



6 Bartley Chester Road  
Flanders, NJ 07836  
973.927.7372 phone  
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[www.FlandersValleyCountryDaySchool.com](http://www.FlandersValleyCountryDaySchool.com)



## Discipline Policy

We at the Flanders Valley Country Day School believe that a child's behavior is neither malicious nor bad, but rather inappropriate to a particular time, place, or situation. We always **ENCOURAGE** and **ACKNOWLEDGE** good behavior. We believe that children are beginners in the socialization process, and we encourage the growth process through a secure and loving environment.

When a situation arises, the following successive steps are taken:

1. Reminder of our school rules.
2. Very brief time out – time out period is approximately one minute for each year of child's age. The child remains within the teacher's vision, sitting slightly away from the group. The child is never separated in a corner or placed in a separate room. Here the child can gather his/her composure without missing any learning time.
3. If repetitive time out proves unsuccessful, the Director is informed. The Director and the child discuss the inappropriate behavior.
4. Parent contact – either by note or phone call to inform the parent(s) that the child is having a problem at school.
5. Parent Conference - with Teacher and/or Director to discuss the problem.

Neither yelling, nor ridicule, nor physical/corporal punishment, nor withholding or threatening to withhold food is ever acceptable at the Flanders Valley Country Day School. Reasoning, a positive atmosphere, and appropriate role modeling is our approach. If a teacher expects children to speak softly, so must they. If a teacher expects children to sit, cooperate, and be considerate, the teacher must as well. Children make mistakes; it is normal, healthy behavior. Patience and persistence is reasoning and good role modeling is the hallmark of discipline at the Flanders Valley Country Day School

The staff at Flanders Valley Country Day School follows a specific course of action when dealing with inappropriate behaviors for Children.

1. Positive Role Modeling
2. Proactive intervention which is achieved through keeping an eye on the children when a possible conflict may arise stepping in before it happens.
3. Give a child the words to use.
4. Time out: One minute for each age of the child
5. Realistic and appropriate consequences for behavior



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## Medication Administration

We are happy to administer medication to a child if the need arises. According to state Code N.J.A.C. 10:122-7.5 as follows:

The Flanders Valley Country Day School will give medication only after receipt of written approval from the child's parent. Medication may only be given to a child by a staff member who is authorized to do so. If a school child is permitted to self-administer medication, an authorized staff member must supervise the child.

All medication must be kept in a secured area that is inaccessible to the children. Non-prescription medication must be stored in a labeled container with a childproof cap.

Any prescription medication for a child must be prescribed for the child you are giving it to. Prescription medication must be stored in its original container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated and directions for its administration. Make sure the prescription date is current. Unused medication must be returned to the parent when no longer being administered.

Non-prescription, over the counter medication may only be given according to the directions on the label. Check the expiration date on the package, the recommended dosage for the age and weight of the child, and the time interval between doses. You may give antihistamines/decongestants; cough suppressants, acetaminophen (aspirin substitutes), or topical (skin) ointments with a note from the child's parent. Other types of non-prescription medication may only be given with a doctor's note, as they may have harmful side effects. It is especially important not to give aspirin unless a doctor orders it, because it is associated with a life-threatening illness called Reye's syndrome. If a child shows any side effects of medication, report them to the parent.

When giving medication, follow directions carefully. Use a medicine spoon with marked amounts, not an ordinary teaspoon, for giving medication. Do not give food, juice, soda or anything except water with the medicine unless the directions call for it. Watch the child to be sure the medication has been swallowed, and be sure to put the container out of reach right away. You must maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The instructions for administering the medication, including the dosage and frequency;
4. The time and by whom the medication was administered to the child; and
5. Any adverse effect the medication may have had on the child.



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10:122-6.5 Policy on the release of children

### **POLICY ON THE 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 pickup a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. 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 Division's 24 hour Child Abuse Hotline (1-877NJABUSE/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:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s) and
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-877 NJABUSE/1-877-652-2873) to seek assistance in caring for the child.

For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).



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Expulsion Policyv10:122-6.8

Name of Child: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from our center:

### 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.
- Physical or verbal abuse to staff.
- Other (explain)

### Child's Actions For Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

### Proactive actions that will be taken in order to prevent expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges (Explain)
- 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 given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.



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### **Schedule of Expulsion**

\_\_ If after 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. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

\_\_ The parent/guardian will be informed regarding the length of the expulsion period.

\_\_ The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

\_\_ The parent/guardian will be given a specific expulsion date that allows the parent adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety)

\_\_ Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### **A CHILD WILL NOT BE EXPELLED**

\_\_ If a child's parent(s)

Made a complaint to the Office of Licensing regarding a center's alleged violations of licensing requirements (1-877-667-9845)

Reported abuse or neglect occurring at the center (1-877-NJABUSE) (1-877-652-2873)

Questioned the center regarding policies and procedures.

\_\_ Without giving the parent an adequate amount of time to make other child care arrangements.



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**INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care 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 child care center matters. The center may comply with this requirement: 1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

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Our center is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the center.

To be licensed, our center must comply with the current 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 parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements, by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, NJ 07189-4399.

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 standards, you are entitled to report them to the Bureau 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 parent(s) 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 dispensing medication 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 that we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau'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.

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



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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 Bureau 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 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 any 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 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).

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 that concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, toll-free at (877)NJABUSE/(877)652-2873, or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.