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# Little Genius Academy

Dear Families,

We believe that children thrive when provided a safe and nurturing environment that encourages exploration and creativity. We are committed to providing developmentally appropriate curricular and enrichment opportunities designed to support social, emotional, cognitive, and physical development.

Our “big picture” philosophy fosters children to flourish in a rich learning environment with opportunities to explore, interact, question, and create. But what sets us apart from the crowd can be found in all the little details... keeping parents in the loop of daily lesson plans, a healthy and balanced lunch program, indoor and outdoor play spaces, and a secure and safe environment.

It is our belief that every child and family is unique; therefore differentiation, individualization, and flexibility are built-in throughout our programs.

Our students will be assessed three times a year, October, January, and June. These reports will be shared with the families. Our teachers are always available to discuss the progress of the students.

Our goal is to exceed parent’s expectations and enhance children’s potential!

# Little Genius Curriculum



Our Little Genius Curriculum was created to help children become confident, independent learners who will develop a strong self-worth, enabling them to make positive life choices. Children learn through play in our classrooms. Our classrooms are set up with 6 centers; Science, Art, Dramatic Play, Table Toys, Literacy, and Blocks. During center time students are able to move through the centers with teacher guidance. While they are in the centers they are playing with age appropriate manipulatives that are available to them to enhance their learning and understanding. Learning centers help students make decisions, carry out plans, cooperate and share with others, and problem solve in order to play independently. The teacher also guides their play with questions. Teachers work in small groups with the students to differentiate their instruction.

## Play Based Centers

**Science Center-** Students are able to explore and investigate in this center. This learning center students are encouraged to observe, listen, ask questions, and make discoveries and connections through play.

**Art Center-** Students are encouraged in the art center to learn about self-expression and creativity. Art projects also encourage fine motor skills development and to improve their hand eye coordination.

**Dramatic Play Center-** Students are able to create roles and act them out in this center. Students are able to pretend to be someone or something other than themselves in this center. The center begins as a Kitchen and will change into different themes throughout the year.

**Table Toys Center-** Students use a lot of manipulatives that are age appropriate in this center. Children are encouraged to move, order, turn, or screw items to make them fit. It allows children to take control of their world by mastering objects they use. It also encourages cooperative activities between students.

**Literacy Center-** Students have access to varieties of books and literacy tools to practice reading and writing. Students are able to practice identifying upper and lowercase letters, tracing, lacing, and use books to create a love of reading.

**Blocks Center-** The block center includes building manipulatives. Teachers encourage students to build while developing motor skills and learning about basic concepts of architecture and engineering. Block play also helps children learn to work with others and gives them creative design opportunities.

# Things to Know About LGA



We are a peanut, tree nut free school. Please check the food labels for nut contents when packing lunches and snacks. We appreciate your cooperation!

## Morning Sign In

Please sign in and sign out your students on the "Sign In" sheets located on the bulletin boards outside your child's classroom daily.



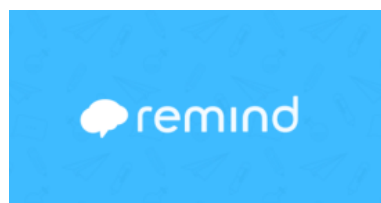
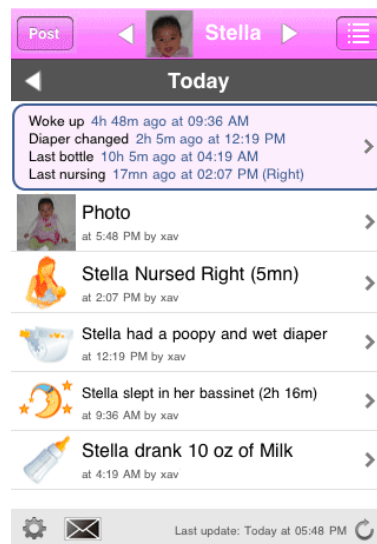
## Parental Involvement

Parental involvement in their class is so important to children. Parents are welcome ANYTIME! We will work around your schedule. Whether it is to read a story, do a craft, or just come during free play, we would LOVE to have you!

# Parent – Teacher Communication



We use Baby-Connect as one way of communication with our families. Baby-Connect is the most comprehensive baby tracking application. You can access Baby-Connect on any web browser or by downloading the app. The teachers use this app to track the children’s eating, mood, and naps. Teachers are able to directly message parents throughout the day with updates, pictures, or questions. We will send notices and lesson plans through Baby-Connect as well to keep you updated with your child’s classroom activities.



We also use remind.com where you will receive text messages to convey school updates, school events, and notifications such as snow days. To join text: @LGA1 to:81010. You may opt out anytime.

# Materials & Supplies Needed to Start



\*Please label all items with your child's first and last name.

\*All sheets and blankets will be sent home every Friday and will need to be returned on Monday.

## 6 Weeks – 18 Months

- 2 crib sheets (port-a-crib size)
  - Small blanket
- (Under 1 year state does not allow blankets. Please use sleep sack instead)
- 2-3 complete changes of clothes for the appropriate season
  - Diapers and wipes
  - Several bibs
  - Bottles and training cups
  - All food, drink, and utensils (etc.) required to serve food

Parents are responsible for washing the crib linens at least once a week. Diaper creams and powders are considered medication and the medication procedures must be followed. All food, bottles, and clothing should be labeled with the child's name. Bottles and caps will need to be relabeled frequently. Any items required to serve food such as spoons, bowls, cups, etc. must be provided by the parents. Bottles must be filled at home. Refrigeration is provided for storing bottles and food..

## 18 months – 5 years

- Full change of clothing including socks
- Smocks or oversized shirt is requested for messy activities
- Diapers and wipes and/ extra sets of underwear
- Small blanket & fitted sheet (full day students only)
- Favorite sleep animal or something to cuddle with during rest time
- Bibs and training cups

Extra clothing should be provided as seasons change and as the child grows. Rubber soled, closed-toe shoes such as sneakers are the most appropriate school shoes for climbing, running, and playing outside and in the gym. Appropriate outdoor apparel is needed daily as every effort is made to have some outdoor play time, even in the winter snow. Label clothing that is attached where possible (hood on coats, clips on mittens) will lessen missing items. Additional sets of clothing and appropriate underwear will be required when the child is potty training. Linens are to be picked up on your child's last scheduled day of the week to be laundered.

# *Toilet (Potty) Training Policy*

When you feel your child is ready for potty training, we ask that you begin teaching at home during a weekend or vacation. **PLEASE NOTE: We will only assist your child in potty training if you have successfully begun training at home for one week prior.**

We will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 years of age and **must also** show signs of readiness (Please read the Potty Training Readiness Checklist below). Positive reinforcements and consistency must be continued at home.

The child **must** be kept in pull-ups at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore we will use diapers until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups with Velcro on the sides, diaper (until child is ready for pull-ups only) and a few extra changes of clothing.

## **Proper Clothing:**

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. During potty training your child needs to be dressed in "User friendly" clothing. The best items are shorts and pants with elastic waist. Dresses for girls work well also. Please **DO NOT** dress your child in the following:

- No tight clothing
- No onesies under clothing
- No shirts that snag in the crotch
- No pants with snaps & zippers
- No overalls or bib type clothing
- No belts
- No one piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

## **Required Supplies:**

The following items are to be left at the childcare and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (2) changes of clothing including socks (an extra pair of shoes if available) A bag of Velcro pull-ups – you will be notified when the supply is running low.

### **Potty Learning Schedule**

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not.

Upon  
arrival at  
the center  
Before and  
after  
breakfast  
Before and  
after lunch  
Before and  
after nap  
Before and after going outside  
Just before going home

## ***Potty Training Readiness Checklist***

### **Verbal Stages of Readiness**

Basic verbal skills. The child is able to speak in three to four word sentences

Stage 1                    The child tells you he/she has a wet diaper, recognized when he/she is wet. Stage 2                    The child tells you he/she is wetting, recognizes the sensation of being wet. Stage 3                    The child tells you he/she will wet, can control himself and uses the potty.

### **Physical & Psychological signs of readiness:**

1. Stays dry for a long period of time (the child is able to “hold” his/her urine and bowel movement).
2. Can recognize when diaper is wet or soiled.
3. Has bowel movement at regular times (child chooses when to move its bowels)
4. Adult can recognize when child is moving his/her bowels (Child is deliberately moving bowels)



5. Can undress and pull up his/her own pants (Important because this is the work of the child not the caregiver)
6. Initiates interest in using the potty and asks to wear underwear.
7. Wants to be independent which is very important for the learning process.
8. Child is emotionally ready and is open to learning (is child generally cooperative?)
9. Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to Potty training, but it is a behavior that has been seen in children ready to use the Potty)
10. Can follow three and four step instructions (this is critical for learning to urinate or move bowels, wipe himself and wash hands)
11. Can use consistent words or gestures to communicate.
12. Is able to physically get to the potty and sit on it without help.
13. Must show a willingness to want to sit on the potty and understand its function.

# Enrichment Activities

These activities are not included within your monthly tuition



**Professional Music Class-** Developed to build attention and self-expression, activities include singing, chanting, moving, focused listening, musical games, exploring musical instruments, creative movement, and storytelling. *(This program only is included in monthly tuition)*

**Fun Bus-** An exciting, interactive program that brings FUN, fitness, and learning to children everywhere.

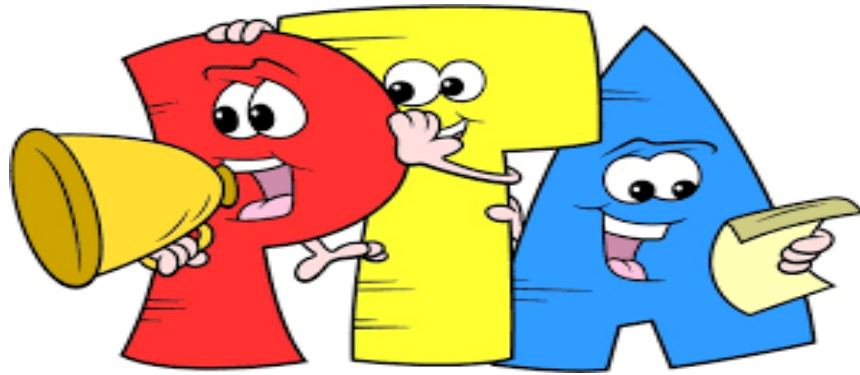


**Stretch –n- Grow-** Designed to promote exercise and wellness for preschool-aged children. The exercise portion, which includes 30 minutes for each session, consist of warm up, stretching, floor exercise, and aerobic activity, all designed for young children!

**Rover Soccer-** Rover Super Soccer is movement, exploration, and laguther experienced within the wonderful world of soccer. Rover Soccer creates an atmosphere of fun and fitness designed to stimulate growth in your child’s motor skills, coordination, and rhythm.



**Metuchen Dance Center- Kidstuff (ages 2-3)-** A creative learning experience through music, movement, and preparation for preschool dance. Pre-School Dance (ages 3-5)- Introduction to tap and ballet through novelty songs and dance routines to help develop their movement skills and group interaction.



Involving families in our program is our top priority. This helps children, parents and our staff make the strong connection between home and center. We are an extension of the family, developing a partnership where sharing, support, ideas, and genuine love for children is of the utmost importance. We encourage parents to visit and participate in school activities.

Our Parent-Teacher Association meets once a month to discuss upcoming fundraisers and activities at the school. We appreciate representation from different classrooms so multiple points of view can be discussed and considered. We also encourage parents to get involved and volunteer to help with fundraisers and activities throughout the year.

We have classroom moms/dads to help volunteer and work closely with the teachers, They will be provided with a classroom roster including children's names and allergies, parent's names and email addresses. They can help the teacher send reminders, coordinate classroom parties, playdates and more. Please see the front office if you are interested in becoming a classroom parent.



# SPECIAL EVENTS

Involving families in our program is our top priority! Here are some special events we do throughout the year:

- **PUMPKIN PICKING**
- **HALLOWEEN PARADE**
- **THANKSGIVING FEAST**
- **PAJAMA DAY**
- **DADDY/DAUGHTER DANCE**
- **MOTHER'S DAY BRUNCH**
- **READ ACROSS AMERICA**
- **SPRING BREAKFAST & EGG HUNT**
- **DONUTS FOR DAD'S**
- **PREK 4 GRADUATION**
- **KINDERGARTEN GRADUATION**
- **MR. RAY CONCERT**



## Little Genius Academy Birthday Celebrations

We realize that this is a very special occasion for your child. We will acknowledge your child's birthday in the following manner:

The teachers will have a Birthday Crown and we will sing Happy Birthday to him/her.

You may bring in a Birthday Treat such as cupcakes, cookies, or munchkins to celebrate in the classroom during the 2pm snack time.

You are more than welcome to join, please just let your child's teacher know that you will be joining the class celebration.

All goody bags given **MUST** be in clear bags and untied so the teachers can check to ensure no peanut products are being overlooked by accident.

# Parent Handbook

Thank You for choosing Little Genius Academy as your child's school.

Our State of the Art facility includes exceptional teachers and care givers whose experiences as educators are exhibited everyday in our beautiful classroom environments.

Young children are special people and what they experience in their first six years has a tremendous impact on the rest of their lives. Most experts agree that over one-half of adult intelligence is formed during those first six years. Social developments are also greatly influenced while physical growth takes place more rapidly than in any other period in life. This stage is also critical to the development of self-concept the feelings and attitudes we have about ourselves and our abilities.

In order to promote health and positive development in these areas, it is especially important for young children to participate in activities which challenge the imagination and stimulate creative thinking. We also want to encourage the children to form positive relationships with other children and adults outside of the family group. To have children engage in activities to help foster the development of balance, strength and coordination. Throughout time you as a parent will be able to observe the growth that your child will display and be proud of all of his/her achievements.

I have been the Director/Owner of Little Genius Academy since 2002 and I am a proud mother of four children, Michael, Joseph, Raquel and Kyle. I understand the challenges that many working parents face as I experience it every day. I always tell my parents that it's not the quantity of time that they spend but the quality of time.

By having the opportunity to work in this establishment has given me an honest view of the benefits of school for children, Socially and Academically. I believe in the program that we developed, and always hope that each family finds that balance that we all strive for in life. Finding the work-life balance, especially with young children is even more challenging, but we would like to be able to help you in any way possible to make this an easy transition for your family. I look forward to building a relationship with you, and your child, one that will be remembered for years to come.

My team and I always take pride that we are great listeners and want you to feel comfortable in speaking with us about any questions or concerns you may have about a staff member or child. Please feel free to contact me as I have supplied the contact information below for myself and my management team.

Thank You,

Angela Holdren

Director/Owner

[angelaholdren6@gmail.com](mailto:angelaholdren6@gmail.com)

Amanda Novick

Assistant Director

[Apgeoghan@gmail.com](mailto:Apgeoghan@gmail.com)

### **Enrollment Information**

Little Genius Academy is open 12 months a year and we are open from 6:30 AM to 6:30 PM, Monday through Friday. The school year runs from September to Mid-June and summer camp runs from Mid-June until September. Switching of scheduled days is prohibited unless special arrangements have been made with the Director or Management team. Additional days may be added but must be approved by the Director or Management. Additional days are offered based upon enrollment and may not always be available but if we can accommodate you, we would be more than happy. A school closing schedule will be provided with this handbook.

### **Registration /Materials Fees**

An annual registration fee of \$75.00 is payable upon enrollment for September and a \$50.00 registration for June.

A \$50.00 materials fee in September and \$50.00 in January will be billed to your invoice yearly.

### **Tuition Policy**

Tuition is paid on a monthly basis. Monthly tuition is due by the fifth of every month. The tuition mailbox is located right through the main secured door to the right side. You don't need to put the checks in an envelope and no statement is needed, just be sure that Child's name is in the memo box to the bottom left of the check. All checks will be made to Little Genius Academy. There will be a \$45.00 fee for any checks returned by the bank, and this fee will be due upon notification.

If the tuition is not paid by the close of the business on the fifth day of the month, the tuition fee for that month will have an additional fee of \$25.00. After the 10th of that month an additional \$45.00 will be applied. Please contact the Director if payment difficulties are anticipated so alternative arrangements can be made.

There is no credits given for scheduled school Holidays, Child's illness, or school closings due to weather conditions. We do allow 2 prorated weeks per school year for vacation provided a two week notice.

There will be a \$25.00 late fee for children not picked up before school's regular closing time. \$25.00 will be applied for every 15 minutes after 6:30 PM. If we have not been in contact with a parent or guardian and the child has not been picked up by 7:00 PM. We are obligated to inform the State Division of Youth and Family Services and the appropriate local authorities. Consistent lateness after 6:30 will cause for the Child's dismissal from school.

### **Withdrawal**

30 Days written notice is required for withdrawing for any reason. If the required notice is not given, parents will be charged for that period. If one month notice is given, any additional tuition will be refunded within thirty days of the withdrawal less any outstanding charges for late fees, field trips, etc..

We do have a change of schedule/withdrawal form that we can provide you with to make the process easy.

### **Discipline Policy**

It is the policy of Little Genius Academy to keep discipline issues minimized and to help children monitor their own behavior. The staff of the School present and model age- appropriate behavioral guidelines and use reflective communication to encourage children to express their emotions. The staff encourages self control, self direction, responsibility, and cooperation. The Little Genius Academy staff is trained in the process of positive discipline. Positive discipline instructs children as to what they should do. For Example: "We walk inside the building ", or

“walking feet only”. This philosophy of discipline is in accordance with the Little Genius Academy’s belief that children learn best in an environment where, love, guidance, and encouragement promote the development of self-esteem. “Time Out” may be selectively used for children who are at risk of harming themselves or another child. The period of “time out” will be just long enough to enable the child to regain control of him/her and will never be longer than 1- 2 minutes per age. During a “time out” the child will be visually observed by a staff member. Aggressive physical behavior (fighting, biting, hitting, etc) by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint (a teacher holding a child) will not be used except as necessary to ensure a Childs safety or that of others, and then only for as long as it is necessary for control of the situation. Children will be shown positive alternatives rather than just being told “no”. Patents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavioral plan. If a child’s behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child form school for the day. Open communication between home and school is considered the key to effective discipline. At no time at Little Genius Academy, will a child be subjected to physical or corporal punishment (shaking, hitting, biting, pinching, etc) humiliated, frightened, or verbally abused by the staff. Children will never be disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all time, a child’s age, emotional state, and past experience will be considered in discipline matters. Any violation of the school’s discipline policy should be brought to the director’s attention immediately.

### **Termination**

Little Genius Academy reserves the right to terminate services due to the following reasons:

- \* Special health conditions that cannot be accommodated.
- \* Special educational services needed for your child.
- \* Excessive aggressive/ disruptive behavior
- \* Continuous violations in tuition policy
- \* Excessive unexcused absences of the child
- \* Immunizations not up to date
- \* Inappropriate language used in the school or towards a child or staff member

Termination of services will only take effect as a last resort. We will do our best to try and find solutions that may occur by contacting the parent(s) immediately and schedule a meeting for mediation. We will work with our parents to determine a way to solve these problems before taking this ultimate step. However, if the situation cannot be resolved and termination is requested, the parent will be informed of the appeal process. We will also provide information for alternative services.

In addition, if a parent requests termination, the head teacher and director will request a meeting with the parents to determine the factors of the request. This is requested so we can try to find solutions to any discrepancies the parents may have. We value your opinions tremendously and we take your concerns seriously.

### **Attendance Policy**

At Little Genius Academy, we believe the achieved success coincides with maintaining continuity and good attendance; therefore the following policy will be enforced for all the children.

\*All children should arrive no later than 9:30am. We do reserve the right to turn you away for late arrival.



- \*Please call the center if your child will not be attending on their scheduled day.
- \*The office should be notified if a child is ill, as we are required to keep an illness log.
- \*If you will not be at your regular contact number during any given day, please inform the school and supply them with a new contact number.
- \*Any child that is absent three consecutive days must have a doctor's note certifying that he/she is free from contagious disease before he/she can be remitted.

### **Parent Access**

A parent of a Little Academy Student shall be permitted free, without prior notice, throughout the center whenever children are in our care. In cases where family court or other legal entities' have established visitation or custody rights, a copy of the orders must be provided to the school. The orders of the court will be strictly followed unless the custodial parent requests a more liberal variation of the court order in writing. All this information will be confidential.

### **Arrival and Departure**

Upon arrival each morning, children must be signed in and out on the appropriate class sign in/out sheet. Many of these sheets are located on the class bulletin board. Children are to be escorted to their designated classroom or their assigned area of the building and dropped off with the supervising staff member. "Parents should never leave their child unattended in a classroom without a teacher". Children are required by law to be under adult supervision always. Parental involvement in helping a child get settled with that staff member will help your child adjust quickly into the morning routine. If there is anything that the staff can do to assist with the morning transition, a parent should not hesitate to ask. Children attending the morning preschool program should be settled and ready for the program by 9:00 AM. Late arrivals may make a child feel left out since his/her friends will already be involved in the day's activities.

### **School Closing/ Early dismissals**

In case of inclement weather school closings will be sent out via text message with our Remind system as early as 6:00 AM. Please see the front office to join the text message program. We take several things into consideration, such as safety for the children, parents and staff, as well as the condition of the roads.

If you are not on the email list and have not been receiving information from Little Genius Academy, please inform the office so we can add you to that distribution list. If we are having an early dismissal or a delayed opening, we will contact all the parents at home, email or cell. Please keep in mind that you may need extra time to pick up your child due to the weather.

### **Breast Feeding Policy**

We aim to make our mothers feel comfortable in our nursery should they wish to breastfeed their here at LGA. We display the breastfeeding welcome sign within the nursery. Staff will provide the mother with a comfortable seat this could be anywhere within the nursery or somewhere private if necessary. We will provide hand washing facilities and access to refreshments. Expressed milk can be stored either in our fridge or may be brought in frozen, where we follow guidance. The babies feeding routine will be discussed with mother and key worker to make arrangements for the mother to come in to breastfeed/express. This maybe verbal or written in daily diary. Record information to include time of feeds, amount of milk, and who it has been given by, this can be verbally or written. The key-worker will have clear communication with parents regarding labeling i.e. date and time when milk was expressed. Good hygiene is paramount before and after preparation of feed. If frozen to be defrosted by swirling in a bowl of warm water (not microwave or hot water). Milk to be given following parents' wishes i.e. from fridge, room temperature or heated as attached guidance. Any unused milk will be discarded, bottles to be rinsed and returned to parent. Storage: Breast milk can be stored in the main body of the fridge or if frozen in the

freezer. This will have to be transported in an insulated cool bag. If milk shows any sign of thawing do not re-freeze. Fridge/freezers are monitored every day for temperature control measures.

### **Medical Emergency/Liability**

The undersigned parent or legal guardian being the lawful of the above child, hereby consent to the participation by the child in all day care activities conducted by Little Genius Academy of Edison LLC and to the participation of the child in all events related to said activities.

The undersigned parent or legal guardian hereby further authorize(s) any of the staff, employees, agents and representatives of Little Genius Academy of Edison LLC to provide for, approve and authorize any health care at any hospital, emergency room, doctor's office or other institution, employ any physicians, dentists, nurses or other person whose services may be needed for such health care, review and if necessary disclose the contents of any medical records, execute any consent form required by medical, dental or other health authorities incident to the provision of medical, surgical, or dental care to the child. Health care shall include, but not be limited to the administration of anesthesia, x-ray, examination, performance of operations, diagnostic and other procedures. The parent or legal guardian hereby further authorize(s) emergency transportation by either day care personnel or if necessary by ambulance or other emergency vehicle.

If there is no medical emergency, the daycare staff will first use reasonable efforts to contact the parent(s) and /or guardian(s) before administering or authorizing any treatment.

Notwithstanding other provisions in this consent form, Little Genius Academy of Edison LLC shall not have the authority to withhold or withdraw life-sustaining procedures for the child.

The Little Genius Academy is well child-proofed, and the children are consistently well supervised. However, accidents do happen. The undersigned parent or legal guardian assumes all risk of injury or harm to the child associated with participation in the daycare and agree(s) to release, indemnify, defend and forever discharge Little Genius Academy and its staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child, or by the child, howsoever caused, arising or to arise by reason of or during the child's participation in the day care.

### **Illness Policy**

Little Genius Academy abides by all State Regulations and meets all health requirements.

We take illness very seriously, and we realize when a child isn't feeling well, the best place for him/her is at home. We will do our best to make your child feel comfortable until a parent can come to the center and take the child home. Any child with the following symptoms will be isolated from the rest of the children until that child can be picked up.

Little Genius Academy serving well children shall not permit a child who has any of the following symptoms. Little Genius Academy will not release information to other parents of what child was sick but at times we are required to post certain Communicable Disease/Viruses so parents can look for certain symptoms if an illness occurs in their child.

- Severe pain or discomfort
- Acute Diarrhea, characterized as twice the usual frequency of bowel movements with a change of looser consistency within a period of 24 hours, or bloody diarrhea.
- Two or more episodes of acute vomiting within a period of 24 hours
- Elevated oral temperature of 101.5 Fahrenheit or over or axillaries temperature of 100.5 degrees Fahrenheit or over in conjunction with behavioral changes.
- Lethargy that is more than expected tiredness
- Yellow eyes or jaundiced skin
- Red eyes with discharge

- Infected, untreated skin patches
- Difficult rapid breathing
- Skin rashes in conjunction with fever or behavioral changes
- Weeping or bleeding lesions that have not yet been treated
- Mouth sores

We will require a note from the Doctor that the child is no longer contagious and will not pose a health risk to others before he/she can return to the center.

### **Communicable Disease Policy**

If a child exhibits any of the following communicable diseases, he/she should not attend the center. If a child contracts any of the following diseases, please contact the school immediately. The child may not return to the school until you provide a note from the Pediatrician stating that the child presents no future risks to the other children or staff.

### **Respiratory Illness**

- Chicken Pox
- German Measles
- Shigella

### **Contact Illness**

- Impetigo/Scabies
- Lice
- Chicken Pox
- Hemophilus Influenza
- Measles
- Mumps
- Strep Throat
- Tuberculosis
- Whooping Cough
- Meningococcal

### **Gastro Intestinal Illnesses**

- Giardia Lamblia
- Hepatitis A
- Salmonella

### **Administering Medical Policy**

Any Child who needs to take either a prescription or over the counter medication, the parent must fill out a medical consent form which can be obtained from your Childs teacher and the front desk. Please include the child's full name, medication name, times to be administered. We only administer prescribed medication if it is accompanied by a pediatrician note including the date, name of the medication, times to be administered and what it is treating. The prescribed medication must be in its original box or bottle with information from the pharmacy.

### **Emergency Procedure Policy**

Parents are required to fill out an emergency form authorizing us to call for proper medical assistance in the event of an emergency. If at any time a child needs to be treated at the center

for a medical emergency, these are the steps that will be taken.

- \* Staff member which will be certified in CPR/FIRST AID will initially treat your child to the best of her/his ability.
- \* We will contact the Metuchen/ Edison First Aid Squad immediately. If the child has to go to the hospital and the parents have not yet arrived at the center, then a staff Member will accompany the child in the ambulance.
- \* Childs pediatrician will be contacted
- \* A written report of the incident is documented and kept on file

### **Fire Emergency Policy**

In the event of a fire an alarm will ring in the school as well as our emergency Station Monitoring, and all the local authorities will automatically be contacted. Staff members will assist the children out of the building until the fire department renders it safe. Fire Drills will be held monthly.

### **Lockdown Drills**

We do require two lockdown drills annually and will send out an email to all parents once the drill is complete.

### **Feelings of separation**

If your child is feeling sad, scared or hesitant about coming to school in the beginning, please do not think that these feelings are uncommon. Starting or changing school is a change for any child. Some children may transition easier than others do. Please be assured that our well-trained staff will do our best to make your child feel more comfortable. It is important for the parents to be reassuring and positive in this process. It is also very important to be consistent in this process- Meaning, try and drop off the same time every day, as children like a routine. Some parents try and stay in the classroom for lengthy periods thinking that it may help, but essentially you are delaying your Childs ability to adapt independently without you. Many of us at Little Genius Academy are parents ourselves and we understand the emotional challenge that you may experience but you need to remain confident that your child will adapt, it just takes time. Parents are also welcome to come into the office to view the live video to see how your child is doing. I will all parents to feel free to come and talk to the Director if you would like some transition suggestions as we want to make this as smooth as possible for everyone!

### **Clothing**

Your child will be very busy and creative at school therefore we strongly suggest that you choose your Childs clothes wisely. Please remember that the children will be painting, using glue, playing outside, etc. We encourage your child to wear comfortable shoes, and all children must have full coverage on their heel or a strap to ensure the safety while playing.

### **Nap/ Rest Time Information**

Little Genius provides nap/ rest time each day for all the children. All diapers will be changed prior to rest time, and all the children that are potty trained or in the process of will have time to use the bathroom before rest/ nap. Each child will be provided with a comfortable sleep cot to sleep on. Quiet music is played, the lights are dimmed, and it is a period of relaxation for non- nappers as well. Children who normally don't nap at home will still need a period of quiet rest time due to the requirements of the state and our policy. All children will benefit from this quiet time due to our stimulating environment. If a child is having difficulty falling asleep, teachers will use techniques such as playing the soft music or rubbing the Childs back.

### **Personal Toys**

It is strongly recommended that all toys remain at home unless special arrangements have been made with that teacher for a show and tell or special occasion. Prior to bringing in a toy, this item should be discussed with the teacher, to ensure its safe for the class and appropriate. Anything pertaining to violence (guns, war toys, etc.) cannot be utilized.

### **Field Trips**

As part of the Little Genius Academy, periodic field trips will be planned to provide the children with exposure to learning experiences in our local community. Prior to each trip, information will be sent home outlining the date, time, cost, location, chaperones, etc. The permission slip must be signed and returned to the supervising teacher by the date requested in order for a child to attend.

### **Procedures for Sanitizing Toys**

Toys will be cleaned on a daily basis. Toys in the infant room that go directly in the mouth will be cleaned before another child handles it. Toys will be cleaned in a solution of ( 1 tablespoon bleach and 1 quart water). Toys will then be laid out to air dry. If any item becomes soiled in any way, it will be cleaned immediately. All of our cleaning products in the classroom are Ecosense from Melaleuca and safe for all of the children. Little Genius Academy prides itself on cleanliness and keeping our children away from harmful chemicals.

### **Diapering Area**

All staff will wear a rubber glove when changing diapers, helping children in the bathroom or with an accident. All staff will also wash their hands in between diaper changes, and glove changes. Diaper area/ changing tables must be wiped down between changes and cleaned with Soluguard Botanical Disinfectant- Safe for children and the environment.

All soiled diapers will be disposed of in a covered garbage can and will be emptied on a regular basis to provide a safe and clean environment. Any soiled clothing will be placed in a plastic bag and sent home with parents.

### **Snack/ Lunch**

All tables will be wiped down after snack, lunch and any art project that are done at the table. The children will also wash their hands with antibacterial soap before and after eating and/ or going to the bathroom. We encourage children to wash their own hands when they become soiled with assistance from the teachers.

### **Information to Parents**

Under the provisions of the Manual of requirements for C (N.J.A.C 10:122), every licensed Child Care Centers in NJ must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/ neglect reporting requirements by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and family Services. In keeping with this requirement, the center must secure every parents signature attesting to his receipt of the information.

Our center is required by the State Childcare Center Licensing law to be licensed by the bureau of Licensing in the New Jersey Division of Youth and family services. A copy of our current license is posted in a prominent location at our center.

We have provided you with the following Web Address that will give you any and all information on the official licensing requirements for a Child Care Center.

<http://www.nj.gov/dcf/division/licensing/lccmanual.pdf>

We encourage parents to discuss with us any concerns about the policies and program of the center of meaning, application or alleged violations of the Manual of requirements for Childcare Centers. We would be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing at (609) 292-9220. Of course, we would appreciate your bringing these concerns to our attention, too.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection reports on the center, which are issued after every State Licensing inspection of our center. If there is a licensing complaint investigation, you are entitled to review the Bureau's Complaint Investigation summary report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Anyone that has reasonable cause to believe that an enrolled child has been subject to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any kind of child abuse, neglect or exploitation by any adult, whether working at the center or not, is required by law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, 1(800)792-8610, or to any DYFS District Office. Such reports can be made anonymously.

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

Our center must post its written statement of philosophy on child discipline in a prominent location.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the Director or any staff member. Please feel free to do so when you can as we do welcome parents to also view their child from the video camera.

Our center will inform all parents of any upcoming field trip in writing. Any trips away from the center will need a parent's written permission before taking the child on any trip. All of the detailed information will be provided to you as far as costs, time of the trip, food /drinks that your child may need to bring, or anything else that may pertain to this trip.

#### **Policy on the Release of Children**

Since the safety of the children is our utmost concern, Little Genius Academy maintains a strict policy regarding the individuals to whom we will release the children. The enrollment forms require a parent to specify at least two individuals to whom the child may be released either on a regular or emergency basis. In addition, parents are asked to specify a password.

Advance written notice is required for an individual to be authorized to pick up. In the case of an emergency, the Director may be notified by phone as to the name, address, phone number, and a photo ID of the individual picking up the child. If a non- custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please inform the Director. A copy of the appropriate documentation must be included in the student's records. This information will remain confidential and will be shared with other staff members only as required to meet the needs of the child in our care.

Should an unauthorized individual arrive to pick up a child, a parent or emergency person will be contacted immediately via phone. If the school cannot reach a parent or emergency contact, that child will remain at the school. Should an unauthorized person become uncooperative with the school's policies regarding the release of that child, the local police will be notified.

The school will not release a child to any parent, relative or authorized adult who may be impaired by the use of drugs or alcohol. In the event this situation occurs, a phone call will be made to the

parent or emergency contact person.

**Social Media/Electronic Communication Policy**

Little Genius Academy is not permitted to post pictures of your child on the LGA Facebook page unless you give LGA written permission. Each class teacher has an email address that they provide to you for communication. We have tablets in all of our classrooms for better communication and all of the children are set up on the Baby Connect App. Each child has a profile where you can see your child's daily log and you can also send messages to the teacher. All lesson plans will be emailed on Monday of each week as well as posted on the class board.

**TV Policy**

*Children under the age of 2 years of age are not permitted to watch television.*

Children over the age of 24 months can watch TV no more than half an hour at a time and is limited to Educational Programs.

On occasion, usually only on Fridays, we may pick an appropriate children video to watch that coordinates with our curriculum i.e. (Magic School Bus & Little Einstein's). Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

**IPAD/Computer Policy**

*Children under 24 months will not use computers or watch video's.*

Ages 2-6 years

Children get 30 minutes that day to utilize the technology for educational purposes and games. I.e. (ABC Mouse & Starfall)