

Township of North Brunswick
Department of Parks, Recreation
& Community Services
Sabella Park Pre-school
Handbook



1453 Cozzens's Lane, North Brunswick

Partners at Play
Terrific Threes
AM Adventures

The Program

The Department of Parks, Recreation & Community Services (DPRCS) staff welcomes you and your child to our pre-school program. We are looking forward to making these next few weeks very enjoyable and memorable. Our program features arts and crafts, circle time, free play and story time. You can help us!

- Please do not use the driveway. Please park in the main parking lot.
- Bring a small snack and drink to class.
- Label all of your child's belongings to avoid mix-u

The License

Our center complies with the Manual of Requirements for Child Care Centers as developed by the state of New Jersey.

To be licensed, we have fulfilled regulations regarding such topics as physical environment, life safety, staff qualifications, supervision, staff/ child ratios, parent participation, administrative and record keeping requirements. A copy of our license is posted in the kitchen and a copy of the manual is on the premises and available for review. Parents are entitled to review our inspection / violation reports and contact the State Bureau of Licensing directly to discuss a concern or report a complaint.



Americans With Disabilities

The DPRCS is committed to providing recreational opportunity for special populations who are developmentally or physically disabled. It is our policy to mainstream individuals as part of regular programming.



Discipline Policy

DPRCS abides by the discipline policies outlined below, which are adopted from the manual of Standards for Child Care Centers distributed by the State of New Jersey Department of Human Services.



This Policy is distributed to each staff member and compliance is expected and necessary. A record reflecting each staff members signature attesting to his / her receipt of this policy is kept on file in the DPRCS office.

10:122-6:8 Discipline

- (a) The methods of guidance and discipline used shall be positive, consistent with the developmental needs of children and applied with full knowledge and understanding of the parents.
- (b) There shall be no use of hitting, corporal punishment, abusive language, ridicule, harsh treatment, or any other kind of child abuse, neglect or exploitation.
- (c) Discipline shall not be associated with the behavior of children in regard to rest, toilet training or food.
- (d) Children shall not be isolated without supervision.
- (e) Discipline shall not be associated with the holding of emotional responses or stimulation and shall not require the child to remain silent for long periods of time.

The Philosophy

DPRCS is committed to providing recreational programs by a well-trained staff in a fun, safe and clean environment. Our efforts have earned the Sabella Park Annex certification as a fully licensed child care center by the State of New Jersey. We have adopted state guidelines and are meeting license requirements by providing the following information.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the program. Parents wishing to participate in the activities or operations of the center should discuss their interest with the DPRCS staff, who can advise what opportunities are available.

Parents of enrolled children may visit our pre-school program at any time without having to secure prior approval from the DPRCS office or any staff member.

Anyone who has reasonable cause to believe that a enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of abuse, neglect, or exploitation by any person, whether working at the center or not, is required by state law to report the concern to the DYFS office of Child Abuse Control at 1-800-792-8610. Such reports may be made anonymously.

Parents may secure information about child abuse and

neglect by contacting the Community Education Office of the Division of Youth and Family Services, one South Montgomery Street, CN 717, Trenton, NJ 08625.

Attendance

Your cooperation in not bringing sibling to class is appreciated. Please arrive on time and prompt in picking up at the end of each class. Also, because we have reached maximum enrollment in many of our classes, absences cannot be made up at other times.

Trips



Our pre-school program must inform parents in advance of any field trip, outing, or special event away from the center, and must **obtain prior written consent** form parents before taking a child on such a trip.

Health

Prior to the first class you will receive a Health Form from DPRCS to be completed by your child's physician. Children will not be allowed to participate in our program without this completed Health Form. The staff will not admit any child exhibiting signs of fever, vomiting, diarrhea, or other visible signs of illness which indicated the need for home care or medical attention. **Children exhibiting such signs will be separated from the group. Parents will be notified and asked to take the child home.**

Parents will be notified in writing when there has been an outbreak or presence of any excludable disease at the pre-school. Children with serious illness may not return to the program without a note from a physician indicating the child poses no serious health risk to themselves or to other children. Please inform the staff in writing of any allergies your child may have.



Medication

It is the Policy of the pre-school program not to administer medication of any kind to an enrolled child or participant. If your child is not feeling well, please keep them home that day.

The Staff

This program is meant to be a fun and happy experience for you and your child in a relaxed atmosphere. If there are any concerns or questions, please feel free to speak to the staff at any time or contact the Department of Parks, Recreation & Community Services. Thank you for allowing us the opportunity to work with your children.

**Department of Parks, Recreation
& Community Services
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(732) 247-0922 x 475**

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The Sabella Park Annex is a center for pre-school classes administered by the Township of North Brunswick Department of Parks, Recreation, & Community Services and is state licensed.