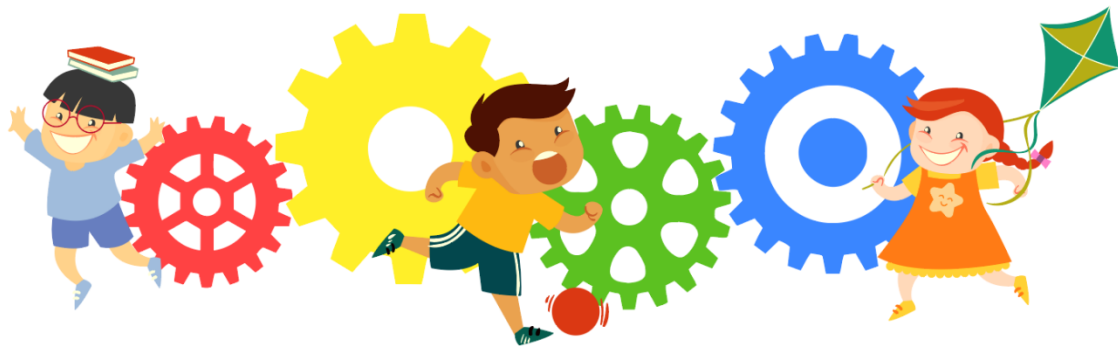


FIRST STEPS  
TO  
**Success**



LEARNING CENTER

PARENTS HANDBOOK



WELCOME TO FIRST STEPS TO SUCCESS  
7424 4<sup>th</sup> Ave, North Bergen, NJ 07047  
201-430-4277

**Days of Operation:**

**Monday - Friday**

**Hours:**

**8:00 a.m. - 5:30 p.m.**

Our Program starts at 9:00 a.m. and children will not be admitted to the school (unless authorized by Director only) after 9:30 a.m. If your child has a doctor appointment, you must inform us and your child may come to school no later than 11:00 a.m.

Our Center is open throughout the year

(See Holiday list for closing dates)

**ADMISSION REQUIREMENTS AND POLICIES**

**The minimum age for admission is 1.5 years**

- **Each child must have a physical examination by his/her doctor and provide verification of vaccination records PRIOR to enrollment.**
- **Physical examinations are required every year the child attends. New examinations required no later than September 1st or during the child's renewal on that calendar year.**

**Every family must**

- **Provide the center by letter TWO (2) weeks in advance if the child will no longer attend the school. Failure to do so you will be liable for the 2 week tuition notice. You must let the teacher know on that Thursday or Friday of the 2 week prior if you want to count that Monday as the 1<sup>st</sup> week notice. For example if your child's last day is February 28<sup>th</sup> we must receive Notice by Feb 13<sup>th</sup> or 14<sup>th</sup>.**
- **All fees should be paid up-to-date remember you are in a bonded contract.**



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## **TUITION**

- A non-refundable registration fee of \$100 is required per child. TUITION MUST BE PAID ON THE MONDAY OF THE CURRENT WEEK or the first day the child attends—it is a weekly fee. If payments are issued after that Monday a late fee of \$20 dollars will apply and the entire amount shall be paid on that day via cash or credit card NOT Check. If payment is not submitted by that Tuesday an additional \$5 fee will apply daily for every day that tuition is late.
- Parents please note this is a bonded contract in which you will sign and agree to all rules and regulations. If you wish to remove your child from the center you MUST provide the center with a 2 week notice advance if not you are still responsible to pay for the 2 weeks that your child was set to obtain that spot. This is why we do weekly payments and not monthly so please be mindful, respectful and considerate to us holding a spot for your child and possibly turning away new clients.
- We only accept 3 forms of payments via Venmo, Zelle or Cash
- Co-payments are due the first of the month in full. The parents have the full responsibility to inform the Center of any changes that may affect the case your child, failure to do so will result in the parent become solely responsible for any and all fees due the school.
- There are no refunds or credits issued for absence
- Absences due to holidays or illness do not change the tuition rate and may not be used for credit.
- 51 weeks of the year. If a child takes a vacation or break from the center for more than 1 week and the tuition is not paid for those missed weeks the child may lose his/her spot
- A prepayment of your child's tuition will be required, on the last day the child will attend BEFORE vacation begins, in order to ensure your child's spot at the center at the time of returning. You must write a note to the center notifying your vacation date and time.
- A spot will NOT be held for a child who is gone for a prolonged vacation or illness when the day care is in session, unless prepayment of 100% of a weekly fee is made for the time the child will be absent to hold a spot.
- Your child's spot will only be held if you continue to make the weekly tuition payment
- Parents must inform the center of changes in address, phone numbers, employment, emergency information, or any changes in family situation immediately. This is especially important for your child's safety and would enable us to contact you in the event of an emergency.
- Any child enrolled at FSTS MUST pay the weekly tuition whether they are in attendance or not. A child can take a 1 week vacation per calendar year after 1 year with the center, and they do not have to pay for that week in order to run the highest quality program, parents must pay for the remaining

## **Late Pick-Up Fees**

**FSTS closes promptly at 5:30 p.m.** Parents who pick up their child after 5:30 p.m. will be charged a late pick up fee of \$10.00 anytime past 5:31pm within the first 10 minutes of the hour; and \$1.00 thereafter every minute past the time 5:41pm. Please notify the Center in the event of the late pick-up.

Parents must sign an emergency medical treatment form. In the event of a medical emergency concerning your child, we will make every effort to contact you or your alternate contact. In the event we can't reach either party this form will serve as the consent to medically treat your child.

## **Transportation**

No transportation is provided by this school. We do not take outside trips for any reason.



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**NO CELL PHONES at PICK UP or DROP OFF**

In an effort to provide you with the best care and attention, we ask that you refrain from using your cell phone while at the center. There is important information regarding your child that your teacher may need to share with you and we need your full attention to do so. If you are on the phone at drop off or pick up, the child will not be admitted nor released to you unless you are off your phone. Parents, please call the center and not the teachers' personal phone. Staff is not allowed to give personal phone numbers. Staffs are not allowed to use their personal phone to call parents they must use the Center phone. All communication must go through the Center via phone or email. No personal phone or emails allowed. If you would like to have a conference with the Staff, please make an appointment. Staffs are not allowed to take children home.



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**2025**

**SCHEDULE OF FSTS CLOSING DATES**

|                                               |                        |                              |
|-----------------------------------------------|------------------------|------------------------------|
| New Year's Day Observation                    | Wednesday              | January 1st                  |
| MLK                                           | Monday                 | January 20 <sup>th</sup>     |
| Presidents Day                                | Monday                 | February 17 <sup>th</sup>    |
| Good Friday                                   | Friday                 | April 18 <sup>th</sup>       |
| Memorial Day                                  | Monday                 | May 26 <sup>th</sup>         |
| <b>NJ Teachers Training/ Independence Day</b> | Thursday& Friday       | July3- 4 <sup>th</sup>       |
| Labor Day                                     | Monday                 | September 1 <sup>st</sup>    |
| Columbus Day                                  | Monday                 | October 13 <sup>th</sup>     |
| Veteran's Day                                 | Tuesday                | November 11 <sup>th</sup>    |
| Thanksgiving Day                              | Thursday               | November 26 <sup>th</sup>    |
| Thanksgiving Day After                        | Friday                 | November 27 <sup>th</sup>    |
| Christmas Eve- Day Observation                | Wednesday/<br>Thursday | December 24-25 <sup>th</sup> |
| <b>Teachers conference end of year</b>        | Friday                 | December 26 <sup>th</sup>    |

**FECHAS EN QUE FSTS ESTARA CERRADO**

|                                                            |                  |                   |
|------------------------------------------------------------|------------------|-------------------|
| Ano Nuevo                                                  | Miercoles        | Enero 1           |
| MLK                                                        | Lunes            | Enero 20          |
| Dia del Presidente                                         | Lunes            | Febrero 17        |
| Viernes Santo                                              | Viernes          | Abril 18          |
| Memorial Day                                               | Lunes            | Mayo 26           |
| <b>Entrenamiento NJ de maestras / Dia de Independencia</b> | Jueves yViernes  | Julio 3- 4        |
| Dia de Labor                                               | Lunes            | Septiember 1      |
| Dia de Columbus                                            | Lunes            | Octubre 13        |
| Dia de Veteranos                                           | Martes           | Noviember 11      |
| Vispera de Gracias                                         | Jueves           | Noviember 26      |
| Dia de accion de gracias                                   | Viernes          | Noviember 27      |
| Noche Buena y Christmas Observacion                        | Miercoles/Jueves | Diciember 24 y 25 |
| <b>Conferencia de maestra fin de ano</b>                   | Viernes          | Diciember 26      |



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## **Parents Responsibility**

Below is a list of items your child will need based on his/ her age. If applicable, our center will have uniforms according to season. The location of where uniform can be purchased will be provided upon registration

- Backpack for your child is required for him/her to carry their belongings such as (blankets, crib sheet, or any change in clothes).
- Please note NO PILLOWS are allowed
- Please make sure that a change of clothes is available based on the current season
- Pull ups and baby wipes if the child is not toilet trained

### **6 Weeks- 18 Months Old:**

- ☐ Crib Sheets (2)
- ☐ Diapers for the Day (6)
- ☐ Wipes
- ☐ Diaper Rash Cream if needed
- ☐ Bibs
- ☐ Bottles
- ☐ Formula
- ☐ Cereal \* If needed
- ☐ Change of Clothes (In a Ziploc bag labeled with first and last name)
- ☐ Immunization Records.

### **30 months - 4 years Old:**

- ☐ Crib Sheet and small blanket (All labeled clearly with first and last name)
- ☐ Change of Clothes (In a Ziploc Bag labeled clearly with first and last name)
- ☐ Immunization Records

Please be sure that everything is clearly labeled with your child's first and last name.

\* Crib sheets and blankets must be brought on Monday mornings and taken home on Friday afternoons so they can be washed over the weekend.

***\*\* Note that FSTS will not be held responsible for any jewelry (good or bad) that your child may wear to school. We request that NO JEWELRY is brought to school. They can get hurt or put it in their mouth.***



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## *First Steps to Success Policies*

### **Expulsion Policy**

Unfortunately, there are times when we may 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 expel or suspend a child from this center:

### **Immediate cause for expulsion**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

### **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**

- 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.

### **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.
- 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.

### **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 the licensing requirements
- Reported abuse or neglect occurring at the center
- Questioned the center regarding policies and procedures
- Without giving the parent sufficient time to make other child care arrangement



### **Proactive Actions That Can 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 languages while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for 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 be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by local school district child study team.

### **Release Policy**

In order to ensure the safety of the children, their parents, and the staff of this center, FSTS will implement the following policy related to releasing children to their parents or other authorized adults. 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;
- ✓ Each parent will list all adults authorized to pick up their child(ren) on the Emergency Form.
- ✓ Parents may also list those who may not legally pick up their child(ren).
- ✓ Staff members will not release children to any adult other than a custodial parent without prior written or in-person authorization from the parent.
- ✓ Situations may arise, when a parent needs someone other than the people listed on the emergency form to pick up their child. In that case, the parent may call the center and provide the full name and description of the person who will pick up the child. That adult will need to show picture identification in order for the child to be released to their care. This should not, however, be the norm, but rather an extenuating circumstance.
- ✓ Children will only be released to authorized adults over the age of sixteen.
- ✓ Staff members who have questions will immediately call the parent(s) before releasing the child.
- ✓ Staff members will not release children into the care of a parent or other authorized adult who shows clear signs of being seriously impaired by the use of alcohol or other drugs.





**Our Staff is here to protect the child's well-being by:**

- ✓ Keeping the child safe until the impaired person finds and uses alternative transportation.
- ✓ Keeping the child safe until referred personnel from social services arrive.
- ✓ Keeping the child safe until law enforcement personnel arrive.
- ✓ Any such incident of child endangerment will immediately be reported to Child and Family Services (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.
- ✓ First Steps To Success reserves the right to refuse future care to children whose parent(s) or legal guardian(s) have attempted to pick them up in an impaired condition. In such cases, parents will receive written notice and will be required to meet with the director prior to continuation or termination of care..

**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 reach.

If a non-custodial parent has been decided access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain; 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:

- 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) 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 Child Abuse 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, that 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 patent or an alternative person(s) authorized by the parent(s); and ·



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3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour 'child Abuse 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).

### **Management of Communicable Diseases Policy**

If a child exhibits 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 of 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 diseases 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/reporable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reporable_disease_magnet.pdf).



## **Social Media and Use of Technology Policy**

- Staff will role model appropriate use of technology to children at all times, including limiting their own screen time and not accessing social media while educating and caring for children.
- All images taken of children will be appropriate, and will only be used in line with written parental permission for each child.
- The use of internet while educating and caring for children must be for the purpose of developing or supporting the program.
- Access must be from a device authorized for use by the service (e.g. not a personal mobile phone or other electronic device - whether they are using the service's Wi-Fi or their personal data plans).
- Staff is not allow to use their personal devices to take pictures of children in the center, or for any lessons learned
- Using cell phones or laptops during class hours other than the scheduled time will not be allowed at the center.
- Any devices, hardware that belong to the center are not to be removed from the premises.
- Memory cards (e.g. SD cards) are not to be taken home and only taken from the service on excursions or any program related experience with the permission of the Director/Coordinator.
- Any device containing details relating to the service must be stored in an appropriately secured place.
- Staff will sit with children to monitor and discuss any aspects of the program being viewed, Parental feedback is welcomed.
- Where appropriate, the children's interests and views will be included in the selection process.
- Staff is to not post any children's pictures from the center in any social media or for personal use.
- Staff and parents are not to be friends in social media as this can cause a conflict of interest.
- Parents are not allowed to take pictures in or outside of our centers location
- Parents are not allowed to post any pictures of any children other than their own.

## **Standard 1.2.2 Policies**

### **Infection Policy:**

- It is important to keep your child out of care in the case of illness. This prevents the spread of illness to other children and staff while keeping our center running smoothly. A child is too sick to attend care if they do not feel well enough to participate comfortably in the daily routine and activities. The following symptoms, among others, also indicate a child must stay home from care to avoid the spread of illness or infection to others: Fever above 100 Degrees. Children may not return to care until they have been fever free without Tylenol for at least 24 hours. This means that they will not be allowed in care on the day following a fever. If a child vomits in our center, they will be sent home.
- Pink-eye: The child will not be allowed back into care until they have been seen by a physician and had 24 hours of treatment.
- Head lice: Parents will be informed and the child should be treated by the parent. After treatment the child can return to school the next day.
- Scabies or chicken pox: The child cannot return to care until after treatment has begun and the sores have crusted over. Their return must also be approved by a physician.



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### Administering Medication

- (Medication of any kind) may only be administered after a Medication Release Form has been filled out and turned in to a teacher. The medication supplied by the parent must current/not expired and must have a doctor's prescription label on it. The medication release form includes the child's name, the name of the medication, and the times that the medication should be administered. Clear times must be listed in order to properly treat the child. Medication will be stored in the designated area in the refrigerator if they need to be kept cool.
- State law indicates that medications (even non-prescription) cannot be administered to a child in day care without a doctor's written consent. If you wish for us to administer any medication, you must supply us with a permission slip from the child's doctor. Medication should be on its original packages and a medical log from our center must be filled out for us to supply the medication with your signature.
- If a child should be become ill during the day, you will be notified immediately and be expected to pick up your child as soon as possible. Children who are sick will be isolated from the rest of the children. We require parents and guardians daytime numbers as well as alternative numbers in case parents or guardians cannot be reached. Please also provide the numbers of personal physician or clinic. It is important that these numbers are kept current/updated so that we may reach you when necessary.

### Immunizations

- All children must provide proof of immunization upon enrollment into the program. This form is included in the registration packet.
- Child Abuse and Neglect Reporting: Under New Jersey law, all child-care providers are mandatory reporters of suspected child abuse and neglect. As a child-care facility, all suspicions of child abuse and/or neglect will be reported to the appropriate authorities.

### Inclusion

- Name of the Center First Steps to Success we actively promote inclusive practice in order to best meet the children, families, and staff at our center. All children are welcome to attend our school regardless of ability, need, background, culture, religion, gender, or economic circumstances. The curriculum promotes positive attitudes to both similarities and differences in each other. We provide modifications and adaptations to help all children achieve success in our program.
- Believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.
- Non-Discrimination
- At equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.



### Standard 1.3.1 Outdoor Policy

#### OUTDOOR SAFETY POLICY

Outdoor play is an important part of a child's physical development and provides learning opportunities different from the indoor environment. Adequate supervision in a safe environment allows children to explore more freely. Play in a safe outdoor environment promotes good health and reduces the risk of injury to children and staff.

#### Procedure and Practices, including responsible person(s):

- Each morning **Wendy Granados** will be responsible to check the playground using the Daily Playground Checklist before children are allowed to play. This includes checking for standing water, debris, glass, beehives/wasp nests, tripping hazards, other injurious material, or damage to any equipment. Loose surface fill will be evenly distributed and removed from sidewalks/pathways.
- **Wendy Granados** will also be responsible to ensure that sidewalks and entrances are free of standing water, ice, and snow.
- **Wendy Granados** will be notified of any hazards and act upon a resolution based on the importance of the issue so that the correction can be made as quickly as possible. She will ensure that the hazards are removed, made inaccessible or repaired immediately to prevent injury.
- Basic rules that all children and staff are aware of will be enforced to ensure safety on the playground.
- The playground equipment will be developmentally appropriate, in good repair, anchored and installed according to manufacturer's instruction.
- Impact absorbing ground surface will be installed below play equipment at the appropriate depth for the height of fall according to the type of surface fill and the Consumer Product Safety Commission (CPSC) guidelines.
- Sandboxes will be covered when not in use.
- The outdoor play area will be enclosed by a fence to aid in supervision. Staff will be positioned for the best view.
- Helmets will be used for all riding toys with a wheel-base of more than 20". Helmets will meet CPSC or American Society for Testing and Materials (ASTM) guidelines.
- Riding toys will be spokeless, capable of being steered, sized appropriately for the child, have a low center of gravity, and be in good condition and free of sharp edges and protrusions.
- Shaded areas are provided to protect against overexposure to heat and sun.
- Parents need to bring their children dressed appropriately for outdoor play every day.

#### Outdoor playtime may not occur or be shortened due to weather conditions. This includes:

- a wind chill at or below 15° F and a heat index at or above 90° F as identified by the National Weather Service.
- **Wendy Granados** will be responsible to determine if any limitations on outdoor play need to be considered.
- Children will have access to drinking water while playing outdoors to prevent dehydration. A first aid kit will be taken out for use on the playground. Special medications will be readily accessible for children with asthma, bee allergies, or other conditions that may require immediate treatment.
- **Wendy Granados** will inspect the playground area monthly using Daily Playground Safety Checklist • All injuries occurring during outdoor play will be documented on an Minor Injury Report form or Student Injury Report form handled according to the Injury Policy. When the policy applies: This policy applies during childcare hours when the children take part in outdoor play.. Communication plan for staff and parents:



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- **Natividad Marcano** will cover policies, plans, and procedures with all new staff (paid and volunteers) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by **Roxanna Robledo** with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located in our office
- Parents may receive a copy of the policy at any time upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.

### References: • Consumer Product Safety

Commission: [www.cpsc.gov/cpscpub/pubs/playpubs.html](http://www.cpsc.gov/cpscpub/pubs/playpubs.html) • Caring for Our Children – <http://nrc.uchsc.edu>

Effective Date and Review Date: This policy is effective 2/20/2025 and will be reviewed annually by .....**Roxanna Robledo**

### **1.2.3 Medical Home**

According to the American Academy of Pediatrics at [www.aap.org](http://www.aap.org) families are encouraged to partner with a pediatric primary care physician and establish a “medical home” with them. In a “medical home” model, doctors and their patients/families partner together to provide comprehensive care to children, making sure both their medical and non-medical needs are met. Please be sure to pick a doctor and their practice and go for your medical needs. This will help you and the doctor(s) make the best possible decisions for your family.

Information at [www.aap.org](http://www.aap.org) also presented findings that when medical homes are formed, doctors and their teams:

- Acknowledge the family as a constant in a child’s life;
- Build on family strengths;
- Support the child in learning about and participating in care and decision making;
- Honor cultural diversity and family traditions;
- Recognize the importance of community-based services;
- Promote an individual and developmental approach;
- Encourage family-to-family and peer support;
- Support youth as they transition to adulthood;
- Develop policies, practices, and systems that are family friendly and family centered;
- And celebrate successes

For more information, go to:

[http://www.medicalhomeinfo.org/downloads/pdfs/Positioning\\_FINAL\\_May24.pdf](http://www.medicalhomeinfo.org/downloads/pdfs/Positioning_FINAL_May24.pdf). “Positioning the Family and Patient at the Center: A Guide to Family and Patient Partnership in the Medical Home.”



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### **Standard 1.3.3**

#### **Food Service Policy**

There will be a plan to accommodate and ensure the safety of children who have food allergies and other dietary restrictions. Special diets will be printed and posted every Monday by the kitchen staff.

Procedure 1: If a child requires a special diet due to a medical or religious reason staff member will have the parent fill out and sign the “Special Diet Request” form in the document archive. The special diet information will be entered into the form. The office will receive the form and process it.

2. If an entire food group will have to be substituted (i.e. milk or all dairy, meat or poultry) the teacher will assure that the required medical authority's signature is collected. If the special diet needs of the child are significant (i.e. diabetic diet, PKU diet, gluten free diet, etc.) then the teacher, will check in with the Family Worker or office personnel, before telling the parents when the child can start.

3. Every Month the menu report from the office will be printed, reviewed and posted in kitchen, classroom, and visible to parents at the front door.

4. Food service management and staff are to document substitutes on an allergy list on central kitchen refrigerator. Lists of food allergies (without names) are to be posted by a.m. and p.m. and classroom (i.e. 1 or 2) on the site refrigerator.

5. All teachers and substitutes must be informed about each child's dietary restrictions by the teachers and other direct service staff. Food stock should be checked daily to ensure that food has been planned for any special diets at the site.



WELCOME TO FIRST STEPS TO SUCCESS

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## **Birthday Policy**

Dear Parents of FSTS Learning,

At FSTS, we enjoy helping our little ones celebrate their special day and welcome parents to make the center a part of their celebration.

Policy:

FSTS considers itself to be the child's second home and we welcome children to celebrate their birthdays with us.

Procedure: For parents who may wish to celebrate their child's birthday at the center, we would like share the following guidelines:

- The center should be informed at least 2-3 days in advance if child will be celebrating their birthday at the center
- Parents may send in small cupcakes, mini doughnuts, cookies, goody bags, juice box, potato chips and any plates or cups that might be used for pizza parties or decorations. We will not be able to accept whole cakes nor any candy with peanut butter. We are a Peanut FREE school.
- Parents to check with teacher for the number of children in class so no child is excluded from the celebration
- Parents note goody bags will be given at the end of the day and no candles, balloons or tattoo stickers are NOT allowed
- Celebrations if is a pizza party will take place during lunch time and all delivery must be at the center by 11:30 am. Cupcakes or any birthday celebration will take place by 2:30pm.
- The birthday celebrant can have a table decorated by with whatever theme the parents provide the teachers with. The class will sing the birthday song in English/Spanish, and we will take pictures and a small video and provide the parents for memory.
- Celebration would be an internal event only and parents would receive pictures via text, and we can post on our media platforms during that week.
- Whatever is left over we can send home with the child.
- All students will join the celebration in singing happy birthday and making the child feel extra special.
- Outside entertainment is not allowed at the center nor any parents or family member if not attending the center. If the child has a sibling at the center, we will take pictures with them alone as well as with the group for parents' album.