

Green Thumb Day Care & Pre-school
361 & 365 North Main Street
Barnegat, NJ 08005
609-242-5153 Phone 609-489-4653 Fax
greenthumbdaycare@comcast.net

Registration and Enrollment

- All registrations are done online through ProCare Childcare Management System.
- We have a \$75.00 Registration Fee due at Registration.
- All documents must be completed prior to start. Universal & immunization records must be handed in within two weeks of start date.

Child Placement

Green Thumb places children in classrooms based on ability not always according to age. We take into consideration the dynamics of the classroom and the ability of each child. Moving/Placing a child in a classroom not suited for their needs, and before they are ready can cause milestone setbacks and unnecessary anxiety. This decision is made individually for each student by their current teacher and subsequent teacher. If a student is newly registered, placement in a classroom will be based on multiple factors including parent communication and ability. A reevaluation will take place and adjustments made if necessary.

Green Thumb believes that teaching children through play is fundamental to learning. Your children will learn letters, numbers, days of the week, months, seasons, shapes, colors, and much more. Our activities help children develop patience, cooperation, boundaries, respect, and tolerance of others, as well as encouraging good manners, personal hygiene, social development, self-esteem, and personal growth, all of which are essential for a child to reach their full potential.

Our Pre-K classes implement a Montessori learning environment for our students. Montessori is a method of education that is based on self-directed activity, hands-on learning, and collaborative play. Children make creative choices in their learning while our teachers offer age-appropriate activities to guide in the process. We introduce structured daily activities that prepare your child for the next step by using hands-on learning through centers, small groups, and independent play. This allows students to develop skills in social development, patience, personal growth, phonics, letter recognition, math, science, and life skills

Tuition Payments

Childcare/Pre-School fees are due on the Friday after each billing cycle. Please keep in mind that you are contracting to reserve a space for your child whether or not it is used. This includes absences, emergency closings and holidays. No deductions or refunds can be made for days your child is sick or absent. Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, or for any other reason. Payments can be made in the form of Cash, Credit card (in the office), check or ACH through our ProCare App.

A 10% discount will be given for the second child enrolled.

Late Fees & Late Pick-ups

If tuition is not received by the established due date, a \$5-dollar late fee may be charged. Parent agrees to pay \$35.00 if a check is returned to the provider, plus the amount of the balance due for childcare, within 24 hours of getting notice of a returned check.

Green Thumb closes at 6:00pm. After 6 p.m. you will be charged \$1 per minute payable upon pick up in cash to the staff member who remained with your child. **See policy on late pick up.**

Hours Of Operation

Monday-Friday 6:30 am- 6:00 pm

Attendance & Absence

Please be sure to let us know well in advance of any changes in your schedule so we can adjust our staffing accordingly. If your child was diagnosed with a contagious illness, please alert our office so we can notify parents.

Please let us know when your child will not be attending. Full payment is required even if your child is absent. Childcare fees are based on enrollment (a reserved space), not on attendance. Please see our vacation policy below

School Calendar, Holidays and Vacations

We ask that you give our administration office 2 weeks notification for vacations. You are not charged for vacation time as long as our office is notified.

We remain open on New Year's Eve with an early dismissal at 3:00 pm as long as we have enough children to justify remaining open. We reserve the right to close our facility December 24th & 26th & January 2nd.

- Memorial Day
- Independence Day
- The Friday before Labor Day (preparation for the new school year)
- Labor Day
- Thanksgiving
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Day

Please check our calendar on our web site for information.

Emergency Closings

In the event of inclement weather or unforeseen emergency, we may be forced to close, have a delayed opening or an early dismissal. Parents will be notified through ProCare and we will post information on our Facebook page.

Rate Increases

Green Thumb reserves the right to review childcare rates and to raise them periodically to accommodate increasing business costs. Typically, tuition is raised annually for the September school year and for our summer program but we reserve the right to increases as necessary.

Termination Policy

If you need to withdraw, for any reason, please give us two weeks written notice. In the event that Green Thumb Day Care needs to end our agreement, you will be given two-week written notice unless circumstances occur beyond our control.

Parent Communication & Notification Process

Communication between the office and our parents/guardians is vital. Our primary source of communication will be ProCare, phone calls and paper correspondence when needed.

Registration documents – ProCare & Paper

Billing- ProCare Invoice

Accident Report notification- paper form hard copy of report will still need to be signed upon pick-up.

Incidental i.e. - forgotten items, minor illness- phone call or ProCare

Monthly Calendars & Newsletters- Procare & Website

Policy on Late child Pick-up

Green Thumb Day Care close at 6:00 p.m. Parents are asked to plan accordingly and give themselves sufficient time to collect your child by 6:00 p.m. If the parent/guardian is aware that they are going to be late, they should call the Center to advise staff of this and of their plan to pick up their child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged.

When the parent/guardian is late: 6:05 pm

1. Contact the parent/guardian at the numbers on the child's file card
2. If contact with parent/guardian is not established, call the emergency contact(s) on the child's file card and make arrangements for the child to be picked up.
3. Contact the Supervisor/designate.
4. In the event that the parents/guardians/emergency contact(s) are not available and it is 7:00 pm; contact the DCP&P and follow their instructions. **Under no circumstances is the staff to remove the children from the Center**
5. If the parent/guardian is repetitively late, staff will notify the Supervisor/designate who will meet with the parents/guardians regarding the situation. Removal from enrollment may result in the event of repeat late pickups.

Use of Technology & Social Media

Technology and Television use shall be reserved for educational purposes only and be incorporated in the lesson plan. At no time should it be used as a substitute for planned activities.

1. Teacher must be engaged during viewing times.
2. No use of television or computers for children under the age of 2.5 years.
3. Viewing times for children over the age of 2.5 shall be restricted to two-30-minute intervals. All material used should be age appropriate.

Code of Ethical conduct

All adults while at Green Thumb or attending any functions on site shall act in a mutually respect and appropriate manner.

1. No one shall act in a threatening manner including physical, verbal or humiliation towards children, family members and staff
2. No one shall use profane or abusive language.
3. No one shall act in any way that is disruptive to the operations of the center.
4. No one shall discipline a child outside the guidelines stated in this book.
5. No one shall use, distribute or be in possession of illegal substance or alcohol when at the Center or attending functions.
6. No one shall violate the confidentiality of families or staff of Green Thumb according the confidentiality policy.
7. No one shall possess any type of weapon or explosive on or near the facility unless on duty as a law enforcement officer.

If a parent/guardian does not comply with any one of the above a review of the incident will be performed by the director. Any parent/guardian who violates on the code of conduct your child may be removed from our facility. We do this for the safety of your children, our employees and you.

Authorized Child Pickup & Policy on the Release of Children

Always notify the center should there be someone other than you picking up for the day. Anyone taking your place for pick up should be listed on the Authorized Pick-Up person list in ProCare. If they are not listed, the office will not release a child without parent confirmation. Anyone who our staff is not familiar with will need to provide photo id prior to taking a child out of our center.

Each child may be released only 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 a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the center shall ensure that:

- The child may not be released to such impaired individual:
- Staff members attempt to contact the child's other parent or alternative person(s) authorized by the parent(s): and
- If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ- Abuse (1-877-652-2873) to seek assistance in caring for the child.

Food Policy

We are a nut free environment, please do not send any item containing nuts. Your child's lunch should include a health Am & Pm snack along with a healthy lunch that will sustain them for a long day. No candy or Soda is allowed to be sent in.

- All containers and snack pouches need to be individually labeled.
- All food must be pre-cut at home. (Grapes, Nuggets, pizza, pasta, etc.).
- We have heating capabilities in our Infant, Tiny Tots & Little Sprouts classrooms but not the other ones. Send hot foods in a thermos, it will stay warm.
- Any child under the age of 12 months requires a feeding plan that should be updated as the needs of the child change.

Bottles and Sippy Cups

New Jersey Office of Licensing also requires all sippy cups and bottles be labeled, dated and removed from the premises at the end of each day.

Discipline Policy

Our center uses a positive approach to discipline. We foster an environment that emphasizes care and concern for one another. We praise the children often, encouraging appropriate behavior: playing well together, following directions, cleaning up after themselves, for sharing, for helping and caring about others, for being kind, etc.

Our teachers anticipate problems that may occur and redirect inappropriate behaviors. Our age-appropriate activities and toys all encourage positive behaviors. We don't use punishment as a discipline tool, as we know that punishment teaches fear. Rather, we use positive discipline that teaches self-esteem.

We teach children to make proper choices so that their behavior is socially acceptable. We observe children being good and praise them accordingly.

When inappropriate behavior occurs, we help children make amends and encourage them to express themselves verbally. In our toddler and preschool room, when a behavior dictates a "time-out" we redirect the child to a different area of the room away from the situation that caused the problem. After the time-out, the teacher will have a short discussion with the child about why he or she was required to take the time out. When the child rejoins the group, we provide reinforcement with praise and positive words of encouragement.

Expulsion Policy

Unfortunately, sometimes there are reasons we have to 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) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

1. The child is at risk of causing serious injury to other children or himself/herself.
2. Parent threatens physical or intimidating actions toward staff members.
3. Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms or providing copy of child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse toward staff.

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.

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER NOT TO EXPEL A CHILD

- 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 apply consequences for rules consistently.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child may lose certain privileges, for example, being juice pourer.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/Guardian will be notified verbally.
- Parent/guardian will be given copies of disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have conference(s) to discuss how to promote positive behaviors.

Holiday & Birthday Celebrations

The following guidelines have been established to allow for celebration without unnecessarily interfering with classroom time.

- Teacher will notify parents of classroom parties through ProCare or Signup Genius.
- Please speak with your child's teacher or office administration prior to sending in food items to celebrate your child's birthday.
- Parents should be aware of our nutritional policy as well as the dietary restrictions of students in the classroom (i.e. allergies to nuts, berries, eggs)
- A healthy alternative to cupcakes would be greatly appreciated, these items include fruit snacks, gold fish, pretzels, fruit cups, yogurts, mini muffins, parfait cups, etc. Sweet treats may be eliminated altogether and substituted with pencils, stickers or goodie bags to go home.

Parent Involvement

We love family participation. If you have a special hobby, talent or trait and would like to visit one of our classrooms, we would love to schedule that! You can lead a craft, read a book or teach the children something that may interest them, please contact the office or teacher for more information. Throughout the year, we offer classroom observations in our Pre-K classrooms along with parent party involvement.

We offer Back to School night in the beginning of the year so families have the ability to see the classrooms, speak to teachers and learn more about our program. Parent/Teacher conferences are given twice a year in our Pre-K 3 & 4 classrooms.

Toys from Home

Please don't send toys. You are encouraged to bring a special blanket or cuddle toy, to be left in your child's cubby or baby's crib for use during nap times and any difficult times during the day.

Toilet Training Policy

Toilet training is an important step in a child's development. Toilet training takes time, understanding, and patience.

A child **must** be emotionally ready, able to recognize the signals of needing to use the bathroom, and communicate them with their teacher. If they are not at this stage, it is best to wait until they are. A child must be able to control the muscles that regulate the bowel and bladder to be toilet trained. Knowing how to get on the potty or toilet and undress quickly is also important.

Each child is an individual and develops at his or her own rate. There is no set age at which toilet training should begin. The right time depends on the physical and emotional readiness. It is important that the child be ready before training begins. This is usually between the ages of 2.5-3 years and sometimes even later for boys. If training is started before the child is ready, training will be more difficult and take longer.

He or she needs to be willing and cooperative, not fighting or showing signs of fear. If a child protests vigorously to training, it may be best to wait for a while.

The following signs may indicate that a child is ready to begin training:

- The child remains dry at least two hours at a time during the day or is dry after naps.
- The child asks to use the toilet or potty.
- Bowel movements become regular and predictable.
- The child can follow simple verbal instructions.
- The child seems uncomfortable with soiled diapers and wants to be changed.

When a child shows signs of readiness and the parents are ready to begin toilet training at home, the parent and staff will discuss plans to begin toilet training. Communication between staff and family is very important during this time. Parents and teachers need to discuss what words will be used to describe body parts, urine and bowel movements, what type of training pants the child will wear and the routine at home and childcare for taking the child to the potty.

Keep in mind that Pullups are not designed to hold a full bladder of urine. If they are not ready, they will have frequent accidents. This can pose a big sanitary issue in our classroom if recurrent accidents take place. Because of this, children should **only** wear pull-ups if are actively training at both home and at school and can hold their urine/bm and make it to the bathroom once they have expressed the need to their teacher.

If possible, please use the Pullups that have refastenable sides. Otherwise children will need to be fully undressed when wet/soiled and needing to be changed.

Infant SIDS Reduction Policy:

1. We always put infants to sleep on their backs unless we have written notice from the baby's doctor to do otherwise.
2. Blankets, loose bedding, pillows, soft toys, and crib bumpers pads are **prohibited** to be used during rest for infants 12 months and under. Use of a sleep sac is the only acceptable form of covering allowed during nap time. This does not affect children
3. No swaddling of infants.
4. Mandatory supervised tummy time for all infants at least twice daily.
5. All staff members are trained in infant CPR.

Nap

Children over the age of 12 months are placed on a cot for naptime between the hours of 12:00-2:00. Please provide a nap mat, or a crib sheet and blanket. These items are sent home daily for washing.

Infants under the age of 12 months are assigned a crib for use. We follow your baby's lead for their daily schedule. While we aim to have lots of playtime, appropriate naps, etc., the babies will dictate the schedule, and each day will be different, depending on their particular needs.

Child Care Health Policies

These child care health policies are designed to work in concert with the guidelines set by the State of New Jersey and by the Board of Health. For everyone's protection, parents are expected to pick up their child within thirty minutes of being notified of illness symptoms.

We reserve the right to send a child home if caring for them will impact our ability to provide sufficient attention to the rest of our students, even with a doctor's note allowing them to return.

Symptoms of Illness

Fever*

For purposes of child care, a fever is

100.4 and up infrared thermal thermometer

Because a fever may indicate other health concerns a child must be fever-free, without the use of fever-reducing medicine, for twenty-four hours before returning to child care. Upon return, child must be able to participate in all classroom activities including outdoor play. Twenty-four-hour policy is based on fever as described above.

Please do not send your child to the center if any of the below conditions exist.

- **Vomiting** Child will be sent home if he/she vomits. Child may return to child care if he has not vomited in the previous twelve hours.
- **Cough** Child should be referred for evaluation if he/she has a frequent cough which prevents eating, sleeping, playing or which is accompanied by other illness symptoms.
- **Rash** Child with an undiagnosed rash will be sent home for any of the following reasons: Rash is spreading over a period of time Rash is widespread
- **Diarrhea*** Child will be sent home for diarrhea that occurs three or more times per day for that is not contained by diapers.

Child may return to child care when diarrhea (as described above) has not occurred in the previous twelve hours. On the day the child returns, if one such stool occurs, he/she will be excluded from child care.

If there appears to be blood present in the stool, immediate medical attention is necessary.

Diarrhea of two weeks' duration is an indication for medical evaluation, and a note from a healthcare provider will be required for continued attendance.

***All diarrhea is a health concern in the classroom.**

Your child will be removed and excluded pending doctor release for the following symptoms

- Fever/ Chills (24 hours free without medication)
- Diarrhea (24 hours free)

- Sore throat or severe coughing
- Yellow or green mucus discharge from nose
- Infected, untreated skin lesions or patches
- Severe pain or discomfort
- Red eyes with discharge
- Neck, head, muscle aches
- Mouth, hand and feet sores
- Skin eruptions such as poison ivy, oak or sumac
- Cough/hoarseness
- Breathing difficulty
- Listlessness/loss of appetite
- Ear drainage
- Lice (first treatment is required)

If your child is exposed to a contagious/excludable illness, you will be notified in writing within 24 hours of exposure.

Medication Administration Policy

Green Thumb will only administer medications when accompanied by a "Permission to Medication Form" and a Care Plan for Special Needs if necessary. Any medication that is prescribed by a physician **MUST** be in its original container with the prescribing information clearly visible. **NO MEDICATION WILL BE GIVEN WITHOUT THESE FORMS.**

Over the counter medication including sunscreen will only be given if a "Permission to Administer Medication Form" is signed by the child's legal parent/guardian. **Children under the age of 2 will require a doctor's note as most over the counter medications state that administration of such medication requires a physician's advice.**

1. Whenever possible, it is best that medication to be given at home.
2. The first dose of any medication should always be given at home with sufficient time before the child returns to the center to observe the child's response the medication given.
3. When a child is ill due to a communicable disease, most treatment should be in effect for 24 hours prior to re-admittance to school.
4. Any medication brought to the center, prescription or over the counter, must be specific to the child who is to receive the medication.
 - Be in the original container bearing the original pharmacy label
 - Patient's name
 - Physician's name
 - Directions for dosage dropper included
 - Must have child safety cap and proper measuring utensil