



PARENT HANDBOOK

2017-2018

Bergenfield

21 West Main Street

Bergenfield, NJ 07621

Tel: 201-384-6111

Fax: 201-384-6113

info@ganaviv.com

Web: www.ganaviv.com

Gan Aviv reserves the right to change or amend this handbook at any time.



Welcome

Welcome to Gan Aviv, a Jewish school for children ages 6 weeks and up, founded and managed with the working parent in mind. Gan Aviv offers a bilingual English-Hebrew program, aimed to support language skills and development of children growing up in bilingual environments. We offer age-appropriate activities focusing on the physical, emotional, and social needs of each individual child in a stimulating, creative, nurturing, and safe environment.



Our Philosophy

A child's education is a parent's greatest responsibility. The decisions you make, the foundation you lay, and the values you instill will motivate and define your child for life. At Gan Aviv, it is our goal to ensure our children are provided with a strong academic foundation, Jewish education, values, and some good, healthy fun.

We provide a safe, nurturing environment for children to develop a strong sense of self and Jewish life. Through learning and playing, we allow children to develop a Jewish identity and instill values that will guide them throughout their lives.



Our Teachers

Our teachers and assistants are all carefully selected based on our strict criteria. Our main goal is to ensure your child receives plenty of love and attention from caregivers and teachers who truly enjoy working with children. All our teachers meet the qualifications and background checks required by the state of NJ. A certified teacher runs each class, and has a Hebrew-speaking teacher assigned to it during school hours (not always in the day care).

It is very important to us that our staff remain our staff for as long as possible. Parents are not allowed to solicit our staff members for work outside of Gan Aviv during work hours or special activities. Both the family and the staff member can be permanently dismissed should a conflict arise. Babysitting is permitted, if it does not conflict with scheduled working hours.



Our Two Programs

Gan Aviv Daycare is under the age of 2.

Gan Aviv Nursery School is ages 2 and older.



Sessions and Registration

Gan Aviv operates 2 sessions: Academic Year (September-mid June) and Summer Camp (mid-June, July & August) registration is required separately for each session.

A non-refundable Registration Fee and a Deposit in the amount of 1-month tuition is due with the application form upon enrollment and will reserve the child's spot at the school for the school year or session written on the application form.

- Nursery school deposit is non-refundable and is used as the last payment for the school year tuition. The full school year tuition is due regardless of child's attendance.
- Day Care deposit is only refundable after the child has started the school year and is used for a tuition guarantee for the first month of school. The deposit will be applied to the child's last month tuition with a one month written notice.
- All paperwork and payments are due before the child can start Gan Aviv.

Programs and Hours

Gan Aviv offers a variety of programs to fit every family's needs. Development by age divides our educational goals and curriculum to best support every child's developmental stage.

Gan Aviv is open year-round and operates a limited holiday schedule to support working parents. We only close for major Jewish Holidays and mandatory Federal Holidays.

*Please note that because we do not close for winter and spring breaks, we do close for 7 working days for Pesach break. In addition, we are closed 2 days for workshops, training, and meetings. Our staff also takes additional days off during the school year.

Gan Aviv closes 15-16 days a year + Pesach Break.

We offer the following program schedules 5 days per week:

Full Day Regular Program 8:30AM-3PM

Early Care: 7:30 or 8 AM

After Care: until 6:30PM, 5 PM on Fridays

*7 AM early care available with arrangement

Program days will not be substituted due to illness, vacation, inclement weather, or holidays.



Camp Shalev at Gan Aviv

During the summer, Gan Aviv Nursery School offers summer camp at our location in Bergenfield. Our camp allows the children to stay at a familiar place with their friends, but experience the fun of camp. Plenty of outside time, sprinklers, special activities, and field trips are all part of camp experience. Campers ages 3+ can go to the swim club and play in their kiddie pool.

Some of our regular staff members stay on during the summer and continue to work as counselors, while other staff take time off. We hire additional counselors for the summer program and always keep the camper to child ratio according to the New Jersey licensing, but our camp groups are larger than our class size during our school year.



Admission Policy

Children are invited to visit the school with their parents, so they can be observed in a group setting. If a child is comfortable and appears ready for the demands of a social situation, the child is accepted into the program. If we question a child's readiness, we will invite the child back to visit again. For families whose child is admitted to the school without having visited, admittance is on a provisional basis through the first month.



Tuition Payments

Gan Aviv tuition is paid in 10 equal payments for the school year (camp is a separate payment) on the 1st of the month. The registration form that you complete for your child is a contract that makes you responsible for full payment for the entire year's tuition. Gan Aviv accepts the following 3 options for tuition payments: 1. Electronic check- provide one voided check and payments are withdrawn from the account 2. Credit Card-additional 2.5% will be added to your billing cycle 3. Cash (due by the 5th of each month).



Withdrawal Policy

A 30-day written notice is required to withdraw your child from their reserved space. An exit interview will also be requested. Please contact the school office to settle all financial arrangements when withdrawing a student. Once withdrawn, Gan-Aviv will fill the space vacated. The school year is from September to mid June. Families enrolled in the school program may elect to continue or withdraw from the summer session in its entirety when it's time for summer registration.

Families withdrawing from Gan-Aviv with the intention of avoiding payment for an extended family vacation or other personal reasons will not be re-admitted to Gan-Aviv, as this behavior undermines the educational process and disturbs the class structure.

Early Withdrawal Penalties: Failure to correctly notify Gan-Aviv of student withdrawal will result in losing 100% of the security deposit.



Release of Information

Information pertaining to children enrolled at the school or their families will be kept confidential unless parents have given written consent for release.



Activities

Gan Aviv offers a wide variety of fun and educational activities to fit every age. We pride ourselves in our ability to provide children with activities appropriate for each child's cognitive and developmental abilities. During the school year we engage in a wide assortment of activities such as arts & crafts, music & dance, cooking & baking, story time, dramatic play, and many other activities. Older classes will also have school field trips. Our 2's and up also enjoy Teffilla every morning.

Sample of a Daily Schedule - Toddler & 2s

(Schedules are different for each class)

8:15 – 8:55 – Breakfast and free play

9:00 – 9:20 – Morning Circle/Tefillah

9:20 – 9:40 – Center Time

9:40 – 10:00 - Hebrew Circle

10:00 – 10:10 – Snack

10:10 – 10:30 - Group Time

10:30 – 11:00 – Learning Activity / Special Activities

11:00 – 11:30 – In/Out door play

11:30 – 12:00 – Lunch

12:00 – 12:15 – Story Time

12:15 – 2:15 – Rest/Nap

2:15 – 2:40 – Afternoon Snack

2:40 – 3:00 – Goodbye Circle

Special Activities

Music, Stretch-N-Grow, Kabbalat Shabbat & more



General Curriculum

The environment at the school is carefully designed to foster discovery, learning and exploration. Teachers are encouraged to listen to and engage the children, allowing them to take the initiative, yet guide them in productive ways. The program provides opportunities to stimulate children's natural curiosity, inquiry, and invention. Concepts and skills, such as: colors, numbers, and letter recognition are woven into our age appropriate curriculum. For example, the manipulation of various artistic mediums and tools helps increase fine motor skills. Music and movement are known to facilitate learning and support an increase in attention span. The curriculum embraces dramatic arts as a cornerstone in language development. We work on gross motor development in and out of the classroom, as well as with specialty teachers during Stretch and Grow time.

We use High Reach Learning curriculum for our secular education. This curriculum is based on the research that children learn best through hands-on experiences, and assisted discovery as they explore concepts through play. Our goal is for children to become competent, eager learners. Each month a new theme is explored in each classroom.

Sample Themes:

- What Happens When?
- In the Grass
- From Home to School



Hebrew Language

In the classroom, we try that each class will have a Hebrew-speaking teacher assigned to it during school hours. We offer two programs for older children: Hebrew by Movement and Chalav u'Dvash. The Hebrew by Movement program introduces Hebrew language to young children through body movement. The children are given instructions to follow in a fun, playful way. The Chalav u'Dvash program is a new Hebrew language educational program for early childhood setting in the Diaspora. The program is intended for children age's three to six. Chalav u'Dvash teaches communicative Hebrew and enables the children to practice conversational skills from the very first lessons. For more information about the programs, please inquire with the director.



Kabbalat Shabbat

On Friday mornings, we have special activities to celebrate Shabbat in each class. Each class has a Shabbat Ima and/or Shabbat Aba. Each child makes their very own challah. Children sing Shabbat songs and then make Kiddush and eat challah. Parents will receive a note from the teacher that will notify them of their child's turn to be a Shabbat Ima or Aba. Please bring Kosher grape juice for Kiddush and challah.



Holiday and Shabbat Observance

The Jewish holidays provides us with a wonderful curriculum for the entire year. Our goal is to encourage appreciation and observance of our traditions. Through songs, drama, stories, and art, we wish to inspire the joy of the holidays and Shabbat for their many meanings. The main ideas of observance are explored with appropriate stories, pictures, songs, and creative celebrations. This helps children learn about and value our Jewish heritage. Throughout the year we bring visitors and have special activities to share with the children: Shofar Factory, decorating the school Sukkah, Matzah Factory, and a class Seder are just a few examples. Please refer to the school's newsletter and calendar for further details.



Pre-Kindergarten Curriculum

Utilizing New Jersey core curriculum content standards and cross content standards.

Parsha, Holidays, Social Studies

The Torah is the blue print for our lives. From it we can learn everything.

Students will become aware of the past and present world and how it impacts our lives. Explorations will be made in citizenship, holidays, culture and tradition.

Science

The key concepts and process of science will be taught through an inquiry based, hands - on approach. Fostering inquiry with scientific methods students will recognize the importance of making a hypothesis, conducting experiments, making observations, and drawing conclusions.

Literacy

Students will understand and apply the knowledge of sounds, letters, and words in written English to become independent and fluent readers and will read a variety of materials and text with fluency and comprehension.

Mathematics

Mathematics will be mastered with a sensory cognitive strategy approach. This multisensory manipulative based learning style reduces memory overload by developing symbol imaging, detail analysis and sequential processing.

Projects and investigations will be incorporated into all cross-content standards.



Arrival

It's marvelous, when children arrive at school, ready for a morning of fun. Gan Aviv opens at 7:30 AM for those registered for early care. Please do not arrive before that time unless you have made special arrangements. We do have teachers that come earlier than 7:30 AM to prepare for the days activities.

We encourage you to say a quick goodbye, give your child a hug and kiss and exit the classroom. It is very important to say goodbye to your child before you leave. They will have a better day and so will you. Prolonged goodbyes are difficult for your child and the other children in the class.

It is important that the teachers direct their attention towards the children as they enter the class and support them as they enter the room. If you need to give any instructions or information regarding your child's day, do so briefly, however, this is NOT a good time to engage in any lengthy conversation. Talking with the teachers now takes away from the other children and compromises the group. If you would like

to speak to your child's teachers, please call the school during rest time. Being late can hold up the start of activities and make it difficult for your child to enter the group, please call the school if your child will be late.

If there will be any change in your regular pick-up procedure, such as a playdate, or a grandparent picking up, please inform the teachers and the office of the change. This is to ensure the safety of the children.

Breakfast will be served to the children between 8:15 – 8:55 AM (parent provided). **Please note breakfast will NOT be served after 8:55 AM.**

In addition to ensure the safety of our children and parents, please adhere to the following policies:

- **Please park in the single spots first**, then park in the back of the double spot. The first spots in the double-parking space are reserved for teachers.
- Please observe a 5mph speed limit in the parking lot.
- Do not park alongside the building.
- Please limit your time at pick up or drop off. Our parking lot is small, and others may need your parking space.
- Always hold your child's hand in the parking lot.
- Please close the door firmly behind you. We are very security conscious and don't want to enable strangers to enter the building unannounced.
- Please do not leave a child unattended in the car.
- Please remember your key fob, as it will expedite the drop off/pick up process. If you don't already have one, please see the school office or send us an email.
- There is no smoking in our parking lot.



State law on the Policy on the release of children

1. Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the children from Gan Aviv and to assume responsibility for the child in an emergency if the parent(s) cannot be reached (application form).

Without a note, call or email, the school cannot release your child to another parent who is not listed on your form. The staff are instructed to request identification if they are unsure as to the identity of the person picking up a child. Any person other than a parent picking up a child at Gan Aviv must be on the persons authorized to pick up your child list on the child's application. An email or written note is also acceptable.

2. If a particular noncustodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.
3. If the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:
 - i. The child is supervised at all times;
 - ii. There will be a charge of \$10.00 per every 15 minutes
 - ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
 - iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Department's State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child

4. If the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:

- i. The child shall not be released to such an impaired individual;
- ii. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- iii. If the center is unable to make alternative arrangements, as noted in (a)3ii above, a staff member shall call the Department's State Central Registry Hotline (1-877 NJ ABUSE)/1-877-652-2873 to seek assistance in caring for the child.



Dismissal Policy

Please make every effort to be on time for dismissal as we staff our school based on program dismissal times. It means a great deal to our children to see their parent or caregiver at the end of their day. It helps add stability to the transition from school to home. Departure can be a difficult time if prolonged by conversations with other parents or teachers. If you need to talk to the teacher, please arrange with her a time.

If you know that you will be late, we would appreciate your calling the school so that we can give the teacher and your child a heads up. Children whose parents are late can become anxious about their parents' whereabouts. **If you are more than 15 minutes late, you will be charged \$8 per hour.** Parents that regularly pickup after their program time will be asked to change to later program times.

If you have not picked up your child by 10 minutes after dismissal time and we do not hear from you, we will:

- Try to locate the child's other parent or guardian by phone.
- Try the emergency number provided on your child's school forms.
- \$8 per hour charge for pick up while school is open, but after your program time. (ex. picking up at 4 PM, but child is signed up for 3 PM dismissal).
- There will be a charge of \$10.00 per every 15 minutes after closing.

Please make sure the school has a list of all people who regularly pick up your child. This list should include your caregiver, grandparents, aunts, uncles, friends, or anyone else that comes frequently. If anyone else is going to pick up your child, be sure to inform the office in writing. Our staff are instructed not to release your child to anyone unless they have your permission. Feel free to call the dire if you need to make a last-minute change or if you change caregivers and want to make changes to your pick-up list.

If your child has a playdate, we require written permission.

When school ends early for holidays, we will have a have a staggered dismissal. Kindly pick up at your child's class assigned time.



Parental Involvement

All children benefit when the school and parents work together. Parent participation is highly valued and there are many different opportunities at Gan Aviv for parent involvement. We also have several opportunities for you to spend time in your child's classroom: Shabbat, holiday celebrations, our book fair and more. Every class has a "class parent". The class parent acts as the liaison between the teachers and parents in the class. We also need volunteers. If you are interested in either becoming the class parent

or volunteering, please fill out the forms and return it to the school office. It means a lot to the children to see their parent invested in their school.

Volunteer opportunities include:

- Reading stories to children in a classroom or listening to students read to you
- Sharing a hobby or interest with children (play an instrument, sing, art, etc.)
- Assisting with preparations of classroom materials (cutting, gluing, holidays)
- Accompany class on a field trip or on walks
- Scholastic Book Fair
- Assistance with the school special events
- Materials donations
- Shabbat Parents



Communication/Parent Notification Policy

We want to be available so that parents and teachers can have productive, meaningful conversations. We urge you to speak with teachers about anything which may help us work more effectively with your child, and to ask questions or raise concerns that you may have. In order to maximize the quality of these interactions, we ask that you adhere to the following guidelines:

- Arrival and dismissal are times to talk about changes in pick-up, quick reports if your child did not sleep well, is under the weather, or to set up a time to talk later.
- For a longer chat, or for issues that should not be discussed in front of the children or other parents, it is best to arrange a mutually convenient meeting time or telephone call.
- Teachers cannot generally come out of the classroom during school hours. If you wish to speak to a teacher, feel free to call and leave a message with the office. Unless you indicate the matter is urgent, the teacher will get back to you before the start of the next school day.
- Please keep us informed of any major change in your child's life that may affect them at school. Examples may include: a parent traveling, illness in the family, moving, a new caregiver, death of a pet, etc. Please know that this information will be kept confidential. It simply helps us to be more sensitive to the issues affecting the children in school.
- Please use the email: communication@ganaviv.com for all emails. The office will print out your email and give it to the teachers.
- Gan Aviv uses email and/or Remini to notify parents of reminders, general communication, private communication, and announcements.
- Gan Aviv will call the numbers provided for: accidents (any injury from the neck up), illness, communication, emergencies, and school closings.
- It is the parents' responsibility to: have a valid email address that will be checked daily, provide phone numbers that are in service and are accessible during the day and evening.



When you have a concern

We believe that parents are very important partners in high quality early childhood care environment. Your comments and suggestions are welcome and will be useful as we work towards excellence. Please e-mail or talk to us about your concern and we will take the appropriate actions or preventative measure.

We encourage parents to give us feedback about our program through conferences and daily conversations. Email us- communication@ganaviv.com



Back to School Night/Orientation

At the beginning of the school year, all Gan- Aviv families are invited to an orientation and back to school night. At these times, you will have an opportunity to meet your child's teachers and see your child's classroom.



Parent - Teacher Conferences

During the school year, we have two scheduled parent-teacher conferences. Sign-up instructions will be emailed and done online. However, if a problem arises, we will contact you immediately. In addition, parents may (and indeed are encouraged to) request a conference at any time to discuss any individual matters issues of concern or changes to the child's family structure, routines, or behavior. In the fall, teachers will discuss your child's adjustment to school and his/her development including any areas which may need extra attention. In the spring, the teachers will also discuss what progress took place since the start of the school year.

We encourage you to bring up any questions you have about your child, or program, etc. Writing them down before you arrive will ensure that all of them are answered.



Separation

Separating from loved ones is difficult at every stage of life, yet it is an important skill to emotionally master. It is more so the first time a child separates from his/her parents. We are here to support both children and parents during this important transition. The teachers are well prepared to help your child make the transition to classroom life; they are patient and non-judgmental about each child's individual adjustment pattern. We hope that you will be able to accept your child's process and recognize that you too are going through a process of separation. If you need support, please contact the director for some strategies and tools to help you and your child through this time.

For new students on their first day of school, we recommend that you send your child for two hours the first day and gradually add additional hours during the week. We do not recommend that new children stay for naptime during the first day of school.

In addition, be prepared to be on call the first week of school, in the event that your child has difficulty leaving you or being without you at school. Some children have delayed reactions to starting school, adjusting at first without difficulty and then, week's later, exhibiting signs of anxiety. These feelings are all normal.

Helpful hints about saying goodbye

- Once you decide to leave, do not hesitate; say goodbye quickly and tell your child that you will see him/her later.
- Always say goodbye to your child-never sneak out.
- Do not ask your child permission to leave- a clear "I'm leaving now" is most helpful to your child.
- Prior to, and at the start of school, speak positively to your child about school and his/her teachers.
- Smile and relax.



Special Events

Parents are invited and encouraged to participate in special events at the school. We are aware that not everyone can attend every event, but we hope that parents will sincerely try to come to as many

as possible. If parents cannot attend, they are welcome to invite another family member or friend to participate in their place.



School Clothes **NAMES...NAMES...NAMES...NAMES...ON EVERYTHING!!!!!!**

"I can do it myself" is an often-heard phrase from young children. We encourage this independence and ask you to send your children to school in clothes that are meant for messy and vigorous play. Play clothes are defined as those things children wear that can get messy or dirty without upsetting you. We don't want them to worry about juice spills and paint spots. Although our children are encouraged to wear smocks, they are not forced to do so as smocks will prevent some children from wanting to participate. And if they get wet and must change, slip-on pants and shirts are easiest for them.

We go outside as often as weather permits, so please dress your child appropriately every day. Children need to wear rubber soled shoes with ties, Velcro, or buckles. Slip on shoes, like crocs, tend to fall off when the children are playing, leading to injury. Sweaters or jackets will be needed in the spring and fall. These items should be sent even if it's warm, as chilly winds do come up suddenly. In winter, snowsuits, mittens, hats, and boots are all necessary. Mittens, not gloves, must be attached with clips or ribbons to the jacket and everything must be labeled.

An extra set of clothing is necessary, as spills and splashes are common occurrences. Please put a pair of long pants, a shirt, shorts, underwear, and socks (all labeled with your child's name) in a zip lock bag to be put in your child's cubby and remember to return these garments when they are used. Please make sure the clothes are appropriate for the season and that they are the correct size.

Gan Aviv is not responsible for damages or loss of clothing, toys or anything brought from home.



Transitional Objects/Toys

Please do not send transitional objects, toys and other items from home that are valuable with your child unless special arrangements have been made between you and the classroom teacher. Gan-Aviv will not be held accountable for personal items that are lost or broken. Teachers may request "sharing" for circle time in their classrooms. Sharing items are specifically requested by each teacher. Please label your child's sharing items.



Field Trips

We will rent a bus to transport the class to and back from the trip site. We will give parents information about the destination, costs, etc... Permission slips need to be signed and returned promptly. Your child can only join if we have your permission in writing. Our trips are exciting and fun.



Food

In order that all our children feel comfortable, regardless of dietary observance, children must bring non-meat, non-poultry, nut free meals only. Your child should eat breakfast prior to arriving at Gan-Aviv each morning. A light breakfast snack that you provide can be served before 8:45. If your child is not on our lunch program, you are responsible for packing lunch for your child in an appropriate container. (Please note we do not wash the container.) Please send a balanced nutritional lunch (Kosher dairy or

Parve) for your child. Please pack healthy "body" foods for snacks. Suggestions include pasta, sandwiches, string cheese, cheese snacks, fruit, yogurt, and vegetables w/ dip. Please do not send popcorn or uncut grapes or carrots, these items have a strong possibility of causing choking.

In the interest of good nutrition, **DO NOT SEND CANDY, SODA, COOKIES, SUGARED CRACKERS, DESSERTS OR FOODS WITH A HIGH SUGAR CONTENT.**

Lunches are eaten in the classrooms. Positive manners are encouraged, and we teach that eating is a quiet and social time when good manners and polite conversation are taught. Many children set out their own lunches and all are required to tidy up after eating. We return uneaten food in lunch boxes, so parents will know how much each child is eating. The school has a microwave to warm up lunches, if needed. Please provide microwavable safe containers for lunch or dinner that needs to be warmed up and utensils.

Please label all lunch boxes, containers, and cold packs with your child's name. Please provide utensils for snacks, lunch (if not on the lunch program) and/or dinner. If you would like your child to drink something other than water you must send it daily in their lunchbox.

WE HAVE A NO SHARING FOOD POLICY!!!!

Please remember **Gan-Aviv is a Kosher and Nut Free School.** This means no nuts or nut butters of any kind. If any of these items are bought to school, they will not be served.

All food items that are served to the class must Kosher with a Kosher seal. We do not allow baked goods from home.

Allergies

Food Allergies are becoming more widespread and their reactions can be quite serious and in some cases, life threatening. At Gan-Aviv the following policies and procedures have been adapted to best serve the needs of all our students:

All parent/guardians of Gan-Aviv students are required to complete a Statement of Allergy Form upon admission and it must be updated annually, at the start of each school year. All parent/guardians are responsible for informing the school immediately if new allergies develop and for following the written school food allergy procedures for proper documentation.

The child's physician must medically document all allergies and Gan-Aviv must receive a signed Medical Emergency Plan for Severe Allergic Reaction in writing from the child's physician, prior to admission. The listed allergy, known side effects, and a treatment plan in case of ingestion must be included in this correspondence.

A copy of this will be kept in the child's file at school as well as in the child's classroom.

Parents of children with allergies are required to provide the following:

1. Photograph of child
2. Two copies of the allergy treatment plan from the child's physician. One will be posted in the child's classroom and the other will be kept in the office.
3. A bottle of Benadryl (to be kept in the administrator's office with full access of classroom staff) with dosing instructions. Must be in the original box labeled with your child's name and with measuring device.
4. Epi pens (if prescribed by the physician). Epi pens must be in the original box labeled with the prescription.

5. All food that the allergic child will eat during any given day including lunch, snacks and celebration treats will be provided by parents for their child if they are not able to eat the food provided by the school.

Parents of students with no known food allergies are required to complete a Statement of Allergy form indicating that no known allergy is present.



Inclement Weather

The school will close due to inclement weather. Parents will be notified if the school is closed. Parents will receive a recorded phone call from Gan Aviv the morning of a school closing. Gan Aviv may also have an early dismissal due to the weather. Please make sure that Gan Aviv has a phone number that you answer during the day.



Work Study Students/Volunteers

The school is fortunate to have work-study students and volunteers from local high schools and colleges to help in our classroom. The students come in several times a week and assist the children, read books, and help with puzzles and activities.



Toilet Training

Teachers will work with parents to facilitate successful toilet training. Parents are strongly encouraged to share their training plan with teachers and staff to ensure a successful consistent training experience between school and home. Frequent communication on a child's progress is necessary to make this experience comfortable for your child. Toddlers will be taken to the toilet following the toilet training schedule set up by the school and parents. The Director is also available for support should you require any alternative planning or resources like books, advice or any support materials. Home school communication will play a key role in this process as will peer modeling.



Hand Washing

Washing hands is an absolute must in the school. The children must wash their hands: before and after eating, after using the bathroom, after wiping or blowing their nose, before cooking projects and after playing in the playground.

Hand washing sinks are provided with easy access to warm water, soap and towels. Children are taught how and why they must frequently wash their hands. Gan Aviv staff is aware of this important health practice and monitor handwashing. There are hand sanitizer stations located throughout the school on the hallway walls. We encourage the use of them for staff and parents; please note these are for adults use only.



Accidents

Responsible supervision of the children is of the utmost importance. Children are never left alone. Teachers are required to be in sight and hearing of the children at all times, so that the teacher can intervene if necessary to protect the health and safety of the children.

Although every precaution is taken to ensure that children are safe, accidents do happen. If an accident occurs, staff will make an assessment about the seriousness of the injury and whether to contact parents. If the staff decides that medical attention is necessary, parents will be notified immediately. For less serious injuries – cuts, scrapes, and bruises – staff will inform parents when they pick up their

children at the end of class time. Staff will fill out an accident form to be signed by the director and parent and the form will be kept in the child's records.



Injury Prevention

We are proud to provide a closed and secure facility with safety as a paramount concern for the school, the parents, and children we serve. Our outdoor, indoor play areas and classrooms comply with the Office of Licensing materials requirements. Hazards are monitored daily and thoughtful attention and effort is made to maintain a school that is free of hazards for our children and parents.

Indoor and outdoor play times are carefully scheduled and supervised by the classroom teachers and assistants during the school day. Older and younger students play at different times for safety's sake. Staff follows school safety practices to ensure safe play occurs for all the children on campus.



Illness

Illness is difficult for everyone, especially when a child is in a child care center. Whether to keep a sick child at home is not always a straightforward matter. However, the dilemma is certainly lessened if parents and the other care providers agree upon certain guidelines. Gan Aviv's specific policies are based upon the general understanding that ill children should be kept home if they are:

- **Contagious** and their presence at school represents a health risk to other children and staff.
- **Disruptive** to the staff's ability to tend to other children. Gan Aviv is not designed to care for ill children and the extra attention required by sick children can compromise the routine care of others.
- **Miserable.** Illness can make a child feel miserable. If the emotional needs of the child cannot reasonably be met because of illness, then the child should be kept home.

The burden of deciding when a child cannot attend Gan Aviv due to illness fall on parents. In situations when a child's degree of contagiousness is not clear, parent should seek advice from their pediatrician. Some medical problems, such as allergy and asthma, can be difficult to distinguish from infectious disease. In these situations, and others, written documentation may be required from a pediatrician.

Parents are expected to honor the guidelines in good faith, for the health and well-being of their own child and others who attend Gan Aviv. Children must be fever free for 24 hours without the use of fever reducing medication to return to Gan Aviv. Flagrant or repetitive disregard of these guidelines may jeopardize your child's future participation at Gan Aviv.

POLICY ON THE 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 parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches

Difficult or rapid breathing
 Skin rashes
 Skin lesions that are weeping or bleeding
 Mouth sores with drooling
 Stiff neck

- **Vomiting or Diarrhea** generally indicates active intestinal infection. As normal stool frequency varies from child to child, diarrhea is best defined as a significant increase in frequency over normal. A child may return to Gan Aviv if there is no vomiting for a minimum 24 hours, the frequency of stools is returning to normal and he/she is generally feeling well. Children who vomit during the night for other than allergy or food-related issues should be kept home even if they appear well. When children are sent home with this condition, they cannot return to school the following day.
- **Strep infection** results in exclusion. It may be diagnosed either by a rapid strep test or an overnight culture. If there was concern enough to perform a strep culture, then the child should be withheld from Gan Aviv until the results are known. A child with strep may return to the center only after taking an antibiotic for a minimum of 24 hours and he/she is fever free with significant improvement in other symptoms (sore throat, malaise, rash, etc.). Parents must notify Gan Aviv that a child has strep so that appropriate steps can be taken to prevent further spread.
- **Head Lice**-Gan Aviv has the right to examine any child suspected of having head lice. If there is a suspected infestation, the school has the right to send the child home immediately. A child will not be readmitted to the program until his/her hair has been thoroughly washed with prescribed shampoo and all eggs/nits have been combed out. Exclusion will continue until the child is nit-free. Parents of a child with lice must notify Gan Aviv immediately so that appropriate steps can be taken to prevent further spread.

If the director feels your child is not well enough to be in school, she will ask you to take your child home. In addition, children sometimes begin to feel sick as the day progresses. If your child becomes ill during the day, you will be called and asked to come pick up your child. **Children who are sent home with a fever one afternoon, may not return to Gan Aviv the following day.** Once the child is symptom-free for 24 hours, or has a health care provider’s note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

*A note from the health care provider is only acceptable when the child has been seen by the health care provider. A note faxed in by the provider who has not seen the child is unacceptable for clearance.

If your child is diagnosed with a contagious condition (such as Strep, Pink Eye, Fifth’s Disease, or Chicken Pox) please inform the school so we can contain the illness as much as possible and notify other families in the class.

Parents are expected to pick up their child within an hour of being called.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to Gan Aviv without a health care provider’s note stating that the child presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies and Shingles.

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenzae*	Giardia Lambliia*	Scabies
Measles*	Hepatitis A*	Shingles

Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Salmonella*
Shigella*

*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 at least six days has 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.

It is very important to follow these guidelines for everyone's well being. We will notify families in writing if there is an incidence of a contagious disease.



Medication Administration Policy and Procedures

1. Whenever possible, it is best that medication be given at home. Dosing of medication can be frequently be done so that the child receives medication prior to going to Gan Aviv, and again when returning home and/or at bedtime.
2. The first dose of any medication should always be given at home with sufficient time before the child returns to Gan Aviv to observe the child's response to the medication given.
3. **All Medication will only be given when ordered by the child's health care provider and with written consent of the child's parents.** A "Permission to Give Medication in Child Care" form must be completed in full before medication can be given. Copies of this form can be duplicated and/or requested from Gan Aviv.
4. Any prescription or over the counter medication brought to Gan Aviv must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap and the original pharmacist label with appropriate information. Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label.
5. Parents will sign all the necessary medication related forms that require their signature.
6. Parents authorize Gan Aviv administration to contact the pharmacist or health care provider for additional information about the medication the child is receiving. Parents also authorize the health care provider to speak with the Gan Aviv administration in the event that a situation arises that requires immediate attention and the parents cannot be reached.

Please let the staff know if any medication has been given to your child at home before school.

This will help the teachers understand why a child may be lethargic or having a harder day than usual.



Health Requirements

Please be aware that the state requires every child to submit proof of a complete medical examination detailing the proper state-required vaccinations before entering school. NJ State law also requires you to submit proof of a yearly flu shot. You must also complete the Universal Health form annually. We do not accept children who are not vaccinated. The Universal Health form and immunization record are kept at the school, where it is available for review by the Board of Health and the NJ Office of Licensing.



Emergency Care

In a severe emergency, we will first call "911" and then the child's parents. If the child is taken to a hospital, a staff member will accompany the child. All expenses incurred are the responsibility of the child's parents. In the event of a poisoning, we will first call the Poison Control Center and follow their directions and then call the parents.



Licensing

Gan Aviv is licensed by the New Jersey Department of Children and Family Services, and is certified by the state of NJ. Gan Aviv follows all policies, laws and procedures as directed by the Office of Licensing.



Webcam

You can watch your child/ren learning and playing from the comfort of your home or office, with just a few clicks of a mouse. There is an annual fee of \$100.00. Here are some guidelines and instructions to using the service:

To use the service, you will need a user name and password. Please e-mail to wayne@ganaviv.com your Child's Name + last 4 digits of Social Security number and you will receive a reply with your user name and password.

The service is intended for parents only and your user name and password is confidential. Please do not share this information with anyone. Sharing this information may lead to the cancellation of your account.

We reserve the right to discontinue the service or revoke any user account for any reason. To begin using the service, you will need a computer with a broadband Internet connection (cable, DSL, private network, etc. – NOT Dial-Up), and an Internet browser. The service works best on Internet Explorer versions 5 and up.

Log on to our website at: <http://www.ganaviv.com/viewwebcam.html> to access the service. Click on the "View Webcam" logo on the top of the page. A new window will open. You will be prompted to install an Active-X control, a small program that will allow you to view the service. Depending on your computer configuration, you may need to change some browser settings in order to allow this program to be installed. Once the iDVR program is installed, you will be able to view the service. You will see a blue rectangular screen with a red "Go" button on the bottom right corner. Click anywhere in the blue rectangle to activate the screen, and then click on the GO red button. You will be prompted to enter your user name and password. Click OK to enter

On the bottom of the screen you can see a list of numbers. Each number represents a camera. You will only be able to view your Child's classroom and the playroom.

On the right side of the screen you can view different A B C D views – choosing one of them will allow you to view different camera combinations.

We hope that you enjoy and benefit from this service and thank you for your cooperation.



Fire Drills/Lockdown Drill

In accordance with state law, fire drills are held monthly and lockdown drills twice a year. These drills are held by the school and are usually unannounced ahead of time. While we try to select warm and dry weather, it is not possible for all fire drills to be held under ideal conditions. Parents should be aware that their children will be asked to exit the building without coats, simulating emergency conditions, even if the weather is cold. However, children will typically stay outside no more than five minutes. In case of a real fire or emergency you will be notified, once we are out of the building and in our secure place.

Lock down drills will be held throughout the year. When the call for lockdown is sounded, all children and teachers are to remain in the classroom, away from the windows. The lights are to be turned off, the shades drawn, and all doors should be locked. The children will be seated quietly in a secure area and can enjoy a small snack, hear a short story, whatever the teacher feel is needed to distract the children quietly. Teachers have been instructed not open the door for anyone, including people claiming to be firemen or police officers. Any law enforcement officer will have keys to open any door necessary. We have established an all clear code word, and teachers are told that when they hear the code, they are clear to open the door and resume their normal activities.



Emergency Evacuation and Lockdown Procedures

The local police departments have all the information pertaining to Gan Aviv's evacuation procedures and locations on file. Posted is our emergency plan that has been approved by the NJ Dept. of Licensing. Once we reach a safe location, a decision will be made if we can return to Gan Aviv, or if we are going to call for an early dismissal. In the case of dismissal from a remote location, children will only be released to parents or caregivers who are authorized to do so. This is for the safety of all involved.

In the event of an EVACUATION, our staff will:

- Notify the director and owner of the emergency
- Notify the Police Department at 911
- Take class attendance books, family, and emergency phone numbers files to notify the parents, all allergy and medical information, emergency medical consent forms, and first aid supplies.
- The director and owner will carry cell phones to contact families or emergency contacts notifying them of the emergency
- The director and owner will always carry or keep nearby a soft copy of all emergency and medical information mentioned in section 3 above
- Arrange for transportation or walk to the designated evacuation location

In the event of a LOCKDOWN, our staff will:

- Notify the director and owner of the emergency
- Notify the Police Department at 911
- Take all children into an area away from windows and doors
- Staff will count all children and verify according to attendance sheet that no one is missing.
- Lock all doors and pull-down window shades or blinds
- Use our supply of non-perishable food and water supply for 48 hours
- Use battery-powered radio, flashlight, and cell phone



POSITIVE GUIDANCE AND DISCIPLINE POLICY

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

Our guidance to the children will NEVER include:

- Any type of physical, emotional, or verbal intimidation
- Any negative reactions from our staff for not eating, not sleeping or soiling themselves
- Withholding food, emotional response, stimulation or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time.

Our staff is closely monitored and trained to adhere to this policy. We request that anyone feeling that a staff member does not conform to this policy report any incident immediately to the owner or director of the school.



Child Biting Policy

Incidents of biting can be stressful for both the children and parents involved. It is important to understand that frequently biting occurs when a child is frustrated and is unable to express their needs adequately. A child may be biting as an attention device, relieve teething discomfort or for oral exploration. Commonly, biting is seen in children between 13 and 30 months of age. It is not a sign that the child, the parents or the school has failed. However, it is an indicator that the child, parents and school must work to provide the child alternative coping techniques.

There are clearly defined steps one can take to help your child learn how to stop biting. Gan-Aviv staff will work with the family to learn tools and new habits to alter the coping behavior. Repetitive incidents of biting will require a parent teacher conference. Teacher parent communication is key in this critical area of deep concern to Gan-Aviv. A change of schedule may be one of several interventions to interrupt biting actions before habits of coping are set. Most bites do not break the skin. If the skin is not broken, an incident report will be filled out for the parent to sign stating the situation. The bite will be washed with soap and water, ice applied and TLC given. If the skin is broken, the parent will be contacted by phone, and an incident report will be filled out for the parent to sign stating the situation. Staff reports all bites to the director.

Biting another child should never occur, but sometimes children get frustrated and bite other children. We want to be supportive of parents as they teach their children not to bite, but at the same time, we need to protect other children in our care. Consequently, we have the following policy regarding biting.

When a child bites twice in 2 weeks (14 calendar days), the following will occur:

A conference with the parent (s) and director will be set up as soon as possible (within 24 hours of the second bite). The child may stay in Gan Aviv only at the recommendation of the teachers and the director.

The director will review all recent incident reports involving the child, to look for patterns or other information that might be useful.

At the parent conference, an intervention plan will be developed. The age of the child, the child's background, the classroom setting and other extenuating circumstances will be considered

When a child does not stop biting, the following will occur:

- The child may be asked to take a break from Gan Aviv.
- The length of the break will be determined by the director.
- Re -admission to Gan Aviv is at the director's discretion

 *Expulsion Policy*

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child (ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

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 in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay / habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Failure to provide their child with an evaluation if needed.
- Parents solicitation of Gan Aviv employees for child care or any other circumstances that will conflict with the employee's schedule, including work days, set up days, clean- ups and meetings

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Child is not benefiting from the school program.

SCHEDULE OF EXPULSION

If after the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on 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 behavioral 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 child care (approximately one to two weeks' notice depending on 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):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.



Television and Computer Policy

Gan Aviv offers age-appropriate activities focusing on the physical, emotional and social needs of each individual child in a stimulating, creative, nurturing and safe environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Gan Aviv follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits.

1. Children at Gan Aviv under age 2.5 will not have access to television viewing, which includes watching videos, or DVDs, playing with video games, and using the computer.
2. For children ages 2.5+, we will allow a video to be played, for no more than 20 minutes per day, and once per week, only when a video is used to enrich and support a classroom curriculum topic.
3. The television will not be used in place of an activity on inclement weather days.
4. The television will not be used during before and after care hours.

Computer Policy

1. Computers may be available for limited use by our PreK classes.
2. They can be used for participation, demonstration or observational purposes tied directly to the lesson being learned, only under the strict supervision of Gan Aviv staff.
3. Computer time is limited to a maximum of once per week, not to exceed 20 minutes.

Children are not permitted to bring in personal televisions, computers, video games, tablets or gaming systems.

Social Media Policy

Gan Aviv recognizes that social media has become a part of everyday life for many individuals and families, including both staff and parents. Social media allows for the free and easy exchange of information, opinions and images. With particular regard to images of children and to enable Gan Aviv to comply with its strict Safeguarding requirements, it is necessary to set our terms around the use of social media in connection with how Gan Aviv is presented publicly. This policy covers (but is not limited to) the following social media channels:

- Facebook
- Twitter
- Instagram
- Personal Blogs
- Parents must not create any social media friendships with teachers. This is so that Gan Aviv can be confident that the correct professional relationships are being maintained between staff and parents.
- Gan Aviv will make an exception to this rule if an employee has an existing relationship with a child's parent(s) before that child starts at Gan Aviv. This rule no longer applies once a child has left Gan Aviv.
- If you have any negative opinions or concerns about any aspect of how Gan Aviv is run, do not discuss it on social media. Such concerns should always be reported to the administration so that they can be investigated, discussed, and resolved formally.
- If any opinions are discussed on social media which result in any detrimental effect on Gan Aviv, the owner and/or its employees, its children or its parents/guardians, then Gan Aviv will follow formal proceedings to investigate.

Birthday Policy

At Gan Aviv, we make your child's birthday celebration special and fun for your child and all of their classmates. We celebrate with Birthday songs (Hebrew & English), dancing and the following:

Children are prepared for their birthday party the day before to get them excited!

- Birthday sign, crown & a special birthday chair for the party
- Birthday book for the child created by the class
- Child's class is decorated with balloons and decorations
- Children can make a birthday cake or cupcakes

Parents should bring:

- Paper goods ahead of time, water or juice (preferably juice boxes)
- Cake or cupcake unless children are making in Gan Aviv only (Kosher & nut free)
- Child's favorite book
- A gift for the classroom (the idea of giving and sharing on your birthday, not just receiving)
- Party favors that are age appropriate, please no candy! (If crayons or markers, make sure they are washable)

*Please no food items in goody bags. ***We will not serve baked goods from home**

Please contact your child's teacher in advance to arrange the birthday party in the class!

INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 (OOL), 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/life-safety; 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 view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, 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 OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL'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 or you can view them online at https://data.nj.gov/childcare_explorer.

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 OOL 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 provide reasonable accommodations for children and/or parents with disabilities and 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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 Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. 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.state.nj.us/dcf/.

Dear Gan Aviv Parents,

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

The statement highlights, among other things: your right to visit and observe 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 Central Registry Hotline (877) NJ ABUSE (877) 652-2873.

Please read this statement carefully and if you have any questions, feel free to contact us at communication@ganaviv.com

Please complete and return this portion to Gan Aviv. (Please print)

Name of Child: _____

Name of Parents: _____

- I have read the Gan Aviv Parent Handbook
- I have read and received a copy of the Information to Parents statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.
- Policy on the release of children
- Positive guidance and discipline policy
- Policy on methods of parental notification
- Expulsion policy
- Policy on the use of technology and social media

Signature: _____

Date: _____



PARENTS TESTIMONIES

"The cheerful sign and adorable school bus mailbox intrigued me each time I passed Gan Aviv during the months before it opened..."

Working parents often dread the thought of childcare. We are concerned about matters of trust and cleanliness, education, care, and fun. At Gan Aviv, we check those concerns at the door and enter an environment as magical as our children. From the clean, brightly decorated rooms to the ever-smiling teachers, this is a day care envisioned and created by a mom with young children. It is everything a parent could want."

"My children run inside with huge smiles, perfectly at home and eager for the day at school. They rarely look back, only granting me a kiss when I steal it. I know I am not the only parent who has a more difficult time convincing them to come home than to arrive in the morning. There are many days when the soft blocks, the friendly faces and the children's giggles cause me to linger for longer than it takes to grab bags and walk out the door when I pick them up. "

"Gan Aviv is far more than a safe place to leave your children during the day. It is clean. The toys are educational and fun. Warm meals are provided. Songs are sung. Hebrew is spoken. Games are played. The staff is inspiring. The teachers are not only trained and talented, but truly enjoy the children. They give hugs as freely as they wipe noses, change diapers and parse pieces of pizza. And most importantly, the children learn the very valuable lessons gleaned from enjoying one another."

"Thank you Gan Aviv for a fantastic year. See you tomorrow! "