

First Step Learning Center of Lebanon, Inc.

3 Haytown Rd
Lebanon, NJ 08833
908-236-7669

FIRST STEP PHILOSOPHY OF EDUCATION

First Step is the beginning of an educational journey. Children, from six weeks to six years, learn best through an environment in which their total development and individual needs are met.

We have built our philosophy around three goals which will prepare a child to take his or her first steps toward a positive educational experience. These three goals are:

- ❖ TO DEVELOP A POSITIVE SELF-IMAGE
- ❖ TO FOSTER A LOVE FOR SCHOOL
- ❖ TO HAVE FUN!

We will provide learning experiences that will enhance each child's cognitive, social, physical and emotional development. All the activities are led by a nurturing staff that both supports and challenges the children, through age appropriate lessons and socialization experiences. Their first steps should be the ones that create a strong foundation on which to build.

Initial development and learning experiences include tummy time, age-appropriate stimulation, space and personal attention. As children mature, learning activities include block play, creative movement, music, art, math, language arts, and the development of fine and gross motor skills.

The children's learning experiences will begin with age-appropriate activities to support conceptual development in the following areas: shapes, colors, numbers and letters. Children will also learn to develop important socialization skills, and a variety of science and social study units according to each individual child's level of ability.

As each child matures to pre-kindergarten, he or she will develop pre-reading skills including sight words, introduction to journal writing and expression of comprehension. Pre-operational math skills are introduced and taken to the individual's highest level.

Traditional classrooms provide structure for cooperative and independent learning. Outdoor play areas offer field play, for creative and structured play, and a playground for climbing and sand play.

Our primary goal for parents and staff is to work together as a team to meet each child's individual goals.

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*Love of Learning
Self-Esteem
Pride*

APPLICATION FOR ADMISSION

Date of Application: _____

Program Applying For:

18 Month – 2 ½ Year Old Program
Full-Day: _____
Half-Day: _____
Days Per Week: _____

3 Year Old Program
Full-Day: _____
Half-Day: _____
Days Per Week: _____

Pre-K Program
Full-Day: _____
Half-Day: _____
Days Per Week: _____

Fun with Fives/ Kindergarten/ K-Wrap Programs
Full-Day: _____
Half-Day: _____
Days Per Week: _____

Student Information:

Student Name: _____
(Last) (First) (Middle) (Preferred)

Home Address: _____
(Street) (City) (State) (Zip)

Date of Birth: _____ Home Phone: _____

Family Information:

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Cell Phone: _____

Cell Phone: _____

Work Phone: _____

Work Phone: _____

Email: _____

Email: _____

Registration Fee: _____

Deposit: _____

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General Information:

Physician

Name: _____

Office Address: _____

Office Phone: _____

Emergency Contact/Permission for Pick-up:

Name: _____ Phone: _____ Relationship: _____

Address: _____

Name: _____ Phone: _____ Relationship: _____

Address: _____

Name: _____ Phone: _____ Relationship: _____

Address: _____

WE ARE A NUT-FREE SCHOOL.

Please list any allergies/dietary needs or restrictions: _____

In the event that parents cannot be reached, First Step Learning Center of Lebanon has my permission to

contact Dr. _____ at (Phone) _____.

In the event that the physician cannot be reached, First Step has my permission to seek emergency medical treatment at the nearest hospital.

Parent/Guardian Signature: _____

Date: _____

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EXPULSION POLICY

The policy of First Step Learning Center of Lebanon regarding the expulsion of children follows:

- ❖ Children will be expelled if their behavior is deemed dangerous to themselves, other children or staff members.
- ❖ When a child has a behavior or social problem that is disruptive to the school, parents will be notified and a behavior plan put in place. Staff and parents will meet to discuss the implementation of the plan. If the behavior does not improve, the child may be expelled.
- ❖ Should the staff feel that the problem requires outside professional services, the parents should be ready to comply.
- ❖ Failure to pay in accordance with the written policy is cause for expulsion.
- ❖ Parents will be notified in writing twice before an expulsion takes place. Notifications will be signed by parents and staff.

I have received, read and understood the Expulsion Policy.

Parent/Guardian Signature

Date

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INFORMATION SHEET

Pease sign below to indicate receipt of the following information:

- ❖ Philosophy of Education
- ❖ Illness and Communicable Disease Policy
- ❖ Release of Children Policy
- ❖ Rate Sheet
- ❖ School Calendar
- ❖ Expulsion Policy
- ❖ Department of Children and Families Information to Parents
- ❖ Discipline Policy

Parent/Guardian Signature

Date

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Dear Parent:

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as parent(s)/guardian(s) of a child enrolled at our center, with this informational statement.

The statement highlights, among other things:

- ❖ Your right to visit our center at any time without having to secure prior permission
- ❖ The center's obligation to be licensed and to comply with licensing standards, and
- ❖ The obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Department of Children and Families.

Please read this statement carefully and if you have any questions, feel free to contact us at 908-236-7669.

Sincerely,

Lynne Baka
Director

Please complete and return this portion to the Center. PLEASE PRINT.

Name of Child: _____

Name of Parent: _____

I have read and received a copy of the Information to Parents Statement prepared by the Department of Children and Families Office of Licensing.

Parent/Guardian Signature: _____

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September 2018 – September 2019 Calendar

2018

January 2	Back to school
February 19	Closed for President's Day
March 30	Closed for Good Friday
May 28	Closed for Memorial Day
July 4	Closed for Independence Day
August 31 - September 3	School closed for Labor Day
September 4	First day of school
November 22 - 23	Closed for Thanksgiving Break
December 21	1:00PM closing
December 24 – January 1	Closed for Christmas Break

2019

January 2	Back to school
February 18	Closed for President's Day
April 19	Closed for Good Friday
May 27	Closed for Memorial Day
July 4	Closed for Independence Day
August 30 – September 2	Closed for Labor Day
September 3	First day of school

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DISCIPLINE POLICY

The Discipline Policy is in compliance with the State of New Jersey's Department of Human Services Manual of Standards for Child Care Centers, Section 10:122-6.8:A-E. (See below.)

Our discipline will be handles in the following manner:

- 1) The first time that the behavior is exhibited, the child will be spoken to and given an explanation as to why the behavior is unacceptable and how they are expected to behave.
- 2) The second time that the behavior is exhibited, the child will be given a verbal warning. If the behavior warrants, the child will be removed from the activity or area.
- 3) The third tie the child is spoken to, they will sit in a quiet area This will enable the child to think about their behavior and why it is unacceptable.

If the behavior persists, the parent(s)/guardian(s) will be notified.

- ❖ Methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children, and applied with the full knowledge, understanding and approval of the parent(s)/guardian(s).
- ❖ There shall be no hitting: corporal punishment; abusive language; ridicule; harsh, humiliating or frightening treatment.
- ❖ Discipline shall not be associated with the behavior of children in regard to rest, toilet training, or food.
- ❖ Children shall not be isolated without supervision, and are within direct view of the teacher at all times.
- ❖ Discipline shall not be associated with the withholding of emotional responses or stimulation, and shall not require the child to remain silent for long periods of time.

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POLICY ON MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the Center. If such symptoms occur at the Center, the child will be removed from the group, and parent(s)/guardian(s) will be called to take the child home.

- ❖ Severe pain
- ❖ Acute diarrhea
- ❖ Episodes of acute vomiting
- ❖ Elevated oral temperature of 101.5 degrees Fahrenheit
- ❖ Lethargy
- ❖ Severe coughing
- ❖ Yellow eyes or jaundiced skin
- ❖ Red eyes with discharge
- ❖ Infected, untreated skin patches
- ❖ Difficult or rapid breathing
- ❖ Skin rashes in conjunction with fever or behavioral changes
- ❖ Skin lesions that are weeping or bleeding
- ❖ Mouth sores with drooling
- ❖ Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer possesses a serious health risk to him/herself or others.

TABLE OF COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the Center without a health care provider's note stating that the child presents no risk to him/herself or others.

Respiratory Illnesses

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

Gastrointestinal Illnesses

Camphylobacter*
Escherishia coli*
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

* Reportable diseases that must be reported to the health department by the Center.

** Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the Center. A note from the parent is required, stating either that either six days have elapsed since the onset of the rash or that all sores have dried and crusted.

If a child is exposed to any excludable disease at the Center, parents will be notified in writing.

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SCHOOL HEALTH PROTOCOL

In order to ensure that child care/school remains a safe and healthful environment, this health protocol will be implemented by Red Balloon as it is imposed by the State of New Jersey, Department of Children and Families.

We cannot risk the possibility of infection to the other students when a sick child is sent to school or becomes ill at school. If your child were to develop any of the following symptoms during the previous 24 hours, he/she should remain at home the next school day.

- 1) Fever of 101.5 or higher. The temperature should be normal 98.6 for 24 hours before returning to school WITHOUT any fever reducing medication.
- 2) Congestive cough
- 3) Vomiting
- 4) Diarrhea
- 5) Discharge that is other than clear from nose, eyes, mouth, ears, or any other areas
- 6) Skin rash

If a student arrives at school or develops any previously listed symptoms, you will be notified and expected to take your child home. If you cannot be reached, the next available contact on your emergency list will be called. Children sometimes are not able to specify what is wrong or how they feel. The staff at this time will make that call.

Completely

A child/student should not be in school/day care and will be sent home if any of the following condition(s) are present:

- 1) Fever of 101.5 or higher. The temperature should be normal 98.6 for 24 hours before returning to school WITHOUT any fever reducing medication.
- 2) The child/student is unable to function/participate in the school activities due to observed health status.
- 3) The child/student wants to sleep and appears listless.
- 4) The child/student has a discharge which is other than clear from nose, eyes, mouth, ears, or any other areas.
- 5) The child/student is vomiting.
- 6) The child/student has diarrhea.
- 7) The child/student has a congestive cough.
- 8) The child/student has open, draining sore and will not keep the bandage on.
- 9) The child/student had a previously controllable medical condition and that condition has become unmanageable, e.g.: asthma, seizure disorder, etc.
- 10) The child/student exhibits unusual pallor or flushed face.
- 11) The child/student has an unknown rash.

If the child should need to be on an antibiotic, they must have been on, and had enough doses, for 24 hours before returning to school. We will not administer doses unless completely necessary and there is a doctor's note.

If the child needs to be seen by a doctor for any of the previously listed symptoms, a doctor's note stating the diagnosis will be required to return to school.