

BUF
*Health and
Human Services*



PRE-SCHOOL

PARENT GUIDE

Sondra R. Clark,

Director

President/CEO

Locations

**BUFHHS: 403 West Seventh Street, Plainfield, NJ 07060
(908) 561-0123 Fax (908) 561-4710**

**BUFHHS II: 510 Grand Avenue, Plainfield, NJ 07060
(908) 754-1234 Fax (908) 754-1313**

Dear Parent(s):

We welcome you and your child to the BUF Health & Human Services Preschool.

At BUF, we understand the tremendous trust you impart to us when you enroll your child with us. This is why we commit ourselves daily, to be "the best we can be" in providing your child with a secure, comfortable and happy home-away-from-home setting. We strive to create an environment in which your child will thrive and give you peace of mind.

Our family of administrators, teachers, and staff are committed to providing a safe, secure and loving environment as well as one that is stable and stress-free which encourages your child to grow socially, emotionally, and intellectually.

Therefore, at BUF we pledge ourselves to:

Offer your child daily large doses of love, care, respect and understanding in an atmosphere that emphasizes learning through play.

Give your child daily opportunities to explore and learn about the world through a variety of experiences.

Value the uniqueness of your child and allow him/her to make decisions about what they want to learn.

Strive to extend, reinforce and complement your child's home.

Most of all, **we endeavor to be partners with you**, in the care of your child. We welcome your comments, concerns and questions. We invite you to share your child's early experience by visiting and observing your child and by participating in daily activities whenever possible.

We look forward to having your child at BUF. We want your child's early experience with us to be happy ones, and to grow, in years to come, into wonderful memories for both of you.

Cordially,
The BUF Administrator, Teachers, and Staff

PS:

Hours: 7:00AM To 5:30PM – Breakfast Promptly from 8:00-8:30 - Class officially begins at 9:00AM
Breakfast will not be served after 8:30AM

Your child's Room: _____

Your child's Teacher: _____

HIGH/SCOPE CURRICULUM

Developed in 1962 in Ypsilanti, Michigan, High/Scope combines teaching experiences with theories of Jean 'Piaget, a Swiss psychologist who studied how infants and children learn and develop. Tens of thousands of learning facilities in the U.S. and around the world follow the High/Scope curriculum.

Preschool Program

Designed to address the specific needs of each age and stage in a child's development, BUF/HHS preschool helps children develop a positive sense of self, be active and creative explorers, and in the process become enthusiastic learners.

Daily Routine

The Daily Routine provides a consistency that allows children and adults to use their creative energies on the task at hand without concern for what comes next. It follows a plan-do-review sequence

Basic Elements of the Daily Routine

- Planning - The children choose what they want to do during work time.
- Work - Children carry out their initial plans which can change during work time.
- Clean Up - Children return materials and equipment to their storage spaces and find space for their creations.
- Recall - The children talk about what they did, bringing closure to the plan-do-review sequence.
- Large Group – Everyone gets together to share ideas and learn from others.
- Small Group – The teacher and teacher's assistant meet with 7-8 children to work on an activity planned around the children's interests.
- Outside – Everyone goes outside for physical activity, play and problem-solving.

Child Initiated Learning

High / Scope is successful because it creates a consistent, predictable, daily routine that makes children feel safe. The learning environment allows children to independently find and use the various interest areas in the classroom.

The warm and supportive interaction from adults enables a child to decide to learn on his/her own, not at the request of a teacher/adult. The child makes plan, carries it out, and talks about what he/she learned from the experience.

Key Experiences

- Creative Presentation – The Creative Expressions of Ideas, Objects, People and Events
- Language & Literacy – Speaking, Listening, Reading and Writing
- Initiative & Social Relations – Developing Relationships and Making and Expressing Choices, Plans and Decisions
- Movement – Using Motion to Acquire Knowledge About the World
- Music – Hearing, Making and Moving To Music
- Classification – Sorting Things into Categories
- Seriation – Putting Things in Order

- Number - Comparing Counting and Arranging Numbers
- Space – Recognizing Where Things are in Relation to Other Things
- Time – Understanding the Length, Sequence or Order of Events

The BUF/HHS **PreSchool**, accredited by the National Association for the Education of Young Children (NAEYC) in April 2004, follows the High/Scope curriculum. It is designed to foster self-esteem, self-confidence, competence in self help skills and those inner controls and language abilities necessary for effective social interaction.

TEACHER & STAFF GUIDELINES

Because the child is part of a family, the staff of BUF/HHS is trained to work with both the student and their family.

Teachers and social workers observe the children in the classroom and report to the parents each child's progress, identifying any special needs.

In addition to assessing the child, family social workers hold a variety of workshops for the parents. Topics include parenting (bringing High/Scope into the home), legal (tenancy rights), and health issues (energy, dealing with postpartum depression).

BUF/HHS has ten (10) classrooms with a maximum of 15 children in each. Our teachers are certified with a B.A. and P3 Certification or with a B.A in Early Childhood Development. Many of our teachers also have their Master's degree in Early Childhood. Our teacher assistances must have at least a high school diploma to assist our teachers at BUF. However, many of our teacher assistants have their Associates Degree in Early Childhood Development. The classroom ratio is 15 children to 2 teachers (1 teacher and 1 assistant)

POLICIES

Parent Visitation

BUF has an open door policy for parents. We welcome and encourage your visit at any time. You have unlimited access to the center during business hours for the purpose of contacting your child and accessing the care provided. Please notify the Center Director, or designee, of your presence upon arrival. Stop by and tuck your child in for his/her nap or observe the activities whenever you like.

Enrollment

BUF is an equal opportunity provider of childcare services. Applications for enrollment are accepted without regard to race, religion, sex or national origin.

BUF reserves the right to refuse the enrollment of any child. BUF, also, reserves the right to terminate any child from the BUF program.

We request that parents read this Parent Guide and acquaint themselves with BUF Policies and Procedures. Parents must complete and sign all enrollment forms.

BUF requires a pre-admission conference with parents and child to acquaint the new family with the center environment, child's teacher, and schedule for care. BUF also requires 3 home visits before or during the start of the school year.

The following forms must be completed and submitted to the Administrator *prior to enrollment*:

CHILD HEALTH ASSESSMENT

CHILD ENROLLMENT APPLICATION

CHILD IMMUNIZATION CARD

CHILD INFORMATION CARD

PARENTS PROOF OF RESIDENCY

CHILD MEDICAL RECORD

CHILD BIRTH CERTIFICATE

CHILD SOCIAL SECURITY CARD

If applicable:

CHILD MEDICATION AUTHORIZATION & LOG

Safety

Emergency Evacuation

Evacuation drills are held regularly at BUF Center. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible, and you will be required to pick up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or emergency, you are requested to follow our procedures and evacuate the building immediately along with the children.

Please check with Administration, for center specific information related to evacuation and natural disaster emergency procedures.

Sign In/Sign Out

For your peace of mind and safety of your child, children must be signed in and out by whoever brings him/her to school and whoever picks him/her up from school. **No child will be released to anyone without your authorization.** If custody is an issue, we must have a notarized court order of custody on file outlining the custody arrangement. Identification will be required from any person picking up your child.

Please sign your child in each morning. You must escort your child to the room and notify the teacher of his or her arrival. No child may be left at the center without completing the sign-in process.

Please do not leave your child unattended or unsupervised for any reason. BUF will not be responsible for any child left in or out of the building whose parent/guardian has not followed the proper sign-in/out procedure.

At the end of the day, when you pick up your child, collect his or her belongings; notify the teacher of his or her departure and sign out.

Closing Policy

We ask that you make every effort to pick up your child before the center closes at 5:30PM. **You will incur a late pick up fee of up to \$50.00 per hour. Please call and notify us if you are going to be late.**

BUF Policy, our staff shall not take your child home with them or deliver them to you outside the center under any circumstances.

If a child is left in the center after closing, staff will take the following measures:

1. Try to contact you by phone.
2. Try to call your emergency contacts. (Please make sure all emergency & contact numbers are up to date).
3. If unsuccessful, the Administrator will contact the appropriate community authorities.

Weather Emergencies

If weather conditions are so severe that you question whether we are open – please turn to 105.1 FM for school closings or Follow Plainfield School Schedule - 1st Day ONLY. Please call the BUF information number for 2nd day instructions – T: 908.561.0123. F: 908-561-4710
T: 908-754-1234. F: 908-754-1313

In the event of severe weather conditions, which may prevent the center from opening, please call ahead to make sure staff have arrived and that there are no prohibitive problems.

Should severe weather conditions make it necessary for the center to close early you will be notified by the Center's Administrative staff so that you can make appropriate arrangements for picking up your child.

In Case of Injury

If your child is injured at the center, you may want to consult with your family physician to determine whether the nature of the injury requires medical attention, vaccination or other care.

Insurance Information

If your child is injured while at BUF and requires medical attention, your health insurance will be the primary source responsible for payment of the cost of treatment for your child. If there are charges for treatment that are not paid for by your health insurance, BUF has a secondary insurance policy that will pay for treatment for your child only to the extent that such costs are not covered by your primary health insurance. The Center Administrator will give you an Accident & Sickness Proof of Loss Form to give to your physician to fill out. Return the completed Form to the Center Administrator for submission to the insurance company for payment.

If Your Child is Bitten

Child development research indicates that approximately fifty percent of all children enrolled in child care centers will be bitten. Toddlers especially will often use biting as a form of communication. BUF will strive to minimize biting accidents. However, it is highly likely that your child will be bitten at some time. If this should occur, we will do our best to comfort your child and care for his/her needs immediately. We will also inform the parents of the biter and work with them and their child to change this behavior.

If your child is bitten, you may want to contact your doctor to determine whether the nature of the bite requires medical attention.

If Your Child Bites Another Child

Biting is very serious and is unacceptable. If your child bites, BUF will work with you to develop a plan to correct the problem. However, if the biting is aggressive, breaks skin, does not lesson within a reasonable period of time, or diverts an inordinate amount of staff time from the other children and program implementation, BUF may have to temporarily suspend your child until the behavior stops.

Confidentiality

BUF respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child. These rights to privacy and confidentiality are protected by various federal and state statues, local ordinances and regulatory rules. If your child is involved in an altercation or a biting incident with another child, BUF will not reveal your child's identity to the parents of the other child without your prior written consent, except as required by law.

PREVENTION AND MANAGEMENT OF ILLNESS/ACCIDENTS

For the health and safety of all children, we ask that you follow BUOF's health policies for immunization, reporting of communicable disease, and prevention and management of illness.

Immunization of Children

All parents should make certain that their child is immunized according to the schedule recommended by the American Academy of Pediatrics (described in the BUF Parent Guidebook) to protect against polio, measles, mumps, rubella (German Measles), whooping cough, (Pertussis), diphtheria, tetanus, and Haemophilus (HIB) infections. BUF supports the Academy's recommendation for Hepatitis B (HBV) immunization of infants. Without the required immunizations, these childhood illnesses can cripple or kill. If your child's immunization record is not complete and does not follow the recommended schedule, BUF may exclude your child for the protection of the other children until such immunizations are current.

The Immunization Practices Advisory Committee (ACIP) of the U.S. Public Health Services recommends routine single dose Varicella (Chicken Pox) vaccination is also recommended for infants between 12 & 18 months. A single dose vaccination is also recommended for children 18 months to 12 years who have not had Varicella or who have an undocumented health history.

Is your child fully protected? Check the **IMMUNIZATION SCHEDULE** table on the next page and contact your child care provider to ensure your child's vaccinations are up to date.

1. Do not bring your child to the center if the child **is not well enough to perform normal daily activities or is exposed** to a contagious disease, develops **symptoms** of a contagious disease or is **diagnosed** by a physician as having a contagious disease.
2. Apply the Guidelines for the Management of Illnesses in determining when your child should not attend the center.
3. Should your child become sick during the day, you will be notified as soon as possible. Upon notification, parents are required to promptly pick up their child from the center. In case of illness or injury to the child, where parents are not available, a person on the emergency card will be notified.
4. In the event of serious illness or injury, at the direction of the Administrator or designee, your child will be transported to the nearest emergency facility.

Required Reporting

1. For the protection of all children and staff, we ask that you notify the center within 24 hours after your child has developed a known or suspected communicable disease or if any member of the child's immediate household has a communicable disease. When your child has a disease requiring exclusion, we ask that you inform the Nurse and or Center Administrator of the diagnosis immediately.
2. If we become aware of a communicable disease affecting children at the center, a health alert will be posted. We will attempt to indicate the earliest symptoms so that additional exposure can be avoided.

Guidelines for the Management of Illnesses

Please keep your child at home if he or she develops any of these symptoms of contagious disease **until symptoms disappear or your physician determines your child can return to the center:**

1. Diarrhea (more than one loose stool or increase number of stools)

2. Severe coughing
3. Difficult or rapid breathing
4. Yellowish skin or eyes (may be a sign of Hepatitis)
5. Tears, redness of eyelids, with a discharge (pink eye)
6. Mouth sores with drooling

If your child has one of the following symptoms and a fever = 100°F or above (oral thermometer) 101°F or above (rectal thermometer):

1. Unusual spots or rashes
2. Headache and stiff neck
3. Sore throat or trouble swallowing
4. Vomiting
5. Severe itching of body or scalp
6. Infected skin patches
7. Tea-colored urine
8. Loss of appetite
9. Unusually cranky, less active behavior
10. Grey or white stool

If your child should develop any of the symptoms during school; we will contact you immediately for pick up.

If your child has fever, defined by the child's age as follows:

- ❖ Children 24 months or older: oral or axillary temperature 102°F.

ILLNESS

KEEP YOUR CHILD AT HOME:

❖ DIARRHEAL DISEASE (Salmonella, Shigella, Giardia, Campylobacter)	1. Until the child no longer has diarrhea, or physician/Health Department says it is safe.
❖ BACTERIAL MENINGITIS	2. Until the Health Department says it is safe.
❖ CHICKEN POX	3. One week after rash begins or chicken pox are scabbed.
❖ DIAPHTHERIA	4. Until your physician tells you that it is safe.
❖ HEPATITIS A	5. One week after the illness begins.
❖ IMPETIGO	6. 24 hours after treatment was begun.
❖ INFESTATION (Head Lice or Scabies)	7. Keep at home (see doctor)
❖ MEASLES	8. 5 days after rash appears
❖ RUBELLA (German Measles)	9. 7 days after rash appears
❖ MUMPS	10. Until swelling is gone or nine days after swelling begins.
❖ PERTUSSIS (Whooping Cough)	11. 3 weeks after intense coughing begins or 5 days after antibiotic treatment begins, or until physician states it is non-infectious.
❖ CONJUNCTIVITIS	12. Until examined by a physician who states that it is non-infectious.
❖ HAEMOPHILUS INFLUENZAE TYPE B (HIB, Pneumonia, Meningitis, Epiglottitis, Arthritis, Cellulitis)	13. If due to H-flu, until your physician tells you it is safe. If due to H-flu, until the Health Department indicates it is safe.
❖ STREP THROAT	14. 24 hours after antibiotic treatment is begun.
❖ PINWORM & RINGWORM	15. 24 hours after treatment is begun.
❖ TUBERCULOSIS	16. After treatment is begun, fever gone, and a health official states in writing the child is non-infectious.

PHILOSOPHY OF CARE

Program

BUF's program is designed to foster self-esteem, self-confidence, competence in self-help skills and those inner controls and language abilities necessary for effective social interaction. We stress the process of learning and discovery rather than the product. We encourage children to feel good about themselves as a consequence of their own achievements.

Our goal is to support children in their active explorations and to help them to become self-confident, independent, and inquisitive learners. When children investigate or observe their environment when they ask questions, when they experiment and talk about their findings, when they record them through drawings, recreate them with blocks, or interpret them through dramatic play, they are learning to understand their world.

Daily activities are designed to encourage children to act upon their environment. We provide an environment rich in materials to explore, manipulate and talk about. Children are guided to question, to experiment to think and to reason. No single area of development is stressed above another. BUF believes in fostering growth of the whole child emotionally, physically, socially and intellectually.

To help children develop into self-confident, caring, competent individuals; our program is play oriented. We, at BUF, believe "play is a child's work" and that, through play, children acquire the foundations for reading, writing and logical thinking. Learning through play is the preparation children need before they can understand how to use abstract symbols such as letters and numbers.

Before children can understand the concept of "soft and hard" they need to experience "soft" and "hard" by working with play dough or building blocks. Before they can hold a pencil or control it to make a letter on paper, they need to have developed their small muscle skills through cutting, pasting, pouring, stringing beads, kneading dough, and drawing. For instance to understand why $1+3=4$, a child needs to first have concrete experiences of counting objects, sorting them into piles, adding some and removing some. In this way, they acquire the foundation for logical thinking to later do math.

Program Goals

BUF's program is designed to address the specific needs of each age and stage in a child's development. The goal of our curriculum is to help children develop a positive sense of self, be active and creative explorers, and in the process become enthusiastic learners. Our program addresses' goals in all areas of development:

Social-Emotional: To help children feel comfortable at the center, to nurture their sense of trust, autonomy, and belonging, to give them daily opportunities to experience pride and self-confidence, to develop independence and self-control, and a positive outlook on life.

Cognitive: To foster children's ability to ask questions, describe their ideas, observation and feelings. To help children acquire problem solving skills and develop a love for learning by providing play opportunities through which they can explore and investigate, construct and create, pretend and recreate, discover and document.

Physical: To help children develop their large muscles skills and to feel confident in using them.

Each classroom is organized according to the High/Scope Curriculum. Each High/Scope classroom provides a schedule called the Daily Routine. This provides a consistent routine for children, teachers and parents. ¹ “A Daily plan-do-review process (the core of the Daily Routine gives children the opportunity to decide what they intend to do, to follow through on their course of action, and then to reflect on their experiences with other children and adults”.

BUF classrooms are organized in 3 levels following the sequential process of growth and development from the young toddler through Preschool. We have 21 classrooms, each class having a three to six month age range. The director will at times mix older three year olds with younger four years old.

P3 – 3 Years Old by October 1

P4 – 4 Years Old

Each level has specific program goals in each area of development-emotional, social, physical, cognitive. While all children progress through these predictable and typical sequences of growth and change, each child's rate and pattern of growth and change is different. Matching the "typical" with the "individual" is the focus of our efforts at BUF

In order that we may meet your child's developmental needs, the staff evaluates your child's progress three (3) times a year. Parents/Guardians will then be scheduled to meet with the teacher to talk about your child's progress. This report can help you monitor your child's "individual" development pattern, strengths and interests, and it enables the BUF staff to better plan your child's daily activities so that he/she will develop to his/her potential.

Summer Program

Each summer, BUF offers a special program with hands-on activities for younger children in a variety of categories such as arts and crafts, science and cooking, dance, music, communication, and fitness. Program themes and activities vary from year-to-year to ensure fun experiences for the children.

Group Placement

Upon enrollment, your child will be placed in a group based on chronological age, development, readiness and availability of space. In the early mornings and late afternoons, age groups may be mixed.

¹ All About High/Scope, Practical Summaries of High/Scope's history, educational approach, and curriculum. Pg. 4.

Behavioral Management

At BUF, we seek to build a child's self-esteem by helping him or her to develop self-control and responsibility for his or her actions. **Physical punishment or belittling a child in any way is never permitted.**

The High/Scope Teacher understands that children need help when it comes to conflict.

²“High/Scope looks at conflicts as a valuable learning opportunity through which children can develop important social skills”. High/Scope believes that instead of punishing or rewarding children to influence their behavior, we use what is called Conflict Resolution, a six-step approach to problem solving.

To minimize the needs for disciplinary action, a few simple rules are established. These rules set the limits of behavior for the safety and protection of the children. Adults are firm, supportive and consistent in their approach. Our goal is to help each child achieve self-control.

Children are encouraged to use language to resolve conflicts whenever possible, or are redirected to alternative activities as necessary. A child may be required to choose a different activity or refrain from interaction with other children until he or she can regain appropriate control.

Children rejoin activities whenever they are able to cope. In this way, children learn acceptable group behavior and develop positive techniques to solve their own problems.

We ask you to support us in role modeling positive behavior with all the children at the center. Please do not use inappropriate language or discipline measures at the center.

Outdoor Play

Outdoor play in the fresh air contributes to a child's good health and overall development. To that end, BUF plans daily outdoor activities in our fenced playground or on neighborhood walks. It is generally our policy that a child who comes to the center must be well enough to play indoors and outdoors. If there are medical reasons why your child cannot play outdoors, but is well enough to be at the center, we will be happy to comply with your physician's request when presented with his written instructions. Children remain inside when weather is inclement, or in extreme heat or cold.

Nap Time

Children involved in the BUF program need some portion of the day to rest and relax.

Preschoolers rest in their rooms on assigned mats or cots, each day after lunch. All children are given the opportunity to nap or if they require just rest, quiet activities are provided them. Please talk to the Center Administrator about bedding requirements for your child.

² All about High/Scope. Practical summaries of High/Scope's history educational approach and curriculum.

Toys

Except for toys that are needed to help ease your child's transition from home, we ask that toys be left home. **Guns and war toys** are not considered appropriate tools for learning and **may not be brought to the center.**

Please understand we will not be responsible for lost toys and valuable articles.

Field Trips

Field Trips to places of interest in the community will be scheduled occasionally. When taking a field trip, safety of your child is our primary concern. In advance of each trip, you will be notified of the details, your written permission will be required. Children on a field trip are required to adhere to safety control standards such as buckled seat belts. Health records and emergency transportation authorization will be available, and appropriate staff/child ratios will be enforced. Each child will be required to wear a name tag on their wrist.

We will notify you in advance of Trip Fees and if Lunch is required from home.

Nutrition

The BUF nutritional program is guided by four goals, too:

1. Meet the US Department of Agriculture (U.S.D.A.) nutritional standards.
2. Provide wholesome meals and snacks.
3. Help children develop life-long sound eating habits.
4. Assist staff in making mealtime a warm, relaxing, learning and sharing experience.

Our goal is to ensure all children are served a nutritious breakfast, lunch and afternoon snack, which constitutes one-third of the recommended daily dietary allowance, whether the center or the parent provides the meal.

Meals are served family style, with children assisting in the setting, serving and clean up.

Menus are posted for review. All substitutions are of the same food group.

Birthdays

As part of the school's effort to reduce the risk of potential life threatening situations, typically acceptable food provided for each student's birthday, will only be provided by the school. Each student's birthday that occurs during the school year will be celebrated as a monthly event. Birthdays will be celebrated on the second Wednesday of each month. **Please do not** send any food to school. This will help to maintain safety in the classroom while also allowing students to celebrate their birthday.

Security System**

BUF's security system is in place to protect your child from unannounced intruders into the center. Parents or guardians can access the building through the **Central Avenue** door if you would like entrance to the building at a time other than the regular drop off or pickup time.

HEALTH AND HYGIENE GUIDELINES

Good Hygiene Practice

BUF's Hygiene/Universal Precautions guidelines comply with the nationally recommended standards of the U.S. Public Health Services, Centers for Disease Control, and the American Academy of Pediatrics. The guidelines were developed with the goal of implementing hand washing and sanitation procedures into the daily routines of children and staff, to control the spread of infection.

Children need to develop good health habits. We practice hand washing after toilet, before and after meals and snacks, after coming in from outside, and other times during the day as necessary. Because young children learn from watching adults, we ask you to support your children's hand washing efforts by role modeling hand washing practices whenever you are with your child.

Children are encouraged to cough and sneeze into their shoulders or elbow, away from others who may be near them, and to use tissues.

Soiled Clothing

The Center for Disease Control of the United States Public Health Service require that clothing soiled with bodily fluids (stool, urine, blood, vomit) be placed **unrinsed, in a sealed plastic bag**, labeled with the child's name to be picked up by the parent or guardian at the end of the day. BUF follows these recommended precautionary guidelines for safety of children and staff.

Allergies

If your child has allergies, please discuss this with Educational Coordinator, Nurse and your child's teacher. We make every effort to accommodate your child's special needs. **Please note Allergies on medical form and it will be posted.**

Medication (Prescription only)

It is extremely helpful when you can administer medication before center hours. There may be times, however, when your child needs medication during the day. The Nurse or designee will administer **ONLY** medication prescribed by your child's health care provider if you have completed a **CHILD MEDICATION AUTHORIZATION AND LOG**.

For prescribed medications, give the Nurse or designated person in charge the medication in the original container, child resistant container, labeled by a pharmacist with your child's first and last name, date prescription was filled, name of health care provider who wrote the prescription, medication's name and expiration date, administration, storage and disposal information.

Only a designated person in charge may administer medication from a physician. The medication **must be in the original container**. **Please give all medication to the Nurse or**

designated person who will see that it is stored and administered properly and safely. Do not send medication in your child's bag or coat pocket.

For over-the-counter medications, we will **NOT** administer over the counter medications or any drugs to any child, **UNLESS** it is a lifesaving measure (asthma, high blood pressure, diabetes). All medication must be signed in with the Nurse or Administrative Office.

BUF logs each instance of medication administered as well as any adverse reactions, spills or refusal to take.

Smoke Free Environment

BUF maintains a smoke-free environment. We ask that you do not smoke in the center or in the view of the children, as you drop off or pick up your child.

COMMUNICATION AND PARENT INVOLVEMENT

Daily Reports

We recognize that communication between teacher and parent is essential. We make every effort to communicate to you, daily, the kind of day your child had at the center. We appreciate your sharing with us any insight into your child's life that could influence his or her progress at the center.

Parent's are asked to complete a **Developmental History** so that we can be aware of your child's individual needs and habits. You will receive a verbal **Daily Report** of your child's activities and routine for that day. This report includes observation of which foods were eaten, length of nap taken, and a comment on general mood and disposition. (If you require a written report, please request same from your child's teacher)

Conferences

If you would like an individual conference with your child's teacher, please talk with the Educational Coordinator who will schedule a convenient time.

Special Events

The center may schedule several events during the year, designed to provide parents, children and family members with special opportunities to enjoy each other at the center. Events range from Open House, Halloween Custom Party Day, Shared Thanksgiving Dinner, Cultural Day, Easter Parade and much, much more. Each event is meant to be shared time which gives parents an opportunity to get to know each other, talk to their child's teacher and have an "inside" look at their child's center experience.

CLOTHING

What to Wear?

Please dress your child comfortably so that he or she can take advantage of all learning opportunities, indoors and outdoors. Your child should wear clothing, which is washable and adaptable to food spills, paint and water play. Be sure to provide clothing for seasonal changes (hat, coat, jacket, boots, mittens, snowpants, etc.).

Since children play on climbing equipment, we request no open sandals or dress shoes. Closed-laced shoes or sneakers are best.

Drawstrings on the hood and neck of jackets, sweatshirts and coats are a hazard if they become caught on an object. The Consumer Product Safety Commission has recommended that hood and neck drawstrings be eliminated from children's clothing. If your child wears a jacket, coat or sweatshirts with hood and neck drawstrings, we ask you to remove the drawstrings or sew a seam through the drawstring at the middle of the hood or neck so neither end pulls out and become caught on an object.

What to Bring?

We ask you to bring at least one change of seasonally appropriate clothing (including socks) for your child to keep at the center, and an extra sweater or light jacket.

It is very common for younger children to have an "accident". Please replace any soiled clothing that is sent home with a fresh set the next day. Also please label all clothing.

There should be a change of clothing for your child at the center, at all times.

LOOKING AHEAD

Our goal is to treat child and parent with love, understanding, and respect, being responsive to your individual needs and expectations. The intent of the "PARENT GUIDE" is to provide information, which is both helpful and useable, thereby, strengthening BUF's partnership with you, in providing the very best care to your child.

NOTES

NEW JERSEY CHILD AND ADULT CARE FOOD PROGRAM

Civil Rights Complaint Form

Name	<input type="text"/>	Sponsor/District	<input type="text"/>
Address	<input type="text"/>	<i>(Alleged complaint is against)</i>	
Phone #	<input type="text"/>	<input type="text"/>	
Date(s) of Alleged Discriminatory Action:	<input type="text"/>		
Nature of Complaint:	<input type="text"/>		

Witness (es) {Person(s) Having Knowledge of the Discriminatory Action}:

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Title	<input type="text"/>	Title	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Title	<input type="text"/>	Title	<input type="text"/>

Basis of Complaint:

Race	<input type="checkbox"/>	Age	<input type="checkbox"/>
Color	<input type="checkbox"/>	Disability	<input type="checkbox"/>
National Origin	<input type="checkbox"/>	Other	<input type="checkbox"/>
Sex	<input type="checkbox"/>		

In accordance with Federal Law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Parent Signature Page

I, the parent of _____ do hereby
sign this page in receipt of the BUF Health and Human Services
Parent Guide.

Parent/Guardian Signature

Date