

Please return your completed Registration packet along with 1 check which will secure your child's enrollment spot.

Registration fee/ Deposit are Non-refundable.

*Registration Fee: \$150.00

*Tuition Deposit: \$

Parent's Signature _____

Date: _____

Westwood Location

200 Third Avenue

Westwood, NJ 07675

Phone: 201-722-9822

Fax 201-722-9726

Dawn Beattie, Director

Norwood Location

535 Walnut Street

Norwood, NJ 07648

Phone: 201-767-0784

Fax: 201-767-0957

Kristen Ricciardelli, Director



Name of Child: _____

Age starting: _____ Date of Birth: _____

Name of Parents: _____

Address: _____

Home Phone Number: _____

Business Information Parent Name: _____

Company: _____

Address: _____

Work Phone: _____ Cell Phone: _____

Business Information Parent Name: _____

Company: _____

Address: _____

Work Phone: _____ Cell Phone: _____

Program: _____ Enrollment Start Date: _____

Days: _____

A Registration Fee and Tuition deposit must accompany this application.

Paid: \$ _____ Payment Form _____ Date: _____

Parent Signature: _____

Email: _____

****Please keep ALL contact information UPDATED, as needed****



PERSONS AUTHORIZED TO PICK UP CHILD

NAME: _____
ADDRESS: _____

RELATIONSHIP: _____
HOME PHONE: _____
BUSINESS PHONE: _____

NAME: _____
ADDRESS: _____

RELATIONSHIP: _____
HOME PHONE: _____
BUSINESS PHONE: _____

NAME: _____
ADDRESS: _____

RELATIONSHIP: _____
HOME PHONE: _____
BUSINESS PHONE: _____

****ALL AUTHORIZED PERSON MUST PRESENT A PHOTO ID AT THE TIME OF PICK-UP****



I hereby grant permission for my child to use all of the play equipment, participate in all of the activities of the school, and to leave the school premises under the supervision of a staff member for scheduled field or walking trips.

I hereby grant permission for Carousel Early Learning Center to take whatever steps may be necessary to obtain emergency medical care.

These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian, the child's physician, or person listed on the emergency form.
2. If we cannot contact you or your child's physician, we will do one or both of the following:
 - (a) call another physician or paramedics
 - (b) have your child taken to a hospital in the company of a staff member.
3. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
4. The school will not assume responsibility for a child who has not been signed in upon arrival for the day.

Signed _____ Date _____

Signed _____ Date _____



FOR EMERGENCY PURPOSES ONLY

Primary Contact for Carousel Early Learning Center to call s the following:

Name: _____

Phone: _____

Second Contact:

Name: _____

Phone: _____

Known Allergies:

Medications:



Dear Parents,

As you may or may not be aware, Carousel is now on Facebook! We will be posting pictures everyday of different activities throughout the building. We will need each of you to sign off on this form either granting or denying us permission to include your child in the pictures that we post. Please complete this form and return it to the office as soon as possible.

Thank you

Child's name _____

Parent Signature _____

_____ I allow my child's photo to be used on Facebook

_____ I do not allow my child's photo to be used on Facebook



PHOTO PERMISSION FORM

Permission to Photograph Child

☐ I give my permission for _____ to be photographed and/or videotaped by teachers and staff for Carousel Early Learning Center purposes only. Local news organizations approved by and accompanied by the Director for purposes of advertising and public relations. The snapshots, which may include my child, may be published.

☐ I do not give permission.

Parent's Signature _____ Date _____

☐ I give Carousel Early Learning Center permission to have my child photographed to use for Public Relation purposes at any time.

☐ I do not give permission.

Parent's Signature _____ Date _____



Dear Parents:

Please have your child's pediatrician complete the attached form of Good Health. The pediatrician's office can mail or fax it back to us.

This form should state that your child is in good health and has no activity restrictions or allergies.

In addition, Carousel must also be provided with your child's most recent immunization records, prior to entering school. Please have the pediatrician fax these to Carousel Early Learning Center.

Carousel Early Learning Center



CERTIFICATE OF GOOD HEALTH

_____ was seen in
our office on _____.

He/She is in good health and has no restrictions or allergies, unless otherwise noted below.

Comments:

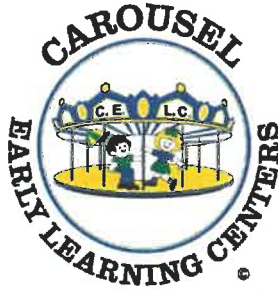
Physician's Signature: _____

Date: _____

UNIVERSAL CHILD HEALTH RECORD

Endorsed by: American Academy of Pediatrics, New Jersey Chapter
New Jersey Academy of Family Physicians
New Jersey Department of Health and Senior Services

SECTION I - TO BE COMPLETED BY PARENT(S)					
Child's Name (Last)		Child's Name (First)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth / /
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Child's Health Insurance Carrier			
Parent/Guardian Name		Home Telephone Number		Work Telephone/Cell Phone Number	
Parent/Guardian Name		Home Telephone Number		Work Telephone/Cell Phone Number	
I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.					
Signature/Date				This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER					
Date of Physical Examination:		Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Abnormalities Noted:		Weight (must be taken within 30 days for WIC)			
		Height (must be taken within 30 days for WIC)			
		Head Circumference (if <2 Years)			
		Blood Pressure (if ≥3 Years)			
IMMUNIZATIONS		<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due:			
MEDICAL CONDITIONS					
Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Medications/Treatments • List medications/treatments:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Limitations to Physical Activity • List limitations/special considerations:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Special Equipment Needs • List items necessary for daily activities		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Allergies/Sensitivities • List allergies:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Special Diet/Vitamin & Mineral Supplements • List dietary specifications:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for:		<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached		Comments	
PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note If Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		
<input type="checkbox"/> I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.					
Name of Health Care Provider (Print)			Health Care Provider Stamp		
Signature/Date					



TYLENOL/MOTRIN CONSTENT FORM

Child's
Name _____

Tylenol/Motrin (circle one)

Parent's Signature _____

Date _____

****No medication will be administered without proper consent and dosage or speaking with the parent first****

Parents must provide the Tylenol or Motrin, to the school in order to administer.

Policy on the Management of Communicable Diseases

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin Lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf



CAROUSEL EARLY LEARNING CENTER POLICIES

PICK UP/DROP OFF

Carousel Early Learning Center number one priority is to ensure the safety of all the students. Both locations, have a drop off and pick up outside of the building. Westwood protocol is drop off/pick up at the outside door. Norwood has a car side drop off and pick up at the front outside area

TOYS

Except for toys that may be needed to ease your child's initial transition from home to school, or a special naptime buddy, or show and tell (applicable classrooms) we ask that you leave your child's toys at home or in your car. If a personal item is brought to school, it must be labeled with the child's name, and we cannot be responsible for it.

ABSENCE/ATTENDANCE

It is REQUIRED the school directly contacted by phone/email, if your child will be absent for ANY reason. ALL children must be at school no later than 10am.



ILLNESS

Carousel Early Learning Center is a school licensed to serve children who are in good health. In order to assure the safety and health of all the children in our program, it is imperative that you do not send your child to school if he/she is obviously ill. Such illnesses, or symptoms of illnesses, shall include, but not be limited to, any of the following:

- Severe pain or discomfort
- Diarrhea
- Two or more episodes of vomiting or diarrhea within a 24 hour period
- Elevated temperature of 101 degrees Fahrenheit or higher
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult, rapid breathing
- Skin rashes (excluding diaper rash) lasting more than one day
- Weeping or bleeding skin lesions
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine or feces/stool

Should your child become ill while in our care, you will be notified to pick him/her up. We require that you pick up your child within one hour.

Parents must provide two telephone numbers at which they can be reached in the event that their child must be picked up due to illness.

Parents must also provide the names and telephone numbers of at least two additional individuals authorized to pick up their child in the event that the parents cannot be contacted.

Parents are urged to make sure that they or their authorized representative pick up an ill child within one hour. It is unfair to their child, their child's teacher, and the other children to leave their child at school when ill.

Unless a child is symptom free for 24 hours or a licensed physician indicates in writing that the child poses no health risk to himself/herself or to other children, the child may not return to school.



Parents are reminded NOT to send an ill child to school. All parents must inform Carousel Early Learning Center of any medications given to their child before coming to school, whether prescription or non-prescription.

All medications administered at Carousel Early Learning Center must be authorized by a WRITTEN statement from the parent or physician. Verbal consent will not be permitted.

ALL MEDICATIONS MUST:

**Be in the original container
Indicate the child's name
Indicate the age-appropriate dosage**

An authorized staff member will administer medication, as needed and with written permission.

POTTY TRAINING

Parents and teachers must agree that the child is ready to potty train at school and will work together both at home and school.

- Child will be praised often for his/her success and positive reinforcement will be give (reward system if needed)**
- Parents will provide pull-ups/training pants, that must Velcro on the sides**
- Parents will provide sufficient change of clothing, including extra shoes, during the process**
- Parents will be notified daily of their child's progress and success**



TUITION

Tuition is billed on a monthly basis. In the event, that you choose to withdraw your child from Carousel Early Learning Center, a 30-day written notice of withdrawal must be submitted by the 1st of the month. **YOUR DEPOSIT IS NON-REFUNDABLE AND MUST BE USED FOR YOUR CHILD'S LAST FULL MONTH OF ATTENDANCE AT CAROUSEL EARLY LEARNING CENTER.** Partial refunds are not permitted. **No Refunds for Vacations/Illness**

FORMS OF PAYMENT: Cash, Check, Credit Card (Mastercard/Visa -includes a surcharge), Automatic withdrawal from bank account (no additional fee)

Any tuition paid after the 5th of each month will incur a \$25.00 late charge.

A \$20.00 charge will be incurred for a returned check and should be paid upon notification by Carousel ELC. This charge will be reflected on the tuition invoice for the following month and must be paid together with tuition. In the event of 2 returned checks, future payments must be made by cash, credit card, money order.

Your signatures on the Receipt of All Policies Forms, shall constitute your acceptance of and agreement to the foregoing Carousel Early Learning Center Policies. ALL policies, including tuition are subject to change.

We are looking forward to providing a happy, healthy, and safe environment for your children and enjoying a pleasant, long-standing relationship with you.

Parents picking up their children after 1:00 PM (half-day program) or 6:00 PM (full-day program) will be subject to a charge of \$15.00 for the first 15 minutes and \$1.00 per minute thereafter. **THIS CHARGE IS TO BE PAID IN CASH UPON ARRIVAL TO THE STAFF MEMBER IN CHARGE OF CLOSING.** The first offense will be waived.

****You will be RESPONSIBLE for your child's monthly tuition, EFFECTIVE the start date you listed on your registration information packet. NO EXCEPTIONS****



DISCIPLINE

Proactive Actions that can be taken in order to prevent expulsion

- Staff will try to redirect the child from negative behavior
- Staff will reassess classroom environment, appropriate activities, and supervision
- Staff will always use positive methods and language, while correcting the children's behavior
- Staff will praise appropriate behaviors often
- Staff will consistently apply consequences for classroom/school rules
- Child will be given verbal warnings
- Child will be given time to regain control
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The director, classroom staff and parent/guardian will have a conference (s) to discuss how to promote positive behaviors
- The parent will have the opportunity to be provided literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by child's school district child study team



Procedures On Discipline

The methods of guidance and discipline used shall:

- be positive
- be consistent with the age and development need of the children
- lead to the child's ability to maintain self control

Staff members shall not discipline children for failing to eat, sleep or for soiling themselves.

Staff members shall not use hitting, shaking or any other form of corporal punishment.

Staff members shall not use abusive language, ridicule, or use harsh humiliating or frightening treatment or any other form of emotional punishment.

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 children, 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.

You can use positive discipline by planning ahead.

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out - - by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't 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:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison, or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating, or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- 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 the way you deal with children. But it's worth it because positive discipline works.



EXPULSION POLICY

We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy form being enforced. The following are reasons we may have to expel a child from Carousel Early Learning Center.

Immediate Cause for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidation actions towards staff members.
- Parent exhibits verbal abuse towards staff.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

Child's Actions for Expulsion

- Uncontrollable tantrums/angry outburst.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Schedule of Expulsion

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks notice depending on risk to other children's welfare or safety).

Parents are entitled to review the center's copy of the OOL'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 investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as 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 your review or you can view them online at https://data.nj.gov/childcare_explorer.

Our center must cooperate with all DCF inspections/investigations. DCF 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 to discuss with us any questions you may have about it.

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

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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 (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), 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 an LAD 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 ADA 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 the 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 may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

INFORMATION TO PARENTS

Under provision of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare center in New Jersey must provide to parents of enrolled children written information on parent 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of this information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff 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 on the premises a copy of the manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our 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.

We encourage parents 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 Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. 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 appreciate your bringing these concerns to our attention, too.

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 with us your plans for your child's departure from the center.

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.

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.



Dear Parent:

In keeping with New Jersey's childcare center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things, your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS).

Sincerely,

Carousel Early Learning Center

Name of Child _____

Name of Parent _____

I have received and read a copy of the Information to Parents Statement prepared by the Bureau of Licensing in the Division of Youth and Family Services.

Signature _____

Date _____



Policy on Methods of Parental Notification

All illnesses and injuries must be reported to the office immediately. If a parent should need to be notified for any reason Carousel will use the methods below based upon state laws, urgency, and parental request. Each case will be handled on an individual basis.

1. Phone Call/Text Message
2. Email

Signature _____

Date _____



POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA

As a part of Carousel Early Learning Center, we need to review our rules and uses of social media. The only social media that Carousel is involved in is Facebook. The school uses Facebook daily to share events and pictures with the families enrolled at Carousel as well as any prospective families. Our page is a public page, and it is your choice whether you would like to be involved or not. We respect the decisions of each family and employee regarding the use of social media.

As an employee you should not be taking pictures and posting them on any type of social media, as you do not know which children are allowed to be posted.

As a parent please be mindful of other family's decisions as they may not want their children on social media.

Signature_____Date_____

PLEASE ATTACH VOIDED CHECK WITH THIS FORM.



I (we) hereby authorize Carousel Early Learning Center TAX ID 16-1671634

To initiate debit entries to my (our) account at the depository bank named below,
hereinafter called

*DEPOSITORY BANK _____ *BRANCH _____
*CITY _____ *STATE _____ *ZIP _____
*TRANSIT/ABA NUMBER _____ *ACCOUNT # _____
(select one) CHECKING _____ SAVINGS _____ LOAN _____
*AMOUNT \$ _____ *START DATE _____

FREQUENCY ----MONTHLY ON the 3rd day of each month

This authorization is to remain in full force and effect until COMPANY has received
written notification from me (or either of us) of its termination in such time and in
such manner as to afford the COMPANY and DEPOSITORY BANK a reasonable
opportunity to act on it.

NAME(S) _____
(Please print)

DATE _____

SIGNATURE _____



PARENTS RECEIPT OF STATE POLICIES:

Please check each box as you read the policy and provide us with your signature on the line below.

- ☐ Information to Parents Document
- ☐ Policy on the Release of Children
- ☐ Positive Guidance and Discipline Policy
- ☐ Policy on Methods of Parental Notification
- ☐ Policy on Communicable Disease Management
- ☐ Expulsion Policy
- ☐ Policy on the Use of Technology and Social Media

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

Child(ren)'s Name: _____

Parent/Guardian's Name: _____

Signature

Date



PARENTS RECEIPT OF CAROUSEL POLICIES:

Please check each box as you read the policy and provide us with your signature on the line below.

- ☐ Illness Policy
- ☐ Toys Policy
- ☐ Potty Training Agreement
- ☐ Tuition/Deposit Understanding
- ☐ Payment Method Form (if applicable)
- ☐ Facebook and Photo Permission Forms

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

Child(ren)'s Name: _____

Parent/Guardian's Name: _____

Signature _____

Date _____



OUR THEMATIC CURRICULUM

The students of *Carousel Early Learning Center* are always learning. Our curriculum centers around 10 themes which are developed and reinforced each month throughout the September to June School year.

12 Months of Learning

September:	All About Me
October:	You Can Be Whomever You Want To Be
November:	A Harvest of Friends
December:	Celebrations Around the World
January:	A Blizzard of Winter Fun
February:	Caring & Sharing
March:	Lions, Lambs, and Leprechauns
April:	What A Wonderful World
May:	People on the Move
June:	Under the Sea
July/August:	"Summer Program"

Through these themes and with a focus on gross and fine motor, social, and academic skills, our talented team at Carousel keep the children engaged and learning in the subject areas listed below with creative and fun lesson plans that are carefully created and developmentally appropriate for each child.

1. Language
2. Reading readiness
3. Pre-Math
4. Science
5. Creative Arts
6. Dramatic Play
7. Music and Movement



FOUR IMPORTANT SKILLS TO FOCUS ON IN THE PRESCHOOL YEARS

1. Gross Motor Skills

Gross motor skills are the development of large motion actions such as running, jumping, hopping on one foot, and skipping. These skills are important because they develop a child's sense of balance, coordination, speed, and endurance.

2. Fine Motor Skills

In addition to gross motor skills, children at this age are starting to develop their fine motor skills...those skills that use fine finger movements like the movements used to pick up beads, hold a pencil, or cut paper. These are often skills that are not innate; they must be taught.

3. Social Skills

Social skills are skills that are learned by interacting with others. While playdates with other similar-aged children can be helpful, time with siblings, family, friends, and even imaginary friends all provide a practice field for them to learn how and when and what to say and do when around others.

4. Academic Skills

Academic skills are important, however, **a child needs to have the gross and fine motor skills, as well as social skills to be successful academically as they continue to formal education.**



ATTENTION

PARENTS AT CAROUSEL EARLY LEARNING CENTER

It has always been our policy to ensure the overall safety of the children that are in our care, and we have been seeing an increase in the number of children with food allergies in our school. As all of you know, we provide breakfast, lunch and an afternoon snack for the children, and it is the parent's responsibility to notify the classroom teachers of any foods that their child may or may not have. We are asking that each parent please keep this information up to date, as the teachers will be posting this information in their classrooms.

Carousel Early Learning Center's policy is that there will be NO PEANUT BUTTER AND/OR NUT PRODUCTS ALLOWED IN THE SCHOOL. This includes children's lunch boxes, for snacks of any kids and for birthday party treats/goody bags. ANY FOOD THAT IS BROUGHT IN TO SHARE MUST BE STORE BOUGHT IN THE ORIGINAL CONTAINER WITH INGREDIENTS LISTED.

Should you have any questions regarding this policy, please call the office.

Thank you for your Cooperation!!!



****INCLEMENT WEATHER PROTOCOL****

Dear Parents,

In the event of inclement weather, Carousel may have a two-hour delay, opening at 9:00am. In the case of hazardous conditions, we may decide to close for the entire day. In either condition, we will use our best discretion for the safety of all.

Our phone chain will begin approximately 5:45am, to ensure that all staff and parents are notified early enough to make necessary arrangements. All families will receive a call for either a delay and/or closings. If your family has multiple children, the classroom teachers have been instructed to call the older sibling.

The first notification will be the outgoing message at schools, if there is a change to the schools' hours.

DO NOT CALL THE POLICE DEPARTMENT!!! Please note we do not have to follow the Public-School closings.

In the event of an early closing, we will ask the morning of for an emergency number, please be sure to have someone available. We will give an approximate 2-hour window, to allow you to make appropriate and timely arrangements. Please allow adequate travel time, to ensure the safety of everyone.

**** PLEASE NOTE THAT BREAKFAST WILL NOT BE SERVED IN THE EVENT OF A DELAYED OPENING****