



(973) 230-0448 Phone

www.littlemindsia.com

ENROLLMENT PACKET & PARENT HANDBOOK

2025/2026

A copy of this packet, along with more information about our program,
can be found on our website at www.littlemindsia.com.

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



Welcome to Little Minds Learning Academy!

We are very excited that you have chosen Little Minds Learning Academy for your childcare needs. To help you prepare for your child's(ren's) first day with us, we have prepared this Enrollment Packet and Parent Handbook.

The first section contains Little Minds Learning Academy's policies. These policies are for you to keep for future reference. We ask that you read and become familiar with them.

The second part of our Enrollment Packet contains documents that need to be completed and returned to our office on or before your child's start day.

In addition, we have compiled a list of items you should bring on your child's first day.

- ❑ Diapers, Pull-Ups, wipes, and ointment (If your child is not toilet-trained)
- ❑ Formula (if in our infant program) or breast milk (must indicate the date pumped and or the date it was frozen or defrosted). Formula must be in the original manufactures container.
- ❑ Baby food (if in our Infant Program). All baby food must be in the original manufactures container or if homemade – the container must have a full description of what we would be serving the baby.
- ❑ Sleep Sack (if in our infant program), pacifier, 3-4 bottles, etc.
- ❑ 2 to 3 Spare Outfits
- ❑ Sunscreen (during the summer months for our Little Tots through Summer Camp classes)
- ❑ A completed enrollment packet – see attached for the forms
- ❑ First week's tuition
- ❑ Security deposit - one week's tuition and registration fee (\$25)
- ❑ A completed Universal Child Health Record Form & Immunization Record

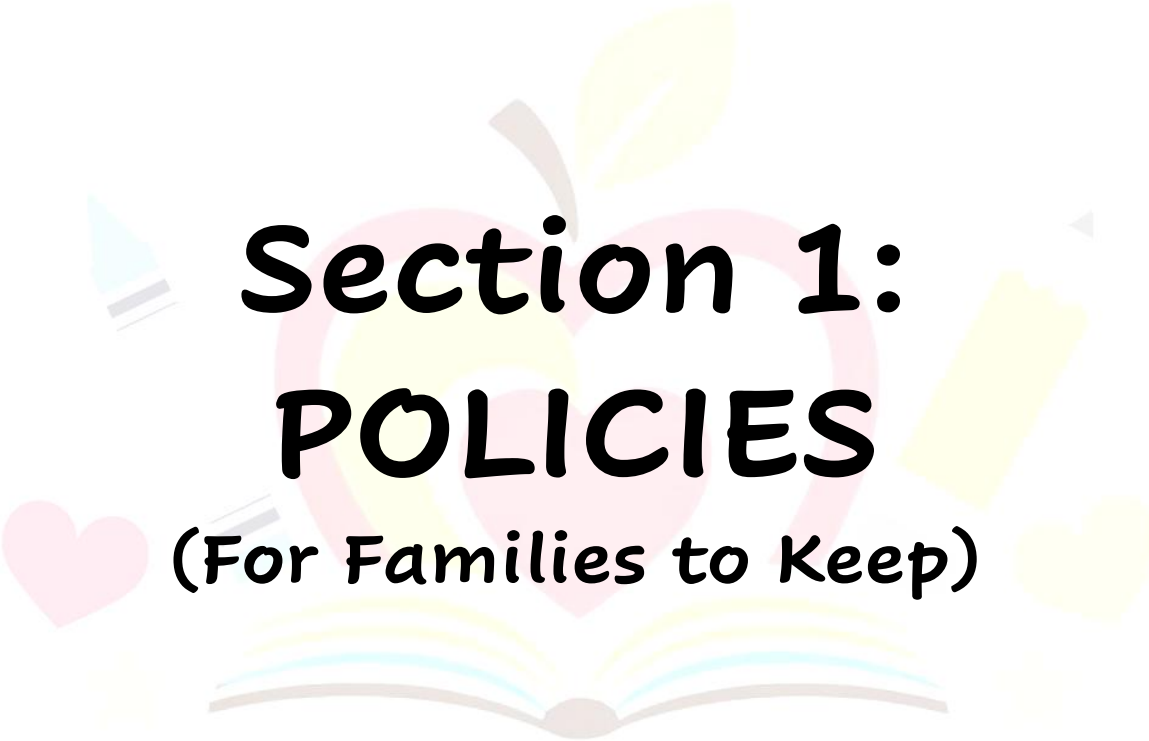
It would also be super helpful if you are able to label all of your child's belongings.

Should you have any questions, please do not hesitate to ask. Comments and suggestions are also always welcome.

Sincerely,

Jessica Quinn

Jessica Quinn, Owner/Sponsor
Little Minds Learning Academy, L.L.C.
Jessica.quinn@littlemindsla.net
(973) 230-0448



Section 1: **POLICIES**

(For Families to Keep)

LITTLE MINDS
— LEARNING ACADEMY —



Door Policy

Little Minds Learning Academy prides itself on being one of the safest and most secure facilities in Morris County. We have a strict policy on the use of our doors, which always remain locked from the inside. Only employees and approved personnel are allowed to enter the building. For the safety of our children, we must insist that this policy always be adhered to.

Student Drop-off and Pick-up Policy

Drop off:

When dropping off or picking up your child, please follow the policies and procedures below:

1. Scan the QR code to sign your child in.
2. Wait at the door.
3. Your child(ren) will be greeted and then will be walked to their class by the Director or Director's Designee.

Pick Up:

1. Scan the QR code to sign your child out.
2. Wait at the front door.
3. Your child(ren) will then be walked to the door with their belongings to meet you.

If someone else is dropping off or picking up your child, they **must** use the QR code, and the unique number assigned to your child to sign them in and out. This number can be found in the Procure app.

Camera Access Policy

At Little Minds Learning Academy, we take the well-being and security of the children in our care very seriously. We offer Closed-Circuit Television for parents or legal guardians to view. To access the live feed, the parent or legal guardian will be given a username and a passcode. Sharing your username, passcode, images, or videos with extended family or others is strictly prohibited.

A violation of this policy may result in the loss of camera access and could impact your child's enrollment.



Policy on the Release of Children

Each child may be released only to the child's parent or legal guardian or person(s) authorized by the parent or legal guardian to take the child from the center. The parent or legal guardian may authorize another person(s) to pick up their child by submitting either written or verbal authorization to the Director. This authorization must include the individual's name. The Director will insist on proper identification to be presented at pick-up.

A child shall not be released to any persons unless authorization has been given to the Director. If a non-custodial parent or legal guardian has been denied access or granted limited access to the child through a court order, Little Minds Learning Academy **must** receive documentation to this effect and will maintain a copy on file.

Little Minds Learning Academy shall adhere to the following procedure if a child's parent, legal guardian, or authorized person(s) fail to pick up the child by ABC's closing time of 6:00 PM:

1. The child will be supervised at all times.
2. If the parent or legal guardian has not contacted ABC by 6:00, the Director/Director's Designee must attempt to contact the parent, legal guardian, or other authorized person(s).
3. If by 7:00 PM or later, no arrangements have been made for the child to be picked up from ABC, the Director/Director's Designee may contact the Department of Child and Families at **1-877-NJ ABUSE (652-2873)** to seek assistance in caring for the child until either the parent, legal guardian, or authorized person can pick up the child.

The following procedure shall be followed by Little Minds Learning Academy if the parent, legal guardian, or authorized person(s) appear to be physically and/or emotionally impaired to the extent that by the judgment of the Director/Director's Designee, the child would be placed at risk of harm if released to such an individual:

1. The child will not be released to that individual.
2. The child will be supervised at all times.
3. The Director/Director's Designee must attempt to contact the child's other parent, legal guardian, or authorized person(s).
4. If by 7:00 PM or later, no arrangements have been made for the child to be picked up from Little Minds Learning Academy, the Director/Director's Designee may contact the Department of Child and Families at **1-877-NJ-ABUSE(652-2873)** to seek assistance in caring for the child until either the parent, legal guardian, or authorized person(s) can pick up the child.



Parental Notification Methods

The NJ Office of Licensing for Childcare Centers requires that we inform all enrolled families of the methods we use to communicate with parents or legal guardians regularly. Little Minds Learning Academy uses both phone and email. We can be reached at (973) 230-0448 during operating hours, and you can also email the Director at Jessica.quinn@littlemindsia.net at any time.

Child Custody Issues

Little Minds Learning Academy has no legal authority to refuse the release of a child to either parent or legal guardian, **EXCEPT** in the case of a legally served court order. Any court or restraining order restricting access to a child must be presented to Little Minds Learning Academy at the time of enrollment or as soon as they are issued. A copy of any signed orders stating custodial assignment must be in a child's file to refuse release to a parent or legal guardian. Any conflicts or discrepancies will be resolved by contacting the Wharton Police Department while the child remains in our custody.

Unscheduled Closings

If Little Minds Learning Academy has a change in its regular operating hours (i.e., it needs to close, have an early dismissal, or have a delayed opening), there are several places that you can check to find out:

1. Check your cell phone – you will get a text message from us.
2. Check your email – an email will be sent out to notify you of any changes in our hours of operation.

If we are delayed or need to close the center, our system will announce the information as soon as possible.

Late Pick-Up Fees

Little Minds Learning Academy opens at 6:30 AM and closes at 6:00 PM, Monday through Friday. We understand that certain situations or circumstances may prevent a parent or guardian from picking their child up from Little Minds Learning Academy by 6:00 PM. If a parent or guardian is likely to be late, they must notify ABC **prior** to 6:00 PM. Two team members will stay until the child is picked up.



Late Pick-Up Fees Continued

Late fees will be assessed as follows:

- 6:01 PM – 6:05 PM = \$10.00
- 6:06 PM – 6:20 PM = \$15.00
- 6:21 PM – 6:35 PM = \$30.00
- 6:36 PM – 6:50 PM = \$40.00
- 6:51 PM – 7:00 PM = \$45.00

To prevent repetitious lateness, if a child is picked up late three times or more within ninety days, Little Minds Learning Academy has reserved the right to double its late pick-up fees for that family.

Banking days

Little Minds Learning Academy offers flexibility for families attending on a part-time basis.

This policy applies to families enrolled **part-time** (2 or 3-day schedules per week).

If a part-time student (attending two or three days per week) misses a day, you have the ability to “bank” days. Banking a day allows students to come on non-scheduled days if space is available. Requests to use banked days must be made in advance and approved by the Director.

Please note that payment is still due in full regardless of whether your child attends or not.

Absenteeism Policy

The State of New Jersey requires us to keep track of children being kept at home due to illness, etc. Please inform the Director if your child will be out or if you will keep your child at home for any reason. If no phone call is made to the center after 3 consecutive days, a wellness call will be made. The Director may be reached at (973) 230-0448 ext. 2501 or by email

Jessica.quinn@littlemindsia.net.

Children's Hand Washing Policy

Children must wash their hands with soap and running water:

- Upon entering the classroom

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



Children's Hand Washing Policy Continued

- Before the intake of food
- Immediately following the use of the toilet or having their diaper changed
- Immediately after coming into contact with any form of bodily fluid
- After playing outside or touching an animal
- After doing crafts

Policy on the Management of Communicable Diseases

Quite commonly, colds, viruses, and other illnesses can spread rapidly through a childcare environment. Little Minds Learning Academy adheres to the following guidelines set forth by the Department of Children and Families, the State, and Local Health Departments.

If a child exhibits any of the following symptoms, the child should **not** attend school. If one or more of these symptoms occur at the center, the parents or legal guardians will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Acute vomiting
- Elevated temperature is **100.4 degrees** Fahrenheit or higher
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge

Policy on the Management of Communicable Diseases (continued)

- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling

A child may return to the center once they have been fever-free for **24 hours without the use of fever-reducing medication** and are symptom-free or with a note from a healthcare provider stating that the child no longer poses serious health risks to themselves or others.

Excludable Communicable Diseases

A child who contracts an excludable communicable disease **may not** return to school **without** a healthcare provider's note stating that the child presents no risk to themselves or others.

Note: If a child has chicken pox, a note from the child's healthcare provider stating that all sores have dried and crusted over is required.

Some excludable communicable diseases must be reported to the health department by the center. Please see the list below.

Table of Excludable Communicable Diseases

If a child should contract any of the following illnesses, they will not be permitted to return to school without a physician's note stating they no longer pose a risk to others. You will be notified in writing if your child is exposed to any communicable diseases at the center.

Respiratory Illnesses	Gastro-Intestinal Illnesses	Contact Illnesses
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus influenza	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

Universal Health Record and Required Immunizations

All children enrolled at Little Minds Learning Academy **must** have a complete health physical, a Universal Child Health Record, and an official Immunization Record. All documents **must** be returned on or before your child's start date. The immunization record **must** be updated each time your child(ren) receives a new vaccine or any health updates. The Universal Health Record expires annually and must be renewed accordingly. Each child enrolled at Little Minds Learning Academy must meet immunization requirements specified by the State of New Jersey.

***In addition, all children under 60 months of age must receive an annual flu shot when attending a N.J. state-licensed center. This must be done by December 1st.** If a child's immunizations are medically contraindicated, a written statement from a licensed physician is required, detailing the specific reasons for the medical exemption. If a parent or legal guardian objects to a physical examination, immunization, or medical treatment due to the beliefs and practices of a recognized religion, a signed written statement must be submitted by the parent or legal guardian. Each year, the Board of Health visits our facility to ensure these records are accurate and up to date.

O.T.C. (Over the Counter) & Prescription Medication Administration in Childcare Policy and Procedures

The Director/Director's Designee of Little Minds Learning Academy will administer medications (prescription or non-prescription) only after receiving the proper "Medications Permission Form" (prescription or non-prescription) filled out and signed by the parent or legal guardian. This form must include the name of the medication, the amount to be given, the time to be given, and the reasons for the medication.

This policy is designed to assure maximum safety in administering medications to children when they are in Little Minds Learning Academy's care.

Guiding Principles and Procedures:

1. Whenever possible, medications should be administered at home. Often, dosing can be arranged so that the child receives their medication before going to childcare and again when they return home and/or at bedtime. Parents or legal guardians are encouraged to discuss this option with the child's healthcare provider. The first dose of any medications should always be given at home, and sufficient time should be given before the

O.T.C. (Over the Counter) & Prescription Medication Administration in Childcare Policy and Procedures Continued

Guiding Principles and Procedures continued:

child returns to childcare to observe the child's response to the medications given. This continues to be true when a child is ill due to a communicable disease, which requires medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the children in childcare.

2. Prescription medications will only be given when ordered by the child's healthcare provider and with the child's parents' or legal guardian's written consent. A Medications Permission Form must be filled out completely for dispensing the medications. Copies of this form can be duplicated or requested from the Director/Director's Designee. Prescription medications given in the center will be administered by the Director/Director's Designee, who will be informed of the child's health needs related to the prescription medications and will have had training in the safe administration of such medications.
3. O.T.C. medications given in the center will be administered by the Director/Director's Designee, who will have been informed of the child's health needs related to the O.T.C. medications and will have had training in the safe administration of such medications.
4. Any prescriptions or O.T.C. medication brought to the childcare center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - a. Prescription medication **must** have the original pharmacist label that includes the pharmacist's phone number, the child's full name, the name of the healthcare provider prescribing the medication, the name and expiration date of the medication, the date it was prescribed or updated, dosage, route, frequency, and any special instructions for its administration and/or storage.
 - b. O.T.C. medication must have the child's full name on the container, the manufacturer's original label with dosage (according to age/weight, frequency, and any special instructions for administration and storage, and the expiration date must be clearly visible.
5. Any O.T.C. medication without instructions for administration specific to the age and weight of the child receiving the medication must have a completed permission form from the health care provider before being given at the childcare center.



**O.T.C. (Over the Counter) & Prescription Medication Administration in Childcare
Policy and Procedures Continued**

6. O.T.C. topicals must have the child's full name on the container, the manufacturer's original label, and the expiration date must clearly be visible. Team members will apply these topicals as needed.
7. Examples of O.T.C. medications that may be given include:
 - a. Antihistamines
 - b. Decongestants
 - c. Non-aspirin fever reducers/pain relievers
 - d. Cough suppressants
 - e. Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
 - a. Inaccessible to children
 - b. Separate from staff medications
 - c. Under proper temperature control
9. For a child who receives a particular medication on a long-term daily basis, the Director/Director's Designee will advise the parent or legal guardian one week before the medications need to be refilled so that the doses needed are not missed
10. Unused or expired medication will be returned to the parent or legal guardian when it is no longer needed or cannot be used by the child.
11. Information exchanged between the parent or legal guardian and the center regarding medications a child receives should be shared when the child is brought to and picked up from the center. Parents or legal guardians should share with the Director any problems, observations, or suggestions they may have in giving the medications to their child at home.
12. Confidentiality related to medications and their administration will be safeguarded by the Director and team members. Parents or legal guardians may request to see and/or review their child's medication records at any time.
13. The parent or legal guardian will sign all necessary medication-related forms, particularly the emergency contact form; they will update that information as necessary to safeguard the health and safety of their child.

Special Health Care Needs Forms & Allergy Information

All children with a medical condition requiring special treatment, including administering medications, must complete these forms before starting at Little Minds Learning Academy. **ALL** food or other allergies **MUST** be brought to the attention of Little Minds Learning Academy on or before your child(ren)'s start date. Special medical arrangements or dietary needs will need to be discussed



Special Health Care Needs Forms & Allergy Information Continued

with the Director/Director's Designee to determine the best course of action for the safety of all the children.

Food & Nutrition

Little Minds Learning Academy respects families' religious, medical, and dietary restrictions. Please inform us of any dietary restrictions upon enrollment, and please note that, **ABC is a completely nut-free school**. We provide breakfast, lunch, and two snacks for the children daily. (A third snack is provided for children in our

Infants and Little Tots Program.) Breakfast is served with orange juice, lunch with milk, and snacks with apple juice and water. Water will also be offered to the children (except infants) throughout the day.

If you choose to send a drink thermos for your child, please ensure it is empty. All beverages **must** arrive in their original, sealed manufacturer's containers so we can verify that no additives are present. We will fill the drink thermos for your child at school.

You will receive a copy of our monthly menu. If your child does not like the meal offered on a particular day, you are welcome to send in an alternative from home. Items sent in from home must have a full description of what your child will be served. Please note that **Little Minds Learning Academy is unable to heat or cook any food items brought in as substitutions**. If no alternate meal is provided, we will offer a cheese sandwich as a replacement.

We recommend that you follow the component suggestions and portion size for your child's age in the USDA meal guidelines when packing your child's substitutions. Below is the link to the USDA meal guidelines:

<https://www.ers.info/PDF/Revised%20USDA%20Meal%20Guidelines%20for%20ERS.pdf>

Toilet Training

Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready to do so. ABC is committed to working with the parent or legal guardian and child to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.



Parent-Teacher Conferences

Parents or legal guardians of children in our Toddler 1 through PreK classes are offered a conference twice a year, usually every January & June. At this conference, team members and parents share observations about their child's progress. You may also request a meeting anytime throughout the year.

Confidentiality

An individual binder is kept for each student in our care. This binder contains confidential documents, prior assessments, parent-teacher communication, and all relevant information pertaining to their care and development.

Transition Policy

During your child's time with us, they may become eligible to transition to another room. Children are eligible to move up based on the following criteria:

- a. Age
- b. Developmental readiness, more challenging and beneficial for advancement
- c. Capacity and availability in the next room

Parents or legal guardians will be notified of the proposed move in writing.

Learning Environment Policy

Little Minds Learning Academy follows the Early Childhood and Infant/Toddlers Environmental Ratings Scale (ECERS-3, ITERS-3) to ensure that all classrooms are safe and age-appropriate. We also encourage children to make choices, experiment, and interact with others. With a positive learning environment, children can develop and grow socially, emotionally, physically, and cognitively.

Classrooms are observed daily. Material checklists are provided to each classroom to ensure that there are plenty of developmentally appropriate materials in each learning center.

Staff Professional Development Policy

All team members must complete at least twelve hours of professional development courses or training each year, including CPR, First Aid and AED. Team members' professional development is tracked throughout the year. All team members are required to complete training in Health, Safety, Child Growth and Development, Mandated Reporting, and Positive Discipline.



Staff Professional Development Policy Continued

Included within our Staff Development policies, Little Minds Learning Academy also recognizes the importance of developing and maintaining a strong curriculum to provide the students with the utmost supportive and nurturing environment.

Our team members are also responsible for creating a safe and caring surrounding for all of our students.

Activity Policy

Little Minds Learning Academy promotes the development of language, thinking, problem-solving skills, curiosity, and exploration, as well as large and small muscles, coordination, and movement skills. We also encourage social competence, self-esteem, and positive self-identity. Time frames for each activity are geared to the age and developmental level of each child served and are flexible enough to accommodate spontaneous occurrences. Children can choose materials freely and are encouraged to participate in active and quiet experiences. Children are provided with daily structured and unstructured developmentally appropriate indoor and outdoor physical activities as follows:

1. At least 30 minutes each day for children receiving childcare for less than four hours.
2. At least 60 minutes each day for children receiving childcare for more than four hours.
3. Whenever feasible, children shall not be inactive for more than 30 minutes unless they are eating, sleeping, need to complete a seated activity, or are ill.

Electronics Policy

Television and computers should be limited to educational supplements when students are in the center. Media time is prohibited during the academic portion of the student's day.

Students under the age of two (2) and are at the center for less than four hours:

If the student is under the age of two and is at the center for less than four hours, the student is not permitted to participate in any media time at all. The only exception is if there is inclement weather and media time is used to

Electronics Policy Continued

replace recreational time, in which case the student will only be permitted ten minutes of media time.

Students under the age of two (2) and are at the center for over four hours:

If the student is under the age of two and is at the center for more than four hours, then the student will be able to have 45 minutes of media time from the hours of 5:15 pm to 6:00 pm. The only exception is if inclement weather and media time are used to replace recreational time, then the student will only be permitted twenty minutes of media time.

Students over the age of two (2) and are at the center for less than four hours:

If the student is over the age of two and is at the center for less than four hours, the student is not permitted to participate in any media time. The only exception is if there is inclement weather, and media is used to replace recreational time, and the student will only be permitted fifteen minutes of media time.

Students over the age of two (2) and are at the center for over four hours:

If the student is over the age of two and is at the center for more than four hours, then the student will be able to have one hour of media time from the hours of 5:00 PM to 6:00 PM. The only exception is if there is inclement weather and media time is used to replace recreational time, then the student will only be permitted thirty minutes of media time.

Walking Policy

For Infants, Little Tots, Toddler 1, Toddler 2:

Each child (if walking) will use a tether to walk to and from the playground. Infants (if not walking) will be secured in a stroller. This is to ensure the safety of the children in the parking area.

For Preschool 1, Preschool 2, Preschool 3:

These children will use a lead to walk to and from the playground. This is to ensure the safety of the children in the parking area. All the other children will be walking in pairs to and from the playground. Our team members will be equipped with essentials and a first aid kit while walking.

Walking Trip

At Little Minds Learning Academy, using tethers, leads, or strollers, we take the children on walks around the center's neighborhood. We exit the building, walk

Walking Trip Continued

along the storefronts, and continue down the side street (Scrub Oaks Road). We walk alongside the curb, down to the cul-de-sac, and turn around. Depending on the weather, we will continue our walk to Mardan Court, another cul-de-sac off Scrub Oaks Road.

Emergency Plans

1. Every classroom at Little Minds Learning Academy has a First Aid Kit
2. There are **3 AED** units and 3 **LifeVacs** in the building
3. Key team members certified in First Aid and CPR:
 - a. Jessica Quinn, Director
 - b. Dawn Nalbach, Assistant Director
 - c. Stacey Johnson, Office Manager(All team members are trained in First Aid, CPR, and AED.)
4. Emergency Personnel to call:
 - a. 911
 - b. EMT – (973) 366-6144
 - c. Wharton Police Department – (973) 366-5893
 - d. Mine Hill Fire Department – (973) 366-2882
5. Hospital: St. Clare's, Dover Campus, US HWY 46, Dover, NJ – (973) 989-3000
6. Poison Control: 1800-222-1222
7. Locations of Parents' Authorization for Emergency Care: Emergency Binder & Child's File Folder in Office
8. Center's Emergency Medical Procedure:
 - a. Call 911 for all emergencies.
 - b. Team members remain with the injured child. The director/directories designee shall contact the child's parent or legal guardian and ask for their preferred choice of medical facility.
 - c. The director/directories designee shall also have the child's emergency contact and authorization for medical consent form on hand for E.M.S. or police.
 - d. All medical emergencies shall be treated at St. Clare's Dover Campus unless another hospital has been designated by the medical team or the child's parent or legal guardian.

In the event of an emergency evacuation or lockdown, team members will follow our outlined procedures; the Director/Director's Designee will begin to contact parents or legal guardians with more information.

Guidelines For Positive Discipline

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

Positive discipline is different from punishment. Punishment tells children what they should **NOT** do; positive discipline tells children what they **SHOULD** do.

Punishment teaches fear; positive discipline teaches self-esteem.

Little Minds Learning Academy's team members always try to understand why a child may be misbehaving. Once we understand the reasoning behind the behavior, we can focus on helping the child feel better.

You can use positive discipline by planning. Below are some ideas:

1. Anticipate and eliminate potential problems.
2. Have a few consistent, clear rules that are explained to children and understood by adults.
3. Have a well-planned daily schedule.
4. Plan for ample elements of fun and humor.
5. Include some group decision-making.
6. Provide time and space for each child to be alone.
7. Make it possible for each child to feel they have positively impacted the group.
8. Provide the structure and support children need to resolve their differences.
9. Share ownership and responsibility with the children. Talk about our room, our toys, etc.

You can use positive discipline by intervening when necessary. Below are some ideas:

Redirect to a new activity to change the focus of a child's behavior.

1. Provide individualized attention to help the child deal with a particular situation.
2. Implement a reset period by removing the child for a few minutes from the area or activity so that they may gain self-control (one minute for each year of the child's age is a good rule of thumb).
3. Divert the child and remove them from the area of conflict.

Guidelines for Positive Discipline (continued)

4. Provide alternative activities and acceptable ways to release feelings.
5. Point out natural or logical consequences of children's behavior.
6. Offer a choice only if there are two acceptable options.
7. Criticize the behavior, not the child. **DO NOT** say "bad boy" or "bad girl." Instead, you might say, "That is not allowed here".

You can use positive discipline by showing love and encouragement:

1. Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of their actions.
2. Provide positive reinforcement through rewards for good behavior.
3. Use encouragement rather than competition, comparison, or criticism.
4. Overlook minor annoyances and deliberately ignore provocations.
5. Give hugs and care to each child every day.
6. Appreciate the child's point of view.

Positive Discipline is **NOT**:

1. Disciplining a child for failing to eat, sleep, or soiling themselves.
2. Hitting, shaking, or any other form of corporal punishment.
3. Using abusive language, ridicule, harsh, humiliating, or frightening treatment, or any other form of emotional punishment of children.
4. Engaging in or inflicting any form of child abuse and or neglect.
5. Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
6. Requiring a child to remain silent or inactive for an inappropriately long period of time.

Positive discipline takes time, patience, repetition, and the willingness to change how you deal with children.

Expulsion Policy

Unfortunately, there are sometimes reasons we must expel a child from our program, either on a short-term or permanent basis. We want you to know we are committed to working with families to ensure this policy does not need to be enforced. The following are reasons we may have to expel or suspend a child from Little Minds Learning Academy:

1. IMMEDIATE CAUSES FOR EXPULSION:
 - a. The child is at risk of causing severe injury to other children or himself/herself.

Expulsion Policy Continued

- b. Parent or legal guardian threatens physical or intimidating actions towards a team member.
- c. The parent or legal guardian exhibits verbal abuse to a team member in front of enrolled children.

2. PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- a. Failure to pay/habitual lateness in payments.
- b. Failure to complete required documents, including the child's health records.
- c. Habitual tardiness when picking up your child.
- d. Verbal abuse to a team member.
- e. Other

3. CHILD'S ACTIONS FOR EXPULSION:

- a. Failure of a child to adjust after a reasonable amount of time.
- b. Uncontrollable tantrums and/or angry outbursts.
- c. Ongoing physical or verbal abuse of staff or other children.
- d. Excessive biting.
- e. Other

4. SCHEDULE OF EXPULSION:

If the remedial actions listed below have not worked, the child's parent or legal guardian will be advised verbally and in writing about the child's or the parent's behavior, warranting an expulsion. An expulsion action is meant to be a period so that the parent or legal guardian may work on the child's behavior or come to an agreement with the center.

- a. The parent or legal guardian will be informed regarding the length of the expulsion period.
- b. The parent or legal guardian will be informed about the expected behavioral changes required for the child or parent to return to the center.
- c. The parent or legal guardian will be given a specific expulsion date that allows them sufficient time to seek alternate childcare. Failure of the child/parent/legal guardian to satisfy the terms of the plan may result in permanent expulsion from the center.

5. A CHILD WILL NOT BE EXPELLED:

If a child's parent(s) or legal guardian(s):

- a. Made a complaint to the Office of Licensing regarding a center's alleged violation of the licensing requirement.
- b. Reported abuse or neglect occurring at the center.

Expulsion Policy Continued

- c. Questioned the center regarding policies and procedures.
- d. Without giving the parents or legal guardians sufficient time to make other childcare arrangements.

6. PROACTIVE ACTIONS THAT CAN BE TAKEN TO PREVENT EXPULSION:

- a. Team members will try to re-direct the child from negative behavior.
- b. Team members will reassess the classroom environment and appropriateness of activities and supervision.
- c. Team members will always use positive methods and language while disciplining children.
- d. Team members will praise appropriate behaviors.
- e. Team members will consistently apply consequences for rules.
- f. The child will be given a verbal warning.
- g. The child will be given time to regain control.
- h. The child's disruptive behavior will be documented and maintained in confidentiality.
- i. The parent or legal guardian will be notified verbally.
- j. The parent or legal guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- k. The Director or Director's Designee, team member, and parent or legal guardian will have a conference(s) to discuss promoting positive behavior.
- l. The parent or legal guardian will be given literature or other resources regarding improving behavior.
- m. Recommendation of evaluation by professional consultation on premises.
- n. Recommendation of evaluation by the local school district's child study team.

Department of Children and Families

Office of Licensing

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Childcare Centers (N.J.A.C. 3A:52), every licensed childcare center in New Jersey must provide to parents or legal guardians of enrolled children written information on the parent or legal guardian visitation rights, State licensing requirements, child abuse/neglect reporting requirements, and other childcare matters. The center must comply with this requirement by reproducing and distributing to parents or legal guardians and staff this written statement, prepared by the Office of Licensing, Childcare & Youth Residential Licensing, in the Department of Children and



Families. In keeping with this requirement, the center must secure every parent or legal guardian and team member's signature attesting to their receipt of the information.

Our center is required by the State Childcare Center Licensing law to be licensed by the Office of Licensing (O.O.L.), Childcare & Youth Residential Licensing, in the Department of Children and Families (D.C.F.). A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the Center.

To be licensed, our center must comply with the Manual of Requirements for Childcare Centers (the official licensing regulations). The regulations cover such areas as physical environment/life safety; team member qualifications, supervision, and staff/child ratios; program activities and equipment; health, food, and nutrition; rest and sleep requirements; parent/community participation; administrative and record-keeping requirements; and others.

Our center must have a copy of the Manual of Requirements for Childcare Centers on the premises and make it available to interested parents or legal guardians for review. If you would like to review our copy, just ask. Parents or legal guardians may view a copy of the Manual of Requirements on the D.C.F. website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey," and mailing it to: N.J.D.C.F., Office of Licensing, Publication Fees, P.O. Box 657, Trenton, NJ 08646-0657.

We encourage parents or legal guardians to discuss with us any questions or concerns about the policies and program of the center or the meaning, application, or alleged violations of the Manual of Requirements for Childcare Centers. We will happily arrange a convenient opportunity for you to review and discuss these matters. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of

Licensing toll-free at 1 (877) 667-9845. Of course, we would also appreciate your bringing these concerns to our attention.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss your plans for your child's departure from the center with us.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.



Info to Parents (continued)

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents or legal guardians are entitled to review the center's copy of the O.O.L.'s Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint O.O.L./Information to Parents investigation, you are entitled to review the O.O.L.'s Complaint Investigation Summary Report and any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them, and we will make

them available for you to review. You can also view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all D.C.F. inspections/investigations. D.C.F. staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and discuss any questions you may have about it with us.

Our center must post a listing or diagram of those rooms and areas approved by the O.O.L. for the children's use. Please contact us if you have any questions about the center's space.

Our center must offer parents or legal guardians of enrolled children ample opportunity to assist the center in complying with licensing requirements and to participate in and observe the center's activities. Parents or legal guardians wishing to participate in the activities or operations of the center should discuss their interests with the Director, who can advise them on what opportunities are available.

Parents or legal guardians of enrolled children may visit our center anytime without securing prior approval from the Director. Please feel free to do so when you can. We welcome visits from our parents or legal guardians.

Our center must inform parents or guardians in advance of every field trip, outing, or special event away from the center and obtain prior written consent from parents and/or guardians before taking a child on each such trip.



Info to Parents (continued)

Our center is required to provide reasonable accommodations for children and or parents with disabilities and to comply with the New Jersey Law Against Discrimination (L.A.D.), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (A.D.A.), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing a L.A.D. claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701) or may contact the United States Department of Justice for

information about filing an A.D.A. claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

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

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll-free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents or legal guardians may secure information on child abuse and neglect by contacting D.C.F., Office of

Communications and Legislation at (609) 292-0422 or by going to www.state.nj.us/dcf/.

Additional Resources for Parents and Families

We share local and state resources with all enrolled families. Here are some great places to look if you have any concerns or would like more information about a topic:

N.J. Parent Link <http://www.nj.gov/njparentlink/>

Parent Workshops and Informational Articles:

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



(973) 230-0448 Phone

www.littlemindsia.com

Additional Resources for Parents and Families (continued)

United Way Success by 6

http://www.unitedwaynj.org/ourwork/ed_successby6resources.php

National Association for the Education of Young Children

<http://families.naeyc.org/>

For Early Childhood Health:

Let's Move <http://www.letsmove.gov/>

Eating Healthy <http://www.nutrition.gov/life-stages/children>

Social and Emotional Development:

Zero to Three <http://zerotothree.org/child-development/early-childhood-mental-health/promotion-prevention-treatment.html>

Healthy Children www.healthychildren.org and

<http://www.healthychildren.org/English/healthy-living/oralhealth/Pages/Teething-and-Dental-Hygiene.aspx>

American Academy of Pediatrics

<http://www2.aap.org/commpeps/dochso/oralhealth/index.html>

Mental Health Services:

Primary Screening Center for Morris County

St. Clare's Hospital, Inc.

25 Pocono Rd.

Denville, NJ 07834

Hotline: (973) 625-0280

NJ Mental Health Cares: 1-866-202-HELP

<http://www.morrisoem.org/mhservices.asp>

Substance Abuse – Prevention is Key www.mcpi.org

www.nj211.org – A statewide information and referral service database
Housing Assistance –

<http://www.state.nj.us/humanservices/dfd/programs/emergency/> and

<http://www.nj.gov/dca/divisions/dhcr/offices/ha.html>

Child and Family Resources – <http://www.childandfamily-nj.org>

Children's Safety Network <http://www.childrenssafetynetwork.org>

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www.littlemindsia.com

Additional Resources for Parents and Families (continued)

Family Partners of Morris & Sussex Counties <http://www.familypartnerssms.org>

Caring Partners of Morris & Sussex Counties <http://www.caringpartnerscmo.org>



LITTLE MINDS
— LEARNING ACADEMY —

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



(973) 230-0448 Phone

www.littlemindsia.com

Section 2: FORMS

Please complete and return the following forms to our office on or before your child's start date at Little Minds Learning Academy.

Thank you for your cooperation.

LITTLE MINDS
— LEARNING ACADEMY —

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



(973) 230-0448 Phone

www.littlemindsia.com

Student Enrollment Information

Child's Name:	D.O.B.:	Classroom:
Home Address:		

Parent Information

Parent 1/Legal Guardian 1	Parent 2/Legal Guardian 2
Name:	Name:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Address:	Address:
Email:	Email:
Place of Work:	Place of Work:
Work Phone:	Work Phone:
Work Address:	Work Address:

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



(973) 230-0448 Phone

www.littlemindsia.com

Student Enrollment Information

Requested Start Date: _____

Please check:

- | | | |
|--|-----------------|-----------------|
| _____ Infant Program (6wks – 1 yr. old) | _____ Full Time | _____ Part Time |
| _____ Little Tots Program (1 – 1½ yrs. old) | _____ Full-Time | _____ Part-Time |
| _____ Toddler Program (1 ½ – 2 ½ yrs. old) | _____ Full-Time | _____ Part-Time |
| _____ Preschool 1 Program (2 ½ – 3 yrs. old) | _____ Full-Time | _____ Part-Time |
| _____ Pre-K Program (4 -5 yrs. old) | _____ Full-Time | _____ Part-Time |
| _____ School Age Program (6 – 13 yrs. old) | _____ Full-Time | _____ Part-Time |
| _____ Before School Care | | |
| _____ After School Care | | |
| _____ Before and After School Care | | |
| _____ Summer Camp | _____ Full-Time | _____ Part-Time |

LITTLE MINDS
— LEARNING ACADEMY —

If your child attends Little Minds Learning Academy part-time, what days will they be attending?

(Please circle) Monday Tuesday Wednesday Thursday Friday

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



Little Minds Learning Academy Payment Agreement

I (We), _____, agree to make payment to Little Minds Learning Academy, L.L.C. in the amount of \$_____ per week for my child(ren) 's tuition. I understand my payment must be made on Friday for the upcoming week. If my payment is not received on time, a late fee of \$15.00 will be applied to my balance for each day the payment is late. Upon enrollment, ABC requires a non-refundable registration fee of \$25.00.

The school program is a continuing process, and the operation costs will prevail whether my child attends school regularly or has frequent absences. Therefore, I am responsible for paying for absences, holidays, and emergency/weather closings.

Little Minds Learning Academy accepts cash, checks, and all major credit cards; however, there is a 2.9 % fee for all credit card payments. We also offer the option of an automatic withdrawal. If you are interested in this option, please ask one of our office staff for the form.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date



(973) 230-0448 Phone

www.littlemindsia.com

Emergency Contact Information Form

Child's Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Parent 1/Legal Guardian 1 Name: _____

Place of Employment: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

Parent 2/Legal Guardian 2 Name: _____

Place of Employment: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

Physician's Name: _____ Phone: _____

Please list the names of at least two people authorized to be contacted in an emergency if we cannot reach either parent or legal guardian.

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Work Phone: _____

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Work Phone: _____

I understand Little Minds Learning Academy will make every effort to contact a parent/legal guardian immediately in case of an emergency. However, if either parent/legal guardian is unreachable, the Director/Director's Designee has my permission to contact the above-listed people and seek immediate medical aid.

Parent/Legal Guardian Signature: _____ Date: _____

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



(973) 230-0448 Phone

www.littlemindsia.com

Authorization of Consent for Medical Treatment

Child's Name:	D.O.B.:	Age:
Home Address:		

Health Insurance Information

Insurance Company:
Policy ID Number:
Policy Group Number:
Name of Primary Insurance Holder:

Health Care Provider

Child's Physician:
Physician Phone Number:
Physician Fax Number:

Child's Medical Information

Medical Conditions:
Allergies:
Medication's child is taking:
Medications your child is allergic to:

I _____ authorize the Director or Director Designee at Little Minds Learning Academy to consent to any X-ray examination, anesthetic, medical treatment, and hospital care to be rendered to the minor at a recognized facility, under the general supervision of a licensed physician. This authorization will expire when my child's enrollment with Little Minds Learning Academy is terminated.

Parent/Legal Guardian Signature: _____ Date: _____

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866



Permission Form for Photographing Your Child

Occasionally, we will take pictures of the children and team members during school, on our playground, and/or at off-site activities. We request permission to use these pictures on our website (www.littlemindsia.com) or share them with other families attending ABC. We will never reference your child by name without your permission or provide any specific information regarding your child. Additionally, we will never sell these pictures. We will only use the images for Little Minds Learning Academy purposes.

Please take a moment to let us know your preferences regarding our use of photos of your children.

Please circle yes or no for the following:

1. I will allow my child's photograph to be posted on Little Minds Learning Academy's website.

YES NO

2. I will allow my child's name to be printed along with his/her photograph on Little Minds Learning Academy's website.

YES NO

3. I will allow my child's photographs to be shared with other Little Minds Learning Academy families.

YES NO

4. I will allow my child's name to be printed along with his/her photograph when shared with other Little Minds Learning Academy families.

YES NO

Child's Name:

Parent/Legal Guardian's Name:

Parent/Legal Guardian's Signature:

Date:



Drink Preference Form

CHILD'S NAME: _____

CLASS: _____

At Little Minds Learning Academy, we offer a variety of different drinks throughout the day, and we need your input. For breakfast, your child has the option of orange juice or tap water. For both the am and pm snacks, your child has the option of apple juice or tap water. For lunch, we serve milk or tap water with their meal. All of our students under the age of 3 will be offered whole milk, and all of our students 3 years old and older will be offered 1% milk with their lunch.

Please circle your preferences for your child below:

Breakfast:	Orange Juice	Tap Water	You will supply your own water
AM Snack:	Apple Juice	Tap Water	You will supply your own water
Lunch:	Milk	Tap Water	You will supply your own water
PM Snack:	Apple Juice	Tap Water	You will supply your own water

Parent/Legal Guardian Signature: _____ Date: _____



(973) 230-0448 Phone

www.littlemindsia.com

Dear Parent or Legal Guardian:

In keeping with New Jersey's Childcare Center Licensing Requirements, we are obliged to provide you, as the parent or legal guardians of a child enrolled at Little Minds Learning Academy, with the **Department of Children & Families' Information to Parents Document** (found within the Section I of this *Enrollment Packet/Parent Handbook*).

This informational statement highlights, among other things, your right to visit and observe Little Minds Learning Academy at any time without having to secure prior permission; Little Minds Learning Academy's obligation to be licensed and to comply with licensing standards; and the responsibility of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry Hotline (877) NJ ABUSE/ (877) 652-2873.

Please read this statement carefully, and if you have any questions, feel free to contact me at (973) 230-0448 ext. 2501.

Sincerely,

Jessica Quinn

Jessica Quinn, Owner/Sponsor
Little Minds Learning Academy, L.L.C.
Please complete the following:

Name of Child: _____

I have read and received a copy of the *Information to Parents* statement prepared by the Office of Licensing, Childcare, & Youth Residential Licensing in the Department of Children and Families.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Wood Edge Plaza 176 Route 46 Rockaway, NJ 07866

Acknowledgment of Receipt of Little Minds Learning Academy Policies and Forms

I (We), _____, the Parent(s)/Legal Guardian(s) of _____, do hereby acknowledge that I (we) have received, read, fully understand, and agree to comply with Little Minds Learning Academy's *Parent Handbook*, including the following policies and procedures:

- Parental Notification Methods
- Door Policy
- Child Custody Issues
- Absenteeism Policy
- Children's Hand Washing Policy
- Drink Preference Form
- Excludable Communicable Diseases
- Universal Health Record & Required Immunizations
- Special Health Care Needs
- Parent-Teacher Conferences
- Activity Policy
- Additional Resources
- Guidelines for Positive Discipline
- D.C.F. Information to Parents
- Student Enrollment Form
- Emergency Contact Information Form
- Permission Form for Photographing Your Child
- Signature of Receipt of a copy of D.C.F. Info to Parents
- Toilet Training
- Banking days
- Student Drop Off & Pick Up Policy
- Policy on the Release of Children
- Unscheduled Closings
- Expulsion Policy
- Policy on the Management of Communicable Diseases
- Table of Excludable Communicable Diseases
- Medications Administration Policy
- Food & Nutrition
- Walking Trips
- Electronics Policy
- Emergency Plans
- Permission Form for Walking Trips
- Authorization of Consent for Medical Treatment
- Acknowledgement of receipt of Information to Parents
- Payment Agreement
- Learning Environment
- Camera Access
- Confidentiality

Parent/Legal Guardian Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____