



# Parent Handbook of Policies and Procedures



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**INTRODUCTION** Welcome to Main Street Day Care. Our school is unique for three reasons: class size, curriculum and environment. Our curriculum is much more student based and our children learn and grow at their own pace, usually faster than what the average child their age does. We use a mix of The Creative Curriculum and Preschool Tool Box, which is based on the Core Knowledge Philosophy that knowledge is based on knowledge, and that the more you know the more you learn. Our Preschool builds off of the infant and toddler programs making learning and transitioning easy for children. Our classroom encompasses students ranging in ages from 6 weeks old to Pre K, allowing children to grow at their own pace, mentoring and

challenging each other. Your child may develop language, math or writing skills at a higher rate than their age indicates. He/she will not be stunted or asked to wait to learn more until a space in the higher age class becomes available. In our class, your child will continually be challenged at the rate they naturally learn at. We create custom, individualized curriculum for each child. Our students enter kindergarten prepared and excited for the journey that awaits them!

To facilitate greater understanding between parent(s) and provider, we have created this handbook covering childcare philosophies, business policies and expectations. Please read this carefully, and feel free to discuss with the Director any questions that you may have.

**ADMITTANCE POLICY** Parents wishing to enroll their child(ren) to Main Street Day Care must first schedule a tour of our facility and interview with our Director. Our school is small and close-knit and it is imperative that any new family accepted to our preschool understands and believes in our unique philosophy and environment. Communication is of the most importance, not only for the betterment of your child's care and education, but for the school environment as well. Educators are on the same team as parents, and if the dynamics of the two groups do not flow effectively, your child will not develop to his/her potential. An interview allows both parties to decide if our school is the best fit for each family individually.

**WAITING LIST** Main Street Day Care is a unique daycare environment. If our class is at capacity, you may place your child on our waiting list, and as soon as an opening becomes available, you will be contacted. Siblings of current students will be given priority. To be placed on the list, simply fill in the Letter of Intent located at the last page of this handbook or at our website [msadaycare.com](http://msadaycare.com). When enrollment is offered to an applicant, we require a decision within 48 hours. If enrollment is not accepted, the applicant will be removed from the waiting list. If at a later date it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed and the applicant will be placed on the waiting list based on the date recorded on this new form.

**CHILDCARE PHILOSOPHY** Main Street Day Care's mission is to provide a loving, quality educational daycare program for children ages 6 weeks - 5 years old and that they would know they are fearfully made by a loving God through the love of our staff. We intend to fulfill this mission by giving extra effort to the basic fundamentals in preparation for formal schooling, while providing a nurturing, safe, unique and creative environment for children to grow and explore in. By having open communication between parents and caregiver, we will create a more cooperative and hands-on approach to education.

**COMMUNICATION** Good communication between parent and provider is essential to any child care program. When a new family joins our class, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar child care philosophy. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours.

To further facilitate communication between parent and provider, a weekly letter and monthly calendar will be provided to you. These items will explain some of the activities and happenings within our classroom, the current curriculum topics, upcoming events, closures, or any other pertinent, fun information that may be of interest to our families.

**ENROLLMENT POLICY** There are several forms that we must have completed and in our possession before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is required by the state and if children's files are incomplete, it can cause us to lose our license. All forms must be updated every year, sometimes sooner, according to need. The forms are as follows:

- Signed Contract and Rate Agreement
- Emergency Medical Authorization Form
- Child's Health Record (will need to be filled out by a physician)
- Enrollment Form
- Sunscreen/Field trip Permission Slip
- Media Use Form
- Pick-Up Authorization Form
- Allergy and Food Preference Form
- Immunization Form

You are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information listed on any/all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

**TRIAL PERIOD** The first two weeks (14 calendar days) of the child's enrollment will be considered a trial period. During that time the parent or provider may terminate the child care agreement at any time. After the trial period is complete, 30 days written notice is required to terminate the agreement.

**TUITION/PAYMENT PROCEDURES** Your specific rates will be outlined in your Enrollment and Rate Agreement. Tuition is payable in advance and is due no later than the drop off time of the last contracted day of the week prior. We do not deduct for days your child(ren) is sick, vacations or days just taken off. The weekly rate is a flat fee and is due each week. Payments may be set up through the Brightwheel app, where we strongly suggest automated payments to make things easier. You can set it up easily to a checking account or any credit or debit card (if for some reason you need to write a check **please make check payable to:** Main Street Alliance), as long as no checks are returned to us for non-payment. There will be a late fee of \$25 for any payments that are late. Repeated late payments may be grounds for termination.

**AUTOMATIC PAYMENT** Credit card (Visa or MasterCard) automatic billing may be set up for weekly payment, charged out on Friday afternoons. To set this up, please set up an account on Brightwheel, please see our Director if you need help.

**REGISTRATION FEE/LATE FEES** A deposit of one week's tuition is required when your child registers, which will be applied to your child's last week of enrollment. This deposit will be forfeited if care is terminated with less than 30 days notice.

This contract may be terminated at any time, for any reason by either party with proper notice. Proper notice will consist of written or verbal notice to the provider not less than 30 days prior to the child's last day of care. If you choose to terminate care with less than proper notice, you agree to forfeit the entire deposit.

If at any time, after consultation with the parent or guardian, we feel that you or your child pose a safety risk to any of the children in my care, we will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and we will first attempt to resolve any issues with you before resorting to termination of care. Under these conditions, forfeiture of the deposit will be at our discretion.

A late fee equal to \$20/per child/per each 10-minute interval that pick-ups are late, from the contracted hours, will be charged. Example: 1 - 10 minutes late, you owe \$20 per child; 11 - 20 minutes late, you owe \$40 per child. Late fees will be added to your account and must be paid with the following week's tuition. This will be strictly enforced, and habitual tardiness may result in termination of services. If a parent or other pre-authorized person cannot be reached after closing and your child remains at our school longer than 3 hours past closing, the local county department of Social Services or police will be called. During this time, appropriate activities and snacks will be provided for your child.

**NSF CHECKS** If a check is returned for non-sufficient funds, you will be required to pay a \$35.00 fee. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash or credit card payment from that point forward.

**HOURS OF OPERATION** Normal hours of operation are Monday through Friday from 6:30a.m. – 6:00p.m.

Add-ons or schedule changes may be accepted to our daily schedule only if there is a position open for that day, and they will be accepted on a first come, first serve basis. The only purpose for accepting add-ons or schedule changes will be as a service to our families. Please remember that schedule changes of this nature create some disruption to our normal schedule. Please provide as much notice as possible, so that we can accommodate for sleeping arrangements, and any changes in activities that may need to occur.

**ARRIVALS and DEPARTURES** It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief as the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.



Our normal procedure is to release the child only to his/her parents, or someone else the parents designates on the child enrollment forms. If someone other than the parent is to pick up the child, please notify us in the morning, ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that we will need to see identification as well. We do not mean to offend but we take the safety of our children extremely seriously.

Main Street Day Care is a locked down facility. The exterior doors remain locked at all times. The interior doors connecting us to the main part of the building are also kept locked at all times during our operating hours. The director or teacher will meet you at the front door to receive your child. For pickup we will utilize the Ring doorbell which will alert us when you are here and we will bring your child to you. When there are exceptions to the authorized pickup adults for your child, they will be asked to show their ID.

**ABSENCES** There will be no refunds or adjustments made for days missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis, so **it is necessary for you to pay for all days scheduled whether or not your child is in attendance.** Due to ratio constraints, make-up days are allowed only if there is room on another day. Make-up days do not apply to paid holidays.

**CLOSED HOLIDAYS** The following is a list of the paid holidays that Main Street Day Care will be closed for each year:

- Please see the attached list of Special Holidays and Staff Trainings at on page 13 of this handbook.



- These will change slightly with each year. Our school year starts in September, and you will receive the updated list with at least 2 months notice.



**CLOTHING/ATTIRE** Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. You will be expected to provide an extra change of clothing for your child. Accidents will happen, and it is always helpful that when they do, there is clothing that we can change your child into.

**PERSONAL BELONGINGS** We love if children bring toys from home, especially if it helps your child with transitions in the morning at drop-off, but it must be something that can be shared with the entire group. Little ones have a difficult time sharing with others, and this is a great learning environment to instill positive traits. Please do not bring any toys with small parts that may cause a choking hazard. If they want to bring a favorite sleep toy for naptime, please note that they will only be able to bring it out at the appropriate time for their nap. It confuses the purpose of the toy if they play with it and try to sleep with it. Show and tell is always on Friday, and they may bring any toy they want. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

**SUPPLIES** You are responsible for supplying diapers, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers to be stored in our facility and we will let you know when your supply is running low. Good clothing is not recommended. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a visit or party right after child care or a trip to the photographer), please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. You will be required to bring bathing suits to be left here at the childcare in the summer. We will request certain items for different times of the year, such as boots or snowsuits. All items need to be labeled with your child's initials. You must maintain these items at all times. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a needed item, it may prevent all of the children from going outside. If it becomes necessary for us to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.

**DAILY SCHEDULE** Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

Our normal daily schedule does not include any trips and any field trips planned will be given with written consent.

**MEALS** Please provide your child with meals and snacks for any meal times that they are in our care for. Breakfast, Lunch and snack should be provided for them in a labeled lunch box. Children who arrive after meal times should be fed before they arrive. Please provide labeled bottles and formula if applicable.

**CLEANLINESS/HYGIENE** We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed as well. Staff washes their hands frequently and also uses antibacterial gel. Washable cots are used for naptime. Each child has a separate nap cot. Please send your child with their own crib sheet for their cot and blanket if desired. These items will be washed here at Main Street every Friday and cots are wiped with bleach water.

Please provide your child with a labeled water bottle or cup for water. Cubbies are also provided for your child's personal belongings, while also providing the benefit of personal space for each child.

**TOILET TRAINING** Toilet training will be done in a relaxed manner with the cooperation of the family. Thirty months of age is a good rule of thumb to start checking for signs of readiness. Toilet training cannot begin until the child is old enough to have independent urges. The child must also be ready in three areas. First, the child must be physically ready (meaning he or she can "hold on" for a period of at least an hour or more, although several hours is a better indicator of readiness.) Second, the child must be intellectually ready (that is, he or she understands when and how to use a toilet). And third, the child must be emotionally ready (in other words, he or she must be willing to use the toilet). When the three areas of readiness occur together, toilet learning is usually easy and rather quick. When the time is right for your child, and until he/she is totally successful in his/her toileting, he/she should wear clothes that promote their independence. In addition, your child must have two complete changes of clothes (don't forget the socks!) The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers and belts, overalls, and onesies. These are difficult for children to remove "in a hurry". Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

I did it!



We ask that you begin toilet training at home during a weekend or vacation after which, we will follow through and encourage your child here. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Your child's readiness is something we can discuss because consistency between home and day care will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience.

**NAPS/QUIET TIME** There will be a designated nap/rest time each day. All children must either nap or rest quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not very happy when they go home in the evening. Quiet activities will be provided for children to work on after 30 minutes.

**CORE KNOWLEDGE CURRICULUM & CREATIVE CURRICULUM** We know that in most cases, we are your child's first experience away from home. Home is a safe, fun place where mom and dad or grandparents tell us what we can and can't do. School should just be an extension of this. If it is not fun, safe, and nurturing, your child will associate with school negatively, and fail to thrive and grow to their potential. At Main Street Day Care, we make learning fun. If your child wants to color, why not color an Elmo page for E? When playing tag, why can't we call out letter sounds to unfreeze? Strategically planned curriculum creates easy avenues for your child to learn



without a negative association. We set the foundation for positive school experience that they will take with them through the rest of their education.

At Main Street Day Care we use a combination of the Core Knowledge Curriculum based on the Preschool Toolbox and the Creative Curriculum, which is a state approved program.

Our children are able to learn and acquire so many skills through strategically planned curriculum and repetition. Your child grows within the same classroom, with the same teachers, so we really get to know your child and his/her best learning method. Never is your child forced to do something boring like sitting at a desk and memorizing flashcards. We make learning fun and you'll be surprised what your child can accomplish and enjoy doing. We are all born innately with a desire to explore and learn, and it is only when we have failures, struggles and boredom within a classroom that we begin to dislike education. Our students look forward to our programs and they will miss school on days off.

Every week you will receive a Weekly Letter; a basic synopsis of your child's week. We encourage you to discuss with your child what things he or she learned during the week. This not only opens communication between you and your child, but will also help your child recall activities, a valuable skill needed in formal schooling. Children learn through repetition and the additional enforcement they get from home, the more beneficial our program will be to them.

**BIBLE** Main Street Day Care is uniquely situated within Main Street Alliance Church. We believe children are a gift from God and that each one is fearfully and wonderfully made. We believe your child was born to change the world. We teach lessons about who God says that they are and about who God says that He is. We sing songs that have become classics at our church's Family Night and our Summer camp as well as learn a Bible Verse each week and different characters from the Bible. We will be praying for your kids.

**T.G.I.F.** Fridays are a special day and should always be celebrated! Here at Main Street Day Care, we do our own version of T.G.I.F. with Show & Tell and an afternoon educational movie with popcorn. Your child is allowed to bring any toy from home

that they choose to share about with the class. This gives your child a first glimpse at public speaking in front of his/her peers, and to feel special and important, both of which are key elements to high self-esteem. The afternoon movie will be G rated only and decided by a majority class vote. We have a huge selection, but your child may also bring his/her favorite movie to share as well.



### **BIRTHDAY PARTIES**

Birthdays are a special time and we really like to celebrate them! On your child's special day, we will have a small party and



recognize the milestone they have achieved. Feel free to send treats, such as cookies or cupcakes. Please let us know ahead of time what you are planning so that we do not duplicate sweets.br

**FIRE SAFETY** We have a written fire evacuation plan and incorporate fire safety curriculum into our program.

**HOUSE RULES** There are certain house rules that all children will be taught and expected to follow. This is for the safety and well being of everyone.



1. Don't talk when the teacher talks.
2. Keep your hands and feet to yourself.
3. Safety First!
4. Respect- treat others the way you want to be treated
5. Have fun!

**INDOOR/OUTDOOR PLAY** Indoor play: We provide a variety of age-appropriate toys for indoor play. Although the toys are categorized in centers, during free play time we believe it is an important part of your child's learning to explore outside the confinements of structured areas. Barbie's may ride on trains, or Legos built into race tracks need cars to drive on it. Limiting imagination only stifles creativity, and we believe this to be a fundamental part of your child's education. After play time, all toys will return to their designated areas. These activities help promote good health in our children. We try to instill a love for physical movement early on, so that they carry it with them into adulthood.

Outdoor play: We will play outdoors everyday that weather permits. We have a wonderfully wide open safe space to be creative with and run around. We are in the process of getting funding for a nice playground but in the meantime we have sidewalk chalk, bubbles, soccer nets, plenty of balls and toys and other tactile toys making outdoor time an enjoyable event for your child. Other outdoor activities will include walks within the neighborhood, playground time at the park closest to our school, and water play (in sprinklers during summer). When weather does not permit outdoor play, great lengths will be taken to do more music and movement and physical activities inside in our chapel area or a special walking trip to our indoor gym.

Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times.

## DISCIPLINE

We believe that children behave according to what is expected of them. As long as children know what rules are in place, they naturally will begin to follow the boundaries set forth. While they are in the process of learning those boundaries, the methods of guidance and discipline used will be positive, be consistent with the age and developmental needs of the children; and lead to the child's ability to develop and maintain self-control.

Staff members will never discipline children for failing to eat or sleep or for soiling themselves. Staff will not withhold active playtime as a means of discipline unless the child's actions or behavior present a danger to themselves or others.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

We understand that abusive treatment of children is prohibited by law and by the licensing regulations with which a child care provider or authorized agent is required by law 26-6-102, C.R. S 1973. To report evidence or knowledge of suspected child abuse or child neglect, call the NJ Department State Central Registry Hotline at 1-877-NJ ABUSE.

## ILLNESS

Main Street Day Care is a "well-child" daycare facility. At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of concerned.



all

**Sick Child Policy:** Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness or is unable to participate in the normal routine and regular day care program. Sick children expose other children, as well as staff, to the spread of their illness and require additional care and attention that we are unable to give. Moreover, sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced and exposed. Because this is disruptive to other children and their families, as well as our own, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

If your child is unable to participate in the normal activities of the day care (including being able to play outside), then your child **MUST** stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come and pick the child up.

A sick child will not be permitted to return to daycare for 24 hours after the condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, (s)he may return to daycare immediately if he has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion.

**Symptoms requiring removal of child from day care:**

- Fever: Fever is defined as having a temperature of 101°F taken orally; (a child needs to be fever free for a minimum of 24 hours before returning to preschool, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- Vomiting: 2 or more times in a 24-hour period.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm and pink-eye.

**Substitute Care** Due to the size of our facility, from time to time substitute care may be required.

**MEDICATIONS** Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed to administer ANY medication, prescription or over-the-counter. All medicines must be in their original container with pharmacist or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.

**MEDICAL EMERGENCIES** Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital (SOCH) where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Main Street Day Care and Main Street Alliance Church will not be held liable for any sickness or injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

**Suspected Child Abuse** As a licensed daycare, we are required to report all suspicions of child abuse to our local police department or child protection agency.

**EMERGENCY PROCEDURES** In the event of an emergency concerning the safety of the children in our care, such as a fire, flood or evacuation of the home for any natural or unnatural reasons, we will take the children out of the affected area. Parents will be notified by telephone where the children will be taken. Our cell phone number is 609-848-8334.

Our primary point of contact will be at Main Street Alliance Church in the far right parking lot. If for some reason this is not far enough, we will then take the children to <INSERT SECOND MEETING PLACE, INCLUDING ADDRESS>. The telephone number is <INSERT YOUR PHONE # HERE>.

In the case of a lost child, the authorities will be notified first, and then the parents.

A conscientious effort will be taken to secure the safety and well being of your child(ren) and you will be notified as soon as possible of any such emergency and the location in which we are at.

Lockdown drills are becoming more common as individuals continue to attack schools and school grounds. Main Street Day Care is on 24-7 lock down. In the case of an intruder or other criminal emergency, All windows and doors will be locked and secured until law enforcement assures us that it is safe to come out. During lockdown, parents can be contacted but will be unable to pick up or drop off children. This type of drill will be done at least twice a year.



## DISASTER PLAN OUTLINE

**Fire:** If a fire should occur in the house, we will immediately evacuate the children to the parking lot and call the Fire Department and notify parents. If it is in inclement weather, we will meet at State Tire and Auto across the street until parents can arrive.

**Blizzard/Power Outages:** During a blizzard or power outage, we shall remain calm and go about our daily business as best as possible. If the power outage is for longer than an hour, or the heat in the building is no longer retained (whichever may come first), we will notify parents.

<b>DAYCARE DISASTER PLAN</b>
<b>Main phone number: 609-622-2188 Cell: 609-848-8334</b>
<b>Address: 1000 North Main Street, Manahawkin, NJ 08050</b>
<b>Primary Emergency Meeting Place:</b> Main Street Alliance Parking Lot
<b>Secondary Meeting Places:</b> State Tire & Auto

**TELEVISION/VIDEO POLICY** Television will only be allowed for Movie Day on Friday afternoons and for educational purposes. At no other time will children be permitted to watch television. We believe that you are bringing your child here for an education and social interaction. Television diminishes both of these elements. We are by no means saying that television should not or does not play a role in your child's life. We just do not have time for it in our busy daily schedule.

**TERMINATION POLICY** We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child or provider
- Part Time spot needed for a Full Time spot

We appreciate as much advance notice as possible when terminating. Parents are required to give 30 days written notice when they decide to terminate childcare. The 30 days will be paid in full, regardless of whether or not the child is in attendance.

We will give 30 days written notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of the provider or other children in attendance. In this situation, the 30 days payment of tuition is still required.

**TAX INFORMATION** We will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated.

**RECALLS** On a regular basis, [www.cpsc.gov/](http://www.cpsc.gov/) website will be checked for the list of product recalls that may be found within our preschool. Any toy, equipment or furnishing found to be on this list, will be removed from the home immediately.

## **REVISIONS TO THE HANDBOOK/CONTRACT**

All families will sign a yearly revision to this handbook and the accompanying contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

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To file a complaint about this facility contact:  
The NJ Department of Children and Families Office of Licensing,  
Toll free 1-877-667-9845



## **CALENDAR**

### **Day Care Closed for Special Holidays 2022-23**

#### **September**

September 1st Staff Training  
Labor Day Monday 9/5

#### **October 2022**

#### **November 2022**

Thanksgiving Thursday 11/24 & Friday 11/25

#### **December 2022**

Observance of Christmas Monday 12/26  
Observance of New Years Day 12/30

#### **January 2023**

Staff Training Day Friday 1/13  
Martin Luther King Monday 1/16

#### **February 2023**

President's Day Monday 2/20

#### **March 2023**

#### **April 2023**

Good Friday Friday 4/7  
Easter Monday 4/10

#### **May 2023**

Staff Training Day 5/26  
Memorial Day Monday 5/29

#### **June 2023**

Juneteenth Friday 6/16

#### **July 2023**

July 4th Tuesday 7/4

#### **August 2023**

\*\*Follow Stafford School District for inclement weather closings.



## LETTER OF INTENT FOR: Main Street Day Care

Today's Date: \_\_\_\_\_

I hereby state my preference to waitlist my child(ren) on the Main Street Day Care waiting list. Child(ren)'s name(s) and age to be listed below. I understand before final acceptance of my child(rens)'s enrollment, I will schedule a tour of the facility and interview with the Director.

Name of Child	Date of Birth	Current Age	Date Wishing to Enroll On

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent Names \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Phone(s) \_\_\_\_\_

Email (s) \_\_\_\_\_

### Waiting List

Students will be considered for admission on a first come, first serve basis on the date of Letter of Intent. The child will stay on the waitlist until admitted to our school or upon parent declining position for child.



I acknowledge that I have a duty to read and understand the contents of the Main Street Day Care Parent Handbook. Main Street Day Care admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between Main Street Day Care and the recipient of this Parent Handbook. I also understand that Main Street Day Care, in its sole discretion, may change, alter, modify, amend, or rescind any of its policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgment of Receipt, know and understand its contents, and sign the same of my own free will.

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Parent Signature

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Date

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Parent Signature

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Date

(Parent Copy)



I acknowledge that I have a duty to read and understand the contents of the Main Street Day Care Parent Handbook. Main Street Day Care admits children to programs on a space available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between Main Street Day Care and the recipient of this Parent Handbook. I also understand that Main Street Day Care, in its sole discretion, may change, alter, modify, amend, or rescind any of its policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgment of Receipt, know and understand its contents, and sign the same of my own free will.

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Parent Signature

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Date

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Parent Signature

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Date

(Provider Copy)