child. Such notification will be made on the same day on which the incident occurred. Your child's teacher will fill out an 'Incident Report' describing the child's injury, action taken after incident, and the witnessing employee. Such incidents may include, but are not limited to, unusual sexual activity; violent or destructive behavior; withdrawal or passivity; or significant changes in the child's personality, behavior or habits. We will maintain on file a record of such incidents and documentation that parents have been informed of these events.

DISCIPLINE POLICY

The environment of the Millhill Child and Family Development Centers is structured to allow the children choices of play activities and materials. This structure gives the child control over his/her environment and helps avoid behavior problems and conflicts with others.

Children are encouraged to develop language skills that help them communicate their needs and feelings to others. Adults and older children model language for them so that they may learn skills in using this tool for problem solving.

If a child is experiencing difficulty being self-directed and using language to solve problems in an area of play, s/he is offered another play area. In the event that the child still is unable to control his/her needs, s/he is removed from the problem area or situation and given a personal space away from others in order to regain control. Time limits in this personal space are imposed by the child him/herself who may return to the group or activity whenever s/he feels ready to resume play.

Guidelines for behavior are clearly explained to children, appropriate behavior is modeled, and language is continuously encouraged in order to avoid conflict and allow children opportunities for decision making and self-direction. The responsibility to administer appropriate discipline will not be delegated to older children, peers, or volunteer staff.

The well being of each child is the prime responsibility of each staff member. By well being we mean that we want each child to know s/he is a unique, valued, and respected person, regardless of the nature of his/her behavior.



In order to activate the above philosophy, each staff member will promote the following policy no matter what their position is at Millhill:

NO CHILD IS TO BE PHYSICALLY,
VERBALLY, OR EMOTIONALLY
PUNISHED. NO CHILD IS TO BE HURT,
BRIBED, OR THREATENED BY ANY STAFF
MEMBER WHILE ATTENDING MILLHILL.

Disciplinary action will be taken immediately upon any Millhill staff member found to be violating our Discipline Policy.

This policy is taken directly from the Millhill Employee Information Manual, which governs the Center's operations.



Medical Policies

Good Health Policy

The goals of Millhill's health policy are to prevent illness and maintain the good health of all enrolled children. Children wash their hands at the start of the day, before each meal and after using the restroom. Our teachers practice regular hand washing throughout the day. Classroom toys are washed routinely and disinfected.

We also need to partner with you to ensure the health of your child and the others in the classroom. To do this, there are a few guidelines below to keep in mind:

- ◆ **If your child is diagnosed with a contagious illness, you MUST notify the nurse as soon as possible. Failure to do so could result in your child's termination.**
- ◆ **Please call the center by 9:00 AM if your child will not be attending due to an illness.**
- ◆ **If the staff believes that your child is ill or contagious, the child will not be allowed to attend that day. You are responsible for picking up your child within one hour of being notified of illness. Failure to do this is unfair to your child, the other children, and the affected teachers who must be diverted from their primary tasks.**
- ◆ **Be sure your child's immunization record at the center is kept up to date. This involves reporting each immunization to the nurse (forms are available at the front desk).**
- ◆ **Please remember that although symptoms may subside, your child may not be ready to return to his or her daily routine. It has been our experience that children who return to Millhill before they are completely well are unable to participate fully in the day's activities, often suffer a relapse, and can infect other children. In fairness to both your child and the other children in the center, it is important that you allow your child to recover completely before returning to the center**



As a parent choosing to place your child in a group setting, it is important to realize that young children are in the process of developing their immune systems. During the first year of attending a group setting, your child may have an average of six episodes of minor illness usually associated with viruses and colds. **It is important to anticipate the fact that you will need an alternate plan for childcare when your child is ill. We realize that at times parents face a conflict between going to work and staying home with a sick child. This situation will be less stressful if you think ahead and consider arrangements for when your child is not well enough to be at school.**

While we try to set clear and precise guidelines for when a child is too sick to be at school and/or when s/he is well enough to return to a group setting, please keep in mind that a child's behavior is often the key indicator of his/her health and overall ability to have a successful day at school. Like adults, each child has a unique response to illness. Mild symptoms may make some children irritable, inflexible, or dependent, while others may not complain at all. You know your child's individual reaction to the onset of illness and we value your input.

When your child's behavior indicates that s/he cannot be in a group setting, even if s/he is without a fever, we ask that the child go home. An unwell child can affect everyone's day and often requires the constant attention of a teacher who, at the same time, is responsible for many other children. Please keep in mind that, although a child may play happily in the quiet of his or her own home, s/he may become uncomfortable and stressed if required to participate in an activity during a structured program. Our goal is to be sure each child is healthy and happy during school.

If you are asked to pick up your child, please respect the judgment of the nurse or staff in these situations. Remember the call is motivated by wanting what is best for your child and his or her classmates.

Standard For Immunizations

Millhill requires that all children enrolling to our facility provides written documentation of immunizations appropriate for the child's age. Infants, toddlers, and preschool children should be immunized as specified in the Recommended Childhood Immunization Schedule develop by the American Academy of Pediatrics.

If immunizations are not to be administered because of a medical condition, a statement from the child's health care provider documenting the reason why the child is exempt.

If immunizations are not given because of parents' religious beliefs, a waiver signed by the parent is required along with a notarized letter signed by a religious official is required. If the child has had other immunizations in the past, the exemption will not apply. If a child who is not immunized is in care, we will notify the parents of the risk of the spread of preventable diseases. During an event of an outbreak, the child who has not received immunizations due to religious belief or medical exemptions may be asked to remain out of school until the outbreak is controlled to help protect the child from transmission of the communicable disease.

Standard For Outbreak Control

During the course of an identified outbreak of any communicable illness at the facility, the child may be excluded if the health care provider suspects that the child is contributing to transmission of the illness at the facility. The child may be readmitted when the health care provider who made the initial determination decides that the risk of transmission is no longer present.



Guidelines for School Illnesses

Millhill will send the child home as soon as possible if one or more of the following conditions exist:

- a) If an illness prevents the child from participating comfortably in activities within the classroom environment.
- b) Fever accompanied by behavior changes or other signs and symptoms of illness
- c) Excessive sleepiness/tiredness
- d) Uncontrolled coughing
- e) Inexplicable irritability or persistent crying
- f) Difficult breathing
- g) Diarrhea (watery stool) more than 2 episodes
- h) Vomiting more than 2 episodes
- i) Blood in stool not explainable by diet change, medication, or hard stool
- j) Persistent abdominal pain (continuing for more than 2 hours)
- k) Rash until a physician determines that these symptoms does not indicate a communicable disease

If the child does have a communicable disease (which is defined as a disease caused by a microorganism that can be transmitted from person to person) **parents/guardians are required to call the nurse at ext 29 and advise her immediately. Failure to do so could result in the child's dismissal from the school. The child must remain out of school for the required period of time based on the diagnosis (a MINIMUM of 24 hours) return to school with a doctor's note stating the diagnosis, the medication and the length of treatment.**

Guidelines for Back to School

Flu	Once fever is gone for 24 hours (approx. 3 days).
Gastroenteritis	After vomiting & diarrhea stops and liquids/ solids begin (no less than 24 hrs)
Ring worm	2 days after medication has been started
Bronchiolitis or Bronchitis	24 hours after antibiotic has been started
Pneumonia	Once the fever is gone (approx. 3-7 days)
Chicken pox	After all lesions are dried & lesions (approx. 1 week)
Conjunctivitis (allergies)	As soon as possible after the child is comfortable
Conjunctivitis (pink eye)	2 days after eye drops has been started
Streptococcal Pharyngitis	2 days after antibiotic has been started
Croup	Once fever is gone (approx. 3-5 days)
Fifth's Disease	As soon as possible
Head, Foot, & Mouth disease	Approximately 3 days
Head Lice	After treatment is completed
Impetigo	2 days after antibiotic is started
Scabies	After treatment is completed
Sprain	Approximately 1 week or until your child is comfortable

Medication Administration

We **do not** administer over the counter medications. Our licensed nurse will administer medication as prescribed with a written parental consent and a copy of the prescription. The medication must be provided in a labeled, unopened container from the pharmacy. When medication is prescribed for your child, obtain a copy of the "Request for Medication Administration during School Hours" form from the front desk. The form must be signed by your doctor and yourself (form supplied by Millhill). The prescription medication MUST be in



the original bottle (with your child's name on the label). If possible and medically appropriate we ask that you administer the medication yourself before and after center hours.

Asthma Treatment

When a child is diagnosed with asthma we have the ability to provide nebulizer treatments as prescribed by the primary care physician. A licensed nurse is on staff to carry out the physician orders. When the nurse is not available to give the nebulizer treatments, there are trained and proficient staff onsite that are designated to provide the nebulizer treatments. Millhill Child & Family Development Center will provide the nebulizer machine, which is sanitized after each use. As the parent of an asthmatic child you have to provide an unopened package mask and tubing. **Any child diagnosed with asthma must have an Asthma Action Plan on file with us. If indicated, you are also required to provide a new box of medication, as prescribed by your physician, labeled by the pharmacy. The Asthma Action Plan can be picked up at our front desk or provided by your primary care physician.**

Millhill's Social Services

We are dedicated to your family's success! With this in mind, we offer an array of parental and family support services. The Social Services Department supports our families by providing referrals to local city and county resources when necessary. Each Abbott classroom is assigned one of two Family Workers who are committed to helping your family function at an optimal level.

We also offer family development and therapeutic support services to families referred to Millhill through the Division of Youth and Family Services (DYFS). The goal of this program is to therapeutically support parents in the development of a safe, nurturing family environment for themselves and their children.

Family Development Services

- ◆ Development of an Individual Family Plan to promote successful closure of DYFS cases
- ◆ Workshops (topics such as money management, effective discipline strategies, nutrition, career development)
- ◆ Home visits
- ◆ Linkages to community partners for services (such as Dress for Success of Mercer County)

Therapeutic Intervention Services

Our Therapeutic Intervention Program is uniquely suited to address child development and promote positive parenting skills.

- ◆ Parenting Groups/Workshops
- ◆ Parent Coaching
- ◆ Parent/Child Interaction Sessions

Millhill Behavioral Health

Millhill Child and Family Development Corporation has a number of other services offered through Millhill Behavioral Health (MBH) that you may access depending on your needs and current involvement with behavioral health agencies and/or DYFS, including an outpatient family therapy clinic, Intensive In-Community Services, Out-Of-Home-Placement Services, The Trenton Peers program, mentoring and more!



It is the responsibility
of every adult... to
make sure that
children hear what we
have learned from the
lessons of life and to
hear over and over
that we love them and
that they are not

