

Play N Learn

Policies and Guidelines

800 Schuyler Ave. Lyndhurst, New Jersey 07071

Phone: (201) 804-0500

Hours: Mon-Fri 7am-6pm



Welcome to Play N Learn!

We would like to take this opportunity to welcome your family to ours and to thank you for choosing Play N Learn for your child's early education needs. Our mission is to ensure your child is provided with quality care and learning experiences that will promote creativity, individuality, respect, and compassion. These goals will help provide the stepping stones necessary for your child to have a successful and bright journey ahead.

Whether you are a first-time parent or one with a few years of experience, we understand that choosing a preschool can be a very difficult decision. For this reason, we strive to do all we can to help make this choice as easy as possible. Our goal is to provide the absolute best preschool experience for your family so that you may leave with the peace of mind knowing your child is receiving unsurpassed education and care.

As a new family to our center, we know that any type of change involving your child can create a variety of different feelings. Please know that we are here to help make this transition as smooth as possible. We pride ourselves on offering an atmosphere where children feel like they are being cared for by family. It is very important that parents feel as if we are partners in the care and education of their child.

Please know that management is always open and receptive to any ideas, comments, or concerns you might have. We strive for continuous improvement at our school, and we can only achieve that with your help. If, at any time, you have any questions or concerns regarding our care for your child(ren), please feel free to come to us at any time. We do our absolute best to accommodate any special requests or needs your child may have throughout their time here. To assure a friendly, yet professional relationship, please be sure to read our policies and procedures.

We look forward to getting to know your child(ren) and your family on a personal level and strive to build a healthy relationship between us.

Our classrooms are bright and colorful and separated by age group. A detailed report is uploaded on the app to parents at the end of each day with curriculum activities, pictures, and updates about your child's day.

Once again, the Play N Learn Family would like to thank you for choosing us, and we look forward to working with you for years to come!

Warmest Regards,

Lorrelie and Jose Olaso

About Us

Play N Learn is a state-licensed daycare center, providing care for children ages 6 weeks to 13 years. Our goal is to offer excellence in our academic program, a safe environment, and enjoyable activities every day. We believe our center will help your child develop academically, emotionally, and socially. We are equally committed to the safety and well-being of each child at our center.

Curriculum & Activities

Our curriculum is theme-based and developmentally appropriate.

- **Infants:** We begin teaching infants by exposing them to books, sensory play, and helping them reach first-year milestones.
- **Toddlers:** We prepare our toddlers for preschool by introducing them to the TPT curriculum, a platform created by teachers for teachers. Toddlers enjoy daily group time focused on reading stories, learning colors, shapes, numbers, and letters, along with daily arts and crafts.
- **Preschool:** Preschool classes are divided into learning centers where children explore, learn, and play. Three- and four-year-olds are taught the TPT curriculum, covering literacy, language development, phonics, reading and writing, math, coloring, and weekly theme-based arts and crafts. They also learn letter recognition, how to follow instructions, and develop fine motor skills, such as walking in a line, using a pencil, writing their alphabet and numbers, and cutting with scissors. Additionally, social and school-readiness skills, such as making friends, sharing, and taking turns, are emphasized. Our goal is to provide a strong foundation for the elementary years.

Additional Activities: Children participate in various activities, including but not limited to:

- Books and story-time
- Legos
- Circle-time
- Tumbling exercises
- Music, dancing, and singing
- Dress-up
- Play food
- Interactive stuffed animals
- Cars/trucks/planes
- Arts and crafts
- Puzzles
- Flash cards
- Animals/dinosaurs
- Trains
- Musical instruments
- Balls
- Dolls
- Various learning toys and games
- Bean bag toss
- Blocks

- Large beads and string
- Song games
- Coloring
- Sing-along storybooks
- Painting
- Science activities
- Puppets

Daily Updates and Incident Reporting:

During each day, you will receive an update on how your child is doing that day, pictures of any activities, meal times, as well as any other concerns if applicable. Any incidents will be reported immediately through our app Brightwheel. We emphasize our commitment to open communication with you, and please rest assured that the safety of your child is our number one priority.



Play N Learn Daycare Enrollment Information

Ages Accepted:

- Six weeks to thirteen years

Operating Hours:

- Year-round
- Monday to Friday
- 7:00 AM - 6:00 PM

Required Documents for Enrollment:

1. Enrollment papers
2. Current immunization records
3. Registration Forms
4. Book fee (for K-3 & K-4 only)

Update of Information:

- Parents or legal guardians must notify daycare management in writing if there is a change in employment, home address, or telephone number during the child's enrollment.
- Management must be able to contact the responsible parent or guardian at all times during operating hours.

Non-Discrimination Policy:

- Play N Learn admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities available at the center.
- The school does not discriminate based on race, color, national, or ethnic origin in its educational or admission policies.

Registration and Fees

Tuition & Fees

- **Registration Fee:** A one-time, non-refundable registration fee of \$100.00 is due at the time of registration.
- **Book Fee:** A \$50 book fee is required for K-3 & K-4 only.
- **Payment Information:**
- Tuition payments must be handed to a center supervisor on Mondays, the first day of your child's week. Do not leave payments in children's backpacks.
- Accepted payment options include checks, cash, Venmo (@Lorrelie-Olaso with the week of payment written in the description), Zelle, or credit card through the Brightwheel app.
- Make all checks payable to Lorrelie Olaso.

Non-Sufficient Funds (NSF) Policy:

- If an NSF check is received, you will be charged \$35 and any bank-imposed costs.
- After a second NSF check, all future payments must be made in cash.

Late Payment Policy:

- Payments received after Tuesday will incur a \$15.00 late fee charged on Wednesday, and an additional \$10.00 per day until paid in full.
- Children with a past due balance will not be allowed to attend the following Monday unless the balance is paid in full. We do not carry balances.

Payment Schedule:

- Payments can be made bi-weekly or monthly as long as tuition is paid in advance.
- Tuition is paid in full per week and remains the same regardless of holidays, vacations, or absences to ensure your child's spot in the program.
- If you sign up for 3 days but only attend 2 or skip the week entirely, you are still required to pay the full week's amount.

Late Pick-Up Fee:

- We close at 6 PM. A \$5 late fee will be charged for the first minute and \$1 for every additional minute per child after 6:00 PM. This fee is due upon pick-up, paid directly to the staff member staying with your child.
- If you will be late, you MUST have a backup family member or friend available to pick up your child. Always call and inform the center if you are running late.

Termination Policy:

- The first two weeks are a trial period, during which either party may terminate the contract without notice.
- After the first two weeks, a two-week written notice from the parent or provider is required to terminate the contract, except in cases of family emergency, gross misconduct by the parent or child, or failure to follow the rules as stated in this handbook and agreement. This can result in immediate discontinuation of service.
- In lieu of written notice, two weeks of pay may be given to terminate the contract.
- In cases of non-payment, legal action may be taken, and parents will be responsible for all legal fees incurred.

Inclement Weather

We follow Washington Lyndhurst Public School for inclement weather closings. If Washington School is closed, we will also be closed. We will also leave a message on the brightwheel app as soon as we get alerted.

Vacation/ Holidays

- Parents will be able to receive a 2 week vacation Tuition-Free for a year given with a two-week notice, after the two weeks have been taken, parents will be responsible for full payments.
- **Regular payment rates apply for all vacations and weeks with holidays.**

Drop-Off Procedures

Location:

- Drop-off is in the back entrance parking lot.

Logging:

- We will log your child's name, date, and time of drop-off and pick-up.

Hygiene:

- Every child is required to wash their hands upon entry and dismissal.

Parent Access:

- Parents must remain outdoors during drop-off and pick-up.
- Families and visitors have access only to the front door or entry area.
- Only children and essential staff are allowed inside the building and classrooms.

Drop-Off Timing:

- To ensure a smooth start to the day and avoid disruptions, we request that children arrive no later than 9:30 AM.
- Circle time starts at 9:30 AM, and it is crucial for children to be present for this important part of their day.

Schedule Adherence:

- Full-timers: Please adhere to a 10-hour window (e.g., 7 AM - 5 PM, 8 AM - 6 PM).
- Part-timers: Please adhere to the 8 AM - 12 PM timeframe.

Items from Home:

- No outside toys or stuffed animals are allowed.
- Please bring only necessary items such as extra clothes, diapers, pull-ups, prepared bottles, and a blanket for nap.

Important Notes:

- To avoid disruption, no drop-offs will be allowed between 9:30 AM - 11:00 AM.
- Doors will reopen from 11:00 AM - 12:00 PM.
- After 12:00 PM, no admittance will be permitted unless notified at least a day in advance.

Pick-Up Policy

- **Authorized Pick-Ups:** Each parent or legal guardian must document in the enrollment papers the people authorized to pick up their child. If you want someone who is not listed as an emergency or authorized person to pick up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization.
- **Identification Requirements:** The provider will require photo identification from anyone not recognized. Please inform your pick-up person of our policy.
- **Substance Use Policy:** The provider will not release your child to anyone, including parents or guardians, if they suspect the person is under the influence of drugs, alcohol, or any other substance that may pose a threat to the child.
- **Custody Agreements:** To protect your child, we require copies of any court-ordered custody agreements. Without a custody agreement, we cannot prevent the release of your child to a parent.
- **Late Pick-Up Procedure:** If a child has not been picked up after closing and we have not heard from you, we will attempt to contact you and the emergency and authorized contacts listed. We will make provisions for someone to stay with your child as long as possible. If we are unable to reach you or an authorized contact within 2 hours, we will contact the local child protective services agency.
- **Regular Hours:** Play N Learn operates from 7:00 AM to 6:00 PM. Please arrive only at the time you are scheduled for pick-up. For example, if your child is enrolled from 7:00 AM - 12:00 PM, please arrive no earlier or later than your scheduled time.
- **Early/Late Pick-Up Fees:** If you need to pick up your child earlier or later than scheduled, notify the daycare as soon as possible. An early/late fee of \$5.00 for the first minute and \$1.00 for each additional minute will apply. This fee is due upon pick-up, in cash, and should be paid directly to the staff member who is staying with your child, as staff are only scheduled until 6:00 PM. Any changes to your child's schedule should be communicated to the administrator/director promptly.
- **Pick-Up Notification:** Please message us on the Brightwheel app 10 minutes before pick-up so we can prepare your child.

Part-Time Schedules

- **Part-Time Schedule:** Unfortunately, we cannot accommodate changes to your child's scheduled days of enrollment on an occasional or semi-occasional basis. Your contracted days are fixed and cannot be altered on a weekly basis. If you need a more flexible schedule, you may consider adding days or switching to a full-time enrollment.
- **Adherence to Scheduled Days:** For example, if your scheduled days are Monday, Tuesday, and Wednesday, and you miss Tuesday, we cannot allow you to switch the missed day to Thursday or Friday. Our schedule is designed to maintain appropriate teacher-to-child ratios, and switching days could lead to overcrowding in the classrooms.

Meals and Snacks

- **Meal Times:**
 - Morning Snack: 9:00 AM
 - Lunch: 11:30 AM
 - Afternoon Snack: 2:30 PM
- **What to Bring:**
 - Two snacks (one for the morning and one for the afternoon)
 - One proper meal for lunch
 - One water bottle
- **Healthy Options:**
 - Please include at least one healthy option with each snack and meal (e.g., fruit, vegetables, applesauce).
 - Avoid sending junk food (e.g., chips, soda, candy, chocolate). Soda and candy are strictly prohibited.
 - Healthy options are essential for providing proper nutrients and energy. Excessive sugar can cause restlessness and health issues such as vomiting or diarrhea.
- **Food Handling:**
 - We will refrigerate or heat food if necessary.
 - Label all of your child's snacks, lunch containers, and bottles with their name.
 - If sending milk in a bottle, label each bottle clearly with your child's name and date.
- **Covid-19 Precautions:**
 - Any opened or unfinished food items will be disposed of at the end of each meal.
 - Unopened food items may be sent home with your child.
 - Sharing food with other children is prohibited.
- **Labeling:**
 - Ensure all water bottles, containers, and lunch boxes are clearly labeled with your child's name.

Clothing

- **Attire:**
 - All children over the age of 12 months must come dressed in weather-appropriate attire. Pajamas are not acceptable as daytime wear.
 - Dress your child in comfortable clothes suitable for play.
- **Extra Clothing:**
 - Ensure your child has a complete change of clothing at the center at all times, including underwear and socks.
 - If their extra clothing is used, please send a new set with them the following day. The used clothes will be sent home with your child upon dismissal.

Policy and Procedures

- **Clothing for Weather:**
 - Provide your child with a sweater or long-sleeved shirt to wear if they get chilly throughout the day.
 - Flip flops are not allowed, even in nice weather, as they can cause accidents and are often removed or thrown inside.
- **Summer Months:**
 - For water play activities, we will notify you in advance. Please send your child with a swimsuit, sunscreen, and/or swim diaper if you wish for them to participate.
- **Winter Months:**
 - Ensure your child has appropriate winter clothing, including a jacket, snow pants, snow boots, mittens, and a hat if they are to play outside. Without these items, they will not be able to go outside.
 - If your child arrives in snow boots, please provide a change of shoes for indoor use.

Summer Activities

- **Activities Include:**
 - Water Day
 - Movies
 - Crafts
 - Face Painting
 - Music and Movement
 - Slip 'n Slide
 - Scavenger Hunt
 - Food Fun
 - Hurricane Party
 - Bubble Blast
 - Backward Day
 - And many more exciting games and activities



Policy and Procedures

Nap/Quiet Time

- **Sleeping Arrangements:**
 - Each child will have a safe, comfortable sleeping mat.
 - Children using cots will need to purchase a \$5 sheet from us, custom-fitted for the cots. They must also bring a labeled blanket in a large zip-lock bag. Blankets will be returned at the end of each week for washing and should be brought back on Monday. Sleeping bags are also acceptable.
- **Infant Sleep Guidelines:**
 - Infants will sleep in cribs with waterproof mattresses or pads.
 - Infants will sleep on their backs as recommended by the American Academy of Pediatrics and SIDS guidelines.
 - Heavy blankets, pillows, stuffed animals, toys, bibs, and pacifiers with straps are not allowed in the crib.
- **Quiet Time:**
 - If a child does not participate in naptime, they will be provided with a book or a quiet activity while others rest.

Cleaning and Disinfecting

- **Routine Cleaning:**
 - All frequently touched surfaces and objects (tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches) will be regularly cleaned, sanitized, and disinfected.
- **Toys and Surfaces:**
 - All toys and surfaces will be cleaned and sanitized at the end of the day.
 - Toys that have been put in a child's mouth will be placed in a bucket until they can be cleaned and sanitized.

Birthday/Holiday Parties

- **Special Events:**
 - We will schedule special events throughout the year, such as Pajama Day, Cookies & Milk Day, Pizza Party, Show & Tell, and holiday-themed activities. You will receive notifications at the beginning of each month regarding these events and any items you may need to send with your child.
- **Celebrations:**
 - You may bring a healthy snack, pizza, cupcakes, etc., to share for your child's birthday, though this is not mandatory.
 - We celebrate holidays with small parties, and a sign-up sheet may be posted on the parent board for those interested in donating.

Policy and Procedures

Toilet training is a gradual process that may involve setbacks, but this is a normal part of development. We are happy to support potty training, provided the child is ready, typically between 2-4 years old. Here's how we approach it:

- **Initial Training:**
 - Potty training should be started at home for at least two weeks with success before transitioning to daycare.
 - Parents need to supply pull-ups and wipes. Once a child has been accident-free in pull-ups for at least two weeks, they may come to daycare in cotton training pants or underwear.
- **Support at Daycare:**
 - We will integrate toilet training education into the curriculum through stories and games that reinforce positive practices.
 - We aim to make the toilet training experience as natural and non-intimidating as possible to help the child feel confident.
- **Positive Reinforcement:**
 - We will focus on reinforcing good habits, such as flushing, wiping, dressing, and hand washing, to build the child's self-esteem and confidence.
- **Signs of Readiness:**
 - Imitates parents' behavior.
 - Regularly has dry nappies for two hours or more.
 - Shows ability and readiness to put things where they belong.
 - Demonstrates independence by saying "no."
 - Shows genuine interest in toilet training.
 - Can walk and sit down independently.
 - Can verbally express the need to defecate or urinate.
 - Capable of dressing and undressing, including pulling pants up and down.
 - Overall temperament should be considered before starting toilet training



Discipline Policy

Behavior Management & Discipline

At Play N Learn, we believe in using praise and positive reinforcement to manage behavior effectively. Our approach is rooted in the understanding that positive, nonviolent interactions help children develop self-esteem, problem-solving skills, and self-discipline. To support this, we employ the following techniques:

We Do:

- Communicate using positive statements.
- Engage with children at their level.
- Speak in a calm, quiet manner.
- Explain unacceptable behavior clearly.
- Praise and encourage children regularly.
- Set limits and reason with children.
- Apply rules consistently.
- Model appropriate behavior.
- Arrange the classroom environment to prevent issues.
- Offer alternatives and redirect children to acceptable activities.
- Provide opportunities for children to make choices and solve problems.
- Facilitate discussions about problems and solutions.
- Listen to and respect children's needs, desires, and feelings.
- Offer appropriate language to resolve conflicts.
- Use storybooks and discussions to address common conflicts.

We Do Not:

- Inflict corporal punishment (e.g., spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping).
- Employ strategies that hurt, shame, or belittle a child.
- Use threats, intimidation, or force.
- Use food as a reward or punishment.
- Shame or punish a child for bathroom accidents.
- Embarrass any child in front of others.
- Compare children to each other.
- Place a child in a locked or dark room.
- Leave any child alone, unattended, or without supervision.
- Allow other children to discipline a child.
- Criticize or belittle a child's parents, families, or ethnic groups.

If disciplinary issues arise, a conference will be scheduled with parents to address and resolve the problems. If a child's behavior consistently jeopardizes the safety of others, the Director, after documenting the behavior and interventions, may terminate childcare services for that child.

Note: If there are indications or suspicions that a child may have special needs, Play N Learn will inform the child's family and reach out to Baby Net for assessment and assistance.

Expulsion Policy:

- While we strive to avoid expulsion, certain circumstances may necessitate removal from the program, either temporarily or permanently. We will make every effort to work with the family to prevent expulsion. The following outlines reasons for expulsion:

Immediate Causes for Expulsion:

- The child poses a serious risk of injury to themselves or others.
- Parents threaten physical or intimidating actions toward staff.
- Parents exhibit abusive behavior toward staff in front of enrolled children.

Parental Actions Leading to Expulsion:

- Failure to pay or habitual lateness in payments.
- Failure to complete required forms, including immunization records.
- Habitual tardiness in picking up the child.
- Verbal abuse toward staff.
- Failure to adhere to school policies and regulations.

Child's Actions Leading to Expulsion:

- Failure to adjust after a reasonable period.
- Uncontrollable tantrums or angry outbursts.
- Ongoing physical or verbal abuse of staff or other children.
- Excessive biting.

Schedule of Expulsion:

- **Notification:** If remedial actions fail, parents/guardians will receive a verbal and written notice regarding the child's or parent's behavior warranting expulsion. This action may be temporary, allowing time for behavioral improvements or agreement with the center.
- **Details:** Parents/guardians will be informed of the expulsion duration and the required behavioral changes for return.
- **Notice:** Parents/guardians will be given a specific expulsion date, generally allowing one to two weeks for finding alternative childcare, depending on the risk to others. Failure to meet the plan's terms may result in permanent expulsion from the center.

Sick Policy

To ensure the health and safety of all children and staff, please follow these guidelines:

- **Notification:** Call by 9 AM if your child will be absent due to illness. If your child is out for more than one day, a doctor's note is required upon their return. The note must specify the diagnosis and treatment received. This information helps us maintain a clean environment and prevent the spread of illness.
- **Entry Policy:** Do not bring your child to the center if they are sick. Children displaying symptoms should not use pain relievers to mask their condition. If symptoms arise during the day, the child must be picked up immediately and will not be allowed back for 24 hours after symptoms have subsided. This policy ensures the safety of all children, staff, and visitors.
- **Conditions for Staying Home:**
 - Elevated temperature of 100.4°F or higher
 - Cold symptoms with dark or green/yellow nasal discharge
 - Diarrhea (soft stools are acceptable, but persistent or distressing diarrhea requires staying home)
 - Vomiting (notification required at the first occurrence)
 - Difficulty or rapid breathing
 - Skin rashes accompanied by fever or behavioral changes (mild diaper or heat rashes are exceptions)
 - Diagnosed communicable diseases or illnesses

Medications:

- **Administration:** Both nonprescription and prescription medications, including ointments and creams, can be administered by staff if necessary. Parents must complete the required form and supply medications in their original containers.
- **Labeling:** All medications must be labeled with the child's name, weight, and dosage. We will not administer fever-reducing medications unless specifically prescribed for teething.

For any questions or clarifications regarding our sick policy or medication procedures, please contact us directly.

Policy on the Management of Communicable Diseases

If a child exhibit any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated forehead temperature of 100.4 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge

- Infected, untreated skin patches
- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours
- Swollen joint
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

Once the child is symptom-free or has a doctor’s note stating that he/she no longer poses a serious health risk to himself/herself or others. He/she may return to the center.

Table of Excludable Communicable Diseases

A child who contracts any of the following may not return to the center without a physician’s note stating that the child presents no risk to himself/herself or others.

Respiratory Illnesses	Gastrointestinal Illnesses	Contact Illnesses
RSV	Giardia Lambia	Impetigo
German Measles	Hepatitis A	Lice
Hemophilus Influenza	Salmonella	Scabies
Measles	Shigella	Strep throat
Meningococcus		mumps
Whooping cough		Chickenpox
		Coxsackie



Medical and Dental Emergency Procedures

- Emergency information for each child is kept on file at the daycare. This information will be used to notify you or your designated emergency contact in case of illness or injury.
- In the event of an injury, first aid will be administered by the daycare staff. If further medical treatment is necessary, we will make every effort to contact you or your chosen doctor.

Emergency Treatment Authorization:

- Authorization for emergency treatment must be signed at enrollment. This ensures that we can provide necessary emergency care if needed.
- It is crucial to keep all emergency contact information up to date. Please inform us immediately of any changes to your contact details.

Emergency Procedures

For Serious Accidents or Sudden Illnesses Requiring Immediate Attention:

- Call 911 for emergency assistance.
- Notify the child's parents or emergency contacts.
- Ensure the child is separated from the other children and provided with appropriate care.
- The child, along with their health records, will be transported to the doctor or hospital by a parent, provider, or ambulance.

Financial Responsibility:

- Parents are responsible for all costs associated with emergency medical treatment, including any emergency transportation required.
- For any questions or to update emergency contact information, please contact us as soon as possible.

A) **Immunization Record and Flu Vaccine:**

B) **Documentation Requirements:**

C) **Flu Vaccine:** Yearly flu vaccine records and updated health records are required by December 1st each year for the Township of Lyndhurst Department's yearly audit.

D) **Vaccine Requirements for Attendance:**

E) **Mandatory Vaccinations:** MMR (measles, mumps, rubella), Varicella (chickenpox), and Flu vaccines are required for daycare attendance.

a. **Proof of Vaccination:** Children must provide proof of these vaccinations.

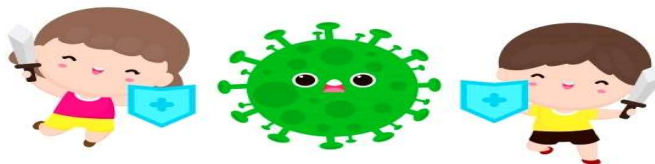
b. **Exemptions:** If a child cannot receive these vaccinations, the following must be provided:

i. **Medical Exemption:** A letter signed by the pediatrician.

ii. **Religious Exemption:** A letter signed by the parent.

Policy Enforcement:

Children who do not have the required vaccinations or valid exemptions will not be allowed to attend daycare until proper documentation is provided.



Policy and Procedures

Evacuation Procedures:

- **Emergency Location:** In the event of an evacuation, children will be moved to La Venere Restaurant. Emergency procedures are outlined and posted throughout the daycare.
- **Notification:** Parents will be notified as soon as possible if an evacuation is necessary.

Mandated Reporting of Child Abuse:

- **Legal Requirement:** We are required by law to report any suspected child abuse or neglect. Child protective services may question your child without parental consent.

Visitation and Open-Door Policy:

- **Parental Visits:** Parents/guardians have the right to visit their child during regular hours without needing a specific reason.
- **COVID Restrictions:** Due to COVID-19, you will only be able to greet your child and observe from the front gate. For extended visits or activities, you may take your child out of the daycare and return them by 12:00 PM to avoid disruptions.

Insurance/Liability:

- **Liability Coverage:** This facility does not carry general liability insurance for injuries to clients.

Information to Parents:

- **Manual of Requirements:** Our center has a copy of the manual of requirements for child care centers and is available to interested parents for review. If you would like a copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF 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: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657

Parent Agreements (Please Initial Each Item and sign and return):

- The above information is all correct. _____
- Pick-up/Drop-off Policy. _____
- Tuition & Fees. _____
- Termination Policy. _____
- Vacation & Holidays Policy. _____
- Clothing Policy. _____
- Toilet Training. _____
- Information to Parents. _____
- Behavioral Management & Discipline Policy. _____
- Expulsion Policy. _____
- Sick Policy. _____
- I, the parent/guardian, authorize Play N Learn Daycare to take photographs of my child during daily activities and post them in the classroom. _____
- I, the parent/guardian, do NOT want Play N Learn Daycare to take photographs of my child during daily activities and post them in the classroom. _____
- I have read and will adhere to all COVID-19 guidelines and rules. _____
- I give permission for my child to participate in outdoor play when the weather permits. _____
- In the event of a serious medical emergency, Play N Learn has my permission to call an ambulance to transport my child for emergency medical treatment. _____
- Play N Learn Daycare agrees to notify the parent/guardian when the child becomes ill, and the parent/guardian agrees to pick up the child as soon as possible thereafter. _____

I have read, understand, and agree with all the rules and regulations of Play N Learn.

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

Administrator/Director Signature: _____ **Date:** _____

Witnessed by: _____ **Date:** _____