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Hoboken Day Care 100 Personnel Policy Manual



Hoboken Day Care 100
124 Grand Street
Hoboken, NJ 07030
Hobokendaycare100.com

Welcome to Hoboken Day Care 100! We are delighted to have you as part of our team! We are an Early Childhood Center that provides quality childcare and education to the children we serve. As an employee of Hoboken Day Care 100, you will be expected to exemplify excellence as well as quality of service and care. By following the employee policies and procedures outlined in this handbook you will be well on your way to meeting these goals. This handbook is a broad tool for conduct. Apart from the policy of “at-will employment” and other policies required by law, HDC100 may change other employment policies at any time, without prior notice to you. However, we will make every effort to update and educate on any personnel policy changes and ensure your understanding of said policies. This handbook provides information on procedures, policies and other personnel matters. It also sets the tone for positive interpersonal relationships, professionalism and standards of care. Be sure to always follow our Core Values and keep them at the forefront of all decision-making concerning the children.

Program Objectives and Philosophy:

Core Values:

As an employee, it is important that you know what your colleagues here at Hoboken Day Care 100 value, and how those values and behaviors are demonstrated as we work together to achieve the goals of our organization. Under the guidance of our Executive Director, we strive to uphold three core values with everything that we do as a team.

- Act with Integrity
- Serve with Respect
- Consider Others Before Self

Have fun! Being a professional in your conduct does not imply stiffness or formality. Don't forget to have fun with the children and don't be afraid to let them know just how much you really enjoy working with them. Let them see that you share in their laughter-just as readily as you share their feelings when they are hurt or upset.

Mission Statement:

Hoboken Day Care 100 provides a safe, nurturing, and developmentally appropriate program which fosters active learning, support for the whole child, and a child-friendly environment. HDC100 fosters innovation, embraces teamwork, strives for excellence, respects and supports families, commits to service at all levels, respects and appreciates diversity, actively listens and seeks to understand, communicates openly and productively and uses resources creatively and responsibly.

- We foster innovation.
- We embrace teamwork.
- We strive for excellence.
- We respect and support families.
- We commit to service at all levels.
- We respect and appreciate diversity.
- We actively listen and seek to understand.

- We communicate openly and productively.
- We use resources creatively and responsibly.

Program Objectives:

We believe that a high quality early childhood program happens in a safe and nurturing environment that promotes the physical, social, emotional and cognitive development of young children and responds to the needs of families. While we recognize that children grow in predictable states, we treat every child as an individual. We work from the level each child has attained and move forward one step at a time. The guiding force of our program is the application of good child development practices to help enhance the experiences of the children attending our program.

Service to Children and Families:

The Hoboken Day Care 100 program is a partially federally funded private non-profit daycare service for the children of Hoboken residents, infants through school age. The daycare operates year-round. The hours of operation are 7:30am until 5:30pm, Monday through Friday with available After Care services until 6:00pm. The daycare is closed for 18 days per year (holidays and training days). Families are eligible for childcare services in accordance with income guidelines established by the New Jersey Division of Children and Families. Private care tuition is also offered.

Hiring Process:

At-Will Employment:

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between Hoboken Day Care100 and you, as the employee. Since New Jersey is an at-will employment state, you are not under contract for employment. Thus, employment with HDC100 is not for a definite term. The center or you may terminate employment at any time, for any reason with or without cause. Conditions of employment are such that the employee can be moved into any room within the daycare should there be staffing level changes or enrollment changes. If enrollment reaches a point where the center has excess staff, employees will be laid off in the order in which they were hired beginning from those hired most recently *and/or* based on any reprimands in the employee's file.

Equal Employment Opportunity Statement:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Hoboken Day Care 100 will be based on merit, qualification, and ability. HDC100 does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. We encourage and support cultural diversity, gender equality, non-violence, and peaceful conflict resolution throughout every aspect of our programs. Employees with questions or concerns

about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

Staff Hiring:

When hiring teachers and administrators for our programs, Hoboken Day Care 100 values diverse education and life experiences. We look for staff members who have a passion for working with young children and their families. All staff meets or exceeds the New Jersey Office of Licensing requirements.

The foundation of our teaching team is built upon staff members who:

- Are knowledgeable about developmentally appropriate practices for early childhood learners.
- Are prepared to share their life experiences, talents and interests.
- Enjoy the outdoors and have a personal connection to the environment.
- Professional, creative and passionate individuals experienced in fostering the whole child and developing a child-driven curriculum.

HDC100 relies on you to provide accurate information during your application for employment throughout all stages of the hiring process and the term of your employment. Any misrepresentations, falsifications, or material omissions in any information or data may result in HDC100 excluding you from further consideration and/or termination of your employment.

Employment of Relatives (NEPOTISM): Relatives may be employed if they meet employment standards. However, staff members may not participate in or otherwise influence Hoboken Day Care 100 decisions which involve members of their own families. This includes promotion, retention, leaves, pay changes, etc. The policy on consensual sexual relations also requires that married/common law/dating couples not work in positions where one has direct influence over the other.

Prior to first day of employment:

- All new staff must submit an application for employment. All references noted on the application will be checked. Two written references are required within one month of hiring.
- All staff are required to submit to the Executive Director a physician's evaluation including written documentation of the results of a recent (within 12 months) Mantoux Tuberculin skin test and a statement from a licensed physician indicating that the staff member is in good health and poses no risk to the center and can meet the physical demands (with reasonable accommodation) of working with babies and young children.
- In accordance with current immigration and naturalization regulation, all staff must fill out an INS Form 1-9 and provide proof of work authorization to the Executive Director. A passport, Social Security card, birth certificate and/or driver's license with a photograph are acceptable. All staff must complete a W-4 form and submit it to the administrative staff.

- Any applicant who is under 18 years of age must provide the Executive Director with either a New Jersey State Department of Education Combined Certificate Form (A300) or a regular Employment Certification (A66B) working papers. These forms are currently filled out online.
- All newly hired staff are required to complete orientation by reviewing and signing various personnel policies and procedures.
- Any misrepresentation or false statement submitted in the context of the application process may be considered cause for dismissal subsequent to hiring.
- All staff must be fingerprinted and have a clear background check before being permitted to work or be alone with any child in the center's care. If a staff member does not pass either of these vital checks, they will be terminated immediately.

Selection of Personnel:

Selection of staff consists of an interview with the Executive Director, verification of previous employment and of the information submitted by the candidate on the application for employment, review of the two (2) reference letters and, possibly, an onsite observation of the candidate's interaction with children. Candidates who are selected for work at Hoboken Day Care 100 program will participate in a three month long paid Work Test Period. Candidates who successfully complete the Work Test Period may be invited to continue their employment with the HDC100 program.

Work Test Period:

With the exception of temporary staff, all newly hired staff shall be employed subject to the successful completion of 60 working day long Work Test Period (does not include holidays, training days or weekends). During the Work Test Period employees are not eligible for paid time off. New employees must physically be present and working for a three month period to complete the Work Test Period. If an employee shows excessive lateness or absenteeism or does not show quality of care during the Work Test Period they will be dismissed from employment.

During the Work Test Period employees will be paid for holidays in accordance with the amount of days they work per week or if there is a temporary (less than a two week period) emergency closing of the center. In the event of a long term closure any employee still on their Work Test Period will be laid off until the center reopens.

The Director shall evaluate the performance of the employee during the Work Test Period. If the employee is employed beyond the Work Test Period the employee's anniversary date of employment will be the first day of the Work Test Period.

The successful completion of the Work Test Period should not be construed as a contract or as guaranteeing any employment for any specific duration or as establishing a "Just Cause" termination standard. New Jersey is an "At Will" employment state and employees may be terminated, if necessary.

Conduct, Behavior and General Expectations:

The following conduct is specifically prohibited on the job and is representative of misconduct which will subject the individual involved to appropriate discipline, up to and including discharge:

- The reporting to work under the influence of alcoholic beverages and/or legal/illegal drugs and narcotics, or the use, sale, dispensing or possession of such substances on the premises of the child care center.
- The use of profanity or abusive language. Yelling, screaming or otherwise disparaging children or staff will not be tolerated and may be cause for immediate dismissal.
- The possession of firearms or other weapons on the premises of the child care center.
- Copying without authorization, falsifying or altering any record or report of the Hoboken Day Care 100 program.
- Any form of sexual harassment of employees, parents or children.
- Any form of child abuse or neglect including sexual abuse.
- Use of inappropriate discipline with children.
- No sleeping on the job. No lying down. No blankets.
- Inappropriate conduct on social media as stated in the Social Media and Technology Policy.
- Failure to adhere to these personnel policies or any policies applicable to staff of the Hoboken Day Care 100 program.

Please become familiar with the following policies and procedures which are attached to this booklet (Addendum) and are to be kept for your reference in the three ring binder in the Director's office and the Administrative office as well as in each individual classroom.

- Prevention of Child Abuse/Neglect Policy (NJCCIS Training)
- Child Release Policy/Impaired Escort Procedure
- Child Discipline Policy
- Child Expulsion Policy
- Feeding Children Under 18 Months of Age Policy
- Information to Parents
- Child Injury and Illness Policy
- Late Pick-Up Procedures
- Management of Communicable Diseases Policy
- Toileting Procedures
- Supervising and Tracking Children
- Group Size Limits and Primary Caregiver Responsibilities
- Evacuation/Lockdown/Emergency Procedures
- Medication Administration Policy
- Safe Sleep Practices

- Preventing Shaken Baby Syndrome and Abusive Head Trauma
- Safe Handling of Infant Bottles/Appropriate Bottle Feeding
- Active Supervision Policy
- Methods of Parental Notification
- Technology and Social Media Policy

Employee Conduct:

Hoboken Day Care 100 is a professional child care business. As such, we expect all employees to conduct themselves in a manner that reflects the business.

- While all employees are expected to be friendly with parents/guardians and families, employees are not to speak of other children to those families, speak ill of the center or other teachers at the center or any other conduct that could be considered unbecoming to the center. Examples include: illicit drug use posted to personal Social Media, posting of center children to personal Social Media, employee arrest regardless of conviction, video posted to Social Media that shows conduct unbecoming of an employee, speaking to families about children not in your direct care, spreading misinformation about other staff members, etc.
- Parent/Teacher relationships are encouraged but must remain professional.
- Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a “need to know” basis only. Thus, be sensitive about discussing children’s developmental needs and family information. If you need to speak to a parent/guardian please find a location that is private from other’s listening ears.
- **Posting on social media during work hours where a classroom employee is clocked in. The first infraction will be to send the employee home. Second infraction shall be suspension and subsequent meeting with the Board of Directors to discuss continuing suspension or termination.**
- Employees are to share the workload in the classrooms.
- Employees are to be cordial and friendly to one another to help facilitate the smooth running of the center.
- Employees are not to engage in gossip or personal conversations that may otherwise make other employees or families uncomfortable. Being friendly to one another is necessary-idle gossip and lengthy talks of personal issues/events/etc is not permitted. Chat, but remember you are in a professional environment.
- Watch the volume of your voice and use professional language.
- If there is an issue with a child please speak to the Executive Director so she can address it with the parents.
- Foul language will not be tolerated.
- Earpieces such as headphones, earbuds, etc are not to be worn at all while working.
- Cell phones should be placed on the chargers in the classroom and should not be on your person. Your attention needs to be on the children in your care.

When going outside, the senior staff member may bring their phone for emergencies and to take photos.

- Staff are assigned to specific classrooms and should remain in those rooms unless otherwise moved by administrative staff for coverage. There should be no excessive mingling between rooms or hanging out in other rooms at any time.
- Children are to remain in their assigned classroom unless administrative staff move them to another room. Children are not to be brought to other classrooms to “visit” unless they are a sibling.

Productive Work Environment:

The Hoboken Day Care 100 program will not tolerate verbal or physical conduct by any employee which is rude or harasses, disrupts or interferes with another’s work performance or which creates an intimidating, offensive or hostile environment. Staff shall not talk poorly to other staff members or families about any other staff member. Each staff member in a position of supervision has a responsibility to maintain a workplace free in any form of harassment, while all forms of harassment are prohibited, sexual harassment is specifically prohibited. Supervisors shall conduct “rounds” in each classroom after the Director and Office Manager leave for the day. Their rounding notes shall be given to the Director for follow up.

EEOC Guidelines on Sexual Harassment:

The Equal Employment Commission has issued guidelines forbidding sexual harassment of employees by their supervisors and other employees. While the Hoboken Day Care 100 Program prohibits all forms of discrimination and harassment, the uniqueness of sexual harassment requires special attention by supervisory personnel.

The EEOC’s guidelines provide that sexual harassment is a violation of law and that such unwelcome behavior may either be verbal or physical in nature. The following three situations determine whether an action would be considered unlawful behavior.

- When submission by an employee is either an explicit or implicit term or condition of employment.
- When submission or rejection by the employee affects employment decisions concerning the employee.
- When sexually-oriented physical or verbal conduct has the purpose or effect of substantially interfering with the individual’s work performance or of creating a hostile or offensive environment.

Sexual Harassment Policy Statement:

It is the policy of the Hoboken Day Care program to prohibit any harassment of employees because of their sex. Any employee who feels that he or she is experiencing harassment on the job because of gender or who feels that he or she is experiencing discrimination on the terms or conditions of employment because of gender should be aware that the following procedures should be utilized:

- The employee should immediately report the matter directly to the Director. If this is not appropriate the matter should be reported to the Head Teacher, Office Manager or a member of the Board of Directors.
- The person receiving the report of sexual harassment or discrimination will initiate an investigation of any and all complaints made. To the extent possible, the complaint will be kept confidential and only those staff members in the “need to know” will be informed of the substance of the complaint so a thorough investigation may be completed.
- Following the investigation, the Director or other appropriate administrative staff shall review the facts and results of the investigation with the Board of Directors and determine how the complaint should be resolved.
- Also, after the conclusion of the investigation, the complaining party’s Director will meet with the complaining party to discuss the results of the investigation. If the employee is still not satisfied, the employee will be afforded the opportunity to submit a written statement of his or her position for inclusion in his/her personnel file and may forward a copy of the statement to the Board of Directors.

Any staff found to have engaged in retaliation against an employee who has registered a complaint of sexual harassment or discrimination in good faith under this procedure or retaliation against any employee for assisting in the investigation of any complaint registered through these procedures will be subject to immediate disciplinary action up to and including dismissal.

Bullying, Harassment and Intimidation:

Bullying behavior will not be tolerated in Hoboken Day Care 100 workplace. We strongly encourage anyone who is a victim of bullying/intimidation behavior, or anyone who observes such behavior, to promptly report it to the Director or Supervisor. Retaliation against individuals who report bullying/intimidation also is prohibited. HDC100 will respond promptly and effectively to reports of bullying, harassment and/or intimidation and will take appropriate action to prevent, correct, and discipline behavior that violates this policy. Bullying/Intimidation is a pattern of repeated behavior that a reasonable person would find hostile, offensive, and unrelated to HDC100’s legitimate business interests.

Bullying/intimidation behavior may take many forms including physical, verbal, or written acts or behaviors. Workplace bullying often involves an abuse or misuse of power. A single physical, verbal, or written act or behavior generally, will not constitute bullying/intimidation unless especially severe and egregious.

Examples of bullying/intimidation may include:

- persistent or egregious use of abusive, insulting, or offensive language directed at an employee;
- spreading misinformation or malicious rumors; disparaging an employee to families or other employees;

- physical violence or threats;
- hostile physical posturing;
- ridiculing or insulting you in front of coworkers or customers;
- intentionally assigning tasks outside your expertise;
- finding fault with your work or assigning errors to you that are not your responsibility;
- sabotaging your work or setting you up to fail;
- raising the bar for success or setting up different standards for the targeted employee or interfering with ability to work;
- behavior or language that frightens, humiliates, belittles, or degrades, including criticism or feedback that is delivered with yelling, screaming, threats, or insults; making repeated inappropriate comments about a person's appearance, lifestyle, family, or culture;
- regularly teasing or making someone the brunt of pranks or practical jokes;
- interfering with a person's personal property or work equipment;
- circulating inappropriate or embarrassing photos or videos via e-mail or social media;
- unwarranted physical contact;
- or purposefully excluding, isolating, or marginalizing a person from normal work activities

Differences of opinion, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying/intimidation.

Smoke Free Workplace Policy

The child care center of the Hoboken Day Care 100 program is a smoke free workplace. If staff chooses to smoke they must do so on their meal break and must not do so in any part of the building. Staff should not smell excessively of smoke when working with children. There is no smoking or vaping anywhere in the vicinity of the building or inside the building. There is no smoking or vaping when outdoors with the children at any time.

Personal Appearance:

Staff are expected to dress in a manner that is tailored to the safe and effective performance of their jobs. Staff may be issued uniform tops and/or t-shirts when the work test period has ended. These tops are to be worn by all employees; no exceptions. **While classroom employees are clocked in they must have on a uniform top unless it has become soiled and is currently being washed.** The uniform tops are property of the center and must be returned to the center if your employment ends. These shirts should be kept clean and in good condition to help promote a professional looking work environment. There may be times where it is not cost effective for the center to purchase new attire but it is the goal to purchase new work clothing every two years or so.

Suggestive attire such as low-cut tops, spaghetti strap tops, crop tops, revealing clothing, tight-fitting clothing, short, revealing bike shorts, see-through clothing, excessively tight pants,

etc. are not permitted to be worn. Yoga pants/shorts are fine as long as your top is long enough to cover sensitive areas. No “booty” shorts at all. Shorts should be an appropriate length. Tank tops can be worn if they have at least a 1” shoulder strap and your bra/sports bra is not visible at all. If you are wearing shirts from home under your work shirt they cannot contain any political, suggestive or otherwise unbecoming messages on them. At no time shall breasts be overly exposed. Shoes should be comfortable and of low heels. No sandals in the center. Slides can be worn with socks only. No bare feet. No open toed shoes at all. Your feet should not be exposed unless your class is doing water play. Booties or socks or slippers should be worn in the infant classrooms at all times. Nails shall be kept to a reasonable length in all classrooms. Tattoos are fine as long as they are not deemed to be in poor taste or suggestive. Long hair shall be tied up/back so that it is not hanging into the children’s food during feedings or touching a child’s body during changing time.

Anyone whose appearance is not conducive to these policies shall be sent home to change. If the staff member refuses to change their clothes they shall be sent home without pay and will receive a written notice of reprimand in their file. Repeat violations of the personal appearance policies will result in dismissal.

General Expectations:

All teachers are expected to follow Hoboken Day Care 100 and Office of Licensing policies. All staff are expected to adhere to the HDC100 code of ethics at all times.

- **Teachers must provide warm, nurturing interactions on each child’s level. Such interactions should be gentle and developmentally appropriate early education. Staff are expected to be actively engaged with the students at all times. Actively engaged means staff are interacting with the students in meaningful conversations and activities, building on the students’ prior knowledge, and striving to expand their understanding of the world around them. Direct supervision of every child is also expected at all times. This means that all teachers must be able to see and hear all children in their care at all times. Direct supervision includes during outside activities and naptimes. During naptime, the staff is required to position themselves so someone can hear and see all students in their care at all times whether they are sleeping or awake. Failure to provide supervision will be subject to discipline up to and including termination.**
- State ratios are important indicators of quality. The center strives to keep state ratios at all times. Please be sure that you always adhere to the ratios. Make sure that you receive additional help when the number of children approaches over the limit. Ratio adherence is a dual responsibility between teachers and management. Never leave your group without any emergency assistance. Call the front desk for assistance when you need to leave the group and the total number of children in attendance exceeds the state ratio. This includes bathroom breaks. You may have an extra staff member, if one is available, or administrative staff stay in your room until you return and the group is once again within ratio.

- Infants who are not eating table food will have feeding and napping schedules provided by the parents and updated as needed. Staff is expected to follow the parents' recommendations.
- Students will be checked and/or changed for wet or soiled diapers and training diapers at least every two hours and when the child wakes up from a nap.
- If an infant/toddler falls asleep in equipment not specifically designed for infant sleep, the infant is removed and placed in appropriate sleep equipment. Babies must be put to sleep resting on his or her back until they are able to roll over both ways without help. Cribs should be kept as bare as possible. A firm mattress and tight-fitting sheet are all that is allowed in a crib. No blankets or toys are allowed in cribs. No pacifier straps. Open arm sleep sacks only for those who are not yet walking.
- **All accidents/incidents/illnesses must be reported immediately to the Executive Director, Office Manager or a Supervisor. Accident Reports must be written, signed by an administrator, given to parents, and copied for the child's file. Any injury shoulders or above must be reported to parents as soon as the child is stabilized and you are clear to talk to the parents. Incidents must also be documented on the Incident Report forms as well as any observations regarding a child on Observation Reports. These reports are to have a paper trail should parents ever challenge what happens at the center. These reports are not only to document but to also protect staff and the center. Incident Reports can and will be made if deemed necessary regardless of the age of the child. Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard-free. Hoboken Day Care 100 strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classroom or outdoor areas. Safety is a joint effort of all staff and employees requiring all of us to become risk managers.**

Gross Misconduct:

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activities.

The following actions may result in immediate termination:

- Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Executive Director/Office Manager/Supervisor to handle the situation)
- Neglect or physical abuse of a child
- Withholding of food, nap or other comfort from a child
- Failure to comply with the Hoboken Day Care 100 Discipline Policy
- Failure to comply with NJ Office of Licensing rules and regulations
- Failure to report to work without proper notification
- Falsification of center records or reports (i.e., employment application, time clock, and your personnel records)

- **Working under the influence of alcohol, marijuana or legal/illegal drugs**
- Smoking in prohibited areas
- Not reporting an arrest (Class B or above) for any offense while employed by the center; Conviction of a felony for any offense committed while employed by the center
- Fighting, threatening violence or boisterous or disruptive activity in the workplace
- **Leaving a child unattended (inside or outside)**
- Allowing a child to leave the center with an unauthorized person
- **Sleeping while supervising children**
- **Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during workday**
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Deliberate indifference
- Insubordination or flouting authority
- Individual incidents that show gross disrespect such as threatening, profanity, or yelling at the administration or supervisors, or places students at risk for harm.
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- **Using personal electronic devices while on duty and caring for children including ear buds/headphones/cell phones**
- Possession, distribution, sale, transfer, or use of alcohol and legal/illegal drugs use that impairs your ability to perform your job to the best of your ability
- Unsatisfactory performance or conduct
- Engaged in activities or employment that would cause disgrace or embarrassment to the organization
- Sharing confidential information about the center or any of its employees, students or families
- Promoting and sharing rumors or negative information about Hoboken Day Care 100
- Incompetence including but not limited to-inadequate personality match for sound relationships with staff or children; lack of growth or progress on the job; consistent failure to follow policy and procedure; inappropriate treatment of children; blatant disregard for superiors, co-workers, families and children

Personnel Files and General Office Procedures:

Personnel Files:The Hoboken Day Care 100 program maintains personnel files on each employee. These files shall contain documentation concerning various aspects of the employee's tenure such as vacation and sick time accrued or credited; documentation relating to the employee's performance; disciplinary warnings; and other pertinent information. The information kept in the files is confidential. Any staff member may review his/her personnel file following written notice provided to the Director.

Classification of Employees for the Purpose of Overtime:

Non-Exempt Employees are eligible for overtime wages. Non-Exempt Staff are those employees whose functions are not characterized in New Jersey Wage and Hour Statutes and Regulations as exempt from overtime. Such employees are paid on an hourly basis and will receive premium pay at the rate of one and half their regular hourly wage for each hour of time worked in any given workweek in excess of 40 hours. Written or verbal permission must be obtained by the Executive Director before an employee works overtime.

Exempt employees are not eligible for overtime. Exempt employees include executive, administrative and professional employees performing a function specified in the New Jersey Wage and Hour Statutes and Regulations as exempt from overtime. Exempt employees are not subject to pay for overtime (any hours worked in excess of 40 hours in a given workweek).

Hours Worked:

- The hours of work at the Hoboken Day Care 100 program are 7:30am to 5:30pm. With the exception of After Care staff. Staff shifts cover the regular working day so that the appropriate adult/child ratio is maintained at all times.
- Exempt employees (salaried employees) are paid on the basis of their overall responsibility and job performance rather than on the number of hours worked. Exempt employees are expected to devote whatever time necessary in addition to their regularly scheduled workweek in order to fulfill the responsibilities of their positions.
- The regularly scheduled workweek of non-exempt staff varies from position to position. The regularly scheduled workweek of non-exempt staff shall not be longer than 40 hours per week with the exception of overtime worked.

Meal Breaks:

- All employees who are regularly scheduled to work 30 or more hours per week are entitled to a one hour (60 minutes) unpaid lunch break during each daily working shift. While we will make every attempt to keep these breaks consistent and at the same time each day, if an employee is floated to another room for coverage or absences occur breaks can be changed to accommodate those situations. Staff do not dictate when their breaks occur. The Director of Office Manager shall manage scheduling staff breaks as necessary. Meal breaks are 12-1, 1230-130 and 1-2. No breaks shall be before or after these designated times for any staff. Staff who have been granted permission to leave early shall first consult with the Director or Office Manager before being given permission to work through their lunch break.
- Employees regularly scheduled to work between 16 and 29 hours each week are entitled to 30 minutes of unpaid lunch break during each daily working shift.
- Employees regularly scheduled to work fewer than 16 hours each week are not entitled to a break.
- The break room is available on a first come, first served basis as space is limited. Chips and cookies are provided for staff. A water cooler is available in the kitchen. Staff who utilize the break room shall clean up their messes and wipe down the table after each meal.

Recording Time Worked:

- All staff must keep track of their time using their issued time card.
- If any non-exempt employee works in excess of 40 hours in any workweek, that employee shall be paid premium pay (one and half times the employee's hourly rate) for overtime hours.
- All instructors are required to meet with parents from time to time. Generally, these meetings are held during regularly scheduled work hours. Time spent by staff in parent meetings outside of work hours should be reflected on weekly time records and shall be added to the total time worked during the workweek for purposes of overtime calculation if approved by administration.
- In the event that a staff member provides voluntary services toward a project such as a fundraiser sponsored by the Hoboken Day Care 100 program, that employee will not be compensated for his/her voluntary service nor will such services be considered "time worked" for overtime purposes.
- If you lose your time card you must pay \$25 for a replacement by the following pay day.
- All staff members are expected to arrive at their assigned classroom on time and ready to work their regularly scheduled work period. This means that you are in your classroom at the beginning of your shift. You are not making coffee or getting your own breakfast ready. If you need coffee, please make sure it is ready before your shift begins. If you must eat in the classroom your food should remain on the counter and not near child feeding areas due to allergy concerns. Proper handwashing after eating is a must for staff so as not to get possible allergens near children.
- **"Buddy Punching" is not allowed. You are to be in possession of your own time card and punch yourself in and out each day.**

Attendance and Punctuality:

- **Punctuality and regular attendance are essential for the program's success and for a positive performance evaluation. If arriving late, you must call or text the Director and Office Manager to let them know you will be late. If you surpass two latenesses in two pay periods back-to-back (one month period) the Director shall meet with the Board of Directors to discuss your retention with the center.**
- Absentee records will be kept by administrative staff and the Director. If you know that you will be late or absent on a given day you must let the Director know by 5:00am the latest of the day in question but preferably earlier. Afternoon staff must inform the director by 10:00am of the day in question.
- **All absences will be monitored. Excessive absences, or pattern of absences that begin to occur will be addressed by administration and noted in your personnel file and could be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members but affects the children as well.**
- **Authorization must be requested from the Director to leave early/come in late on a given day and the time worked must be reflected in the time records for that day. Those choosing to leave early/come in late must use sick/vacation days to cover**

those absences. No one will be permitted to take no pay on days they leave early/come in late. You must apply your sick/vacation time if you need to come in late/leave early. No employee will be granted time off if another employee has already requested that time in advance and was approved by the Director.

- No employee should make appointments during their designated lunch break unless they can guarantee they will be back within the allotted hour.
- Absences for sickness, vacation or holidays will be considered as “time worked” (for the hours regularly worked that day by the employee) in any workweek for the purposes of overtime calculations only.
- Employees must make every attempt to schedule necessary appointments after 4pm. Allowances for leaving early/coming in late will be made on a case by case basis and must be brought to the Director ahead of time.
- If employees are missing their time cards twice in a month they will be sent home without pay.
- Employees who work less than their full time hours weekly, will be paid their regular daily amount of hours for holidays. All other full time staff shall receive 8 hours for holiday pay.

Training:

Three times a year the center will have training days set aside for staff. These trainings can either take place in person or virtually. All staff must attend these training sessions if they are to be in person. Additional training including yearly re-training on policies and procedures are mandatory. If training is virtual, staff must hand in the training on time or they will not be paid for the training day. Because we participate in the Urban League of Hudson County voucher program, all staff must complete NJCCIS training when hired as well. Additional training and reeducation may take place, as needed.

Compensation:

It is the practice of the Hoboken Day Care 100 program to compensate staff competitively with similar local non-profit child care organizations. However, due to the fact that the program is dependent on federal and state funding sources, annual salary increases are not automatic. Federal/State Minimum Wage laws are in effect. Bonuses may be given if financially the center is able to. Bonuses are not automatic.

Compensation Practices:

1. The Hoboken Day Care 100 program will withhold from the salaries of full and part-time employees those taxes required by federal and state law, such as FICA and New Jersey State Unemployment and Disability Insurance Taxes.
2. All staff will be paid on a bi-weekly basis for the two weeks ending on the previous Friday.
3. A salary review will be conducted before the end of the fiscal year by the Director and the Board of Directors. The fiscal year of the Hoboken Day Care 100 program commences on the first of July and ends on June 30th. Salary increases, when given, shall be at the discretion of the Board of Directors.

Cash Advancements and Loans to Employees:

The Hoboken Day Care 100 program will not entertain any request for advancement of wages other than vacation pay, nor will it grant loans to employees.

Workmen's Compensation:

Any employee who suffers personal injury arising out of and in the course of employment with the Hoboken Day Care 100 program shall be paid compensation in the manner and to the extent provided by the New Jersey Workmen's Compensation laws.

Unemployment Insurance:

The Hoboken Day Care 100 program participates in the unemployment insurance program of the State of New Jersey. The cost of this protection is paid jointly by the employee through withholding and by the employer as specified by law. When interviewed by the Department of Workforce and Labor the employer will use personnel records and anecdotal notes on employment history, work performance, etc. and answer questions regarding eligibility as truthfully as possible.

HOLIDAYS/TRAINING DAYS/VACATION/PAID TIME OFF:

Program holidays/training days are those days during the fiscal year when the center will be closed to children. The Board of Directors along with the Director shall designate the holidays each year for the following fiscal year. Staff will receive their regular pay rate of wages for those days which are considered "paid time off" with exception of staff who do not work the full five days per week. Time worked for holidays/paid time off is calculated at 8 hours per day with the exception of part time or less than full time staff who shall receive their regularly scheduled hours per holiday/paid time off. During the Work Test Period employees are eligible to receive paid holidays. **If an employee is absent (calls out) from work on the day before or the day following a holiday they will not be paid for the holiday. The only exception to this is if an employee has a regularly scheduled vacation day before or after the holiday. In addition, an employee is only permitted to be absent from work one day in a week leading up to or containing an individual holiday or holiday week unless they are absent due to a(n) approved vacation day(s). Employees who are absent two or more days or work less than four days before and after a holiday will not be entitled to any holiday pay.** If an absence is due to the employee's hospitalization or death in the family, that will be considered a special circumstance and will be handled at the discretion of the Director. In addition to dates which coincide with holidays, each year, there will be blackout dates where employees will not be permitted to apply for time off/vacation. December 15th-December 24th and the month that the center is due for re-inspection by the Office of Licensing which occurs every three years.

Vacation:

1. Vacation time will be granted to employees on the first day after successful completion of their work test period. They will be banked together as a lump sum of days.

2. Employees requesting vacation time of three or more days must fill out a vacation request form (located in the break room) to the Director at least two weeks in advance of the requested vacation. Requests for only one or two consecutive days of vacation must be submitted to the Director no later than a week before the requested vacation day(s). All requests for vacation in excess of seven days must be submitted to the Board of Directors for approval. If there is a problem, the Director of Office Manager will speak to you about the requested time off. If you do not hear from the Director your request was likely approved; please confirm by checking to see if your time is on the calendar in the break room.
3. A holiday which falls during an employee's vacation will not be counted as a used vacation day.
4. **Classroom employees may not carry over any vacation days. They are use it or lose it. Other than the Office Manager, Director, Supervisors and those with five or more years of service, no one will be paid out for unused days.**
5. New vacation days are given on the employee's anniversary date.
6. **No staff can take the same dates off as another member of the staff. This includes days where another staff member is taking a half day off. We are a small center and to have more than one person out at a time causes issues with child:teacher ratios. Vacation requests granted on a first come, first served basis. Please check the calendar in the break room before requesting time off.**
7. **If a staff member is denied time off and still takes the day/days they will be suspended without pay up to five working days. The matter will be brought before the board during such time and the employee's continuation of employment will be determined.**
8. If an employee's employment with Hoboken Day Care 100 ceases prior to one year past their anniversary date, that employee will owe the employer for any compensation received for vacation days in excess of the number of months remaining between the employee's termination date.
9. **If you have utilized all of your time (vacation and/or paid time off) you will only be permitted two (2) no pay days. If you go beyond those two no pay days you will be terminated.**
10. **All full time employees shall be entitled to the following number of paid vacation days to be taken during the length of one year dependent on whatever your anniversary rollover date but not before the completion of the Work Test Period. Any vacation time left over (no limit) at the end of your one year period for Director, Office Manager, Supervisors and those with five or more years of service will be paid out as a bonus at one and a half times the employee's regular hourly salary. (See chart below.)**

AMOUNT OF SERVICE

VACATION DAYS

During the first year of service

(Except during the Work Test Period) through their fourth year.....8 Days

After the completion of the employee's
Fifth year of service.....10 Days

After completion of the employee's
tenth year of service.....14 Days

Periodically the center will review and notify you of how many vacation days/paid time off days you have remaining but it is your responsibility to keep track of your time as well.

Director and Office Manager shall receive 14 vacation days at the start of hire and accrue two additional days per year of service capped at no more than 20 days.

If the Director and Office Manager have excess vacation days left by the end of fiscal year (June 30) they will be paid out their regular rate of pay up to 10 days or more at the discretion of the Board of Directors.

Paid Time Off

- 1. With the exception of during an employee's Work Test Period, all full time staff/ employees with less than 5 years of service shall be entitled to a total of 7 working days (56 hours) during the year as paid time off and all staff with more than 5 years of service shall be entitled to 10 working days (80 hours) during the year as paid time off due to illness of the employee or a member of the employee's family or other circumstances where the employee may need to attend to issues. Sick time/PTO is use it or lose it and will be front loaded each year at your anniversary (you will automatically be given your 7 or 10 working days at that time). Hoboken Day Care 100 renews your days at your work anniversary and staff are given more than the legally requested amount under New Jersey law. Director/Office Manager shall receive 15 paid time off days beginning at time of hire. **EFFECTIVE AS OF 05/14/2026****
2. With the exception of during the employee's Work Test Period, part time employees shall be entitled to paid time off days in proportion to time worked up to 15 hours total paid time off days.
3. Employees requesting authorization for three or more successive sick days will be required to submit an explanation from a medical health professional. Prior to returning to work after more than three sick days employees will be requested to submit a statement from a medical health professional stating that the employee is capable of returning to work and resuming his/her duties and does not pose a threat to any persons in the child care center.
- 4. If you have utilized all of your time (vacation and/or paid time off) you will only be permitted two (2) no pay days. If you go beyond those two no pay days you will be terminated. The center cannot allow excessive time off without compromising safe ratios in the classrooms.**

5. The federal government no longer requires companies to pay employees for Covid related illness where employees are required to stay home from work. Please be sure to reserve some time just in case you need to use it for Covid related illnesses or other unexpected illnesses. The rules for exclusion for Covid change so it is the employee's responsibility to understand the rules.
6. Paid time off cannot be combined with vacation days.
7. **If a pattern of absenteeism is evident such as repeated use of paid time off on Friday or Monday or after an approved vacation period employees may face disciplinary action including termination.**
8. **If you know that you need to apply paid time off for appointments or other important issues, it would be appreciated that you tell the Director ahead of time so staffing can be managed. If using paid time off for appointments or other important issues, you still are not permitted to take time off if anyone else is already approved for their time off. Please consult the calendar in the breakroom and speak to the Director or Office Manager to discuss.**
9. An employee who is considered to have voluntarily left their job due to a no call, no show may be disqualified from receiving unemployment benefits in New Jersey.
10. New Jersey law defines job abandonment as being absent for five or more consecutive work days without good cause or notification.

If the Director and Office Manager have excess sick days left by the end of fiscal year (June 30) they will be paid out their regular rate of pay up to 10 days or more at the discretion of the Board of Directors. No one else will be paid out leftover sick time.

Personal Days

Director and Office Manager are given 5 personal days each year.

Special Leaves of Absence:

Leaves of absence are permitted upon authorization from the Board of Directors for various circumstances, some of which are set forth below. Additionally, a special leave of absence without pay may be granted to employees who have completed their Work Test Period. An employee seeking a special leave of absence must make his/her request to the Board in writing. Employees that need extended time off may apply for FMLA (Family Medical Leave Act) or NJFLA (New Jersey Family Leave Act). Employees requesting leave related to any medical condition concerning the employee or family members (FMLA) will be required to provide a physician's statement verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work. Employees should become familiar with FMLA and NJFLA laws and procedures to see if they qualify based on their needs. Employees should also be aware of limitations to these programs based on working for a business with less than 50 employees.

The Family and Medical Leave Act (FMLA) is a federal law, while the New Jersey Family Leave Act (NJFLA) is a state law that both provide eligible employees with up to 12 weeks of unpaid, job-protected leave:

FMLA

Provides job protection for employees to care for family members or for their own disability. The FMLA also allows for an extension to 26 weeks for the care of a seriously ill or injured military member. The FMLA is enforced by the United States Department of Labor.

NJFLA

Provides job protection for employees to care for family members, including new parents and children placed for adoption or foster care. The NJFLA is enforced by the Division of Civil Rights.

Employees do not accrue time off benefits during leaves of absence. Depending upon the duration of the leave special procedures may apply. Whenever possible the employee's position will be kept available until the employee's return. In the case of special leave of absence due to a prolonged illness the Board of Directors may require the employee to provide authorization from a medical health professional before the employee's return to work.

Military Leave:

An employee called or recalled into active duty with the Armed Forces of the United States shall be granted an official leave of absence, without pay, for as long as such service is required.

Jury Duty:

Employees who are called for jury duty should advise the Director when notified. An employee who is called (not volunteered) to serve as a juror will receive his/her regular pay less the compensation received for serving as a juror each workday up to ten days while on jury duty. Employees must present verification of jury service in order to receive wages for the dates served.

Maternity Leave and Short Term Disability Leave of Absence:

1. Employees must receive authorization from the Board of Directors for any leave of more than two weeks duration.
2. Employees out on leave of absence do not accrue vacation time or sick days.
3. With the exception of during the Work Test Period, all regular employees are eligible for unpaid maternity leave of up to sixteen weeks. Any request for maternity leave, whether for the birth or adoption of a child, must be made in writing to the Director.
4. Maternity leave is not considered a break in service.

5. Hoboken Day Care 100 is not obligated to hold anyone's position if they are out on disability. If the employee's absence from the center would cause undue hardship or put the center in a position where safety is compromised in regard to staff to student ratios the employee may be relieved of their position.

Death Leave:

In the event that there is a death in the immediate family of an employee, the employee may take the day on which the death occurs, plus additional time as necessary, up to a total of five days as a paid leave of absence. Immediate family in terms of Hoboken Day Care 100 policy refers to spouses, children, adopted children, step-children, parents and siblings. For non-immediate family members, employees may receive 3 days of paid leave for bereavement. Non-immediate family in terms of Hoboken Day Care 100 policy refers to anyone outside the immediate family such as grandparents, uncles, aunts, cousins. Hoboken Day Care 100 policy is to ask for documentation regarding the death of the family member in order to receive any paid bereavement time from the company.

Outside Employment:

Although the practice is not encouraged, regular full time employees may engage in outside part-time employment provided that such activity does not interfere with the performance of duties for the Hoboken Day Care 100 program. Work schedules can not be rearranged to accommodate other outside activities to the detriment of the center's own scheduling needs. **If an employee is found to have called out sick from the center in order to privately babysit a center's child who is out sick or for other reasons you will be terminated immediately.**

Emergency Closing:

Employees are expected to make every effort to report to work even in inclement weather, unless advised that the center will be closed. If the center is scheduled to close early or will not open due to emergency purposes, that employee will be paid for his/her normal daily shift provided they come into work. If applicable, employees will be sent home early if ratios allow for it in the order they arrived to work. Employees who are on a scheduled vacation or on a leave of absence or sick day when an emergency requires the closing of the center will have their absence recorded as originally planned.

Performance Appraisals:

The performance of staff members may be evaluated annually by the immediate supervisor or Director of the employee being evaluated. If an evaluation is conducted by the Head Teacher it will be submitted to the Director for review. The contents of the written performance appraisal will be reviewed with the employee in a performance counseling session with the Director. The employee will have an opportunity to comment on the formal written appraisal. The Director and employee will work jointly to develop performance objectives for the following year. These objectives will be attached to the written appraisal and placed in the employee's personnel file. As the Director rounds and makes notes about employee performance regularly, annual

performance appraisals are not necessarily needed but may be used especially in cases where employees have had remediations, write-ups, probationary periods, etc.

Performance Concerns and Disciplinary Procedures:

It is the policy of the Hoboken Day Care 100 program that all employees are expected to comply with standards of behavior and performance and that any noncompliance with these standards must be remedied. Employees will be counseled concerning performance which fails to meet their supervisor's expectations. If necessary, written disciplinary notices will be placed in the employee's personnel file.

If You Leave Us:

Resignations: Employees are requested to provide at least two weeks' notice in writing to the Executive Director of their intention to resign. A separation conference may be arranged with the Director. Because New Jersey is an "at will" state, it is not necessary to give two weeks' notice, but it is appreciated.

Discontinuance: In some cases it may be necessary to discontinue the employment of a staff member for reasons other than performance or discipline concerns; typically for reasons such as the elimination or reduction of funding or a reduction in staff due to business needs such as reduced enrollment of students. In such cases, employees shall be given as much notice as practical that their employment is to be terminated.

Dismissal: In some cases it is necessary to dismiss an employee due to misconduct or performance failures or other factors which counseling has not corrected or that which cannot be corrected. The Hoboken Day Care 100 program shall not be required to give advance notice of dismissal due to performance failures or misconduct. An employee subject to dismissal due to misconduct or performance failure will not be entitled to any compensation or benefit at the time of his/her separation from employment other than wages earned for time worked (including overtime, if applicable).

Classroom Practices:

Communication with Parents:

We are in the childcare and education business and all communications and daily business are cordial and helpful. With regard to specific questions or concerns about student progress the families are to speak with teaching staff in that child's classroom only. Classroom staff are not to have full-fledged parent:teacher conferences at drop-off or pick-up. Rather, if a parent wishes to discuss their child's progress further, they are to set up a phone call or meeting with the staff at a time that is beneficial to both. Information regarding behavior or development of a student should go through the Director. The Director shall use in person communication as well as the Remind App to speak to parents regularly. This regular communication between parties ensures that everyone is on the same page regarding the student(s). Specific policies regarding classroom staff that do not actively have a child in their classroom speaking to parents about that child or children has been thoroughly discussed above.

Guidance and Discipline:

Hoboken Day Care 100 understands that guidance and discipline techniques must be consistent and individualized for different stages of development as well as for different students. At no time shall staff use physical punishment, psychological abuse or coercion when disciplining a child.

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, selfcontrol, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of this child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Classroom Procedures:

Staff must comply with all New Jersey Office of Licensing standards and are required to be knowledgeable for all Minimum Standards for the age group they are working with. To ensure staff remembers the proper procedures, "How-To" Posters are posted in all the classrooms and are located in binders in each classroom for reference.

In order to ensure safety, staff must maintain classroom ratios. If the ratio exceeds standards, or at any time staff does not feel comfortable with the ratio in the room, they are required to

immediately contact the front office for assistance. In addition, staff must know the number of students in their care, and the oldest and youngest students.

To maintain safety, you must verify your class number regularly by performing "counts". "Counts" are defined as a quick overview of counting students in the area.

At Hoboken Day Care 100, we take student safety seriously.

- Each morning upon arrival or at the change of classes, perform a daily health check, documenting any injuries on Observation Forms.
- If a child is suspected to be injured at any point in the day, an Injury Report must be completed, and the child should be taken to the office to be looked at by either the Director or Office Manager. If they are not available, the child should be taken to a Supervisor to be checked. Any injuries above the shoulders are to be reported via phone call to parents immediately and logged in an accident report.
- If a child is ill (fever, vomiting, diarrhea, unknown rash, etc) please bring them to the office to be checked by the Director or Office Manager. If they are unavailable please have them checked by a Supervisor. Please make yourself aware of what the criteria is for a child to be sent home due to illness with the Hoboken Day Care 100 Illness policy located in the binder in your classroom. Policy is also posted on the main bulletin board in the hallway. If a child must be sent home, either the office or a staff member shall call parent/guardian. Children must be picked up within one hour. All children sent home to illness but be logged in the Illness Log in the main office. All children sent home due to illness should have an illness note (located in the basket on the main counter) stapled to the front of their daily sheet. This contains instructions to parents as far as how long they have to stay home, etc.
- Staff should communicate all injuries and illnesses to parents and should ensure parents sign Injury Reports the same day.
- An Emergency Operations Plan is posted in each classroom. Staff must be knowledgeable of all procedures listed in this plan. One staff member should grab the attendance book. One staff member should grab any necessary emergency items which shall be kept in a bag somewhere easily accessible (walking ropes, blankets).

Roles:

DIRECTOR/HEAD TEACHER SUZANNE NARDONE

Day Care Directors are responsible for the daily operations of a daycare center. They ensure a safe and educational environment for young children, manage teaching staff, develop curricula in coordination with state and federal laws.

1. Ensure a safe, happy, and stimulating environment for children.
2. Manage and coordinate curricula with staff that complies with state and federal requirements.
3. Ensure that center facilities are safe for children and comply with laws and regulations.
4. Evaluate and purchase materials, equipment, and supplies.
5. Manage and support teaching staff and promote their professional development.
6. Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
7. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
8. Communicate and meet with parents regarding their children and the center's policies.
9. Manage and oversee the budget and accounts and ensure that the center remains profitable.
10. Develop and facilitate a marketing and communications plan.
11. Correspond with parents regarding but not limited to their child's health, well being, developmental delays, illness, etc.
12. Correspond with parents regarding missing paperwork, late tuition payments, etc.

Director is also responsible for communication with parents via the Remind App, Facebook page and website. Director shall handle all purchasing for the center.

OFFICE MANAGER THERESA BUZZELLI

To facilitate the administration of the center program by ensuring that all office related responsibilities are completed, accurate, organized and filed in a timely manner. Office Manager will also help to organize the workflow and assist program staff in their implementation of the programs.

1. To manage the flow of work in the office and assist the staff in completing related tasks.
2. Keep all files up to date.
3. Monitor phones, take accurate messages and relay them to the appropriate person in a professional manner.
4. To be responsible for data entry of various required reports including but not limited to the center, The Office of Licensing, Board of Health, etc.
5. To keep children's records, log illness reports and fire drill logs.
6. To assist parents in determining eligibility for vouchers and collect co-payments.
7. To collect tuition payments.
8. Deposit all funds into the appropriate accounts.
9. Enter information into Quickbooks for accounting purposes.
10. Enter payroll.

11. In the absence of the Director, call parents to inform them of the status of their child.
12. Administer medication.
13. Assist director in managing workflow.

SUPERVISOR CAROLINA DELEON

Daycare Supervisors are responsible for the safety and wellbeing of children in child care facilities.

Daily duties include but are not limited to:

1. Organizing activities for children.
2. Monitoring daycare staff.
3. Maintaining attendance records.
4. Helping the Director to identify potential hazards for children and taking safety measures.
5. Calling parents in the event of a child's injury or illness.

Essential job requirements include but are not limited to leadership, supervisory skills, attention to safety, responsibility, and recordkeeping.

TEACHER ASSISTANTS Daycare Teacher Assistants provide support to lead teachers and supervise children.

Common work activities include but are not limited to:

1. Serving meals.
2. Changing diapers.
3. Disciplining children according to policy.
4. Organizing activities.
5. Keeping students in sight.
6. Reporting to the Director, Supervisor or Office Manager regarding any issues in the classroom.
7. Help keep the rooms clean and organized.

These entry-level employees should demonstrate a caring personality, observation spirit, patience, and early childhood development knowledge. If they do not have this knowledge the director shall ensure that training includes appropriate information regarding child development, health and safety.

TEACHER HELPERS Daycare Teacher Helpers are high school students who work under the supervision of the Director, the Supervisors and Teacher Assistants to perform the following general duties:

1. Help supervise students (never alone) in class and during playtime or recess.
2. Aid in teaching appropriate behavior and social skills to students.
3. Assist in enforcing school and classroom rules.
4. Help teachers prepare for lessons by assembling materials and equipment.
5. Help students wash hands.
6. Help keep the rooms clean and organized.

Implementation of Personnel Policies:

The administration of personnel procedures is the responsibility of the Director and the Board of Directors. It is the intention of the Board of Directors that the personnel policies of the Hoboken Day Care 100 program be fairly and equitably implemented throughout the program. Staff are encouraged to bring complaints concerning work related situations to the Director.

Any employee who has a question or complaint about the application of a personnel policy or procedure should discuss the matter with the Director. Every question or complaint from staff brought to the attention of the Director shall be given prompt and personal consideration and will be treated confidentially to the extent that it is possible to do so.

If satisfactory response is not given or mutually satisfactory resolution is not reached then the employee should request to review the matter with the Board of Directors. Any resolution of an employee's concern which involves a change in current procedures or policies will be determined by the Board of Directors after full discussion and subject to vote on the matter.

THE FOLLOWING ADDENDUM CONTAINS POLICIES AND PROCEDURES LISTED IN THIS PERSONNEL POLICY.

HOBOKEN DAY CARE 100
124 Grand Street
Hoboken, NJ 07030
(201)792-4666
Hobokendaycare100.com

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 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) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-753-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parents(s) is able to pickup the child. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and emotionally impaired to the extent that, in the judgment of the director and 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 24- hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-753-2873) to seek assistance in caring for the child. No child shall be released from the school-age childcare program unsupervised except upon written instruction from the child's parent(s).

HOBOKEN DAY CARE 100
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Hobokendaycare100.com

Discipline Policy

1. Each classroom teacher will discuss and reinforce “Classroom Rules” through Circle Time activities, role playing, socialization activities, visual aids such as pictures and films and through songs.
2. Teachers will set limits in the classrooms while encouraging and rewarding positive behavior.
3. If a child exhibits negative behavior the child will be spoken to in a calm yet firm manner.
4. If a child persists in disrupting the normal activities of the classroom the teacher will separate the child from the rest of the group by designating a “time out” area with a chair for the child. During that time the child will not be allowed to use any materials or interact with other children.
5. If the disruptive behavior of a child becomes consistent and disrupts classroom management and daily classroom routine the teacher will consult with the Head Teacher/Director. They will offer positive discipline, suggestions and techniques. They will observe the child in the classroom. The teacher will record daily observations of the child in the classroom.
6. If the child’s behavior does not improve the Head Teacher/Director will schedule a conference with the child’s parent and teacher. The conference will include a discussion of effective and consistent methods to be used to remediate the child’s behavior problem.
7. The teacher will inform the Head Teacher/Director and parents of the child’s progress through a conference and written evaluation.

GENERAL PROCEDURE

1. Teachers will not discuss a child’s negative behavior with the parent without first consulting the Head Teacher/Director.
2. There will be **NO PHYSICAL PUNISHMENT** of any kind to any child.
3. Positive reinforcement and rewards will be used for discipline rather than negative statements and punishment.
4. Children learn through repetition. Children should be reminded of expectations on a daily basis.
5. Teachers will not discuss a child’s behavior in front of the child, other children or parents.
6. No food or rest shall be denied to the child.

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Expulsion Policy

Immediate Causes for Expulsion:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other-at the discretion of the Director

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/Angry Outbursts.
- Bullying or hurting other children (pushing, kicking, punching, cursing etc.)
- Threatening other children with violent words
- Other-at the discretion of the Director.

Schedule of Expulsion

If the remedial actions 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 sufficient time to seek alternate child care (approximately one to two weeks notice depending on the 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):

- Make 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.

Proactive Actions that can be Taken in Order to Prevent Expulsion

- Staff will try to redirect child from negative behavior
- Staff will reassess the environment, activities, and 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
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The director and parent will have a conference to discuss how to promote positive behavior

The Director reserves the right to alter this policy as deemed necessary to ensure the health and safety of all children and staff members.

HOBOKEN DAY CARE 100

Infant Feeding Plan (up to 12 months)

CHILD'S NAME _____

AGE _____

FeedingTime	Food Description	Amount	Notes
8:00			
9:00			
10:00			
11:00			
12:00			
1:00			
2:00			
3:00			
4:00			
5:00			
Other			

Please note: HDC100 provides breakfast, lunch and an afternoon snack for children who are old enough to eat (5 months to 1 year old). If you would like additional snacks/foods you must provide those for your child. We may also ask you to send in finger foods when appropriate. Parents provide formula and water for bottles. Detailed Feeding Plan that you received in your Full Packet will be kept in your child's classroom as well.

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Hoboken, NJ 07030
(201)792-4666
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CHILD ILLNESS POLICY

Hoboken Day Care 100 and the child care staff entrusted to care for your child, are concerned with your child's health. In spite of everyone's efforts, children do get sick. Young children, in particular, get sick more often because:

1. their immune systems do not fight illness as well as an adult's and
2. they have not been exposed to many of the germs (viruses, bacteria, fungi, or parasites) that cause infections.

Contagious diseases spread from one person to another. Often, people who spread disease do not look or feel sick. The germs spread by direct contact (touching), by coughing or sneezing, or by germs from the stool (bowel movement).

Maintaining health and preventing the spread of contagious diseases are responsibilities shared by parents, our staff and administration of Hoboken Day Care 100. Our staff is training in illness-prevention practices that limit spread of infections including proper hand-washing and cleaning techniques.

Hoboken Day Care 100 employs procedures for reporting exposures, identifying an ill child, and informing the parent of a child's illness. Parents are responsible for providing up-to-date emergency phone numbers, promptly picking up their ill child (within 60 minutes), and consulting with their child's doctor about diagnosis and care. Parents must inform the center when their child is ill with a contagious disease and should request their pediatrician's cooperation in consulting with the center if the illness has implications for the entire child care program. Any child that has been absent from the center for three or more days **MUST** bring a physician's note stating that they are free of illness and able to return to the center.

The purpose of this policy is to provide guidelines regarding children enrolled in the daycare center who show signs of illness or who may be absent with a contagious disease. Please use the following table as a guideline when your child is sick.

EXCLUSION SIGNS AND SYMPTOMS	READMISSION CRITERIA
<p>FEVER- -temperature at or above 100.4 degrees (orally or axillary) -temperature at above 100.4 degrees with one other positive symptom or if less than six months of age</p>	<p>Fever has been absent for 24 hours without the use of medication. Please do not send your child to school medicated because their fever will return and you will receive a phone call to pick them up.</p>
<p>RINGWORM Flat, spreading ring shaped lesion</p>	<p>14 hours after physician's care and ringworm treatment begins (NEED A DOCTOR'S NOTE TO RETURN)</p>
<p>STREP THROAT Sore or reddened throat accompanied by a fever; may cause headache, loss of appetite, swollen lymph nodes in neck and bad breath</p>	<p>48 hours after physician's visit and antibiotic treatment begins (NEED A DOCTOR'S NOTE TO RETURN)</p>
<p>CONJUNCTIVITIS (PINK EYE) Red, watery eyes with thick yellowish discharge; puffy appearance to eyes</p>	<p>Discharge has diminished to the point that eyes are no longer runny and under treatment for at least 24 hours (NEED A DOCTOR'S NOTE TO RETURN)</p>
<p>DIARRHEA AND VOMITING Diarrhea-Three or more incidents within a four hour period Vomiting-Two or more incidents within a four hour period or if the child is clearly uncomfortable</p>	<p>24 hours after the last incident of diarrhea or vomiting.</p>
<p>PERSISTENT COUGH (with one other positive symptom)</p>	<p>24 hours after symptoms subside</p>
<p>SORE THROAT (with one other positive symptom)</p>	<p>Sore or reddened throat and/or symptom are no longer present</p>
<p>CHILLS OR PROFUSE SWEATING (not weather related)</p>	<p>Chills or profuse sweating have been absent for 24 hours; child is free of symptoms and is able to participate in center activities</p>
<p>RASH Rash of unknown origin (not believed to</p>	<p>Rash has been identified by a physician as a non-contagious rash; or is under</p>

be from medication) with one other positive symptom	treatment and is no longer contagious (NEED A DOCTOR'S NOTE TO RETURN)
NASAL DISCHARGE Nasal discharge which is green or dark yellow in color and accompanied by a fever	Nasal discharge has become clear and/or fever is not present
INABILITY TO PARTICIPATE Child complains of not feeling well or is unable to participate in daily activities with one other positive symptom	Child is able to participate in center activities and is free of other symptoms
HEAD LICE Live lice on the scalp or nits attached to the hair shafts	24 hours after treatment and there are no lice or nits present
OTHER CONTAGIOUS DISEASES/ILLNESSES Measles, mumps, chicken `pox, scabies, impetigo	Child has completed the contagious stage of the illness (NEED A NOTE FROM THE DOCTOR TO RETURN)
HAND, FOOT AND MOUTH DISEASE	24 hours blister free, no open or draining blisters (NEED A DOCTOR'S NOTE TO RETURN)
FIFTH'S DISEASE	24 hours fever free and child is able to participate in care

POSITIVE SYMPTOMS INCLUDE;
Headache, sore throat, cough, rash, low grade fever, inability to participate, nasal discharge, fatigue and lack of appetite

These policies are subject to change depending on current health crises, community spread events, pandemics, etc.

Hoboken Day Care 100 reserves the right to exclude your child from care for the following reasons including, but not limited to, if we deem their symptoms to be too severe, if the care of the child is such that it will take away time/attention from the other children in our care or if the child cannot comfortably participate in the daily activities in their classroom. If your child is too sick to go outside you must keep them home for the day. We do not have staff specifically devoted to remaining indoors with a sick child.

The final decision whether to exclude a child from the center will be made by the center director and/or center staff caring for your child. In addition, a doctor's excuse or plan of care may be required by the center director prior to allowing your child to return to the center.

It is usually a good idea to call or consult a pediatric health provider early in the course of an illness. The pediatric health provider will help you determine how sick the child is and what treatment can be given. If your child is sick PLEASE let us know. This will help us to put into place any preventative measures necessary to help prevent the spread of the illness. We understand that parents must work but we must ensure that all of our children in the entire center are cared for.

All policies and procedures listed in this Child Illness Policy must be adhered to by all parents. It is very important to follow these policy rules. They reflect a common respect and responsibility to protect the children from illnesses. Failure to do so may cause an interruption in your child care services or termination of care. All parents are required to sign and date the Acknowledgment of Receipt of the Child Illness Policy, a copy of which will be maintained in your child's file.

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LATE PICK-UP PROCEDURES

PM LATENESS

By 5:30PM, all children must be picked-up, Late charges are as follows: \$20 for the first fifteen (15) minutes after 5:30PM, and \$5 for each additional five minutes up until 6:30PM, whereupon the Hoboken Police Department and DYFS will be notified and child will be turned over to the Hoboken Police Department. Late fees must be paid by the next business day or your child will not be permitted to attend school until the fee is paid in full. If you are going to be late please call the school at (201)792-4666 and inform the afternoon staff that you will be late to pick up your child.

LATE PICK-UP PROCEDURES

1. A Staff member must supervise the child at all times.
2. The staff member will make every effort to contact the parent(s) or responsible adults who are authorized by the parents to pick-up the child.
3. When a parent or authorized person fails to pick-up the child after 6:30PM (one hour after closing time), and the staff member has exhausted all their resources provided by the parent, a Hoboken Day Care 100 staff member will telephone the Division of Youth & Family Services 24-Hour Child Abuse Hotline (1-800-792-8610) to inform them of the situation and ask for assistance. The Division of Youth & Family Services will then be informed of the following procedure.
4. After calling the Division of Youth & Family Services, the Hoboken Police Department will be called (201-420-2100) at which point they will intervene.

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POLICY ON MANAGEMENT OF COMMUNICABLE DISEASES

Your child will not be readmitted to the center unless accompanied by a statement from your child's licensed physician if your child contracts one of the following communicable diseases:

Respiratory Illness

Chicken Pox

Impetigo

Measles

Salmonella

Whooping Cough

Gastro Illness

German Measles

Hemophilus Influenzae

Sore Throat

Scabies

Shigella

Contact Dermatitis

Guardia Lamblia

Hepatitis A

Coronavirus Covid-19

Tuberculosis

If your child may have been exposed to any of the above communicable diseases at Hoboken Day Care 100 you will receive written notification of the outbreak.

If your child is absent from daycare for three consecutive days due to any type of illness your child will not be readmitted to the center unless accompanied by a statement from your child's licensed physician indicating the day that your child may return.

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TOILETING PROCEDURES



Congratulations on entering the exciting world of potty-training your child! Here at Hoboken Day Care 100 we have many years of experience potty-training children and we are happy to help your child achieve potty success. We make potty training a daily part of your child's schedule so that in no time at all it becomes a happy habit. The most important part of potty training is to always make it a positive experience for the child.

Signs of Readiness

A few things that could indicate your child is ready to begin training are:

- Can express and understand one-word statements such words as: "wet", "dry", "potty", and "go"
 - Staying dry for at least 1.5-2 hours at a time
 - Having regular solid bowel movements
 - Being able to follow simple, two-step instructions
- Being uncomfortable with dirty diapers and wanting them to be changed
 - Understands the association between dry pants and using the potty
 - Asking to use the toilet/potty chair
 - Asking to wear regular underwear
 - Be able to get on and off the toilet him/herself
 - Can dress and undress simple clothing items
- Enjoys washing his/her hands, likes to be clean

This is the potty training policy of Hoboken Day Care 100. It is non-negotiable.

Potty training is a big issue for any day care facility because keeping classrooms clean is critical. Frequent toileting accidents by children wearing just underwear when they are not yet ready creates problems with both hygiene, safety and supervision of the group. We are sharing with you some important information about toilet training so we can all be on the same page.

Important policy: We are partners in this process. If we are taking the time to train your child at school, we expect that you work with us and train your child at home. If your child has not yet shown interest in the potty, we find that the best approach is to start on a Friday evening and throw yourselves into it. If the center has a long weekend that may work even better with extra time and attention at home to practice using the potty. In the beginning, **TELL** your child that they must sit on the potty. If you ask them, the answer will almost always be no. Have fun with potty training. Teach them. Talk up how cool big boy/girl underwear will be. Let them pick out what kind of underwear they want. Understand that accidents will happen.

You may choose to train your child without any Pull-Up or underwear at home but they MUST continue wearing a Pull-Up at the center until they have been accident free for two weeks.

We send children to the bathroom at regular intervals to establish a routine. It is best if you do this at home as well (after dinner, before bed, etc). We will let you know your child's progress while at school. Please let us know your child's progress at home as well. Potty training can sometimes take a long time so patience is key.

Important policy: We will start by having your child wear pull-ups and taking him/her to the potty throughout the day. We will encourage him/her and make it a very positive experience. Our goal in the beginning is to get your child into the habit of going on the toilet. **We do not put children into underwear until they have been COMPLETELY accident free here and at home for two full weeks.** If they DO have an accident, the two week clock begins again. This is an absolutely non-negotiable policy and is considered sound day care practice throughout the industry. Once a child is successful for two full weeks here and at home, accidents are *very rare*. This policy must be strictly enforced to maintain the health of all using the facility. Accident free means no wet or poopy pull-ups during the whole day. The first reason for this policy is because it is a health issue. The health department does not allow children to urinate or soil their surroundings when other children are in the same area. This policy is set up to maintain infection control standards for the childcare setting. It only takes a few minutes for a child with wet or messy clothes to completely cover the room in wet/dirty spots. Because other children are present here we have to have higher standards than a parent may have at home. The second reason is because of safety. Let's say a child has a pee accident on a rug. We have to move the entire class away from the area, shampoo the rug, allow the rug to dry all while keeping everyone away from the area for a few hours until the rug is completely dry. Finally, if a teacher is having to shampoo the rug, their attention cannot be on the children during that time.

Important policy: We require nap diapers or pull ups until the child has slept through nap for one full month without an accident. Sometimes children sleep train right away when they are awake trained. However, most children are not able to do this and it is many months and sometimes a year or longer before they are sleep trained.

What to wear during training: Children should wear easy on and off pants/shorts during training. Soft, elastic waist pants/shorts are best. Please don't dress your training child in overalls, with belts, with onesies, skinny jeans, button pants, etc. Pull Ups/Easy Ups must be the velcro open-at-the-side style. If you have diapers or the stretchy sided pull ups we will finish the remaining supply but ask that the next pull ups you bring us be the velcro sided ones. We can do the training with the underwear over the pull up if that's working for you.

In the potty-training process your child will learn to achieve these goals:

- **To be able to make it to the potty before having an accident**
- **To be able to pull down pants and pull them back up without assistance**
- **To be able to get on and off the potty**
- **To be able to wipe self after using the toilet (we help with this until they understand how to do it on their own)**
- **To be able to wash and dry hands**

In the beginning don't expect the same performance here as at home. Some children potty train first here and some children potty train at home first. This is a perfectly normal part of the process. If a child is not very vocal at school, the process can take longer as we teach them to make their needs known to staff. Staff cannot always recognize potty cues as parents are able to do at home just due to sheer volume of children and activities occurring at school. One other thing I need to mention is that staff cannot spend an extremely long time in the bathroom supervising a child who is not actively using the potty. This takes them away from their other responsibilities in the classroom. Yes, we will allow your child to sit for a few minutes and try and coax them to use the potty but they will not be allowed to sit there for a prolonged amount of time. The most important thing is that we work together as a team to make this as stress free as possible for us and for the child. In no time at all we will turn around and the child will be running to the potty on his/her own and never give it a second thought. That is success!

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SUPERVISING AND TRACKING CHILDREN POLICY

SUPERVISION POLICY PURPOSE:

To outline the importance of the need for children's services to provide safe and secure environments for children that are supervised effectively and to ensure staff are aware of their responsibilities and expectations when supervising children at the center.

IMPLEMENTATION

Children need safe, secure child care environments which are effectively supervised. Carers have a duty of care to ensure all areas accessible to children are safe, free from hazards, and there are sufficient carers to oversee the children's activities. The following supervision strategies are used at Hoboken Day Care 100 across all age groups.

Active Supervision – direct and constant monitoring by carers in close proximity to children for supervising activities that involve some risk, for example cooking experiences or play in or near water

Positioning – careful positioning of carers to allow them to observe the maximum area possible. By moving around the area carers can then ensure the best view possible, and that they are always facing the children. NEVER turn your back to the children.

Scanning – regularly looking around the area to observe all the children in the vicinity is utilized when carers are supervising a large group of children.

Listening – keeping an ear out for children near and far will help to supervise areas that may not be in the carer's direct line of sight. This is particularly useful when supervising areas where children may be playing in corners or behind or under play equipment.

Observing – the skill of observation is used throughout the entire day and this is a very useful tool when supervising children. Watching and being able to anticipate what may happen next allows carers to assist children as difficulties arise and to intervene when there is potential danger to children.

Balance of activities – this helps to ensure that the risk is minimized and there are sufficient carers to attend to children's needs.

Other commitments to the ongoing supervision and awareness of safety of Hoboken Day Care 100 involve:

1. Conducting Safety Check--The child care environment is inspected and monitored for hazards that could lead to poisoning or injury. We have a thorough safety check system in place that allows staff to easily monitor, report and remove hazards. We have an ongoing awareness

of the safety of products and equipment in areas accessed by children and regular checks for insects, vermin and foreign objects are carried out along with regular maintenance and pest spraying and daily cleaning of the center.

2. Monitor Children's Health--Children with early signs of illness and atypical behavior are closely monitored and appropriate action is carried out. Particular care is taken with children who may have known medical conditions. Staff are trained in first aid and CPR.

3. Supervise Children's Departure--In accordance with our Arrival and Departure Policy, strict supervision is implemented when children are departing from the center with staff ensuring that all people leaving with children have authority to collect that child.

4. Observe Play and Behavior--The observation of children's play and behavior allows for staff to anticipate if any dangerous situation may arise, ensuring a balance of safety while still allowing for children to enjoy the freedom to attempt new experiences and play independently.

5. Positioning of Equipment in the play environment--When play environments are set up for children's use, close consideration is given to supervision and the ability for staff to monitor children's play. Staff will move equipment in the indoor or outdoor environment if they believe it creates a safety hazard

6. Educating children about safe practices--Staff often discuss the importance of safe practices with the children at an age appropriate level. For younger children staff will re-direct and offer role modeling of dangerous activity i.e, use walking legs inside, feet on the floor please, sit the right way". Older children are involved in the set up of activities and often discuss with the staff the importance of safe play, safe sitting and walking etc.

7. Staffing rosters and routines to enhance supervision--The rosters are set so the number of staff to children ratio is at its maximum during times most needed. This practice allows for staff familiarity when dealing with supervision needs at different times of the day. Staff are aware of times during the routine when activities are high or low risk ie, outdoor play being highest risk and children's mean times/group times are deemed to be low risk. Other routine times such as meals, toileting and rest periods are supervised accordingly with ratio standards set down by the New Jersey Department of Children and Families Licensing Standards being adhered to at all times.

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MEDICATION ADMINISTRATION POLICY

MEDICATION

In order to administer **prescription medication** to your child, we must have a signed medication administration form authorizing Hoboken Day Care 100 to administer the medication. The medication must be in its original packaging and be clearly labeled with the child's correct name, the dosage, the times at which the medication will be given and the name of the medication. After a designated person administers the medication, a sheet will be signed by the staff member along with the parent's signature acknowledging that the medication was administered. Medication that is old or outdated or that belongs to someone else will not be given to any child. **Over the counter medications** also require a sheet to be filled out by the parents. Please do not leave any medication in your child's cubby or back-pack, all medications, including over the counter medications, must be kept in the administrative office. Everything must be labeled for your child.

Medication Forms can be found on the counter of the main office. The Director or Office Manager can help instruct you on how to fill out the form. Please verbally repeat medication administration instructions to the Director or Office Manager so they can instruct staff.

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Safe Sleep Tips for Parents and Caregivers

- Place baby to sleep on his or her back.
- The safest place for baby to sleep is in a crib near your bed.
- Research shows that bed sharing (falling asleep with your baby) can be unsafe as adults (or children) can accidentally roll onto baby while sleeping.
- Bed sharing is especially dangerous if an adult has taken drugs, alcohol or medication that makes them sleepy.
- Adult beds are not safe as baby can get trapped between the mattress and wall, headboard or footboard.
- It is not safe for baby to sleep on a couch, with you or alone.
- Breastfeeding and bonding are very important to baby's health. It's okay to nurse baby in bed, but remember to place baby in the crib when it's time to go to sleep.
- Baby can be placed on his or her stomach when awake. Supervised "tummy time" during awake hours allows for normal development.
- Provide a smoke-free environment for baby.
- Never lay baby to sleep on a pillow. Babies under one year old should never be given a pillow for the head.
- Soft materials can interfere with baby's breathing. Baby should not sleep with pillows, quilts, comforters, heavy blankets, or stuffed toys.
- Use a wearable blanket or other type sleeper. Use safe sleepwear without strings or ties. Sleep sacks with no arms are required.
- Never lay baby to sleep near any appliances, toys or household items that dangle, such as window treatment cords, telephone wires, computer extensions, etc.
- Babies should never sleep with a hot-water bottle or electric blanket, next to a radiator, heater, or fireplace, or in direct sunlight.
- Bedroom temperature should not be too warm. Babies should not be overbundled.

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Preventing Shaken Baby Syndrome and Abusive Head Trauma

BABIES ARE FRAGILE!

It's normal for babies to cry, even when you are trying to comfort them. Some babies cry more than others or for longer periods of time. This is normal too. It is also normal for a caregiver to become frustrated. No matter how stressed, tired, angry or frustrated you feel, you must never, ever shake a baby. Shaking a baby can kill or cause serious injuries.

The message is simple:

NEVER SHAKE A BABY

HOW TO COPE WITH A CRYING BABY

- Make sure the baby's basic needs (food, diapering, appropriate clothing, etc.) are met.
- Try swaddling, tightly wrapping your baby in a blanket for warmth and security.
- Offer the baby a pacifier.
- Lower the lights and noise to help calm the baby.
- Walk the baby around holding him or her close to you.
- Take the baby for a ride in a stroller or a car.
- Call a friend, relative, neighbor or medical provider for help.
- Take a break - sit down and count to 10 or 20.
- If all else fails, put the baby in the crib on his or her back. Close the door and check back every five minutes or so. **Don't pick up the baby until you feel calm.**

If you are a child care provider and cannot handle a crying baby, please let the parent know.

Remember, a baby will outgrow crying, but shaking a baby may cause permanent damage.

SHAKING A BABY IS DANGEROUS

Shaken Baby Syndrome is a serious brain injury that occurs when a frustrated caregiver "shakes" an infant, usually to stop him/her from crying. It is considered a form of child abuse.

Some parents, siblings, or caretakers who would not consider hitting a baby, think that shaking a baby is okay. **THIS IS DANGEROUS!**

Shaking a baby can cause bleeding inside the brain which may lead to:

- Death
- Brain damage
- Retardation
- Blindness
- Paralysis
- Seizures
- Developmental delays

Protect our future by handling infants with the loving care they deserve!

And remember, some play activities also can be dangerous, such as:

- Vigorous, repeated tossing of a baby into the air
- Jogging while carrying an infant on the back or shoulders
- Bouncing an infant on an adult's knee or swinging the baby on an adult's leg
- Swinging the baby around by the ankles
- Spinning an infant around

SYMPTOMS OF SHAKEN BABY SYNDROME

- Constant crying
- Stiffness
- Sleeping more than usual
- Unable to wake up
- Seizures
- Dilated pupils
- Decreased appetite
- Vomiting
- Difficulty breathing
- Blood spots in eyes

If for any reason the baby has an injury, take him/her to the nearest hospital emergency room or call 911. The baby will not get better without receiving medical treatment.

GETTING HELP

IF YOU FEEL THAT YOU CAN'T COPE, HELP IS ONLY A TELEPHONE CALL AWAY.

If you are feeling stressed, call the Family Helpline:
1 800-THE KIDS

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Safe Handling of Infant Bottles in Child Care

- **Label all infant bottles with the baby's name and date.** Ask parents to label bottles before bringing them. Have labels and a marker on hand in case they forget.
- **Store prepared bottles in the refrigerator.** Store frozen breast milk in the freezer until feeding time and then thaw it in the refrigerator or under cool, running water. Do not warm bottles on the stove, which may cause the milk to curdle.
- **Wash your hands carefully with soap and water before preparing any bottle.** Do not touch nipples with your fingers.
- **Do not warm bottles in the microwave.** Uneven heating may cause hot spots, which can burn a baby's mouth. Cover all bottles during storage.
- **Prepare commercial infant feedings according to instructions.** Add the right amount of water to ensure that the infant gets adequate calories and nutrients.
- **Throw away any breast milk or formula left in a bottle after feeding.** If too much seems to be going to waste, record the amount usually used and prepare a smaller amount. You also may ask parents to save breast milk in smaller bottles.
- **Clean reusable bottles and nipples thoroughly after each use.** Bottles and nipples may be washed in a dishwasher in very hot water or washed by hand and boiled for five minutes before refilling.

Appropriate Bottle-Feeding in Child Care

- **Feed infants whenever they seem hungry.** Babies need to eat frequently, especially if they are breastfed. Expect to feed infants approximately every two to three hours.
- **Meet individual infants' needs.** Feed each infant on an individual schedule and don't expect all babies to be hungry at the same time. Babies grow rapidly and hunger needs change quickly.
- **Hold babies when you are feeding them.** Holding infants during feeding helps them feel more safe and secure. Holding babies also reduces the risk of their choking on breast milk or formula.
- **Avoid giving bottles to infants in their cribs.** If an infant falls asleep while feeding and an adult is not present to remove the bottle, milk may remain in the mouth during sleep. The sugar naturally found in this milk can cause cavities in new or forming teeth. Teeth with cavities may hurt or break, making it difficult for a child to chew.
- **Never let infants or toddlers carry bottles.** They easily can fall and injure themselves. Children who carry bottles may share sips with other children, which increases their risk of sharing infections.

**HOBOKEN DAY CARE 100
124 GRAND STREET
HOBOKEN, NJ 07030
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Methods of Parental Notification

Hoboken Day Care 100 must provide parents with information on Methods of Parental Notification. In the event of a sickness, injury or emergency, Hoboken Day Care 100 staff members will utilize the Emergency Contact Form (provided in your application packet) to notify you of the situation. When filling out this form please provide us with the most current information possible. If a phone number changes or you have a change in employment we **must** be made aware as soon as possible so that we will be able to reach you, if necessary. If you need a new form please contact a member of the administrative staff.

If we are unable to reach the first contact on the Emergency Contact Form we will continue calling the other contacts on your form until we reach someone and can make them aware of the situation. Please make sure that you have someone on your form who will be able to pick your child up in an emergency situation. Please note, if your child is sick and needs to be picked up you will have one hour to make arrangements to have them picked up from the center.

In the event that your child has not been picked up by closing and you have not notified us that you will be late in picking up your child we will use the Emergency Contact Form to attempt to get in touch with someone. If we cannot get in touch with anyone on them Emergency Contact Form it is our policy to call the Hoboken Police Department and make them aware of the situation.

There may be times when a child needs supplies (diapers, change of clothes, etc) and staff will notify you using our Daily Sheets. Please make sure that you read these sheets each day so that your child has the appropriate supplies. Hoboken Day Care 100 has a Facebook page, website and Remind app that will also be used to inform parents of special events/happenings at the center. Flyers and other notices will be sent home to parents as well.

**HOBOKEN DAY CARE 100
124 GRAND STREET
HOBOKEN, NJ 07030
(201)792-4666
Hobokendaycare100.com**

POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA

Hoboken Day Care 100 recognizes the benefits and challenges of using technology (cell phones, cameras, video recording, etc). The following guidelines are in place to ensure appropriate use of these tools and applications (including, but not limited to: tablets, cell phones, applications, website, social media, etc) to protect the integrity and best practices of the center.

Photography and Images

The goals of photos and videos within the classroom setting are to enhance learning, share experiences with families and assist in authentic assessment of the child's development through play and activities. Such images shall never be used for monetary gain by any party; nor will they be created without the signature permission of the parent(s) who is enrolling in the program. We ask that parents fully understand that photographic and video images are a standard and routine occurrence in our center. Therefore, the center will obtain parental permission at the time of enrollment. Facetime calls to those outside the center are not permitted as other children may wind up in the frame of the phone camera which violates our policy. *If you are present during pick up/drop off or an event at the school (Halloween parade, birthday, etc) please note that you should not take pictures of children other than your own and post to your personal social media accounts nor should you Facetime or live stream these events.* Parents may photograph their own children but may not take pictures of any other child in the center regardless of relationship.

Social Media Use in the Classroom

Hoboken Day Care 100 employees have been educated on our technology and social media policies and each classroom has a copy of these goals and objectives hanging in a prominent area. Employees have also been educated on our screen time policy in accordance with the State of New Jersey guidelines for screen time in a daycare setting. This policy is also included in your application packet. The reasons for effective and acceptable use of social media at Hoboken Day Care 100 includes reasons such as curriculum for the students, parental communication, internet presence to attract new families, Remind cell phone application to effectively communicate with parents, learning tools for the students.

Adults within the classroom should use technology to communicate with families only during planning times/nap time and not as part of the active time in the classroom so as to prevent distraction from interactions with the students. Cell phones are not to be used by employees during work hours. Violation of these policies may result in termination and/or disciplinary

action. At no time should parents contact staff members on their personal cell phones. If a parent has a concern they should call the main number of the center and administrative staff shall direct the call to the appropriate staff member. Alternatively, they can reach out to Suzanne on the Remind App. Only administrative staff have the ability to post on the center's website, Facebook page and on the Remind App. Classroom teachers/assistants are not permitted to post on the center's sanctioned sites. All employees shall abide by the center's policies regarding confidentiality.

Closed Circuit Video Recording

Closed Circuit video recording is in use at Hoboken Day Care 100. The use of these video recordings is to ensure that staff are properly adhering to policies and protocols. These videos are not available to parents unless there is an allegation of neglect and/or law enforcement demands to view them. Hard copy backup is available in the Director's office for a period of 30 days.

Each family will receive the technology and social policy and give either their signed consent or denial of the right to use their child's likeness on previously stated sites and applications.

PERSONNEL POLICY RECEIPT

Please return this page signed and dated to the Director.

I, _____ (print name here), certify that I have received a copy of Hoboken Day Care 100's Personnel Manual and have read and understand all that is contained within. I agree to follow all policies and procedures contained in the Personnel Policy. A copy of the Personnel Policy along with relevant policies and procedures shall remain in the black binder in each classroom.

_____ Signature

_____ Date