

Pee Wee Prep
478 Avenue C
Bayonne, NJ
Phone: 201-437-1187
Fax: 201-437-2025

Registration Form

Child's Name: _____
(Last) (First) (Middle Initial)

Birthdate: _____

Address: _____ Phone: _____

Siblings? _____

Any Previous School/Group Experience? _____

If "Yes", which preschool/center? _____

Any Allergies or Special Conditions? _____

Mother's/Legal Guardian's Name: _____

Mother's/Legal Guardian's Place of Work: _____

Address: _____ Phone: _____

Father's/Legal Guardian's Name: _____

Father's/Legal Guardian's Place of Work: _____

Address: _____ Phone: _____

Emergency Contacts

Please list anyone Pee Wee Prep should contact in the event neither parent/legal guardian is available.

Name: _____

Address: _____ Phone: _____

Name: _____

Address: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

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Payment Policy

Accepted forms of payment include credit card (Visa, Mastercard, American Express, and Discover); **cash and check payments are to be made to the director only.**

- Monthly payment schedules are prorated for 4 weeks of care. This balance must be paid IN FULL by the first Monday of the month.
- Bi-weekly payment schedules are paid in two installments due the first and third Mondays of the month.
- Parents with contracts through Urban League of Hudson County **are responsible for the difference between the total tuition amount and the amount paid by the subsidy**

Contracts are subject to termination due to delinquent payments. Your child will not be permitted to attend Pee Wee Prep unless your tuition balance is up to date.

Registration Fee: \$75

Full Time Sessions: (7AM - 6PM)

Infant and Toddler Care (0 to 2 ½ years)

Attendance	Ages 0 - 18 months	Ages 18 months - 2 ½ years
Full time	\$1500.00/month	\$1300.00/month

Preschool to School Age Child Care (2 ½ to 6 years)

Full Time Sessions: (Care available 7am to 6pm)

Attendance	Monthly Rate
5 Days	\$1100.00

Part Time Sessions: (7AM - 12:00PM; 8AM - 1PM; 3PM - 6PM)

Attendance	Monthly Rate
5 Days	\$900.00

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Child's Name: _____

Attendance

- 5 Days**
 - Full Time**
 - Part Time**

Payment Schedule (please check one):

- Monthly:** Payment due at the 1st Monday of every month
- Bi-weekly:** Payment due on the first and third Mondays of the month

***** You are responsible for your child's tuition regardless of any vacations, holidays, or sick time. Your tuition guarantees your child's spot all year. *****

Parent Signature: _____ Date: _____
Staff Signature: _____ Date: _____

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Medical Release Form

I, _____, the parent/guardian of _____,
hereby authorize Pee Wee Prep Nursery School to take my child(ren) to an emergency care
facility or available physician at the discretion of the Pee Wee Prep staff.

Allergies: _____

Pertinent Health Conditions: _____

Pediatrician: _____

Health Insurance Company: _____

Health Insurance Number: _____

Insurance Phone Number: _____

Parent Signature: _____ Date: _____

Witness: _____ Date: _____

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Emergency Contact Form

Child's Name: _____

Mother's Name: _____

Mother's Home Phone Number: _____

Mother's Mobile Number: _____

Mother's Work Phone Number: _____

Additional Comments: _____

Father's Name: _____

Father's Home Phone Number: _____

Father's Mobile Phone Number: _____

Father's Work Phone Number: _____

Additional Comments: _____

Emergency Contact 1: _____

Emergency Contact Phone Number: _____

Emergency Contact Mobile Number: _____

Relation to Child/Family: _____

Emergency Contact 2: _____

Emergency Contact Phone Number: _____

Emergency Contact Mobile Number: _____

Relation to Child/Family: _____

Emergency Contact 3: _____

Emergency Contact Phone Number: _____

Emergency Contact Mobile Number: _____

Relation to Child/Family: _____

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Social Media Release Form

Student Name: _____

Pee Wee Prep uses various digital outlets, devices, and services to expand our communications and media to our parents and families; we are also sensitive to the safety and privacy of your family and will only share content with a parent/guardian's consent.

- I **agree** that photographs, images or video of my child may be used for publications prepared for an internal and external audience, including:
 - Facebook
 - Yelp!
 - Google Business Listings
 - Pee Wee Prep's website

- No, I **do not** want photographs, images, videos, or other depictions of my child used in any way.

Guidelines for the Use of Social Media

Staff shall:

- Only post photographs and videos of students whose parent/guardian have approved said images for an internal and external audience
- Share age-appropriate, relevant content
- Maintain professionalism, honesty, respect, and the security of Pee Wee Prep's social media pages, directory listings, and other digital outlets
- ONLY contact parents/guardians via our main telephone number, our official school email address, or Pee Wee Prep's verified Facebook business page (private messages)
 - NOTE: We will NOT respond to text messages. **Parents/guardians should call the center at 201-437-1187 for assistance.**

Parents/Guardians shall:

- NOT share photographs or videos of any children besides their own
- Manage personal security settings to protect from cyber security threats
- Maintain professionalism, honesty and respect when using social media outlets

By signing below, I agree to the above terms.

Parent/Guardian Signature: _____ **Date** _____

Staff Receiving: _____ **Date** _____

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Permission needed for ClassDojo

Dear Parents,

This year, Pee Wee Prep will be using ClassDojo, one of the top education technology platforms for K-8 schools, to improve our communication with you.

Throughout the day, we will post photos, videos, and journal entries to your child's digital portfolio, which will be visible to you and I only. You can also reach us on the application from the convenience of your mobile device or smartphone at any time.

As your child is under age 13, I need your consent to create a student account on their behalf - please complete, sign, and return the attached consent form at your earliest convenience. Our goal is to have every family join as soon as possible!

Best,

Marc Pappalardo
Pee Wee Prep

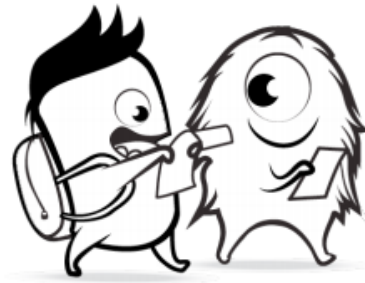
Want to learn more about ClassDojo?

About ClassDojo:

classdojo.com/learnmore

ClassDojo's Privacy Policy:

classdojo.com/privacy



By signing below, I give permission for Pee Wee Prep to create a ClassDojo student account for my child, and for ClassDojo to collect, use and disclose this information about my child as set forth in the ClassDojo Privacy Policy.

Child's Name: _____

Your Name: _____

Mobile Number: (____) - ____ - _____

Email: _____

Parent Signature: _____ **Date:** _____

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Parental Receipt of Information

Please be sure to read and review all Parental Guidelines (beginning on the next page.) **All contracts** with Pee Wee Prep are subject to the terms, policies and conditions put forth in this document.



Parental Guidelines



Policy on Release of Children



Policy on Methods of Parental Notification



Policy on Uses of Technology and Social Media



Positive Guidance and Discipline Policy

I have read and received a copy of the information/policies listed above.

Parent/Guardian Signature: _____ Date _____

Staff Receiving: _____ Date _____

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Policies and Parental Guidelines

Please review the policies below and sign and return the Parental Receipt of Information form on the previous page.

COVID-19

The NJ Department of Children and Families is continuing to monitor the spread of the COVID-19 Coronavirus and its impact throughout the state. The federal Centers for Disease Control and Prevention and NJ Department of Health are providing ongoing guidance and direction regarding necessary precautions and action plans. As such, Pee Wee Prep will follow all guidelines provided to us by both the CDC and the State of New Jersey to protect our students, their families, our staff and our partner providers from any exposure to the virus whenever possible. Current safety strategies include:

- Washing your hands in soap and water, regularly
- Covering your coughs and sneezes with a tissue or your elbow when not masking
- Avoid touching your face, mouth and eyes
- Staying home when feeling ill

Additionally, the center will adhere to the following protocol as preventative measures:

- All staff and students will wear masks (preferable N95 or KN95) while indoors, and any visitors must be masked while inside the center
 - Students do not have to mask outside, or during any activity (meals, exercise, napping, etc.) wherein a mask would otherwise unnecessarily restrict them
 - Students who refuse to wear a mask will be treated similar to a student who doesn't want to wear shoes or their diaper - staff will do their best to keep students safe and in adherence with the guidelines presented to us. Staff will not forcibly replace a mask on a student, nor impose harsh discipline or in any way exceed the limits of age-appropriate behavioral management over mask refusal.
- All staff and students will be screen at the door upon arrival via temperature check and observable symptoms (running nose, cough, congestion, hils, aches and pains)
 - Anyone exhibiting these symptoms will be sent home until symptoms have alleviated for at least 3 days without the administration of fever reducing medication **and** that person tests negative via a PCR test for COVID-19.
- As of November 1, 2021, all employees must be vaccinated or submit to weekly COVID-19 testing via home test kits, rapid and/or PCR testing.
- Any staff or students who test positive for COVID-19 must immediately contact their physician/pediatrician and isolate at home.
 - **Should someone in your household test positive, we will need a confirmation of a negative PCR test result in order for the student to return**

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to the center. The student must also be symptom free without any fever reducing medication for at least 3 days.

- Anyone who has tested positive for COVID-19 is encouraged to rest and isolate for the first 5 days of symptoms, followed by 5 days of mask wearing and social distancing.

Please note that in the event your child becomes sick, either due to COVID-19 or otherwise, we will not prorate tuition for any absences that result. Pee Wee Prep does not adjust tuition rates for absences due to vacation or sick time.

Attendance

Parents and guardians, or alternate persons dropping off or picking up your child, must sign your child in and out for the day. Attendance is taken daily, therefore, you are required to notify the center via phone, email, or through Class Dojo if your child will not be attending for the day. **Children absent for more than 5 days due to an illness will need a doctor's note before returning.**

- Your tuition guarantees your child's place on roll all year, thus parents/guardians are responsible for tuition regardless of vacation or sick time. **We do not prorate tuition for any days missed.**
- Children on extended vacations (more than 2 weeks time) will be removed from roll and must re-register (\$75 non-refundable fee) for care with Pee Wee Prep if they wish to continue attending at a later time. **Please advise that you forfeit your place on roll and are not guaranteed another spot after returning from an extended leave should another student register in your child's absence.**

Payment

Accepted forms of payment include credit card (Visa, Mastercard, American Express, and Discover); **cash and check payments are to be made to the director only.**

- Monthly payment schedules are prorated for 4 weeks of care. This balance must be paid IN FULL by the first Monday of the month.
- Parents with contracts through Urban League of Hudson County **are responsible for the difference between the total tuition amount and the amount paid by the subsidy** (i.e. if your contract with Urban League covers \$500.00 per month, you are responsible for \$300.00 per month in addition to any copayments)

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Methods of Parental Notification

Parents/guardians can reach the center by phone at 201-437-1187 or by email at peeweeprepbayonne1@gmail.com; our staff will reach out to parents via phone in the event of an urgent emergency. To improve our academic communication with parents/guardians, Pee Wee Prep uses ClassDojo, one of the top education technology platforms for K-8 schools that syncs multiple devices to a single, easy to use application.

In the classroom, teachers use ClassDojo to give students feedback points for showing critical skills or strengths like persistence, critical thinking, teamwork, and leadership. Outside the classroom, teachers use ClassDojo to engage families and instantly message parents with text-based messages, pictures, videos, and stickers, in a private feed of moments from the classroom and school that only students, parents, and verified staff members can see.

Parents/Guardians must give us written permission to create this account for their child. If you do not wish to participate in Class Dojo, you must provide an alternate email address and mobile telephone number at which we can best reach you.

Center Closures

Throughout the year, Pee Wee Prep will close on major holidays, for mandatory staff training (up to 3 days per calendar year), and emergencies warranting that the staff and students stay home for safety reasons.

Emergency Closing Procedures

In the event that we must close due to severe weather or other emergencies, such as a water main break, schedule adjustments will be made in 3 possible ways:

1. Pee Wee Prep will be closed for the day.
2. A delayed opening (10:00am) will occur.
3. An early dismissal will be scheduled (departure by 1:00PM).

Please understand that the state of New Jersey and Hudson County both determine the conditions under which both public and private schools and preschools must adjust their schedules for emergencies. Pee Wee Prep will remain compliant with state and county mandated procedures along with other public and private institutions throughout Bayonne and the greater Hudson County area. Notifications are available through:

- Website: <https://www.peeweeprepbayonne.com/>
- Facebook: <https://www.facebook.com/PeeWeePrep/>
- Class Dojo (app to download): <https://www.classdojo.com/>

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These schedule changes are applicable WITHOUT EXCEPTION. A large percentage of children come from unoccupied homes during the school hours while both parents are working. Therefore, **ALL parents/guardians MUST designate, in advance, a safe home with adult supervision where their child will go if the schools must close or be dismissed early.** Parents must make sure that Pee Wee Prep has an updated list of individuals authorized to pick up your child in such events. **Failure to do so will result in associated fees and/or possible legal ramifications as this constitutes neglect on the part of a parent/guardian.**

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Pee Wee Prep Closure Dates 2023

Martin Luther King, Jr. Day

Monday, January 16, 2023 - **Closed**

President's Day

Friday, February 17, 2023 - Monday, February 20, 2023 - **Closed**

Spring Break

Friday, April 7, 2023 - Friday, April 14, 2023 - **Closed**

Memorial Day

Friday, May 26, 2023 - Monday, May 29, 2023 - **Closed**

Juneteenth Emancipation Day

Monday, June 19, 2023 - **Closed**

Summer Break

Monday, July 3, 2023 - Friday, July 7, 2023 - **Closed**

Labor Day

Friday, September 1, 2023 - Monday, September 4, 2023 - **Closed**

Indigenous People's (Columbus) Day

Monday, October 9, 2023 - **Closed**

Thanksgiving Break

Wednesday, November 22, 2023 - Early Dismissal (**Center closes at 1:00PM**)

Thursday, November 23, 2023 - Friday, November 26, 2023 - **Closed**

Winter Break

Monday, December 25, 2023 - Monday, January 1, 2024 - **Closed**

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Center Schedules

Pee Wee Prep follows a daily schedule formatted for each individual classroom to accommodate students as best we can, and to most effectively use the space available within the center itself.

Part of the role of a preschool program is to get students accustomed to a regimented, consistent schedule, which will ultimately provide them with an overall sense of structure, security and control over their environment. Teaching children what to expect at various times of the day encourages participation and gives them a sense of satisfaction in being able to perform part of or all of the tasks associated with the routine.

Staff will keep within time blocks as closely as possible. Lead staff will make exceptions at their discretion or as needed for that particular day (e.g. the length of bathroom breaks, special events/movie days).

Schedule: Classroom 1

7:00 AM Center Opens/Quiet activities
8:00 AM Separate by room
8:15 AM Clean-Up
8:30 AM Breakfast
9:00 AM Story
9:15AM Circle Time/Classroom review
9:30 AM Drop Off Ends/ Lesson
10:00 AM Snack/Bathroom
10:30 AM Project/Lesson Assignments
11:00 AM Gross Motor/Outdoor Play
12:00 PM Bathroom/Clean Up
12:30 PM Lunch
1:00 PM Bathroom/Quiet activities
1:30 PM Nap
3:00 PM Wake up/Quiet activities
3:30 PM Snack
3:45 PM Cleanup/Prepare for afternoon activities
4:00 PM Gross Motor/Outdoor Play
5:00 PM Bathroom
5:15 PM Table toys/Art Center
6:00 PM Center Closes

Schedule: Classrooms 2 & 3

7:00 AM Center Opens/Quiet activities
8:00 AM Separate by room
8:15 AM Clean-Up
8:30 AM Breakfast
9:00 AM Story
9:15AM Circle Time/Classroom review
9:30 AM Drop Off Ends
10:00 AM Snack/Bathroom
10:30 AM Gross Motor/Outdoor Play
11:00 AM Bathroom/Clean Up
11:30 AM Lesson
12:00 PM Bathroom/Clean Up
12:30 PM Lunch
1:00 PM Bathroom/Quiet activities
1:30 PM Nap
3:00 PM Wake up/Quiet activities
3:30 PM Snack
3:45 PM Cleanup/Prepare for afternoon activities
4:00 PM Gross Motor/Outdoor Play
5:00 PM Bathroom
5:15 PM Table toys/Art Center
6:00 PM Center Closes

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Technology and Screen Time

Screen time includes the use of television, videos, and tablets, smartphones, or computers during care. Pee Wee Prep understands that TV and other forms of entertainment can interfere with playtime, physical activity, and interactions with peers, all of which contribute to healthy learning, physical, and social development. Therefore, we will restrict screen time by adhering to the following guidelines:

- We allow **a maximum of 20 minutes** of educational, age appropriate screen time throughout the week
 - Exceptions include “Movie Days”, which will occur sparingly for holidays, special occasions, etc.
 - Teachers will use video applications such as YouTube to expand upon lessons and activities, such as songs and movement
- We **do not** allow television or movies to be left on as background noise
- We **do not** play the television or movies during mealtimes
- We **do not** offer screen time as a reward
- **Tablets and smartphones from home are not permitted**

Social Media

Pee Wee Prep uses various digital outlets, devices, and services to expand our communications and media to our parents and families; we are also sensitive to the safety and privacy of your family and will only share content with a parent/guardian’s consent.

Staff shall:

- Only post photographs and videos of students whose parent/guardian have approved said images for an internal and external audience
- Share age-appropriate, relevant content
- Maintain professionalism, honesty, respect, and the security of Pee Wee Prep’s social media pages, directory listings, and other digital outlets
- ONLY contact parents/guardians via our main telephone number, our official school email address, Class Dojo, or Pee Wee Prep’s verified Facebook business page (private messages)
 - **NOTE: Parents/guardians should call the center at 201-437-1187 or message staff through Class Dojo for assistance.**

Parents/Guardians shall:

- NOT share photographs or videos of any children besides their own
- Manage personal security settings to protect from cyber security threats
- Maintain professionalism, honesty and respect when using social media outlet

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Release of Children

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

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- The child is supervised at all times
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual
- Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s)

If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child. For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

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Clothing and Cubbies

Children should arrive dressed for play in seasonally appropriate clothing - **please, no clothing that is restrictive, uncomfortable, or difficult to remove.** Pee Wee Prep provides cubby space for each child on roll, which should be reserved for:

- A full change of clothing (shirt, pants, and socks, to be replaced when soiled)
- Hats, jackets, etc.
- 2-3 changes of underwear or 5 days worth of diapers, wipes, pull-ups, powders/ointments
- Blanket and fitted sheet (or crib sheet) for nap time
- Sunscreen & bug spray

Children must leave **toys, stuffed animals, and other personal belongings, besides those requested, at home** (exceptions will be made for Show and Tell Fridays and special occasions). **All other personal belongings MUST be clearly marked with your child's name. We are not responsible for any loss or breakage of personal items.**

Bedding and Nap Time

Pee Wee Prep supplies mats/cots for nap time, which are cleaned and disinfected daily. We will also provide a drawstring bag to store your child's bedding during the week, which will be sent home every Friday to be washed. Your child must have:

- A fitted sheet (or crib sheet)
- A blanket

Nap is designated from 1:30PM to 3:00PM. **All children** must nap or rest at least once per day; adequate sleep and rest are crucial for proper growth and development in this age group, and children may become irritable, short-tempered, or unhappy throughout the day without a rest period. School age children (ages 5 and up) generally do not nap, but are given the option should they wish. We will never force a child to sleep and will provide quiet activities (books, puzzles, coloring, etc.) for children who are not napping, but do require that students behave appropriately and respect other students while they sleep.

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Food and Meals

Parents/guardians must provide all meals and properly label their child's food items. ALL LUNCHESES MUST BE PREPARED, COOKED, AND READY TO SERVE UPON ARRIVAL. WE WILL NOT PREPARE UNCOOKED MEAL ITEMS (e.g. macaroni and cheese).

If your child has any food allergies, we must be notified of this in writing, including a physician's written instructions describing any foods your child is not permitted to eat. We will never force a child to finish what is on his/her plate, but we do encourage each child to eat a portion of their meal. Any disconcerting eating patterns will be communicated to parents. Meals are as follows:

- Breakfast: 8:30AM
- Morning Snack: 10:30AM
- Lunch: 12:30PM
- Afternoon Snack: 3:30PM
- Pizza Lunch: Mondays and Fridays (\$1.50/day)
 - **Note: Students MUST have a packed lunch Tuesday through Thursday**

Pee Wee Prep encourages healthy eating, and as such, **no gum, candy, or soda of any kind will be served.** It is recommended that all meals contain 1 grain, 1 protein, and 1 vegetable and/or 1 fruit. Each day, your child must arrive to school with:

- 1 breakfast item
- Lunch
- 2-3 afternoon snacks
- Refillable Drinking Container (**NO DISPOSABLE/SINGLE USE WATER BOTTLES**)

Cleanliness and Hygiene

Our program focuses on preparing students for grammar school and beyond, including the development of basic motor skills and a sense of personal hygiene. Children will be taught and are expected to be able to independently maintain cleanliness. We wash:

- Before/after all meals
- After all bathroom visits
- Any interaction with saliva, mucus, or other bodily fluids
- Before/after the administration of any medication
- After any activities that require cleanup (yard play, finger painting, etc.).

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Diapering and Changing

For parents whose children wear diapers or pull-ups, **please ensure that you include a supply of diapering throughout the day, every day your child attends.** Pee Wee Prep uses hypoallergenic, unscented baby wipes (Kirkland brand), but you are welcome to send your own. **Please be sure to label all of your child's belongings.**

Toilet Training

For parents who are still potty training their child, we will follow through and encourage your child to use the toilet while in our care. Children who are not potty training **must be kept in pull-ups or 5-ply training pants at all times** or unless told otherwise. Our activity level can distract children from responding to an urge to use the potty, more so than at home, leaving them more prone to accidents if they are still training. Additionally, we may continue to use diapers or pull-ups until we feel your child can control his/her bladder and bowels, especially during nap.

We monitor potty training children on a 30 minute basis. Children regularly use the bathroom at set times throughout the day (please refer to our Center's Schedule), with boys and girls separated as appropriate.

Parents/guardians must supply training pants/pull-ups and an extra change of clothing each day. Children should be dressed in "user friendly" clothing that is easy to put on and remove in the event of an emergency.

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Center Rules

The rules of our center are to ensure the safety and respect of all staff, students, and the families we serve. Center rules are strictly enforced in each classroom.

- No running is permitted in the center
- No hitting, pushing, biting, grabbing, kicking, spitting, or pinching others
- No standing or climbing on chairs, tables, or furniture
- Maintain appropriate behavior in the yard
 - No climbing slides, outdoor furniture, or fence
 - No digging in or playing with the astroturf
 - Respect the noise level for our neighbors
- No use of obscene, derogatory or disrespectful language
- Respectful treatment of other people and all property, toys, and furniture is expected
 - **Willful destruction of property will be charged to the parent at the cost to replace said item**
- Children may not walk around the center with food, cups or bottles
- No smoking is permitted on the premises or within 25 feet of the building as per state law.

Discipline

Pee Wee Prep uses positive reinforcement, redirection, and correction to address behavior. So that our methods are appropriate for the age and developmental needs of each child, we focus on positivity and encouragement, leading to students' ability to develop and maintain self control.

- Staff members **shall not** discipline children for failing to eat or sleep or for soiling themselves.
- Staff shall not withhold active play time as a means of discipline **unless the child's actions or behavior present a danger to themselves or others.**
- Children may be removed from a group activity to another area, provided that the child removed is either under the supervision of another staff member or continuously visible to a staff member.
- Students removed from active play (time-out) **will not** be kept from play for more than 1 minute for each year of that child's age (e.g. a 3 year old child will sit out of an activity for no more than 3 minutes after being addressed by a staff member).

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Abuse, Neglect and Reporting

As a child care center, we are mandated reporters to the Department of Human Services if we feel a child is being abused or neglected. **Parents must inform staff of any cuts, bruises, or other injuries immediately at the time of drop-off.**

- All children that come to daycare with injuries will have them logged into the child's file as appropriate.
- Any injuries that occur at the center will be logged and reported by staff; parents will be immediately notified via phone
 - If a parent/guardian cannot be reached, an emergency contact will be notified

Injuries occurring at Pee Wee Prep will be documented at the time of occurrence through an Owie Report, which must be signed and returned by parents/guardians. This includes:

- A larger self inflicted scratch or scrape
- Marks made by another child
- Any injury above the neck

Behavior Incidents

Repeatedly dangerous, disruptive or problematic behavior, despite efforts by staff to redirect and educate the child otherwise, will be communicated to parents via Behavior Reports. This includes:

- Any aggressive behavior that presents a danger to the student, his or her peers, and staff, such as:
 - Kicking, hitting, biting, scratching
 - Tantrums
 - Inappropriate language
 - Property Destruction
- Running out of the classroom or from group without responding to the calls of an adult
- Intentionally injuring self (severe head banging, hitting self)

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Expulsion

We reserve the right to terminate enrollment for the following reasons (but not limited to):

- Failure to pay/repeatedly delinquent tuition payments
- Routinely late picking up a child
- Failure to complete/provide required documentation
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable period of time (90 days)
- Physical or verbal abuse of any person
- Our inability to meet the child's specific needs
- Lack of compliance with handbook regulations
- Serious illness of child (prolonged absences)
- Parents are required to give two weeks written notice should they wish to terminate service.
 - **This time must be paid in full, regardless of whether or not the child is in attendance.**
- Pee Wee Prep reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of the provider, our staff and other children in attendance.
 - We will give two weeks notice of termination for which full tuition is due, regardless of whether or not your child attends during that time.

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Children with Special Needs

The Americans with Disabilities Act requires that child care providers not discriminate against persons with disabilities on the basis of the disability. Pee Wee Prep will provide children with disabilities an equal opportunity to participate in our center's programs and services.

- Pee Wee Prep **will not** exclude children with disabilities from our program *unless* their presence poses a direct threat to the health or safety of others, or requires a fundamental alteration of the program.
 - Pee Wee Prep will make reasonable modifications to our policies and practices to integrate children with disabilities into our programs **unless doing so would constitute an undue burden.**
- Centers must provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an *undue burden*.
 - Pee Wee Prep is a limited enrollment childcare facility. We maintain appropriate staffing ratios (1:10) for all classrooms, but cannot alter the program to accommodate the state required ratio (1:4) for a child whose needs require additional staff members.
 - The ADA does not require providers to take any action that would pose a direct threat - a substantial risk of serious harm - to the health or safety of others.
 - Pee Wee Prep will work with parents to find reasonable ways of curbing a child's behavior, such as extra naps, "time out," or changes in his diet or medication.
- If reasonable efforts have been made and the child continues to harm other children or staff, presents a danger to him/herself, or has not adjusted to Pee Wee Prep's program within a reasonable period (90 days) **he/she may be expelled from the program even if he/she has a disability.**

Medications

In the event your child is on any type of medication, parents/guardians are responsible for any and all medications their child needs. Please advise that we can only administer medication with:

- **Written authorization from your pediatrician us to administer the medication, regardless of whether the medicine is over-the-counter or prescription**
- **Written authorization and consent from a parent/guardian to the administer of medication to your child**
- **Written instructions for the medication**
- **NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written**

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Illness

Pee Wee Prep does not provide sick child care; **under no circumstances may a parent bring a sick child to the center.**

- **If a child is unable to participate in the center's daily activities (including being able to play outside), then he/she MUST stay home**
- If a child becomes ill and must be picked up, the child's parent(s)/guardians will be contacted to do so
 - Alternately, an emergency contact person will be contacted
- A sick child will not be permitted to return to care for 24 hours until after condition is stable

Children will be visually screened when they arrive in the morning. **YOU WILL BE STOPPED AT THE DOOR IF YOUR CHILD HAS:**

- Fever: Temperature of 100°F or higher taken under the arm, orally, etc.
- Vomiting or diarrhea within last 4 hours
- Breathing trouble, sore throat, swollen glands, hacking or continuous coughing
- Runny nose (other than clear), draining eyes or ears
- Lice, rash, or any other spots that resemble childhood diseases, including ringworm
- Child is irritable, continuously crying, or requires more attention than we can safely provide without hurting the health, safety or well-being of the other children in our care

Immunizations

All students must have up to date immunization records, provided by your pediatrician. **A religious/medical exemption is needed should your child not be vaccinated; any student not exempt for the aforementioned reasons will not be permitted to attend until ALL age-appropriate vaccine doses have been administered and recorded by your pediatrician.**

Please review the immunization schedule included with you registration for more details on vaccinations and the age at which your child must receive them. **If your child's records are not up to date or we do not have a religious exemption notice from your pediatrician, your child will not be permitted to attend Pee Wee Prep until such documentation has been furnished.**