

# Little PALS Preschool



## Parent Handbook

2024-2025

# HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE

## HISTORY

*Howell Township Police Athletic/Activities League* was established in 1979 by several officers of the Howell Township Police Department, concerned with the relationship between the youth of the township and the members of the police force.

These officers sought to create a better understanding between the youth of our community and the police by providing recreational and educational activities under the guidance of excellent role models.

## MISSION STATEMENT

Howell Township Police Athletic League is a non-profit organization whose mission is to foster positive relationships among the youth and police officers in our community.

Through athletics, recreation, education and community service we provide an engaging, safe outlet for all children to reach their potential and to be involved in the Howell community in many different capacities.

Above all, Howell PAL strives to maintain its positive communication between the youth, adults and police officers to better the community we live in.

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Dear Parents and Guardians,

We welcome you and your child to Little PALS Preschool. We believe that you will find our program offers not only an educational experience but also a fun and nurturing environment. Our safe and secure classrooms allow your child to explore and discover with guidance from our dedicated, committed, and highly trained staff. For your convenience, there are cameras in all of our classrooms that you may access from your desktops, laptops, tablets and smart phones. For additional safety and security all visitors, including preschool parents and guardians, are only allowed access to our location utilizing our entry door access buzzer system and identifying themselves and the purpose of their visit. Once granted access, all visitors will be greeted by the PAL certified security officer. After the child's attendance is entered on our software, they will be escorted to their classroom by preschool staff.

Our preschool employees are experienced and well equipped to introduce your children to the Tools of the Mind curriculum as well as foundational components of Foundations. Tools of the Mind, used in the preschool program in the Howell Twp. School District, is a self-regulation curriculum that encourages every child's social-emotional and cognitive growth, enabling children to be fully prepared for the next step in their education. Our introductory program to Tools of the Mind helps young children to build social skills, oral language development, writing skills, letter sounds and recognition, cognitive skills, discovering cause and effect, critical thinking skills, gross and fine motor skills, and health and safety skills. For more information on Tools of the Mind please visit their website at [www.toolsofthemind.org](http://www.toolsofthemind.org). Components of the Foundations curriculum by Wilson, also used in the Howell Twp. School District, is introduced as children prepare for Kindergarten and beyond.

In order for our staff to continue to grow professionally and provide your children with the latest research-based techniques, they are required to enhance their teaching skills through various professional development courses. These courses focus on guidance and discipline, growth and development, and health and safety. In addition, every staff member is CPR and first aid certified.

Little PALS Preschool has an open communication policy and would like you to feel comfortable talking to us about any concerns or comments you may have concerning your child or our program. We welcome and encourage open communication and involvement with your child and all of our staff as we work cooperatively during this wonderful learning and maturing process. Please ensure that the PAL Main Office has all of your up-to-date contact information.

Thank-you!

Sgt. Christopher Hill: CEO

Jaime Szyarto: Director of Operations

Suzanne Gabriel: Preschool Director (Retired Vice Principal, Howell Twp.)

Jill Flanagan: Preschool Resource Director (Retired Teacher, Howell Twp.)

Diana Rochon: Educational Consultant (Retired Principal, Howell Twp.)

Diane Hill: Preschool Coordinator

# Howell PAL Contact List

PAL Main Office at Southard School

Telephone: 732-919-2825

Fax: 732-919-1212

Email: [info@howellpal.org](mailto:info@howellpal.org)

Mailing Address: 115 Kent Rd. PO Box 713 Howell, NJ 07731

Website: [www.howellpal.org](http://www.howellpal.org)

**All general questions and requests for information should be directed to  
[info@howellpal.org](mailto:info@howellpal.org)**

Sgt. Christopher Hill, CEO

[chill@howellpal.org](mailto:chill@howellpal.org)

Jaime Szyarto, Director of Operations

[jszyarto@howellpal.org](mailto:jszyarto@howellpal.org)

Evani Matos, Main Office Admin. Asst.

[ematos@howellpal.org](mailto:ematos@howellpal.org)

Suzanne Gabriel, Preschool Director

[sgabriel@howellpal.org](mailto:sgabriel@howellpal.org)

Jill Flanagan, Preschool Resource Director

[jflanagan@howellpal.org](mailto:jflanagan@howellpal.org)

Diana Rochon, Educational Consultant

[drochon@howellpal.org](mailto:drochon@howellpal.org)

Diane Hill, Preschool Coordinator

[dhill@howellpal.org](mailto:dhill@howellpal.org)

Colby Trower, Finance Director and Subsidy Coordinator

[ctrower@howellpal.org](mailto:ctrower@howellpal.org)

# **Welcome to Little PALs Preschool!**

This checklist will help to make sure you are ready to start at Little PALs! Your parent signature page must be forwarded to the PAL Main office prior to your start date. Additionally, your child's immunization records and universal health record must also be forwarded to the PAL Main Office at least a week prior to your first day of attendance.

The following information will help to ensure your smooth transition to attending Little PALs:

1. Lunch requirements:
  - Please label the lunchbox for identification and indicate if any items require refrigeration.
  - Any uneaten remaining food that is left in the container will be discarded.
2. Please provide snacks for morning, lunch, and afternoon.
3. Please provide enough drinks for your child's daily schedule.
4. Please provide a full set of extra clothes in a labeled bag. The soiling of clothes can happen due to toileting, spills, or other unforeseen occurrences.
5. Please provide appropriate diapers, wipes, creams, and formula.
6. For Infants/Transition: Please provide a crib sheet for naptime. The crib sheet will be sent home weekly.
7. For Toddlers/Preschool/Pre-K: Please provide a crib sheet and blanket (if desired). The crib sheet and blanket, if provided, will be sent home weekly.
8. Please provide any necessary medical supplies such as an epi-pen, inhaler or required medications. A physician note and medical form are required. For more information, contact the PAL Main Office.

PLEASE NOTE: To keep personal items separated, we ask that you provide a plastic bin that will be used to store only your child's personal belongings.

**ALL ITEMS ENTERING THE PRESCHOOL MUST BE LABELED WITH YOUR CHILDS FIRST AND LAST NAME EVERYDAY OF ATTENDANCE!**

Thank-you for your cooperation!

## **Communication**

The Howell Township Police Athletic League believes that it is very important to maintain an open path of communication with our families. The PAL will regularly distribute information from your child's program site that will be of interest to you. Information will be forwarded to you via email and text message. Please ensure that the PAL Main Office has all of your up-to-date contact information.

Open communication and the sharing of information can assist our staff in appropriately managing any situation that may arise involving your child. All shared information will be kept confidential.

## **Parent Code of Conduct**

The Howell Township Police Athletic League expects parents and guardians to be respectful and cooperative with our PAL supervisor, staff and to all children. Any parent or guardian who we feel is disrespectful, disruptive, threatening, uncooperative, or inappropriate will risk their child's expulsion from the program. Parents are not permitted to approach or discipline other PAL children in our program. A child may also be removed from the program due to a parent or guardian's habitual tardiness when picking up the child. Removal is also possible due to an overdue account.

## **Registration**

Properly registering your child and your child's attending schedule is critical. Please keep your schedule up to date by updating your schedule in our program software as needed. It is also important to inform your child's district school of the days your child will be attending our childcare program and of any changes in schedule.

Our PAL supervisor will be available to answer any site-specific questions, or to discuss any issues or concerns particular to your child. Please share any information that may be valuable to our supervisor and staff concerning your child.

# Little PALs Preschool Calendar

Little PALs Preschool is scheduled to be open five days each week, each month, throughout the year. Exceptions from September 2024 through August 2025 include the following dates:

- Labor Day: Monday, September 2, 2024
- Thanksgiving: Thursday, November 28, 2024
- Thanksgiving Friday: November 29, 2024
- Christmas Recess: Monday, December 23, 2024 – Tuesday December 31, 2024
- New Year's Day: Wednesday, January 1, 2025
- Martin Luther King Birthday: Monday, January 20, 2025
- Good Friday: April 18, 2025
- Memorial Day: Monday, May 26, 2025
- Independence Day: Friday, July 4, 2025

Please note the following:

- Friday, August 29, 2024 will be the last day for Pre-Kindergarten students to attend Little PALs Preschool.
- If childcare is needed after that date for children entering Kindergarten in September for the academic school year, a transition into our PAL Day-Off Program will occur.
- The Howell PAL has the right to change/add/or subtract to the above dates as deemed necessary.
- Little PALs preschool may have to close last minute for inclement weather or other unforeseen emergencies, to ensure the safety of our students and staff. Notice of unscheduled closures will be provided as soon as possible. It is important to sign up for our Remind messaging tool so that you receive notification of emergency closures.
- Parents/Guardians: **BAND and REMIND** is an App that will allow you to receive alerts for delayed openings, school closings, or other important information.
- If you have not registered with the **Remind** App for our preschool, it is important that you do so every year.

Additionally, Little PALs Preschool staff will forward enrolled student parent's/guardians information allowing them to access their individual classroom **BAND** application. **BAND** will be used to communicate information specifically about your child and classroom activities.

Please see the following pages with more information about the **Remind** and **BAND** apps.





# Sign up for important updates from Howell Pal.

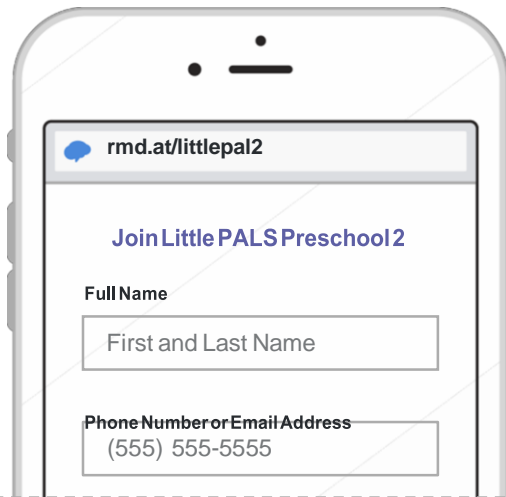
Pick a way to receive messages for **Little PALS Preschool 2**:  
Get information for **Little PALS Preschool 2** right on your phone—not on handouts.

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/littlepal2](https://rmd.at/littlepal2)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message [@littlepal2](https://t.me/littlepal2) to the number **81010**.

If you're having trouble with **81010**, try texting [@littlepal2](https://t.me/littlepal2) to **(424) 269-7033**.

*\* Standard text message rates apply.*



TEAM COMMUNICATION GUIDE  
WE'RE ON THE BAND APP!



Hi all,

We're excited to announce that this year help us stay on the same page and not have to deal with emails and texts cluttering our inboxes.

## What is BAND?

BAND is a free group communication app that helps organize teams. We'll be able to communicate privately and share files, videos, photos all in one place.

## How We're Going to Use It

We'll share EVERYTHING related to our group. That includes announcements, schedules, last minute changes, files, photos/videos and so on.

All group information will be at your finger tips so you won't have to rely on me or anyone else for information. Not sure about something? Check the Band first.

## Your Responsibility

BAND is an interactive space. Leave comments of what you think and ask questions. Voice your opinion through Poll. Sign up for tasks. RSVP to let us know you're attending. Create a private chat with me/others if needed.

We ask that you turn on the app notifications so that you can stay up to date and respond to my posts as soon as possible.



## Little PALs Sleep Requirements

1. Children are required to keep their shoes on during naptime for safety purposes.
2. Children under 12 months of age must be initially placed in a face up sleeping position.
3. It is New Jersey licensing mandate that the following are prohibited:
  - Swaddling a child.
  - Use of pacifiers with straps or other types of attachment devices. This mandate applies at any time while in our care.
  - Pacifiers must be removed from child's mouth when the child is crawling and walking.
4. All cribs for children 12 months of age and younger must be free of pillows, soft bedding, bumper pads and blankets.
  - Although our rooms are typically warm during the cold months, Little PALs understands the potential parent concern that your child is comfortable during their rest time. Our suggestion is to provide a fleece onesie big enough to fit over your child's clothing. See picture below.
  - Sleep sacks are prohibited.



5. Children 12 months and older:
  - A crib sheet must be provided for naptime mats.
  - Blankets and/or small pillows are permitted, if desired.
6. Bottles and pacifiers will be removed from an infant's crib immediately after the child falls asleep.

## **Hygiene Requirements: Handwashing – Diapering – Clothing**

### **Handwashing requirements are as follows:**

1. The center shall ensure that children three months of age and older wash their hands with soap and running water:
  - Immediately after using the toilet or having diapers changed.
  - Immediately after coming into contact with blood, fecal matter, urine, vomit, nasal secretions, or other body fluids or secretions.
  - Immediately after coming in contact with an animal's body secretions.
  - Immediately after outdoor play.
  - Before intake of food
2. For children under three months of age, or for those children three months of age and older, wherein hand washing with soap and running water may not be developmentally appropriate, the center may use an alternate means for hand washing, including but not limited to disposable baby wipes.
3. When cloth towels are used by children, the towels shall be designated solely for the individual child's use.
4. Staff members shall wash their hands with soap and running water immediately:
  - Before preparing or serving food.
  - After toileting.
  - After assisting a child in toileting.
  - After caring for a child who appears to be sick.
  - After coming in contact with an animal's body secretions.
  - After coming into contact with blood, fecal matter, urine, vomit, nasal secretions, or other body fluids or secretions.

Staff members shall use disposable rubber gloves, which shall be discarded after each use, when coming into contact with blood or vomit.

### **For early childhood programs, the following shall apply:**

#### **Diapering requirements for centers serving children who are not toilet trained are as follows:**

1. Staff members shall ensure that:
  - Each child's diaper is changed when wet or soiled.
  - Each child's bottom is washed and dried during each diaper change with an individual disposable wash cloth, paper towel, or disposable diaper wipes.
  - The staff members' hands are washed after changing each diaper.

2. Diapering area and surface requirements are as follows:

- Diapering shall not take place in an area or on a surface used for food preparation, service, or eating.
- The diapering area shall be within 15 feet of a sink that is not used for food preparation.
- The diapering surface shall be flat, smooth, clean, dry, non-absorbent, and in good repair.

3. Diapering supply requirements are as follows:

- A supply of clean diapers shall always be available.
- Diapering supplies, including diapers, shall be stored in an area out of the children's reach but easily accessible to staff members during a diaper change.
- Equipment used for cleaning the diapering surface shall be restricted for use in this area only and shall be disposable or laundered in hot soapy water.
- Staff members who use disposable gloves during a diaper change shall dispose of these gloves after each use and shall wash their hands.

4. Soiled diapers shall be disposed of as follows:

- Soiled disposable diapers shall be placed in a closed container that is lined with a leak-proof or impervious lining. Such diapers shall be removed from the center daily and placed in a closed garbage receptacle outside the building.
- Soiled non-disposable diapers shall be placed in a sealed plastic container that has been labeled with the child's name. Such diapers shall be returned to the child's parent at the end of that day.

**Clothing requirements are as follows:**

1. A child's clothing shall be changed when wet or soiled.

2. The center shall ensure that a change of clothing is available for each child.

3. Soiled clothes shall be:

- Placed in a sealed plastic container that has been labeled with the child's name. Then returned to the child's parent at the end of that day for laundering or laundered at the center in a washing machine
- For clothing soiled with fecal matter the stool shall be emptied into the toilet.

## **Little PALs Food Policy**

As many of you are aware, food allergies in children are more common than in the past. While not all children suffer from food allergies, the allergies can be life threatening to those who do have them. The PAL's highest priority is the health and safety of all of our children, therefore we ask that you read and understand the following guidelines, as we work together to keep all of our children safe.

1. No child that attends Little PALs Preschool should be sent to school with any food that they have not tried at home first to assess their reaction.
2. The PAL does allow birthday and other special event celebrations. If you are planning to send a food item in with your child for a class celebration, please first contact your child's lead to discuss your plan. In doing so, we can cooperatively identify the most appropriate food or other item. Additionally, we can notify parents who have children with an allergy to make an alternate food arrangement if necessary. That will allow all children to be able to participate in the celebration.
3. If your child has special medication due to the severity of an allergy, please make sure a doctor completes all necessary medical forms and that all forms are submitted at least a week before your child's start date.

### **Additional New Jersey State Licensing/Little PALs food safety requirements:**

1. No milk, formula, breast milk shall be warmed in a microwave oven.
2. Formula/Breast milk that is served, but not completely consumed or refrigerated, must be discarded.
3. All eating/drinking activity must be done while sitting in an appropriate high chair/chair.
4. Infants shall not carry sippy cups or regular cups while crawling or walking.
5. Food left uneaten in child's dish shall be discarded.
6. All lunch boxes/sippy cups/bottles must be labeled with the child's name.

## **Policy on Social Media**

During your registration process, you have either permitted or prohibited the PAL from taking photographs of your child or recording your child during our care and activities. If permitted, staff may take pictures and recordings utilizing only PAL approved devices. Occasionally, with your permission, your child's picture or recording may be included anonymously on PAL site bulletin boards, in PAL newsletters, on PAL social media pages, or on the PAL website.

PAL staff members are instructed to never post pictures or recordings of the children in their care without expressed parent permission.

Parents are also prohibited from posting photographs or recordings of any child not their own.

If at any time you wish to change your previous decision, you may allow permission or withdraw permission for your child's inclusion in the stated platforms. To update your child's status, please forward your request to the following email: [info@howellpal.org](mailto:info@howellpal.org).

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

The PAL utilizes several on-line media platforms that are available to parents, guardians and potential clients to disseminate PAL information. Those media platforms include, but are not limited to, Facebook, Instagram, and Twitter.

Additionally, in addition to email and text messages, the PAL utilizes several platforms to communicate directly with our registered parents and guardians. Those platforms include Band, Remind, and Eleyo text alerts. Parents are advised on how to access the platform used for their child.

## **Immunization and Health Policy**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, Little PALs Preschool requires the immunization of pupils against certain diseases in accordance with New Jersey State statute and rules of the New Jersey Department of Health and Senior Services, per N.J.A.C.8:57-4.

**A child shall not knowingly be admitted or retained in preschool if the parent or legal guardian has not submitted acceptable evidence of the child's immunizations.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57 – 4.3 and 4.4. A child may be admitted to preschool on a provisional basis.

Furthermore, each child must have a health examination performed by a health care

provider, documented on the Universal Child Health Record or its equivalent, updated annually. Include a special care plan, if applicable. A copy will be kept on file at the center. This health examination must follow specific time frames:

1. Must be completed within six months prior to admission for children who are 2 ½ years of age or younger; or
2. Must be completed one year prior to admission for children who are 2 ½ years of age or older.
3. Every year we require an updated form to be handed in to the front office.

**PLEASE NOTE: Children attending Little PALs Preschool with an approved immunization exemption may be excluded from the Little PALs Preschool by the Department of Health and Senior Services during a vaccine preventable disease outbreak or threatened outbreak.**

Please do not send your child to any Howell PAL childcare program if they have exhibited any signs of communicable diseases within the past 24 hours. If your child becomes ill while at the PAL program you will be notified and expected to pick up your child or arrange to have them picked up as soon as possible.

In order for our staff to administer medicine, whether prescription or non-prescription, a detailed physician's note along with a note from you with proper instructions must be on file at the PAL Main Office and at our childcare site. Additionally, the parent/guardian must complete a PAL Medical Release Form. Prescription medication must be stored in its original container with the prescription label still on it. If these are not submitted, medication cannot be given.

In the event of an emergency or accident, all efforts will be made to contact you immediately. If we are unable to reach you or your emergency contacts, an ambulance will be summoned if necessary.

## **Illness/ Communicable Disease Policy**

The Howell Township Police Athletic League Little PALs Preschool recognizes that control of the spread of illness and communicable disease is essential to the well-being of the preschool community. This is accomplished through a comprehensive program of immunizations, screening and referral, education and exclusion, if necessary.

The Little PALs Preschool is bound by New Jersey statutes and rules set forth in Chapter 52, Manual of Requirements For Child Care Centers, specifically N.J.A.C.3A:52.7.1. The Little PALs Preschool shall comply with regulations of the New Jersey Department of Health and the Monmouth County Department of Health governing the prevention, control, and reporting of communicable disease.

The Director/Coordinator may exclude any pupil who appears to be ill or has been exposed to a communicable disease. The staff member will document any situations



where illnesses are reported by parent or become evident while a child or staff member is at the center. Parents/ guardians will be notified in writing when illness presents on a case per case basis.

New Jersey State regulations mandate that a center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified below to attend:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated temperature. COVID-19 now specifies a temperature of 100.4 degrees Fahrenheit. Additionally to return to care, children must remain fever free for 24 hours without the use of fever reducing medicine, and exhibit no other symptoms returning to school.
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

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

### **Excludable Communicable Diseases**

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

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

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

The center shall not permit a child or staff member to attend with an excludable communicable disease, as specified in the Department of Health's Reporting Requirements for Communicable Diseases and Work Related Conditions (July 2013). Parent/guardian notification of New Jersey State excludable communicable diseases will be prompt and in writing.

Little PALs has the right to exclude a child with lice found in their hair. In a circumstance in which this may occur, the child will need to be picked up. As a precaution, all belongings will be sent home to be washed for all classrooms that the child was in throughout the day. Upon return, the child must be accompanied by a parent/guardian, and the child will be rescreened to ensure that the treatment was successful. If treatment was not successful, the parent must take the child home until treatment is successful.

## **Communicable Disease Reporting Guidelines**

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

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

## **Medication Administration and Health Care Procedures**

The PAL preschool will provide reasonable accommodations for administration of medication or health care procedures, but reserves the right to decline admission or exclusion of a child that has an extensive medical condition requiring trained medical personnel to provide necessary medical procedures that ensure the child's safety.

If a child has a chronic health condition requiring the administration of prescription or non-prescription medication, or health care procedure associated with a child's health condition, the Preschool Coordinator will ensure that all staff members who administer the medication and/or the procedure are trained to do so by the child's parent/guardian or healthcare provider. Examples would include the use of a nebulizer or single dose epinephrine via a pre-filled auto-injector.

Medication and health care procedures will be administered only after receipt of written approval from the child's parent/guardian, written note from a health care professional, and the completion of required documentation.

1. The PAL will designate staff members who are authorized to administer medication or health care procedures.
2. All medication and health care equipment will be kept in a locked cabinet or in an area that is inaccessible to children.
3. All medication will be kept in its original container.
4. All prescription medication for a child must be in the name of the specific child and stored in prescription container that has been labeled with the child's name.
5. The center will not dispense non-prescription or over-the-counter medications without a physician written order.
6. Any medication new to your child, including over the counter medications and

prescriptions, must be administered at least once at home prior to any administration at Little PALs. This will enable you to monitor and record any adverse reaction.

7. The PAL will inform the child's parent/guardian immediately if a child exhibits any adverse effect of any medication dispensed at preschool.

On the following page is a form you can forward to your child's healthcare provider. The attached form must be submitted with physician's signature prior to the PAL allowing any medications to be administered. Additional forms will need to be completed by your child's healthcare provider for treatments concerning asthma and allergies. Thank you for your cooperation with this policy, it is necessary to ensure proper administration of medications and your child's safety.

Dear Parent/Guardian,

Should it be necessary for your child to receive medication during preschool hours, you must present this form or an order form from your personal physician, stating medication, dosage, time of administration, and the length of time your child will be on medication. This includes Tylenol, Motrin, cough drops, and all over-the-counter medications. Any changes in these directions must be verified by a call to the PAL Administrator, as well as a note from the physician.

Any dangerous condition being experienced by a child on medication should be spelled out in detail with procedures to follow should a reaction occur. **Medicine must be properly labeled and in the original container with the child's name, dosage, etc. on the pharmacist's label. The parent/guardian must transport all medication to and from the Preschool/AM/PM.**

Sincerely,

*Jaime Szyarto*

Jaime Szyarto

Howell PAL Director of Operations

**Request for Administration of Medication**

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time of Administration: \_\_\_\_\_

Daily or PRN: \_\_\_\_\_

To Begin On: \_\_\_\_\_ and concluded on: \_\_\_\_\_

Possible Side Effects to be Observed: \_\_\_\_\_

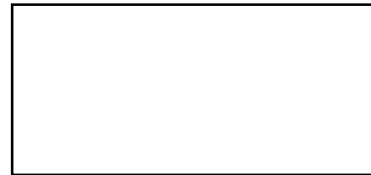
Special Instructions: \_\_\_\_\_

Reason Medication is needed during Preschool/AM/PM Hours: \_\_\_\_\_

Is Child on any other Medication? \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

\*\* I hereby give permission for the center/preschool to administer medication prescribed above. I also give permission for the teacher/director to contact the prescribing health professional about the administration of this medicine. I have administered at least one dose of medicine to my child without adverse effects. I hereby agree to indemnify and hold harmless the Howell Township PAL Little PALS's Preschool/AM/PM Administration and staff from any and all losses, claims, injuries, damages, or expenses arising from administration of medication.



Physician's Stamp

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Work Phone Number

## **Injury To A Child While In Our Care**

If any of the following occurs to a child in our care, Little PALs staff will immediately notify the parent/guardian:

1. A child is bitten and the skin is broken.
2. A child sustains a head or facial injury including when a child bumps his or her head.
3. A child falls from a height greater than the height of the child.
4. A child has a nosebleed.
5. An injury requiring professional medical care occurs.

If unable to make contact verbally by phone, a voice mail and/or text message will be sent to notify the parent/guardian of the injury. If the parent/guardian does not make confirmation that the message was received, one of the alternate emergency contacts provided by the parent/guardian will be notified.

## **Supervision and Protection of Children**

The PAL will ensure that all children are always under direct supervision of a trained adult staff member. The PAL will maintain the state regulated staff to student ratios at all times.

## **Child Abuse and Neglect**

As a licensed childcare provider, it is our responsibility to advise parents/guardians that if any PAL employee or staff member has a reasonable cause to believe that a child has been, or is being, subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, that PAL employee or staff member is required by State Law to report such allegations to the Division's Office of Child Abuse Control or any District office IMMEDIATELY.

### ***New Jersey Chapter 52 Manual of Requirements for Child Care Centers, 2017 – 2024***

Furthermore, that PAL employee or staff member will communicate any and all discovered information to the PAL Executive Director and PAL Director of Operations. The PAL Directors will determine if any additional action is necessary.

## Release of Children

In order to provide a safe environment for your child we ask that you please maintain an updated approved pick-up list in your child's file. This ensures your child's safe return home. If there are any changes in the authorized pick-up list, please notify the PAL Main Office immediately. Authorized pick-up persons will be required to show proper identification.

Each child will be released only to the child's parent/guardian or authorized pick-up.

- **PLEASE BE ADVISED:** If one hour after closing time, we are unable to reach a parent or authorized pick-up the PAL may call Family Services 24 hour Child Abuse Hotline (1-877-NJ-Abuse), (1-877-652-2873). This is to seek assistance in caring for your child until a parent or authorized person is able to pick up the child.

If any parent or person authorized to pick up a child at a PAL location appears to be physically and/or emotionally impaired, that in the judgment of the supervisor, the child would be placed at risk of harm. The PAL site staff will ensure that:

- The child will not be released to the impaired individual.
- The PAL Directors will be notified.
- Staff members will attempt to contact the child's other parent/guardian or listed approved pick-up individual.
- **Be advised**, if no alternative arrangement can be made, that the PAL Directors may call the Family Services 24 hour Child Abuse Hotline (1-877-NJ-Abuse), (1-877-652-2873) to seek assistance in caring for the child.
- **Also be advised**, the Howell Police Athletic League Directors, at their discretion, may notify the Howell Township Police Department to assist in evaluating any impaired individual so that they may take appropriate lawful action.

## Court Orders

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the PAL Main Office must secure documentation to that effect. The PAL must maintain a copy of such order on file, and will comply with all terms of the court order.

In cases where an enrolled child is the subject of a court order (i.e.: Custody Order, Restraining Order or Protection from Abuse Order), the PAL must be provided with a **signed, certified copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In absence of a court order on file with the PAL, both parents shall be afforded equal access to their child as stipulated by law. The PAL cannot, without a signed, certified court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued. If

conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse or a Restraining Order, the PAL is obligated to follow the order for the entire period it is in effect. Employees of the PAL cannot and will not allow the orders of the court to be violated.

**THE PAL WILL REPORT ANY VIOLATIONS OF THE COURT ORDERS TO THE COURT, AND, IF NECESSARY, TO THE HOWELL TOWNSHIP POLICE DEPARTMENT.**



## **Howell Township School District Unscheduled Closures**

If the Howell Township School District closes their schools due to inclement weather, Little PALs will also be closed. During inclement weather or other unforeseen emergencies, parents/guardians may be contacted and asked to pick up their children early, if possible.

## **Unscheduled Additional Drop in Day**

Unscheduled additional drop in day is designed as an as needed service. Fees for the unscheduled additional drop in day will be billed to your account.

## **Discipline Policy**

We are committed to providing each and every child with a safe and secure environment to learn and grow. We expect full cooperation from the child, as well as parents, in regards to this matter. If your child has exhibited any unacceptable behaviors, he/she will be removed from the situation immediately. Physical restraint and corporal punishment are not allowed or acceptable. During this time your child will not be mistreated or mishandled. He/she will be placed in a short “time out” or a “thinking spot” to think about their action if their age and maturity permits. Repeated occurrences with no change in behavior will require a behavior report and/or a parent/staff conference to discuss appropriate behavior modification strategies and a cooperative action plan. The parents will be informed of this at pick up unless a phone call home is necessary. The following strategies will be used to reinforce the discipline policy.

- A child exhibits some behaviors in order to receive attention. In this case the behavior will be ignored as long as they are not a danger to themselves or other children.
- Children will be encouraged to use their words to settle disagreements with peers in order to teach the children to share, compromise and work together.
- Redirecting the child to a new activity or toward a different child within the group will often cease the undesirable behavior.
- Verbal intervention and direction from the teacher will help the child understand why the behavior is inappropriate.
- If the behaviors continue, the child will be removed from the group and put into a short “time out” or a “thinking spot” to relax, cool down and think about their behavior.
- The staff will speak to the child about their behavior and what should be done to change the behavior.
- If the behaviors are consistent and none of the above strategies work to change the undesirable behaviors, a conference with the parents, the lead staff member and the coordinator will be necessary.
- If the child has become a danger or major disruption to the whole group, we may need to remove the child from the program temporarily or permanently. Suspensions and or terminations (expulsions) are at the discretion of the PAL Director.

## **Suspension/Expulsion Policy**

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

### **Suspension**

- Children who continue to misbehave and/or not follow the rules set forth to the group at the beginning of enrollment will receive a disciplinary form. This form will be placed in the child’s file after being reviewed and signed by a parent. When a child receives three disciplinary forms, he/she may be suspended from the PAL program for up to three days.
- Failure to pay/habitual lateness in payments
- Habitual tardiness in picking up your child from the program
- Multiple parent and staff discussions concerning the child

Once suspended staff will notify family of when child may return to the program, please work with your child during that time to rectify that situation before returning

### **Expulsion**

- After the remedial actions above have not worked, the child’s parent/guardian will



be advised verbally and in writing about the child's or parent's behavior warranting an expulsion.

- Failure of child to adjust after a reasonable amount of time
- Anger outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

**A CHILD WILL NOT BE EXPELLED IF PARENT/GUARDIAN:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Reported abuse or neglect occurring at the center
- Questioned the center regarding policies and procedures

The center will not expel a child without giving the parent sufficient time to make other child care arrangements.

**Schedules and Daily forms are included on the following pages.**

## **Sample Schedule**

Every age group will have a slightly different schedule. While the scheduled are flexible, the following is a sample schedule of what a day at Little PALs Preschool looks like.

6:30 - 9:00	Before Care
9:00 - 9:30	Outdoor Play (weather permitting)
9:30 - 9:45	Snack
9:45 - 10:00	Circle Time (Calendar, Weather, Theme, Letter of the Week & Book Sharing, Tools of the Mind games/ activities)
10:00 - 10:30	Literacy Activity
10:30 - 11:00	Math/Science Activity
11:00 - 11:30	Centers
11:30 - 12:00	Lunch Time (Please include eating utensils, if needed)
12:00 - 12:30	Story time/ Story Discussion
12:30 - 2:00	Rest/Nap Time
2:00 - 2:15	Snack
2:15 - 3:00	Free Choice Centers / Project or Activity
3:00 - 6:00	After Care Games and Activities

Please contact your child's classroom teacher for a more specific schedule. You may also contact the Preschool Coordinator and/or the Preschool Educational Consultant for age group educational content.



# Daily Sheet Infants

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Bottles:** 

Time \_\_\_\_\_ Oz \_\_\_\_\_

Time \_\_\_\_\_ Oz \_\_\_\_\_

Time \_\_\_\_\_ Oz \_\_\_\_\_

Time \_\_\_\_\_ Oz \_\_\_\_\_

Time \_\_\_\_\_ Oz \_\_\_\_\_

Time \_\_\_\_\_ Oz \_\_\_\_\_

Time \_\_\_\_\_ Oz \_\_\_\_\_

**Diapers:** 

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

**Solids** 

I ate \_\_\_\_\_ at \_\_\_\_\_:

I ate \_\_\_\_\_ at \_\_\_\_\_:

I ate \_\_\_\_\_ at \_\_\_\_\_:

## Supplies I need:



Diapers



Cream



wipes



Extra Snacks



Clothes



Milk/Formula

**Sleeping** 

I napped from \_\_\_\_\_ to \_\_\_\_\_

I napped from \_\_\_\_\_ to \_\_\_\_\_

I had trouble napping today \_\_\_\_\_

A note from my lead:



# Daily Sheet Babies



Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

My Mood today was:

Happy Playful Sleepy Fussy Not Feeling Well Other \_\_\_\_\_

A note from my lead:

\_\_\_\_\_  
\_\_\_\_\_

Feedings



Diapers:



I ate \_\_\_\_\_ Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

\_\_\_\_\_ at \_\_\_\_\_ Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

I ate \_\_\_\_\_ Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

\_\_\_\_\_ at \_\_\_\_\_ Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

I ate \_\_\_\_\_ Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

\_\_\_\_\_ at \_\_\_\_\_ Time: \_\_\_\_\_ Wet\_\_ Dry\_\_ BM\_\_ Cream\_\_

I had milk/formula \_\_\_\_\_

**Sleeping**



I napped from \_\_\_\_\_ to \_\_\_\_\_

I had trouble napping today \_\_\_\_\_

I need: Diapers Wipes Extra clothes Milk/Formula Extra Snacks



# Daily Report for

Date: \_\_\_\_\_



## Food

Breakfast: All Some Not hungry

Lunch: All Some Not hungry

Snack 1 : All Some Not hungry

Snack 2 : All Some Not hungry



## Bathroom



### Time

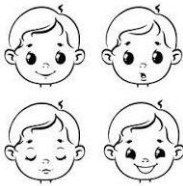
\_\_\_\_\_ Dry Wet BM Used toilet

\_\_\_\_\_ Dry Wet BM Used toilet

\_\_\_\_\_ Dry Wet BM Used toilet

\_\_\_\_\_ Dry Wet BM Used toilet

## Today, I was feeling...



Happy

Sleepy

Quiet

Energetic

Grumpy

Emotional

Sad

\_\_\_\_\_



## Nap

Yes

No

## A note from my toddler lead

---

---

---

---

## I need more:



Extra Clothes Wipes Pullups/Diapers

Snacks/Water

# Daily Report for:

---



Date: \_\_\_\_\_



## Food

AM snack: All    Some    Not hungry

Lunch: All    Some    Not hungry

## Today I:

---

---

---

---

## This week I am working on:

the letter(s) \_\_\_\_\_, the  
number(s) \_\_\_\_\_, and the  
color \_\_\_\_\_.

## Today, I was feeling...



Happy

Sleepy

Quiet

Energetic

Grumpy

Emotional

Sad

\_\_\_\_\_



## Nap

From \_\_\_\_\_ to \_\_\_\_\_

## A Note from my preschool lead

---

---

---

---

---

## I need more:



# Pre K Daily Report



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Today I: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lunch  
I ate: All      Some      None



I am working on letter(s) \_\_\_\_\_  
And the number(s) \_\_\_\_\_

Supplies Needed:

- \_\_\_ Change of clothes
- \_\_\_ Extra Snacks/water
- \_\_\_ Other

A Note from my Pre K Lead



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activities and Centers

- \_\_\_ Literacy/Math Centers
- \_\_\_ Fine Motor Activities
- \_\_\_ STEM
- \_\_\_ Themed Craft
- \_\_\_ Story time
- \_\_\_ Free Play
- \_\_\_ Science Activity
- \_\_\_ Other
- \_\_\_ Outside Recess
- \_\_\_ Inside Recess

## Individual Infant Schedule

Baby's Name \_\_\_\_\_

Date \_\_\_\_\_

Parents/Guardians, please complete this form to help us adjust to your child's schedule. We understand every baby is on their own schedule however, we would like to try to form consistency among all babies in our classroom. Please return ASAP to your child's teacher. Thanks!

**Feeding (please include the ounces for bottles and what foods your baby is eating)**

Time	Bottle, Milk, Food, Etc.	Comments
		Please note allergies here as well:

**Napping**

Time	Comments
<b>Diapering</b>	



Please note any additional information necessary to properly care for your child. For example (when to use creams if any)	<b>Comments</b>

If at any point your child's schedule changes, please notify us to update this form.

Signature \_\_\_\_\_



## Department of Children and Families Office of Licensing

### INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

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

To be licensed, our center must comply with the Manual of Requirement for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety, staff qualifications, supervision, and staff child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirement for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCManual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to The "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirement for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know you wish to review them or you can view them online at [https://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

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

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

Parents of enrolled children may visit our center at any time with prior approval from the preschool coordinator. We welcome visits from our parents.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c.169 (N.J.S.A. 10.5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division of Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701, or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://cpsc.gov/Recalls>. Internet access may be available at your local library. For more information, call the CPSC at (800)

638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at 1 (877) NJ ABUSE/(877-652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

FOR CHILD CARE/PRESCHOOL DIRECTORS AND PARENTS: IMMUNIZATION REQUIREMENTS



**NJ Department of Health (NJDOH)  
Vaccine Preventable Disease Program**

**Summary of NJ Child Care/Preschool Immunization Requirements**

Listed in the chart below are the minimum required number of doses your child must have to attend a NJ child care/preschool. \* This is strictly a summary document. Exceptions to these requirements (i.e. provisional admission, grace periods, and exemptions) are specified in the Immunization of Pupils in School rules, New Jersey Administrative Code (N.J.A.C. 8:57-4). Please reference the administrative rules for more details [https://www.nj.gov/health/cd/imm\\_requirements/acode/](https://www.nj.gov/health/cd/imm_requirements/acode/). Additional vaccines are recommended by Advisory Committee on Immunization Practices (ACIP) for optimal protection. For the complete ACIP Recommended Immunization Schedule, please visit <http://www.cdc.gov/vaccines/schedules/index.html>.

At this age the child should have received the following vaccines:	2 months	4 months	6 months	12 months	15 months	18 months	19 months	20-59 months
Diphtheria, tetanus & acellular pertussis (DTaP)	Dose #1	Dose #2	Dose #3			Dose #4		
Inactivated Poliovirus (Polio)	Dose #1	Dose #2				Dose#3		
<i>Haemophilus influenzae</i> type b (Hib)	Dose #1	Dose #2		1-4 doses <sup>†</sup> (see footnote)		At least 1 dose given on or after the first birthday		
Pneumococcal conjugate (PCV 13)	Dose #1	Dose #2		1-4 doses <sup>†</sup> (see footnote)	At least 1 dose given on or after the first birthday			
Measles, mumps, rubella (MMR)					Dose #1 <sup>†</sup>			
Varicella (VAR)							Dose #1 <sup>§</sup>	
Influenza (IIV; LAIV)				One dose due each year				

**\*Interpretation:** Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age, must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age range than listed above must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. If a child has not received any vaccines, he/she would need at least one dose of each required vaccine to enter school provisionally and be in the process of receiving the remaining doses as rapidly and as medically feasible. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.

# UNIVERSAL CHILD HEALTH RECORD

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

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

## Instructions for Completing the Universal Child Health Record (CH-14)

### Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3838.

### Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)
  - **Weight** - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
  - **Height** - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
  - **Head Circumference** - Only enter if the child is less than 2 years.
  - **Blood Pressure** - Only enter if the child is 3 years or older.
2. **Immunization** - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-826-4860. The Immunization record must be attached for the form to be valid.
  - "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.
3. **Medical Conditions** - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.
  - a. Note any significant medical conditions or major surgical history. **If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow.** A generic care plan (CH-15) can be downloaded at [www.nj.gov/health/forms/ch-15.dot](http://www.nj.gov/health/forms/ch-15.dot) or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.
  - b. **Medications** - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration.

*Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.*
  - c. **Limitations to physical activity** - Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.
  - d. **Special Equipment** - Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.
  - e. **Allergies/Sensitivities** - Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at [www.pacnj.org](http://www.pacnj.org) or by phone at 908-687-9340.
  - f. **Special Diets** - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.

- g. **Behavioral/Mental Health issues** – Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.
  - h. **Emergency Plans** - May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.
4. **Screening** - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.
- For lead screening state if the blood sample was capillary or venous and the value of the test performed.
  - For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
  - Scoliosis screenings are done biennially in the public schools beginning at age 10.
- This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.
5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)
- Print the health care provider's name.
  - Stamp with health care site's name, address and phone number.

# Signature Page

Dear Parent/Guardian,

This Little PALS Preschool Handbook contains important information regarding Little PALs Preschool Policies and Procedures, parent/guardian rights and obligations, and ensuring the safety and security to your child while in our care.

Please carefully read all information in this handbook including the forms and attachments.

If you have any questions about the contents of this handbook, you may contact the Preschool Coordinator or PAL Main Office at your convenience.

By signing below, you will indicate that you have read and understood the contents of the handbook and will comply with all Little PALs Preschool, New Jersey State Licensing and Department of Health requirements and mandates, to include, but not limited to, the following:

- Sleep Requirements
- Hygiene Requirements
- Food Policy/Other Food Safety Requirements
- Technology Policy
- Immunization and Health Policy
- Universal Health Record/Immunization Information
- Illness/Communicable Disease Policy
- Medication Administration & Health Care Procedures
- Injury to a Child
- Supervision & Protection of Children
- Child Abuse & Neglect
- Release Policy
- Discipline Policy
- Suspension/Expulsion Policy
- Department of Children and Families, Office of Licensing Information to Parents

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_