

# All Kids First Preschool

...a place for learning

...a place for growing

...a place to love



## Family Handbook

2024-2025



VINELAND  
PUBLIC SCHOOLS  
Working Together for a Bright Future

# WELCOME

*Dear Parents,*

*I am happy to welcome you and your family to the All Kids First Preschool. Our staff of teachers are dedicated to provide your children with the best educational opportunities possible.*

*We look forward to meeting with you and working with your children. Your child's first years are extremely important in developing attitudes and meaningful experiences. Realizing that learning begins at a very young age, we will provide your children with opportunities to develop their education.*

*We hope this will be a very successful and exciting year for your child. Please feel free to visit or call if you have any questions or concerns about your child.*

*Sincerely,*

*Carol A. Deola, Owner & Director*



### **Mission Statement**

All Kids First Childcare is dedicated to provide children with the best early childhood educational opportunities possible.

### **Early Program Benefits**

Developing attitudes and meaningful experiences that will lead to learning at a very young age.

Helping children to become self-reliant workers and problem-solvers.

Teaching children to set their own goals by offering them opportunities to work and play.

To provide a planned routine and have children make choices to pursue their own interests.

# **ALL KIDS FIRST PRESCHOOL**

## **PHILOSOPHY**

**At All Kids First, we believe that our High/Scope Curriculum will help children become self-reliant problem-solvers who can set their own goals, and follow through on them independently. We work towards this goal by offering children opportunities, within a carefully planned routine, to work and play independently, to make choices, to pursue their own interests, and to solve problems that may arise during the process.**

**The focus throughout the school day is on children's own choices and decisions, guided and supported by adults who are aware of the children's developmental needs. Preschool programs that encourage children's self-directed learning have a positive impact by building a strong foundation of self-confidence for a future full of learning opportunities.**

**Certain principles underlie this basic philosophy:**

**Respect  
Commitment  
Quality of Service  
Holistic Approach  
Professionalism**

# Vineland Public Schools

## School Calendar 2024 - 2025

2 0 2 4 - 2 0 2 5

All buildings will be closed every Friday during Summer months starting at the conclusion of the School Year.

July 4, Thursday	Observe July 4 <sup>th</sup> Holiday
June 26 & 27 Wednesday & Thursday	Administrators Summer Academy
August 21 & 22 Tuesday & Wednesday	Administrators Summer Academy
August 27 & 28 Tuesday & Wednesday	New Teacher Orientation
August 29, Thursday	Non Tenured Teacher Academy
September 2, Monday	Labor Day – School Closed
September 3, Tuesday	First Day for Teachers Opening Activities
September 4, Wednesday	Staff Workshop (7hrs. District)
September 5, Thursday	First Day for Students
October 14, Monday	Columbus Day – Schools Closed
October 18, Friday	Legal Attendance Day* - Staff Workshop (PM)
November 5, Tuesday	Staff Workshop (7hrs DISTRICT) Schools Closed- Election Day
November 6, Wednesday	Recognition of Veterans' Day Schools Closed
November 7 & 8 Thursday & Friday	NJEA Convention Schools Closed
November 28 & 29 Thursday & Friday	Thanksgiving Recess * (Legal Attendance Day Nov. 27)
December 6, Friday	Legal Attendance Day * - Staff Workshop (PM)
December 23 - 31 Monday - Tuesday	Winter Recess
January 1, Wednesday	New Year's Day – Classes resume Jan. 2
January 20, Monday	M.L. King's Birthday Schools Closed
January 31, Friday	Legal Attendance Day * - Staff Workshop (PM)

### SEPTEMBER 18 DAYS

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER 22 DAYS

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER 15 DAYS

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER 15 DAYS

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### JANUARY 21 DAYS

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Staff Workshop Days (Blue):

- Sept 3 First Day for Staff All Day
- Sept. 4 All Day
- Oct. 18 -1/2 day (PM)
- Nov 5 All Day
- Dec. 6 1/2 day (PM)
- Jan. 31 1/2 day (PM)
- March 7 All Day
- May 2 1/2 day (PM)
- June 19 (All Day)

NOTE: Students do not report to school on Staff Workshop days. Students are only to report in the morning session.

# Vineland Public Schools

## School Calendar 2024 - 2025

FEBRUARY 19 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 20 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 16 DAYS						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 0 2 4 - 2 0 2 5

February 17, Monday	President's Day Schools Closed
March 7, Friday	Legal Attendance Day * <b>Staff Workshop (PM)</b>
April 18-25 Friday - Friday	Spring Recess * Schools Closed (Legal Attendance Day April 17)
May 26, Monday	Memorial Day Schools Closed
June 3, Tuesday	Schools Closed <b>Staff Workshop (Thurs. District)</b>
June 18, Wednesday	<b>Graduation followed by Project Graduation</b>
June 18, Wednesday	Last Day for Students * (Legal Attendance Day)
June 19, Thursday	Last Day for Staff Closing Activities
June 20, Friday	Juneteenth

\*Legal Attendance Day - Minimum of 4 hours required.

Legal Attendance Days are as follows:

- October 18, 2024 (Friday)
- November 25, 2024 (Monday)
- November 26, 2024 (Tuesday)
- November 27, 2024 (Wednesday)
- December 6, 2024 (Friday)
- January 31, 2025 (Friday)
- March 7, 2025 (Friday)
- March 26, 2025 (Wednesday)
- March 27, 2025 (Thursday)
- April 17, 2025 (Thursday)
- May 2, 2025 (Friday)
- June 12-18, 2025 (Thursday - Wednesday)

### Key Code:

- △ Parent/Teacher Conference
- ▽ Legal Attendance Day
- Staff Workshop
- Graduation
- 18 Last Day for Students
- School Closed

The last regular school day for pupils will be on June 18. If days are lost because of inclement weather, extreme heat or other reasons, additional days shall be added to the June calendar. Parents, students and staff should not plan vacation, trips and other activities that call for deposits, non-refundable fees, etc., prior to July 1, as the school year may be extended beyond June 18. This calendar is subject to change.  
**Students 180 days/ Staff 185 days**  
**Board Approved 4.10.24 Revised: 6.17.24**

MAY 21 DAYS						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 13 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### △ Parent/Teacher Conference Dates:

- November 25, 2024 Preschool 2:25-3:40 pm
  - Elementary 2:30-3:45 pm
  - Middle 6:00-7:20 pm
  - High 6:00-7:20 pm
  - November 26, 2024 Preschool 6:00-7:20 pm
  - Elementary 6:00-7:35 pm
  - Middle 2:15-3:05 pm
  - High 1:20-2:20 pm
- (Legal Attendance Days at ALL Schools)

- March 26, 2025 Preschool 2:25-3:40 pm
  - Elementary 2:30-3:45 pm
  - Middle 6:00-7:20 pm
  - High 6:00-7:20 pm
  - March 27, 2025 Preschool 6:00-7:20 pm
  - Elementary 6:00-7:35 pm
  - Middle 2:15-3:05 pm
  - High 1:20-2:20 pm
- (Legal Attendance Days at ALL Schools)

# POLICIES

## PARENT VISITATION

All Kids First has an open door policy for parents. Please notify the Main Office upon arrival or to make an appointment. Advanced approval from the Director is required for classroom observations (time limitations).

## ENROLLMENT

All Kids First is an equal opportunity provider of child care services. Applications for enrollment are accepted without regard to race, religion, sex or national origin through the Vineland School District Registration and Transportation department located at 61 W. Landis Avenue. Please enroll as soon as registration begins which is March of the upcoming school year. All Kids First accepts children with disabilities and special needs and will make "reasonable accommodations" based on the recommendations of the child's health care provider and in consultation with the child's parents.

The following forms should be completed and submitted to the Director *prior to enrollment*:  
**Emergency Contact/Pick-up authorization, Student Health Information  
Parental Authorization for Emergency Treatment**

## SAFETY/PICK-UP LIST

Children will be signed in/out by a staff member upon drop off/pick up. Your child's time of arrival and departure is required to be recorded on the attendance log.

**Any person picking up a child must be 18 years of age or older.** Anyone sent to pick up your child must be listed on your emergency contact list. A photo ID will be required. **No child will be released to anyone without your authorization.** If custody is an issue, we must have a notarized court order on file outlining the custody arrangement. Identification will be requested from anyone picking up your child.

**Please do not leave your child unattended or unsupervised for any reason.**

## DROP OFF/PICK UP POLICY

As part of our ongoing mission to maintain a healthy, safe, and secure school environment, parents and guardians will no longer walk children to the classroom.

### **Car Line Drop off: Time 8:10 – 8:20am**

Please remove child quickly from car seat once you are parked in the designated area and wait by car for staff member to assist you. (staff CAN NOT remove children from your car) All children must remain in a car seat until vehicle reaches drop-off point. Teachers are not available during Drop off/Pick up times.

### **Car Line Pick up: Time 2:10pm**

Please remain by your car, students will be released to you once you have reached the designated area. **Have I.D. available for staff to confirm permission to pick up.**

## CLOSING POLICY

We ask you to make every effort to pick up your child before center closing. **Our staff also have families and responsibility after center closing time.** By policy, our **staff may not take your child home** with them or make other babysitting arrangements.

If a child is left in the center after closing, staff will take the following measures:

1. Try to contact you by phone.
2. Try to call your emergency contacts.
3. If unsuccessful, the Director will contact the appropriate community authorities. (DYFS or Police)

**Additionally, there will be late charges should you leave your child in the center past closing time.**

## **WEATHER EMERGENCIES**

Vineland Public School will alert families by email and/or text for school closings, delays, and early dismissals. Please make sure to have contact information updated as needed. In the event of severe weather conditions that may result in a change to school schedule. You may also call ahead to make sure staff have arrived and that the center will be opening as usual.

## **EMERGENCY EVACUATION**

Vineland Public School will alert families by email and/or text for school closings, delays, and early dismissals due to an emergency. Please make sure to have contact information updated as needed. Evacuation (fire drills) are conducted twice monthly at All Kids First. Should an emergency occur which requires evacuation of the center, you will be notified by Vineland Public Schools as soon as possible, and you will be asked to pick up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children. Please check with the Director for any specific concerns. New emergency evacuations will be issued from the Vineland School District. All Kids First also practices for security lock downs inside and outside.

**In Case of Injury:** Please see Parental Authorization for Emergency Treatment form.

## **DCPP – Division of Child Protection and Permanency STATEMENT**

This statement highlights, among other things; your rights to visit and observe our center at any time without having to secure permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DCPP). (See enrollment forms)

## **PREVENTION AND MANAGEMENT OF ILLNESS/ACCIDENT**

1. All Kids First policy for the care of ill children is based on ensuring that facilities and staff available can meet the needs of all children in the group. Children will be excluded if the child's symptom(s) or illness:
  - prevent the child from participating in routine activities; and/or
  - pose an increased risk to the child or other children or adults with whom the child comes into contact.
2. Do not bring your child to the center if he/she **is not well enough to participate in a normal day's activities or is exposed** to a contagious disease or is **diagnosed** by a physician as having a contagious disease.
3. Apply the Guidelines for the Management of Illnesses in determining when your child should not attend the center. **Please Note: (Illnesses extended to 3 consecutive days/more require a doctor's note.)**
4. Should your child become sick during the day, you will be notified immediately. Upon notification, parents are required to promptly pick up their child from the center. In case of illness or injury to a child, where parents are not available, a person you have authorized on the Emergency Treatment form will be notified.
5. In the event of a serious illness or injury, at the discretion of the Director or her designee, paramedics will be called and your child will be transported to an emergency facility and accompanied by staff. Parent/guardian/or authorized person, along with child's physician will also be called.

## **Necessary Reporting (considering safety for all)**

1. For the protection of all children and staff, we ask that you notify the center within 24 hours after your child has developed a known or suspected communicable disease. When your child has a disease requiring exclusion, we ask that you inform the Center Director of the diagnosis.
2. If we become aware of a communicable disease affecting children in the center, a health alert will be posted. We will attempt to indicate the earliest symptoms so that additional exposure can be avoided.



## Student Illness Policy & Procedures

Children who are absent (2) continuous days must have a doctor's note to return to school. Any child with a fever must be fever free, vomit free, and diarrhea free for 24 hours before returning back to school.

Please keep your child home if he/she develops any of the following symptoms of contagious illnesses within 24 hours before attending school or if your child has been sent home from school:

Fever above 100 degrees	Vomiting
Diarrhea (more than one loose stools)	Severe coughing
Redness or discharge from eye(s)	Colored discharge from nose

Please be sure to update the school with any changes with your telephone numbers and emergency contact numbers. It is extremely important that we be able to reach someone in the event of an emergency.

## Covid Information

All Kids First will follow covid protocols as guided from the Vineland School District, the Vineland Health Department as well as the state of New Jersey. Revised 7/2/24

Note: Covid protocol is subject to change, we will provide parents with any updates as needed.

## Medication Policy & Procedures

We ask that all medications are administered before and after center hours. Always advise our staff if your child is medicated when dropping your child off.

However, we understand that there may be times when your child needs medication during the day. Our staff can administer only medications prescribed by your child's health care provider.

All Medications, in the original child resistant container, labeled by the pharmacist with your child's first and last names, date prescription was filled, medications name and expiration date, Dosage amount, administration, storage and disposal instructions. Be sure to check with the director on additional health department requirements. Employees must wash hands before and after administering medications.

A "Medication Permission Slip" must be completed and signed by health care provider and parent if medication is to be administered by a staff member.

DO NOT send any medication with your child packed in his/her back pack or on the school bus. All medications must be brought into the school by a parent.

All Kids First can not administer over the counter medications, creams and/or lotions to skin and genitalia areas.

## GUIDELINES FOR THE MANAGEMENT OF ILLNESSES

Please keep your child at home if she/he develops any of the following symptoms of contagious disease **until symptoms disappear or your physician decides your child can return to the center:**

Diarrhea (more than one loose stool or increased number of stools)

- Fever of 100f or above
- Severe coughing
- Difficult or rapid breathing (especially in infants under 6 months)
- Yellowish skin or eyes
- Tears, redness of eyelids, with discharge (pink eye) or mouth sores with drooling
- Open/draining rash or skin conditions

### **ILLNESS:**

DIARRHEAL DISEASES  
(Salmonella, Shigella,  
Giardia, Campylobacter)

CHICKEN POX

DIPHTHERIA

HEPATITIS A

IMPETIGO

INFESTATION  
(Head Lice or Scabies)

MEASLES

RUBELLA  
(German Measles)

MUMPS

PERTUSSIS  
(Whooping Cough)

CONJUNCTIVITIS  
(Pink Eye)

HEMOPHILUS  
INFLUENZA TYPE B  
(Pneumonia, Meningitis,  
Epiglottitis, Arthritis, Cellulitis)

STREP THROAT

PINWORM & RINGWORM

TUBERCULOSIS (TB)

### **KEEP YOUR CHILD AT HOME:**

Until child no longer has diarrhea/  
physician indicates safe.

One week after rash begins/ after scabbed.

Need physician's ok.

One week after illness begins.

24 hrs. after treatment has begun.

24 hrs. after treatment has begun.

5 days after rash appears.

7 days after rash appears.

Until swelling is gone or nine days after  
swelling begins.

3 weeks after intense coughing begins or  
5 days after antibiotic treatment begins.

Need physician's ok.

If not due to H-flu, until physician's ok.

24 hours after antibiotic has begun.

24 hours after treatment has begun.

After treatment has begun, fever gone,  
doctor's ok.

# HEALTH & HYGIENE GUIDELINES

## Good Hygiene Practice

All Kids First Hygiene/Universal Precautions guidelines comply with the nationally recommended standards of the U.S. Public Health Service, Centers for Disease Control, American Public Health Association, and the American Academy of Pediatrics. The guidelines were developed with the goal of implementing hand washing and sanitization procedures into the daily routines of children and staff to control the spread of infection.

5A.19

Adults and children must wash hands upon entering the classrooms. We practice hand washing after toileting, before and after meals and snacks, after coming in from outside and other times during the day as necessary. Because young children learn by imitating adults, we ask you to support your children's hand washing efforts by role modeling hand washing practices whenever you are with your child.

Children are encouraged to cough or sneeze into their shoulder or elbow, away from others who may be near them, and to use tissues.

## Pull-Ups

All Kids First requires the use of **disposable pull-ups**. Diapers which have an inner absorbent lining attached to an outer waterproof covering to prevent the escape of stool and urine, and minimize the spread of infection to children and staff.

## Toilet Training

Children do not have to be toilet trained to enroll in All Kids First 3 & 4 yr. old program. Although we believe toilet training should be started at home by parents, we will support your efforts to assist your child become toilet trained. Staff will encourage and assist your child in his/her attempts at independence and will offer praise when your child tries or is successful. We make every effort to follow your directions to ensure consistency between home and the center whenever possible. Staff must check children in diapers/pull-ups every hour and also when children awake from nap time.

## Soiled Clothing

The Centers for Disease Control of the United States Public Health Service require that clothing or cloth diapers soiled with bodily fluids(stools, urine, blood, vomit) be placed, **unrinsed, in a sealed plastic bag**, labeled with the child's name, to be picked up by the parent or guardian at the end of the day. All Kids First follows these recommended precautionary guidelines for the safety of children and staff.

## Allergies

If your child has allergies, please discuss this with the Center Director and your child's caregiver or teacher. We will make every effort to accommodate your child's special needs.

## Smoke-Free Environment

All Kids First Maintains a smoke-free environment. We ask that you not smoke in the center or in view of the children as you drop off or pick up your child.

# CLEANING AND DISINFECTING

To prevent the spread of germs and create a sanitary and hygienic environment for children, you need to regularly clean and disinfect any surface or objects that are soiled by blood or body fluids such as saliva, mucus, stool, urine, vomit, etc.

Cleaning and disinfecting are not the same. To keep germs from spreading you need to do both.

Cleaning gets rid of the dirt you can see. Routine cleaning with soap and water is the most useful method for removing germs from surfaces in the child care setting. Good cleaning (scrubbing with soap and water) physically reduces the number of germs from the surface, just as hand-washing reduces the number of germs from the hands. However, some items and surfaces should receive an additional step, disinfection, to kill germs after cleaning with soap and rinsing with clear water.

Disinfecting or sanitizing means cleaning with a bleach (or other approved disinfectant) solution to kill and get rid of most of the germs you cannot see but remain on surfaces after cleaning. Allow bleach solution to remain on surfaces several minutes before wiping.

The disinfection process uses chemicals that are stronger than soap and water, and will destroy and reduce the number of germs. It usually requires soaking or wetting the item for several minutes to give the chemical time to kill the remaining germs. Items that can be washed in a dishwasher or hot cycle of a washing machine do not have to be disinfected because these machines use water that is hot enough for a long enough period of time to kill most germs.

## What Disinfectants Should Be Used?

The solution of bleach and water is easy to mix, nontoxic, safe if handled properly, and kills most germs.

## PREPARING BLEACH SOLUTION

The standard recommended bleach solution is  $\frac{1}{4}$  cup bleach to one gallon water, or 1 tablespoon bleach in 1 quart water. Use this solution for routine, everyday cleaning and disinfecting of items and surfaces, tabletops, toys, eating utensils, and plates.

The use of gloves is recommended whenever you must clean areas contaminated with body fluids.

# HIGH/SCOPE'S PRESCHOOL EDUCATIONAL APPROACH

## ACTIVE LEARNING

Children are involved in direct, hands-on experiences with people, objects, ideas, and events. While teachers share control and initiative with children, they are guided by 58 key experiences that all children need to have as part of their intellectual, physical, social, and emotional development.

*You will see children choosing materials on their own, deciding how they want to use the materials, or maybe just exploring ways to use them. You will also hear children talking about what they are doing or what they have just done.*

## ADULT-CHILD INTERACTION

Adults observe and interact with children at their level to discover how each child thinks and reasons. Adults interact with children in ways that empower children to take control of their own learning.

*You will see adults interacting at the children's physical level: sitting on chairs, sitting or sometimes even lying down on the floor. You will see them observing and listening to children, talking with them about what they are doing and becoming a partner in the children's play by following their interests and ideas, using the same materials the children are using and following directions given by the children.*

## LEARNING ENVIRONMENT

Classroom furniture and equipment are arranged in several clearly defined interest areas that enable children to find, use, and return the materials they need for exploring, inventing, and learning about their world.

*You will see clearly defined areas with simple names that make sense to children, like "block area", "house area", "art area", "book area", "toy area", and "science area". You will also see a variety of materials in each area, and these materials are labeled so the children can easily find them and return them when they are finished using them.*

## DAILY ROUTINE

Each day follows a similar schedule of events, providing a consistency for both children and adults. A daily plan-do-review process is at the core of the High/Scope routine and gives children the opportunity to pursue their own interests, make plans, follow through on them, and reflect on their experiences with peers and adults.

*You will see a schedule of events that is consistent from day to day.*

## ASSESSMENT

High/Scope teachers regularly record notes on children's behaviors, experiences, and interests. They use these notes to assess each child's development and to plan activities that will facilitate their growth and development. They also use these notes in parent meetings to help parents understand their children's development.

*Teachers will take brief notes throughout the morning on what they see children doing. During daily team planning they will share these observations and record them on the High/Scope Child Observation Record, an assessment tool that helps them to better understand each child's development. The teachers use this information to plan around children's interests and strengths for the next day's activities.*

# HOW WE IMPLEMENT OUR PROGRAM TO CREATE A RICH LEARNING ENVIRONMENT

## WHAT WE BELIEVE IS WHAT WE DO!

Provide learning centers that encourage interrelationships of various content areas.

Be arranged to accommodate active and quiet activities.  
Provide free access to materials.

Provide places for children to be alone or with a friend in view of an adult.

Encourage curiosity, new ideas and fantasy through exploration and sensory/art experiences.

Provide a variety of manipulative to stimulate problem solving.  
Stimulate all areas of development through dramatic play and storytelling.

Provide a variety of musical experiences to encourage listening, singing, expression and flow of movement.

Provide individual and small group experiences both indoors and outdoors.

Be flexible in order to determine all areas of interest are included (e.g., multi-dimensional, investigative, choice, inventive and confidence building).

Incorporate the outdoor environment (leaves, sounds) into the classroom for creative activities that stimulate language, listening and other senses.

Provide props, materials, nutritional foods, interactive opportunities and independent experimentation.

Integrate all educational aspects of the health, nutrition and mental health services into program activities.

Ensure that the home and the classroom are an extension of the community by providing opportunities for field trips and/or special visitors and parent participation.

## BENEFITS OF THE HIGH/SCOPE PRESCHOOL APPROACH

- ***High/Scope students* become independent, responsible, and confident -- ready for success in school.**
  
- ***High/Scope students* learn to plan many of their own activities, carry them out, and talk with other children and their teacher about what they have done.**
  
- ***High/Scope students* learn through active involvement with people, materials, events, and ideas.**
  
- ***High/Scope students* gain knowledge and skills in creative representation, language and literacy, initiative and social relations, movement, music, classification, seriation, number, space, and time.**

# Indoor & Outdoor Play

## **Rationale:**

ACTIVE play and movement are important for every child's growth, health, development, and learning. Providing an early care and education environment that supports appropriate physical activity for infants helps them with developing movement skills, such as sitting up, rolling over and crawling. During the first six years of life, children will develop gross motor skills (like kicking and throwing) and learn healthy habits by participating in physical activity. Although they may seem to be active and energetic, most children do not get the recommended amount of physical activity they need. Habits are learned early in life, so being active while in an early care and education center can create lifelong physical activity habits. Because the hours spent in an early care and education setting are such a large part of the child's waking hours, it is essential that early care and education curriculum include as much of the total time and type of physical activity children need daily as possible.

Children attending All Kids First shall engage in active play according to the following recommendations:

- Staff will promote developmentally appropriate physical activity to help children ( and themselves) prevent overweight/obesity and practice lifetime healthful habits.
- Teachers shall lead with activities or games that promote moderated to vigorous physical activity over the course of the day, indoors or outdoors.
- Children will play outdoors except when weather or air quality poses a significant health risk.
- Children need to be dressed appropriately for the current weather conditions to play outdoors:
  - Snow: heavy coat, waterproof boots, hat, and mittens/gloves
  - Rain: raincoat and waterproof boots
  - Different temperature throughout the day: layers of clothing
  - Sunny days: lightweight clothing that is sun protective, including long-sleeved shirts and hats
- Footwear should provide support for running and climbing. **Examples of appropriate footwear** include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily. **Examples of inappropriate clothing and footwear include:**
  - Footwear that can come off while running, or that does not provide support for climbing (examples: flip-flops and clogs)
  - Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops)
  - Clothing that does not protect children from the current weather conditions



# PROGRAM GOALS COMPARISON OF BEST PRACTICES

## ALL KIDS FIRST

Provide quality child care which will make a difference in the lives of the children by using a program that will promote the growth and development of young children by credentialed staff.

Provide a healthy caring environment for all children, receptive to individual needs/differences. This will promote self-esteem and self-confidence each child needs to develop to their fullest potential.

Provide opportunity for involvement of parents through formation of parent teacher committee (meets at regular intervals) and/or for planning activities.

Provide creative opportunities for exposure and interaction with people who are of a different culture, age, ability level. This builds acceptance, compassion and value in diversity.

Allow children to explore/manipulate and experiment with various equipment and materials which are developmentally appropriate, freedom to learn through play.

Prepare children to be able to make decisions and follow through, learn to solve problems, make rules, learn to control their own behavior, learn to interact with other children and adults, learn to share.

Using children's ideas to promote their mental physical and emotional growth, will educate and enrich their lives to a higher level of learning.

## EARLY CHILDHOOD EDUCATION PROGRAM

Know about and use services that support children's learning.  
Continue personal/professional development by attending workshops, conferences and accessing learning opportunities.

Respond to children's individual needs.

Provide books and materials that reflect children's own and others' identity, home, language, culture and interests.

Provide meaningful involvement of parents in program, home and school.  
Maintain positive, nurturing relationships with children and their families.

Provide experiences that build on and extend children's background.  
Provide books and materials that reflects child's and others' identity, home, and culture.

Plan and provide an integrated curriculum that is meaningful for children.  
Provide opportunities and experiences that engage children as active learners.

Using questioning techniques that promote higher order thinking.  
Hold responsive conversations with children.

# GUIDELINES FOR POSITIVE DISCIPLINE

**Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.**

Positive discipline is different from punishment. Punishment tells children what they should not do; **positive discipline tells children what they should do.** Punishment teaches fear; **positive discipline teaches self-esteem.**

## **You can use positive discipline by planning ahead:**

Anticipate and eliminate potential problems.  
Have a few consistent, clear rules that are explained to children and understood by adults.  
Have a well-planned daily schedule.  
Plan for ample elements of fun and humor.  
Include some group decision-making.  
Provide time and space for each child to be alone.  
Make it possible for each child to feel he/she has had some positive impact on the group.  
Provide the structure and support children need to resolve their differences.  
Share ownership and responsibility with the children. Talk about our room, our toys.

## **You can use positive discipline by intervening when necessary:**

Re-direct to a new activity to change the focus of a child's behavior.  
Provide individualized attention to help the child deal with a particular situation.  
Divert the child and remove from the area of conflict.  
Provide alternative activities and acceptable ways to release feelings.  
Point out natural or logical consequences of children's behavior.  
Offer a choice only if there are two acceptable options.  
Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

## **You can use positive discipline by showing love and encouragement:**

Catch the child being good. Respond to and reinforce positive behavior; acknowledge behavior to let the child know you approve of what he/she is doing.  
Provide positive reinforcement through rewards for good behavior.  
Use encouragement rather than competition, comparison or criticism.  
Overlook small annoyances, and deliberately ignore provocations.  
Gives hugs and caring to every child every day.  
Appreciate the child's point of view.

**Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.**

# COMMUNICATION & PARENT INVOLVEMENT

## **Daily Communication**

We recognize that communication between center personnel and parents is essential. We make every effort to communicate with you daily, the kind of day your child had at the center. We appreciate your sharing with us any insight into your child's life that could influence his/her progress at the center. We welcome your questions and comments about your child's program.

## **Weekly Activity Plans**

Weekly activity Plans are posted in each room. Each plan outlines daily activities and the related development skills for that age group. Activities are designed to provide children with opportunities to acquire specific skills within each of the four areas of development outlined in "Program Goals for Successful Learning."

## **Conferences**

We provide (2) parent conferences a year. However, if you would like an individual conference with your child's teacher, please talk with the Center Director who can schedule a convenient time.

## **Ongoing Communication**

We encourage you to talk with your child's lead teacher regularly. There may be a staff change in your child's classroom since All Kids First is open for up to 10 hours a day. Please talk with your child's teacher to identify the best time for daily personal communication.

## **Weekly Reports**

Our weekly reports keeps parents informed of children's activities for the week. This report may include announcements, notes about upcoming events and news about group activities. It may also contain miscellaneous helpful tips, and issues regarding your child.

## **Special Events**

All Kids First schedules several events during the year, designed to provide parents, children, and family members with special opportunities to enjoy each other at the center. Events range from Open House occasions to special nights, Grandparents Day, Father's Day and Mother's Day, picnics, shared Thanksgiving dinners/activities, and holidays and traditions with special meaning for our center families such as our "Winter Holiday Program" and our end of the year "Step-Up Celebration Program". Each event is meant to be shared time which gives parents an opportunity to get to know each other and talk with their child's caregiver. This will provide an "inside" look at their child's center experience. We also provide puppet shows, magic shows, clown and fun events and other special educational programs that may come up for the year.

# Family Engagement Policy

## **Rationale:**

Families have a significant influence on helping their children develop healthy eating and physical activity habits. They can also be effective allies in promoting support for the early care and education program's nutrition and physical activity policies and practices.

The families of the children cared for at All Kids First will be involved in all aspects of their child's wellness progress. We encourage parents to reinforce our center's positive health messages by serving as role models for their children at home.

- Nutrition and physical activity education will be provided to families at least twice per year.
- Support will be given to families to encourage active involvement in their child's wellness.
- Families are encouraged to communicate any concerns they have regarding their child's eating or physical activity habits.
- Regular assessment of children's eating and physical activity behaviors will be provided to families.

## Technology Policy

Electronic media materials used to support and extend classroom interests, themes and activities. Other electronic media use is limited to 10 minutes per child during the observation of computers.

## Social Media

Parents sign permission for children to be photographed and videographed so long that his/her name is not published. This includes Picture Day, Holiday and Step up Programs.

Our Facebook page is used for parental information and updates.

# FAMILY WORKER

The Social Services link to our program is the Family Worker. The DEO – Division of Early Childhood Requirements state that there must be (1) Family Worker assigned to 45 – 60 children.

The overall goal of the Family Worker is to assist families, their children, and Center staff by providing resources and support as needed. By ensuring a healthy and caring environment that promotes individual growth, children gain the self-confidence needed to develop to their fullest potential.

**We encourage your participation in all areas of the program. Your involvement contributes to the success of your child and to the program as a whole.**

## **Confidentiality, and the right to privacy is most important**

Family Worker's at All Kids First are aware of the need for confidentiality and the individual right to privacy. For more information please see the Director.

## **What to expect**

Family Workers will be contacting parents by phone and/or letter to introduce themselves, and explain their role. Please feel free to call or visit with any questions or concerns you may have.

## **How a Family Worker can assist you**

By providing contacts & information about community support services

By conducting meaningful home visits and/or center meetings

By gathering/sharing information to identify strengths and needs of each child and family

By assisting staff and families to meet goals both at home and at the Center

# PARENT TEACHER COMMITTEE

Parent involvement is essential to the success of our program. Parents can actively participate in many ways: volunteering in a classroom, work at home on a project that will reinforce what's being taught at the Center. Please feel free to let us know your ideas.

You are an expert on your child. We need your input and participation to make decisions that may affect your son or daughter. We want to recruit parents who would like to join us for a monthly committee to discuss and share issues concerns, brainstorm fun activities and events, plan and participate in cultural activities for the children, join Center staff to learn and enjoy new experiences. Please let the staff know if you would like to join or have ideas for our Parent Teacher Committee.

## **CONFLICT/RESOLUTION** **(Disagreements and Complaints)**

At All Kids First, where parents and staff work closely together, there are sometimes disagreements and conflicts. If you have a disagreement with staff, please approach them first to try to resolve the issue together. They may not be aware of the problem.

If you are not able to find a solution that is acceptable to both of you, ask to speak with the Center Director.

1. Communicate issue of concern with person involved
2. Request to speak with Center Director

# Child and Adult Food Care Program

This program allows our center to provide free meals to all children enrolled in the school regardless of income.

Every child must be enrolled in the food program. At the beginning of the year, an eligibility application will be sent to each child and must be completed and kept on file at the school.

Breakfast, Lunch, and Afternoon snack will be provided along with a beverage. As per the guidelines of this program, **NO LUNCHES MAY BE SENT IN WITH YOUR CHILD FROM HOME**. This is a state funded program. Bringing in your child's lunch will jeopardize this program for the center.

(Exceptions: Specific Dietary needs or Food Allergies with a Doctor's Note)

## **Nutrition**

All Kids First is required and adheres to USDA Meal Guidelines for children ages 1-12. Utilization of the nutritional program is guided by four goals, to:

1. Meet the U.S. Department of Agriculture (U.S.D.A.) nutritional standards.
2. Provide wholesome food.
3. Help children develop lifelong sound eating habits.
4. Assist staff in making mealtime a warm and relaxing, learning and sharing experience.

**Meals are NOT provided during the Summer Program.**

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

# WAYS TO ENCOURAGE CHILDREN TO HAVE POSITIVE ATTITUDES TOWARD FOOD

Have a positive attitude toward foods and the mealtime experience. Remember, a negative attitude expressed by adults and other children may influence children not to try that food.

When introducing a new food to children, serve a small amount of the new food along with more popular and familiar foods.

Include children in food activities to encourage them to try new foods and also to gain self-confidence.

Serve finger foods such as meat or cheese cubes, vegetable sticks, or fruit chunks. Foods that are cut into smaller pieces are easier for children to handle.

Do not force a child to eat. Children often go through food jags. It is normal for a child to ask for second helpings of food one day and yet eat very lightly the next day.

Provide a comfortable atmosphere at mealtime. Mealtime is also a social activity, so allow children to talk with others.

Encourage children to eat food or new foods in a low-key way. For instance, read a book about a new food that will be served that day and serve the new food at snack when children are more hungry.

Expose children to new foods five or six times instead of only once or twice. The more exposure that children have to a food, the more familiar and comfortable it becomes, and the more likely that they will try the food.

Offer the new food first to a child who eats most foods. Children will often follow other children and try the food.

Have staff eat with the children. Have them eat the same foods that have been prepared for the children.

Present food attractively. Remember that we all make decisions to try or not to try food depending upon how food looks and smells.

Do not offer bribes or rewards for eating foods. This practice only reinforces that idea that certain foods are not desirable.

Source: Mid-Atlantic Region Food and Nutrition Service, United States Department of Agriculture, Child and Adult Care Food Program, Special Nutrition Programs, January 1998.



# FOOD SAFETY AND SANITATION TIPS

The area of food technology is expanding. New products require that providers continue to examine potential safety and sanitation concerns. This page stresses some safety and sanitation issues which have received recent media attention. For in-depth training regarding safety and sanitation concerns, contact either the State Department of Agriculture or Regional office of the United States Department of Agriculture.

Do not serve foods made with raw eggs, nor allow children to eat raw batters; such products are at risk for bacterial contamination.

Wash all produce with running water – even food in bags marked pre-washed. Such a label does not guarantee that the produce is free of bacteria or microscopic parasites.

Rinse fruits such as melons or oranges just before cutting them. This prevents bacteria from spreading from the surface to the inside.

Remove stems which collect dirt. Discard broken fruit.

Keep cut fruit refrigerated. Bacteria multiply rapidly at room temperature.

Take care that food does not remain un-refrigerated for extended periods of time - for example, in the kitchen, at a barbecue or picnic, or on a salad bar.

Wash utensils and surfaces that have touched raw meat or poultry with soap and hot water to avoid contamination other food. Do not use the same platters and/or utensils for uncooked and cooked meat or poultry dishes. Follow local or State health codes regarding sanitation solutions.

## 5B.9

**Never use plastic and/or styrofoam plates, containers, bags, and wraps when microwaving food and/or beverages.**

Hamburgers and poultry should be completely cooked so that the interior has no pink coloration and juices are clear. Follow local or State health codes regarding interior temperatures.

Do not use leftover marinades to baste meats. Prepare and reserve a separate batch to baste. Do not reuse marinades.

Wash your hands before preparing food – and see that children wash before eating.

Source: Mid-Atlantic Region Food and Nutrition Service, United States Department of Agriculture, Child and Adult Care Food Program, Special Nutrition Programs, January 1998.

# Child Nutrition Policy

## **Rationale:**

One of the core responsibilities of every early care and education center is to provide nourishing food daily that is clean, safe, and developmentally appropriate for children. Current research shows that children need a variety of nutrient-dense foods that include protein, carbohydrates, oils, vitamins, and minerals, with an amount of calories that prevents hunger, fosters healthy growth, supports learning, and prevents obesity. The Child and Adult Care Food Program (CACFP) regulations on meal requirements provide the basic guidelines for sound nutrition practices and ensure that the nutritional need of infants and children are met based on current scientific knowledge.

All Kids First is committed to implementing the following policies regarding child nutrition:

- All meals and snacks will meet the requirements of the Child and Adult Care Food Program (CACFP).
- Children in care for 8 and fewer hours in a one day should be offered at least one meal and two snacks or two meals and one snack.
- Children will be allowed time to eat their food and not be rushed during meals.
- Food is not offered as a reward or denied as punishment.
- Special occasions and holidays will be celebrated with activities, non-food items, and foods that meet healthy requirements.

## **Foods**

- High-fat products (containing >35% of calories from fat), high-sugar products (containing > 35% of calories from sugar), and salty foods are not permitted.
- Breads, pastas, and grains are made from whole grains when possible.
- Developmentally appropriate servings of protein such as lean meat, skinless poultry, fish, cooked beans or peas, nut butters, eggs, yogurt, or cheese are recommended.
- Staff members will encourage children to try developmentally appropriate servings of fruits and vegetables and offer positive reinforcement when a child does so.
- Beverages
- Drinking water is available throughout the day indoors and outdoors.
- Children 2 years and older are served nonfat (skim) or low-fat (1%) milk.
- Children between 1 and 6 years of age receive no more than a total of 4 to 6 ounces of 100% juice per day, including juice given at home.

## **Nutrition Education**

- Teachers incorporate planned nutrition education into their classroom routines at least once per week.
- Staff receives professional development on child nutrition at least twice per year.
- Families will be offered education on child nutrition two or more times per years.

# CLOTHING

## Student Dress Code Policy

The following standards of dress have been endorsed by Vineland Public Schools central Administration and Board of Education for Preschool through grade 12.

1. Slacks, Pants, Shorts, Jumpers and Skirts – Color: Khaki or black
2. Tops, Sweaters – Color: White, Black, or red collared shirts in a solid, single color.
3. Footwear – Sneakers, loafers, boots, or other closed toed shoes.

Drawstrings on the hood and neck of jackets, sweatshirts and coats are a hazard if they become caught on an object. The Consumer Product Safety Commission has recommended that hood and neck strings be eliminated from children's clothing. If your child wears a jacket, coat or sweatshirt with hood or neck drawstrings, **we ask you to remove the drawstrings or sew a seam through the drawstring at the middle of the hood or neck** so neither end can pull out and become caught on an object.

### **What to bring?**

Each child is assigned a designated space to store personal belongings. We ask you to **bring at least two changes of seasonally appropriate clothing** (including socks, underwear, pants and shirts) for your child to keep at the center, and an extra sweater or light jacket. We also ask that an extra pair of socks are kept in your child's classroom for days when the children use the indoor play center.

If your child wears diapers or is in the process of being toilet trained, you need to provide the center with enough diapers and wipes for sufficient daily changes.

If your child is in the process of toilet training, using disposable “pull-ups,” we ask you to provide the center with two sets of clothing. It is very common for young children to have an “accident.” Please replace any soiled clothing that is sent home with **a fresh set the next day**. Please label all clothing with your child's first and last names.

## DIS-ENROLLMENT POLICY

**1. Extended absence without notification.** All Kids First offers free high quality education and childcare for a specific number of slots contracted with the Department of Education and the Division of Family Development through the Vineland School District. Each slot contracted for must be filled, as part of the contract agreement. Extended absences **with no notification**, may indicate a modification in the contract agreement, unless able to fill the designated slot originally contracted for. If you have any concerns or questions, please feel free to speak with the Center Director. Children who miss more than ten (unexcused) consecutive absences will be dropped from the program unless contact is made by the family concerning this issue.

**2. Non-compliance with immunization and exclusion due to illness.** The health and safety of ALL children in our center is a primary concern. Please make sure your child is immunized according to the schedule recommended by the American Academy of Pediatrics. **(See Prevention & Management of Illness/Accidents)** If your child's immunizations are not completed according to the recommended schedule, please speak with the Center Director so that arrangements can be made accordingly.

**3. Verbal or physical abuse by your child to other children or staff.** All Kids First's goal is to ensure the safety of every child and every staff member in our center at all times. A child's language or behavior which is hurtful to other children or staff, such as profanity, using sexual language, humiliating, throwing rocks, furniture, toys, etc. is inappropriate and unacceptable. A report will be written by the child's caregiver. The Director will review it with you for possible solutions. If behaviors continue, child may be referred to Child Study Team.

## Summer Program

Each summer, All Kids First offers a special program with hands-on activities for younger children in a variety of categories such as arts and crafts, science and cooking, dance, drama and music, communication, and fitness. Program themes and activities vary from year-to-year to ensure fun experiences for both new enrollees and children returning.

## Behavioral Management

At All Kids First, we seek to build a child's esteem by helping him/her to develop self-control and responsibility for his/her actions. **We never use physical punishment or belittle a child in any way.**

## Nap Time

Children involved in High/Scope's program need some portion of the day to rest and relax. Toddlers and Preschoolers rest on an assigned mat each day after lunch. All children are given the opportunity to sleep if they require rest; quiet activities are provided for children who do not require a nap. Please talk with the Center Director about bedding requirements for your child.

## Toys

Except for toys that are needed to help ease your child's transition from home, we ask that toys be left at home until "Sharing Time." Check with your child's teacher for the specific day. Any item brought from home should be clearly labeled with your child's name. Guns and war toys are not considered appropriate tools for learning and **may not be brought to the center.**

Please understand that we can not be responsible for lost and unlabeled articles.

## Field Trips

Field trips to places of interest in the community will be scheduled occasionally. When taking a field trip, the safety of your child is our primary concern. Before each trip, you will be notified of the details and **your written permission will be required for each trip.** Children on a field trip are required to adhere to safety control standards such as buckled seat belts. Health records and emergency transportation authorization will be available, and appropriate staff/child ratios will be in effect. We will notify you in advance if it is necessary to charge any additional fees.

## Nutrition

All Kids First utilization of the High/Scope nutritional program is guided by four goals, to:

5. Meet the U.S. Department of Agriculture (U.S.D.A.) nutritional standards.
6. Provide wholesome food.
7. Help children develop lifelong sound eating habits.
8. Assist staff in making mealtime a warm and relaxing, learning and sharing experience.

Check with the Director for information about meals/snacks the center offers.

**Meals are NOT provided during the Summer Program.**

## Birthdays

We like to celebrate your child's birthday at the center so we encourage you to bring a nutritious "treat" to help celebrate the occasion. We suggest you bring your child's favorite healthy food. Be sure to check with your child's teacher on how the center celebrates birthdays. All foods should be labeled with your child's first and last name. Make arrangements with the Director or your child's teacher for the event.