Little PAL's Preschool
Dear Parents and Guardians,

We welcome you and your child to Little PAL’s Preschool. We believe that you will find our program offers not only an educational experience but also a fun and nurturing environment. Our safe and secure classrooms allow your child to explore and discover with guidance from our trained and certified teachers. For your convenience, there are cameras in all of the classrooms that you may access from your desktops, laptops, tablets and smart phones. For additional safety and security all visitors, including preschool parents and guardians, are only allowed access to our location after utilizing our entry door access buzzer system and identifying themselves and the purpose of the visit. Once granted access, all visitors will be greeted by the PAL certified security officer and will be required to sign in the visitor log.

All preschool teachers are experienced and certified teachers that are well equipped to introduce your children to the Tools of the Mind curriculum. Tools of the Mind, used in the Howell Township School District, is a self-regulation curriculum that encourages every child’s social-emotional and cognitive growth, enabling children to be fully prepared for the next step in their education. Our introductory program to Tools of the Mind helps young children to build social skills, oral language development, writing skills, letter sounds and recognition, cognitive skills, discovering cause and effect, critical thinking skills, gross and fine motor skills, and health and safety skills. For more information on Tools of the Mind please visit their website at [www.toolsofthemind.org](http://www.toolsofthemind.org)

In order for our teachers to continue to grow professionally and provide your children with the latest research-based techniques, they are required to enhance their teaching skills through various professional development courses. These courses focus on guidance and discipline, growth and development, and health and safety. In addition, every staff member is CPR and first aid certified.

Little Pals Preschool has an open door policy and would like you to feel comfortable talking to us about any concerns or comments you may have concerning your child or our program. We welcome and encourage open communication and involvement with your child and all of our staff as we work cooperatively during this wonderful learning and maturing process.

Thank you.

Sgt. Christopher Hill, Pal Executive Director

Cpl. Harold Foley, PAL Program Director

Ms. Jasmin Colon, PAL Main Office

PAL Main Office

Mrs. Tracy Nagy and Ms. Julie Kerr, Preschool Coordinators
Pal Contact List

PAL Main Office at Southard School:
Telephone: 732-919-2825
Fax: 732-919-1212

Mailing Address
115 Kent Road
PO Box 713
Howell, NJ 07731

Website
www.howellpal.org

Emails
All general questions and requests for information should be directed to info@howellpal.org

Jasmin Colon, Main Office
jcolon@howellpal.org

Corporal Harold Foley, Howell PAL Program Director
hfoley@howellpal.org

Sergeant Christopher Hill, Howell PAL Executive Director
chill@howellpal.org

Tracy Nagy, Preschool Coordinator
tnagy@howellpal.org

Julie Kerr, Preschool Coordinator
jkerr@howellpal.org
Meet the Staff 😊

Tracy Nagy – Preschool Head Coordinator
Miss Tracy has a Bachelor’s Degree in Elementary and Early Childhood Education, and she has been working with children since 1997. She has taught a wide range of age groups ranging from infants to middle school, but her true passion is educating preschool children. She is the proud mother of two great girls who are 10 and 13 years old. She has been working for Little PALs Preschool for 2 years now and couldn’t be happier. With her professional experience and being a mom herself, Miss Tracy is ready to nurture and prepare your child for their future educational career.

Julie Kerr – Preschool Coordinator/ Pre-K Head Teacher
Miss Julie was born and raised in Howell, New Jersey. She graduated from Kutztown University in 2014 with a Bachelor’s Degree in Elementary Education. Miss Julie has been involved with the Howell Police Athletic League since 2007 and enjoys participating in all the projects they take on. She has completely fallen in love with educating preschool aged children and absolutely loves going to work everyday. Miss Julie also loves the outdoors, watching hockey, and seeing all of her students’ cute, smiling faces!

Bonnie Salerno – Pre-K
Miss Bonnie has been working at PAL since 2014 and has over 7 years of experience working with young children. She earned her education from Capri Institute, Monmouth County Vocational School, and Bayada Nurses. Miss Bonnie is a proud mother and grandmother, she is always smiling, and she has a zest for life that brings joy to our school.

Amy Benedict - Pre-K Head Teacher
Miss Amy was born in South River and raised in Howell, New Jersey. Miss Amy grew up playing softball, which led her to playing at the collegiate level for 4 years at Drew University. She graduated from Drew University with a Bachelor’s degree in studio art and photography. Miss Amy loves the outdoors, playing sports, and country music. She has 4 years of experience working with children and continues to enjoy encouraging young children to learn, grow, and become the best they can be!

Michele Keyes- Pre-K Room Miss
Michele has been a member of the PAL family since February 2016. In 2006, she graduated from Brookdale Community College with an Associate Degree in Applied Science. Miss Michele has always had a passion for contributing to the development and well-being of young children while out of the presence of their parents. For eight years she fulfilled her passion by owning and operating an at-home, NJ State Certified daycare. Miss Michele later became a Paraprofessional at Long Branch Early Childhood Center where she helped develop the minds of preschool aged children for 9 years. She is the proud mother of 3 beautiful daughters and the very proud Mema (grandmother) of 4 wonderful grandchildren.
Kelly Jefferys – Preschool Head Teacher
Miss Kelly has been an employee at the Howell PAL for 4 years. She worked for 2 years in aftercare before starting work at the preschool in 2014. She has her Associate’s Degree in education and is pursuing her Child Development Associate. Miss Kelly also enjoys working with children and helping them reach their fullest potential.

Debbie Otto – Preschool Head Teacher
Miss Debbie graduated from Rider University in 1996. She holds a Bachelor’s Degree in Elementary Education and psychology. She is also NCATE approved (National Council for Accreditation of Teacher Education). Miss Debbie has taught in both public and private school settings. She is a proud mom of a 15 year old son. She enjoys cooking, reading, and watching her son play baseball. Miss Debbie believes that being a preschool teacher is one of the most important jobs in the world. The knowledge and experience that she brings to PAL is sure to set a strong foundation and love of learning.

Jennifer Kosek – Preschool Room
Miss Jennifer has 3 wonderful children. She has a 9 year old son, 7 year old daughter, and a 2 ½ year old son who attends the PAL program. She enjoys keeping healthy and active. She loves to watch your children grow and learn all kinds of new things.

Diane Fleming – Toddlers Head Teacher
Miss Diane is the very proud mother of 4 fine young adults. While raising her family in Howell, she provided many years of child care in her home ranging from infants to 12 year olds. Miss Diane has been an employee of the Howell PAL for 5 years; she has worked in the aftercare program and K-wrap program before joining our preschool team. Miss Diane enjoys caring for and loving the toddlers as they provide her with unpredictable days and an opportunity to watch them learn and grow.

Janice Colon – Toddlers Head Teacher
Miss Janice is a mother of 3 wonderful children. She has a 15-year-old daughter and two sons who are 9 and 2. She has been working for the Howell PAL since 2012 and loves every minute of it! She is currently pursuing her degree in Nursing at Ocean County College. Miss Janice considers herself to be a warm, trusting, and understanding person who is ready to nurture your children as they learn and grow.
Amanda Margolies - Toddler Room

Miss Amanda has grown up in Howell and graduated from Howell High as a Peer Leader. She is currently working in the two year old room. Miss Amanda has always enjoyed working with kids; she worked as a cheer coach at world cup all-stars and loves being able to see her kids reach their goals. Currently she is taking classes at OCC and is very excited to be beginning a future here at PAL.

Shavon Doster – Toddler Room

Miss Shavon is from Freehold Borough and has 2 boys. In her spare time, she enjoys doing things with her family and getting to spend time with her granddaughter. She is a new employee and enjoys working with the kids.

Diane Hill – Transition Room Head Teacher

Miss Diane was born and raised in Howell and is a loving mother and grandmother of 3 children and 7 grandchildren. She loves coming to work every day to teach and play with your wonderful kids. Miss Diane enjoys helping to mold young minds and watching children grow to be bright young adults.

Kathy Malko – Transition Room

Miss Kathy worked in a hospital for 20 years in many different departments. She has worked as a certified nursing assistant as well as in food services and environmental services. Miss Kathy has done private duty nursing for many happy employers. She loves children and has 2 learning disabled children herself; her son Eric is 18 and her daughter Anne is 12. She has always dreamed of being a teacher and loves to teach and care for the little ones. There is no better gift in this world than a child.

Jennie Sue Ward - Infant Room Head Teacher

Miss Jen was born and raised in Farmingdale/Howell, and she is a loving mother of 2 children named Thomas and Allison. Miss Jen worked for 8 years as a Program Site Director at the Howell Township Recreation Department, and she has been working for the Howell PAL for the past 2 years. Miss Jen loves working with children and helping them to develop and learn as much as possible.

Christine Simon – Infant Room

Miss Christine has been working with children for 20 years now and is a mom to a 7 year-old son. She is also a full-time student at Ocean County College studying psychology and addiction counseling. She is so happy to be working here at Howell PAL. When she is not working, she and her son enjoy kayaking, hiking, going to Great Adventure, and spending time with their dogs.
Sanni Margolies – Infant Room
Miss Sanni moved to Howell 11 years ago. She has 2 grown children who make Howell their home. Miss Sanni has been involved in the school system for 20 years as a volunteer as well as an employee. She worked at one of the PAL aftercare sites since 2015 and recently came to work at Little PALs Preschool.

Brianna Palladino - Floater
Miss Brianna has been working with the Howell PAL for the last 2 years. She is a full-time student at Brookdale Community College and is studying to become an educational interpreter for deaf students. Miss Brianna has taken classes in education, psychology, and child/lifespan development. Miss Brianna has a heart of gold and is nurturing caregiver to all of our preschool students.

Sam Stavar – Floater
Miss Sam has been an employee at the Howell PAL for 2 years now. She started out in aftercare before working in the preschool as of September 2015. Miss Sam is a full time student at Georgian Court University and is studying to become a nurse in the neonatal unit. She also volunteers at Ocean Medical Center in the emergency room. Miss Sam loves working with children of all ages and helping them learn as much as they can.

Jeanette Meyer
Miss Jeanette was born and raised in New York, moving to New Jersey to pursue her psychology degree from Seton Hall University. She has several years of experience working as a preschool teacher throughout her undergrad and graduate career. Miss Jeanette is also a proud mother of two boys, 3 years and 14 months old (who also attends Little Pals!) Miss Jeanette loves spending her time with young children and watching them grow and learn while having fun!
Welcome to Little PAL’s Preschool!

This checklist will help to make sure you are ready to start at Little PAL’s! Your registration form and parent signature page will need to be handed in to the front office the day before your start date and your child’s immunization records and universal health record must be received within the first week of attendance.

Your child will also need the following items to insure a smooth transition when they begin school:

- _____ Lunch daily
- _____ 2 Snacks daily (depending on schedule - snack times 9:30 & 2:30)
- _____ Drinks (enough for daily schedule)
- _____ Extra clothes (accidents happen. ie: toileting, spills, injuries)
- _____ Diapers, Wipes, and Cream (if applicable)
- _____ Crib Sheet and Blanket that are sent home weekly (naptime 12:00-2:00)
- _____ Any necessary medical supplies such as an epipen or inhaler (form required)

Thank you!
Every age group has a slightly different schedule. The following is a sample schedule of what a day at Little PALS Preschool looks like.

**Sample Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-9:00</td>
<td>Before Care</td>
</tr>
<tr>
<td>9:00-9:30</td>
<td>Outdoor Play (weather permitting)</td>
</tr>
<tr>
<td>9:30-9:45</td>
<td>Snack</td>
</tr>
<tr>
<td>9:45-10:00</td>
<td>Circle Time (Calendar, Weather, Theme, Letter of the Week &amp; Book Sharing, Tools of the Mind games/ activities)</td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>Literacy Activity</td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>Math and Science Activity</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Centers</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>Lunch Time</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>Story time/ Story Discussion</td>
</tr>
<tr>
<td>12:30-2:00</td>
<td>Quiet Time/ Rest Time</td>
</tr>
<tr>
<td>2:00-2:15</td>
<td>Snack</td>
</tr>
<tr>
<td>2:15-3:00</td>
<td>Free Choice Centers / Project or Activity</td>
</tr>
<tr>
<td>3:00-6:00</td>
<td>After Care</td>
</tr>
</tbody>
</table>

Please see your child’s classroom teacher for a more specific schedule.
Medication Administration and Health Care Procedures

The center will provide reasonable accommodations for administration of medication or health care procedures but reserves the right to decline admission or exclusion of a child that has an extensive medical condition requiring trained medical personnel to provide necessary medical procedures that ensure the child’s safety. If the child has a chronic health condition requiring the administration of prescription or non-prescription medication or health care procedure associated with a child’s health condition, such as the use of a nebulizer or single dose epinephrine via a pre-filed auto-injector, the preschool director, shall ensure that all staff members who administer the medication and/or the procedure are taught to do so by the child’s parent/guardian. Medication and health care procedures shall be administered only after receipt of written approval from the child’s parent(s)/guardian(s) and a health care professional:

1. The center shall designate staff members who are authorized to administer medication or health care procedures.
2. All medication and health care equipment shall be kept either in a locked cabinet or in an area that is inaccessible to children. All medication shall be kept in its original container.
3. All prescription medication for a child shall be in the name of the specific child and stored in prescription container, which has been labeled with the child’s name.
4. The center shall limit the dispensing of non-prescription or over-the-counter medications.
5. The center shall inform the child’s parent/guardian immediately if a child exhibits any adverse effect of the medication.
Little PAL’s Medication Policy

All medication, including **over the counter and prescription medication must have a doctor’s note** to be administered by any Little PAL’s employee. Attached is a form for your convenience that you may want to keep in a safe place should you need it during a visit to your child’s health care provider. If a request is made for Little PAL’s to administer medication, that medication must be in its original container and the attached form/s must be submitted with a physician’s signature. Additionally, any new medication (over the counter or prescription) must be administered at least once prior to any administration at Little PAL’s.

Additional forms will need to be completed by your child’s health care provider for asthma and allergies. Please see your child’s teacher should this apply to you.

As always, our number one concern at Little PALs is keeping your child safe. Thank you for your cooperation with this new policy. Should you have any questions, please don’t hesitate to ask.
Dear Parent/Guardian:

Should it be necessary for your child to receive medication during preschool hours, you must present this form or an order form from your personal physician, stating medication, dosage, time of administration, and the length of time your child will be on medication. This includes Tylenol, Motrin, cough drops, and all over-the-counter medications. Any changes in these directions must be verified by a call to the PAL administrator, as well as a note from the physician.

Any dangerous condition being experienced by a child on medication should be spelled out in detail with procedures to follow should a reaction occur. **Medicine must be properly labeled and in the original container, with the child's name, dosage, etc., on the pharmacist's label. The parent/guardian must transport all medication to and from the preschool.**

Sincerely,

Harold Foley
Program Director

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**Request for Administration of Medication**

Student____________________ Teacher____________________ Date____________________

Diagnosis____________________________________________________________________________

Name of Medication_______________ Diagnosis_________________ Time of Administration__________

Daily or PRN___________________________

To Begin On___________________________ and Concluded on________________________________

Possible Side Effects to be Observed______________________________________________________

Special Instructions________________________________________________________________________

Reason Medication is Needed during Preschool Hours________________________________________

Is Child on any other Medication?________________________________________

Physician’s Signature__________________________________________________________

Physician’s Stamp

***I hereby give permission for the center/preschool to administer medication as prescribed above. I also give permission for the teacher/director to contact the prescribing health professional about the administration of this medicine. I have administered at least one dose of medicine to my child without adverse effects. I hereby agree to indemnify and hold harmless the Howell Township PAL Little PAL’s Preschool administration and staff from any and all losses, claims, injuries, damages, or expenses arising from administration of medication.***

Parent/Guardian Name (PRINT) __________________________ Parent/Guardian Signature ____________________________

Home Phone Number __________________________ Cell Phone Number __________________________ Work Phone Number __________________________
Immunization and Health Policy

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, Little PAL’s Preschool requires the immunization of pupils against certain diseases in accordance with State statute and rules of the New Jersey Department of Health and Senior Services.

A child shall not knowingly be admitted or retained in preschool if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child’s immunization.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57 – 4.3 and 4.4. A child may be admitted to preschool on a provisional basis.

Furthermore, each child not enrolled in a public or private school shall have had a health examination performed by a health care provider, documented on the Universal Child Health Record or its equivalent, updated annually, and a special care plan, if applicable. A copy will be kept on file at the center. This health examination must follow specific time frames:

1. Must be completed within six months prior to admission for children who are 2 ½ years of age or younger; or
2. Must be completed one year prior to admission for children who are 2 ½ years of age or older.

Those children with immunization exemptions may be excluded from the preschool by the Department of Health and Senior Services during a vaccine preventable disease outbreak or threatened outbreak.
Discipline Policy

We are committed to providing each and every child with a safe and secure environment to learn and grow. We expect full cooperation from the child as well as the parents in regards to this matter. If your child has been involved in unacceptable behavior he/she will be removed from the situation immediately. No physical restraint or corporal punishment is ever acceptable in any way, so during this time your child will not be mistreated or mishandled. He/she will be placed in a short “time out” or the “thinking spot” to think about their action if age maturity permits. Repeated occurrences with no change in behavior will require a parent teacher conference to discuss appropriate behavior modification strategies and a cooperative action plan. The following strategies will be used to reinforce the discipline policy.

- Some behaviors are produced by a child in order to receive attention and in this case will be ignored as long as they are not a danger to themselves or other children.
- Children will be encouraged to use their words to settle disagreements with peers in order to teach the children to share compromise and work together.
- Redirecting the child to a new activity or toward a different child within the group will often seize the undesirable behavior.
- Verbal intervention and direction from the teacher will help the child understand why the behavior is inappropriate.
- If the behaviors continue the child will be removed from the group and put into a short “time out” or the “thinking spot” to relax, cool down and think about their behavior.
- The teacher will speak to the child about their behavior and what should be done to change the behavior.
- An incident report will be filled out to inform the parents about the behavior and what was done in order to correct the behavior. The parents will be informed of this at pick up unless a phone call home is necessary.
- If the behaviors are consistent and all of the above does not work to change the undesirable behaviors a conference with the parents and the lead teacher will be necessary.
- If the child has become a danger or major disruption to the whole group we may need to remove the child from the program temporarily or permanently. Suspensions and or terminations (expulsions) are at the discretion of the PAL Director.
Exclusion Policy

State regulation mandate that a center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified below to attend. If your child exhibits any of the signs or symptoms below he/she may not attend until clearance from a doctor has been given indicating that the child poses no serious health risk to himself/herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to the following:

1. Severe pain or discomfort
2. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
3. Two or more episodes of acute vomiting within a period of 24 hours;
4. Elevated oral temperature of 101.5 degrees Fahrenheit or over or auxiliary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
5. Lethargy that is more than expected tiredness;
6. Yellow eyes or jaundiced skin;
7. Red eyes with discharge;
8. Infected, untreated skin patches;
9. Difficult rapid breathing or severe coughing;
10. Skin rashes in conjunction with fever or behavior changes;
11. Weeping or bleeding skin lesions that have not been treated by a health care provider;
12. Mouth sores with drooling;
As a licensed childcare provider it is our responsibility to advise parents/guardians that if any PAL employee or staff member has a reasonable cause to believe that a child has been, or is being, subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, that PAL employee or staff member is required by State Law to report such allegations to the Division’s Office of Child Abuse Control or any District office IMMEDIATELY.


Furthermore, that PAL employee or staff member will communicate any and all discovered information to the PAL Director who will determine if any additional action is necessary.
Supervision and Protection of Children

The PAL will ensure that all children are always under direct supervision of a trained adult staff member. The PAL will maintain the state regulated ratios at all times (10:1 student teacher ratio in the preschool room, 6:1 student ratio is the toddler room and 4:1 student ratio in the nursery). Proper identification is required to sign out your child at the conclusion of the care provided. Authorized adults on the approved pick-up list provided to us must also produce proper identification. Children will not be released to any person(s) not previously approved. Changes and/or additions to the approved pick-up list must be made in writing at the PAL Main Office.

Expulsion Policy

Immediate causes for expulsion:

• The child is at risk of causing serious injury to other children or himself/herself
• Parent threatens physical or intimidating actions toward staff members
• Parent exhibits verbal abuse to staff

Parental actions for child’s expulsion:

• Failure to pay/habitual lateness in payments
• Failure to complete required forms
• Habitual tardiness when picking up your child
• Other negative or inappropriate actions at the discretion of the PAL Director

Child’s actions for expulsion:

• Failure of child to adjust appropriately after a reasonable amount of time
• Uncontrollable tantrums/angry outbursts
• Physically hurting other children (i.e. pushing, kicking, punching, biting, etc.)
• Bullying or threatening other children with violent words and actions
• Other negative or inappropriate actions at the discretion of the PAL Director

Schedule of expulsion:

• If remedial actions have not worked, the child’s parent/guardian will be advised verbally and in writing about the child’s behavior. If in school behavior modification is not
successful your child could face a suspension from our program. Suspension is meant to be a period of time so that the parent/guardian may work with the child’s behavior or to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavior changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks notice depending on the risk to other children’s welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled if a child’s parent(s):

- Make a complaint to the Office of Licensing regarding a center’s alleged violations of the licensing requirements.
- Reports abuse or neglect occurring at the center.
- Questions the center regarding policies and procedures. Proactive actions that will be taken in order to prevent expulsion:
  - Staff will try to redirect child from negative behavior
  - Staff will reassess the environment, activities, and supervision
  - Staff will always use positive methods and language while disciplining children
  - Staff will praise appropriate behavior
  - Staff will consistently apply consequences for rules
  - Child will be given verbal warnings
  - Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
Release Policy

- Each child may be released to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
- If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, Little PAL’s Preschool shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.
- If the parent(s) or person(s) authorized to pick up fails to pick up a child at the time of the center’s daily closing the child will be supervised at all times; a staff member will attempt to contact the parent(s) or person(s) authorized; and an hour or more after closing time, and provided that other arrangements for releasing the child have failed and the staff member cannot continue to supervise the child at the center, the staff member shall call the Division of Youth and Families 24 – hour Child Abuse Hotline.
- If the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired and the child would be placed at risk of harm if released to such an individual; the child shall not be released to such impaired individual; the staff members attempt to contact the child’s other parent or an alternative person(s) authorized; if Little PAL’s Preschool is unable to make alternative arrangements a staff member shall call the Division of Youth and Families 24 – hour Child Abuse Hotline.

New Jersey Chapter 122 Manual of Requirements For Child Care Centers, 2009

** Parents/Guardians,

Please be advised that our staff members work 8 hour shifts and some teachers are floaters that may be in any classroom. Therefore, we would like you to be aware that you may not see the same teacher from the time you drop off to the time you pick up. You may consistently see the same face in the morning or afternoon as we are open for 11 hours each day. Thank you.
Diaper Changing Procedure

The following diaper changing procedure shall be posted in the changing area. No child will be left unattended on the changing table. A safety strap or harness will never be used. If an emergency arises, the teacher will bring any child on an elevated surface to the floor to take the child with them. An EPA registered and approved disinfectant suitable for the surface will be used:

Step 1: Perform hand hygiene

- Gather supplies and bring them to the changing area
  - Supplies such as: unused diaper, wipes, plastic bag for soiled clothing, gloves and diaper cream supplied by parents

Step 2: Carry Child to changing area

- Put on disposable gloves.

Step 3: Unfasten the diaper leave soiled diaper under child

- Clean the child’s genitalia and buttocks with disposable wipes
- Remove stool and urine from front to back and use a fresh wipe each time you wipe.
- Put the soiled wipes into the soiled diaper or directly into a plastic lined hands-free covered can.

Step 4: Remove the soiled diaper and place in plastic bag or an easily accessible plastic line hands-free covered can

- Remove gloves and dispose of in same manner as soiled diaper.

Step 5: Put on clean diaper and dress the child

Step 6: Wash child’s hands and return child to supervised area.

Step 7: Clean and disinfect the diaper-changing surface

Step 8: Perform staff hand hygiene as directed
Hand Hygiene

Staff and children shall follow the procedure for hand hygiene at the following times:

- Upon arrival for the day and when moving from one child care group to another
- After:
  - Using the toilet or assisting a child to use the toilet
  - Handling any body fluids
  - Cleaning or handling the garbage
- Before and after:
  - Preparing food
  - Feeding a child
  - Eating
  - Handling food
  - Giving medication or applying medical ointments
  - Diapering

Hand Washing Procedure

1. Wet your hands with clean running warm water and apply soap
2. Rub your hands together to make lather and scrub them well. Be sure to scrub the backs of your hand, between your fingers, and under your nails.
3. Continue rubbing your hands for at least 20 seconds.
4. Rinse your hands well.
5. Dry your hands using a clean towel or air dry
INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent’s signature attesting to his/her receipt of the information.

* * * * *

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for $5 made payable to the “Treasurer, State of New Jersey”, and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.
Parents are entitled to review the center’s copy of the Office of Licensing’s Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office’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.

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

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

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

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

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

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

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

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), 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/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.
I, _______________________________________, have received, read and understand the handbook and documentation requirements of Little PAL's Preschool.

Parent Handbook  
____________________________________________ Date:____________________________

Medication Administration & Health Care Procedures/Little PALs Medication Policy  
____________________________________________ Date:____________________________

Immunization and Health Policy  
____________________________________________ Date:____________________________

Discipline Policy  
____________________________________________ Date:____________________________

Exclusion Policy  
____________________________________________ Date:____________________________

Child Abuse and Neglect Policy/Supervision & Protection of Children  
____________________________________________ Date:____________________________

Expulsion Policy  
____________________________________________ Date:____________________________

Release Policy  
____________________________________________ Date:____________________________

Diaper Changing and Hand Washing Procedure  
____________________________________________ Date:____________________________

Information to Parents  
____________________________________________ Date:____________________________

Universal Health Record/ Immunization Information  
____________________________________________ Date:____________________________
# UNIVERSAL CHILD HEALTH RECORD

**SECTION I - TO BE COMPLETED BY PARENT(S)**

<table>
<thead>
<tr>
<th>Child's Name (Last)</th>
<th>Gender</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>(First)</td>
<td>Male</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td></td>
</tr>
</tbody>
</table>

- **Does Child Have Health Insurance?**
  - Yes
  - No

- **If Yes, Name of Child's Health Insurance Carrier**

- **Parent/Guardian Name**

- **Home Telephone Number**

- **Work Telephone/Cell Phone Number**

- **Parent/Guardian Name**

- **Home Telephone Number**

- **Work Telephone/Cell Phone Number**

I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.

**Signature/Date**

This form may be released to WIC.

- Yes
- No

**SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER**

**Date of Physical Examination:**

**Results of physical examination normal?**

- Yes
- No

- **Abnormalities Noted:**

- **Weight (must be taken within 30 days for WIC)**
- **Height (must be taken within 30 days for WIC)**
- **Head Circumference (if <2 Years)**
- **Blood Pressure (if ≥3 Years)**

**IMMUNIZATIONS**

- **Immunization Record Attached**
- **Date Next Immunization Due:**

**MEDICAL CONDITIONS**

- **Chronic Medical Conditions/Related Surgeries**
  - List medical conditions/ongoing surgical concerns:
    - None
    - Special Care Plan Attached

- **Medications/Treatments**
  - List medications/treatments:
    - None
    - Special Care Plan Attached

- **Limitations to Physical Activity**
  - List limitations/special considerations:
    - None
    - Special Care Plan Attached

- **Special Equipment Needs**
  - List items necessary for daily activities:
    - None
    - Special Care Plan Attached

- **Allergies/Sensitivities**
  - List allergies:
    - None
    - Special Care Plan Attached

- **Special Diet/Vitamin & Mineral Supplements**
  - List dietary specifications:
    - None
    - Special Care Plan Attached

- **Behavioral Issues/Mental Health Diagnosis**
  - List behavioral/mental health issues/concerns:
    - None
    - Special Care Plan Attached

- **Emergency Plans**
  - List emergency plan that might be needed and
  - the signs/symptoms to watch for:
    - None
    - Special Care Plan Attached

**PREVENTIVE HEALTH SCREENINGS**

<table>
<thead>
<tr>
<th>Type Screening</th>
<th>Date Performed</th>
<th>Record Value</th>
<th>Type Screening</th>
<th>Date Performed</th>
<th>Note if Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hgb/Hct</td>
<td></td>
<td></td>
<td>Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead:</td>
<td></td>
<td></td>
<td>Vision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capillary</td>
<td></td>
<td></td>
<td>Dental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venous</td>
<td></td>
<td></td>
<td>Developmental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB (mm of Induration)</td>
<td></td>
<td></td>
<td>Scoliosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.**

**Name of Health Care Provider (Print)**

**Health Care Provider Stamp:**

**Signature/Date**

**Distribution:**

- Original-Child Care Provider
- Copy-Parent/Guardian
- Copy-Health Care Provider
Instructions for Completing the Universal Child Health Record (CH-14)

Section 1 - Parent

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

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3938.

Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)
   a. Weight - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
   b. Height - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
   c. Head Circumference - Only enter if the child is less than 2 years of age.
   d. Blood Pressure - Only enter if the child is 3 years or older.

2. Immunization - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health and Senior Services, Immunization Program at 609-588-7512.
   a. The Immunization record must be attached for the form to be valid.
   b. "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.

3. Medical Conditions - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.
   a. Note any significant medical conditions or major surgical history. If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow. A generic care plan (CH-15) can be downloaded at www.state.nj.us/health/forms/ch-15.dot or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.
   b. Medications - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

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

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

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

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

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

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

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

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

4. Screening - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.
   a. For lead screening state if the blood sample was capillary or venous and the value of the test performed.
   b. For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
   c. Scoliosis screenings are done biennially in the public schools beginning at age 10.

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

5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)
   a. Print the health care provider's name.
   b. Stamp with health care site's name, address and phone number.
**FOR CHILD CARE/PRESCHOOL DIRECTORS AND PARENTS: CHILD CARE/PRESCHOOL IMMUNIZATION REQUIREMENTS**

**NJ Health**
New Jersey Department of Health
Vaccine Preventable Disease Program

New Jersey Minimum Immunization Requirements for Child Care/Preschool Attendance
N.J.A.C. 8:57-4 Immunization of Pupils in School

Listed in the chart below are the *minimum required* number of doses your child must have in order to enroll/attend a child care/preschool facility in NJ. Additional vaccines are recommended by the Advisory Committee on Immunization Practices (ACIP), but only the following are required for child care/preschool attendance in NJ. For the complete ACIP Recommended Immunization Schedule, please visit [http://www.cdc.gov/vaccines/schedules/index.html](http://www.cdc.gov/vaccines/schedules/index.html).

<table>
<thead>
<tr>
<th>At this age the child should have received the following vaccines:</th>
<th>2 months</th>
<th>4 months</th>
<th>6 months</th>
<th>12 months</th>
<th>15 months</th>
<th>18 months</th>
<th>19 months</th>
<th>20-59 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, tetanus &amp; acellular pertussis (DTaP)</td>
<td>Dose #1</td>
<td>Dose #2</td>
<td>Dose #3</td>
<td>Dose #4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inactivated Poliovirus (Polio)</td>
<td>Dose #1</td>
<td>Dose #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Haemophilus influenzae type b</em> (Hib)</td>
<td>Dose #1</td>
<td>Dose #2</td>
<td>1-4 doses* (see footnote)</td>
<td>At least 1 dose given on or after the first birthday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal conjugate (PCV 13)</td>
<td>Dose #1</td>
<td>Dose #2</td>
<td>1-4 doses* (see footnote)</td>
<td>At least 1 dose given on or after the first birthday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, mumps, rubella (MMR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dose #1*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (VAR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dose #1*</td>
</tr>
<tr>
<td>Influenza (IV, LAIV)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>One dose due each year*</td>
<td></td>
</tr>
</tbody>
</table>

*Footnote:*

**Interpretation:** Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age, must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age range than listed above must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.