

Madison Community House Nursery School
25 Cook Ave. * Madison, NJ 07940-1824
973-377-0244 * 973-660-0121 Fax
tmcch@yahoo.com

Madison Community House Nursery School Parent Handbook

2018-2019



**25 Cook Ave.
Madison, NJ
973-377-0244**

.....and like us on our Madison Community House Nursery School Facebook page!

Madison Community House Nursery School

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Welcome to the Madison Community House Nursery School. We want to make this year a positive, happy experience for you and your child. Our staff is warm and friendly and provides a safe, stimulating and nurturing environment. Our goals are for each child to gain self-confidence and independence, to find his or her special talents, and to learn the readiness and cognitive skills necessary for kindergarten. We plan to accomplish this through varied learning experiences, both on an individual basis and in-group situations. We are all looking forward to a rewarding year with each child.

Patty Driscoll	Director / Head Teacher	973-377-7376
Judy Miele	Assistant Teacher	973-822-1799
Dorothy O'Connor	Assistant Teacher	973-377-1193
Joyce Brown	Assisted Teacher	973-224-9354
Janet Allocco	MCH Director	973-377-2792
Cyndy Tracy	Office Assistant	973-377-0244

The *TMC-MADISON COMMUNITY HOUSE NURSERY SCHOOL* is a state-licensed, non-profit pre-school established in 1960. It is sponsored by the Madison Community House, which is owned and operated by the Thursday Morning Club. The Thursday Morning Club / Madison Community House does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to programs.

Our Daily Schedule (also posted in the classrooms):

9:00 a.m. to 10:00 a.m.	Free play
10:00 a.m. to 10:05 a.m.	Clean-up time
10:05 a.m. to 10:30 a.m.	Circle/Story time
10:30 a.m. to 10:40 a.m.	Snack
10:40 a.m. to 11:00 a.m.	Project
11:00 a.m. to 11:30 a.m.	Outdoor Play/Gym
11:30 a.m. to 1:00 p.m.	Enrichment

There is also a three session Adventure Camp at the end of the year. Sign ups and more detailed information will be given in the Spring of each year.

Parents are welcome to visit the school at anytime.

A well-balanced nursery school program is provided with both indoor and outdoor activity. The Community House has its own fenced in play area, which includes a play scape, a sandbox, play houses, trike paths and chalk boards. During inclement weather, the children have use of the Community House gym.

Revised: 7/2018

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Basic Requirements for Every Child

The child must be potty trained before entering school (no diapers/pull ups permitted).

Age requirement: Your child must be 3 years old by October 1st for the 3 year old class. Your child must be 4 years old by October 1st to be eligible for the 4 year old class. This requirement follows the Madison Public Schools Kindergarten age entry requirement. Rising 3's may be considered if openings are available (3 by January 1st).

The school has a Director/Head Teacher, and three (3) group teachers. There is a maximum of 16 children per class. Each classroom has two teachers. Classes meet on Monday, Tuesday, Wednesday and Friday. The school hours are from 9:00 a.m. to 11:30 a.m. The children may extend the day with the "Enrichment Program" which meets from 11:30 to 1:00 p.m. The children bring their own lunch, participate in an outdoor playtime and attend an age appropriate enrichment class. Please refer to the Enrichment program information for complete details.

The Nursery School year begins in September and continues to the end of May. Adventure Camp begins the Tuesday after Memorial Day and continues to mid-June. We generally follow the calendar established by the Madison Public Schools. There are some differences, however, and so a calendar is given out at the beginning of each school year. A monthly calendar with snack, themes and special events will be sent home prior to the start of the month.

In case of school closings:

- * Inclement weather closings follow the Madison Public School system.
- * Closings are posted on the internet on Madison's school website www.madisonpublicschools.org. The Nursery School will also send an email notifying parents of closings.
- * If there is a delayed opening in the Madison Public Schools due to inclement weather, the Nursery School will **BE OPEN** for all children 11am-1pm. Children will not have lunch but will be served a snack.

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Philosophy of the Nursery School:

- ☺ To develop the whole child in a nurturing and supportive environment.
- ☺ To encourage a positive self-image, sense of uniqueness and develop self-confidence.
- ☺ To develop fine motor and gross motor skills through a variety of age appropriate activities.
- ☺ To stimulate creativity through arts, crafts, music and dramatic play.
- ☺ To increase language skills through conversation, stories, puppetry, songs and childrens' literature.
- ☺ To introduce reading, math and science concepts through play and "hands on" learning experiences.
- ☺ To foster curiosity, creativity, enthusiasm and a love of learning.

Nursery School Guidelines and Information

1. A record of all inoculations and an Annual Universal Health Record are NJ State requirements for all pupils. The completed form should be returned to the main office before **September 1st**. Children may not attend school until these forms are submitted.
2. Children must be potty trained before entering the 3 & 4 year old programs and meet the age requirements by October 1st of the year. Rising 3's must meet the age requirement by January 1st. Diapers/Pull Ups are not permitted.
3. Please be considerate of others when your child is ill; do not send him/her to school. According to NJ Department of Health requirements regarding early childhood, a child should **NOT** come to school if he/she shows any of the following symptoms: rash, fever, vomiting, diarrhea, earache, sore throat, eye infection, swollen glands, or persistent cough. *Please see excludable disease page in this handbook. Children must be fever free for 24 hours without medication prior to returning to school.
4. **THE TEACHERS MAY REFUSE TO ADMIT A CHILD IF THEY FEEL HE OR SHE IS NOT WELL ENOUGH TO ATTEND.** In addition, parents may be called to pick up a child who arrives to school ill. Our foremost concern is the health and well-being of all of our children.
5. Children should come to school dressed suitably for indoor crafts and outdoor recreation.
6. Please label all outer clothing, lunch boxes and book bags.

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7. **IF YOUR CHILD IS TO BE PICKED UP BY ANYONE OTHER THAN A PARENT/REGULAR CAREGIVER, PLEASE SIGN HIM OR HER OUT ON THE CLIPBOARD HANGING ON THE 4's CLASSROOM DOOR SO WE ARE AWARE OF IT.**
8. Children should not arrive to school before **8:55 A.M.** Children must be delivered to the teacher at the classroom door / class line up.
9. Progress reports will be issued in the Fall & Spring. Parent conferences will be held for all children in the Spring. If a problem or concern should arise, the teacher or parent may request a conference at any time. Children are not permitted at Parent/Teacher conferences.
10. Always feel free to call the teacher or director if any questions should arise.
11. Please inform us of any health problems, allergies, or unusual happenings at home that will help us better understand your child.
12. A calendar is distributed monthly to all parents. This will contain events for the month, as well as other pertinent information and announcements. Please keep informed and mark all dates on your calendar at home.
13. Outside the 4's classroom door there is a communication board where class and school notices will be posted. Sign ups for parties, events, and activities will be posted on the communication board. Check the board frequently.
14. Parents are welcome to learn about and be involved in the licensing process.
15. All tuition payments are due by the 15th of every month, payable to ***TMC-Madison Community House***. September's tuition is due at registration and October's tuition is due by September 15th. Both tuition months are non-refundable if your child drops out. If your child becomes ill/injured, tuition is still required.
16. Please do not walk through the playground when the teachers have the nursery school class outside. This is a state mandate for safety. We appreciate your cooperation.

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Emergency Procedures for Disasters and Lockdowns

The Madison Police Department and Madison Office of Emergency Management has on file all the Madison Community House Nursery School identifying information, including locations where the center children will be evacuated.

In the event of an EVACUATION, staff would:

1. Notify director / director designee of the emergency.
2. Notify Madison Police Department at 973-593-3000 / 911.
3. Take class attendance books, all family and emergency telephone numbers, all allergy information, medication, emergency medical consent forms, first aid supplies and medical tags.
4. The director / director designee will carry cell phones to contact families or designated emergency contacts.
5. Walk to the designated evacuation location.
6. The designated evacuation location is: Vision Electric, 6 Main St., Madison rear entrance.
7. Staff will count and roll call children before leaving the center, while walking to the designated location and upon arrival at the new site.
8. Children will be dismissed once roll call has been completed at the evacuation location.

In the event of a LOCKDOWN, staff would:

1. Notify director / director designee of the emergency.
2. Notify the Madison Police Department at 973-593-3000 / 911.
3. Take children into an area away from windows and doors.
4. Staff will count and roll call children.
5. Lock all doors and pull down window shades or blinds.
6. Have on hand emergency non-perishable food and water supply available.
7. Have on hand flashlight, extra batteries, and cell phone.
8. Take class attendance books, all family and emergency medical consent forms, first aid supplies and all allergy information, medication.
9. Bring quiet activities such as paper, crayons, and books to keep the children occupied.
10. Remain in this room until the police notify you that it is safe to leave.

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Rules of Safety for Field Trip Drivers

Drivers must be sure to comply with the following safety regulations when driving on our field trips. It is for the safety of your children that we ask that you remember these few safety rules. Thank you.

1. Never leave children unattended in vehicle.
2. Load and unload children from the curbside of the vehicle.
3. All passengers are to wear seatbelts and children are required to be in a car seat or booster seat as specified by NJ State Motor Vehicle Laws.
4. Only one child is allowed per seat.
5. All passengers must remain seated when vehicle is moving.
6. The driver shall ensure each child is received by his/her parent or person designated at the end of the field trip.
7. An adult chaperone must accompany the driver.

The children take a number of field trips during the year. We schedule trips to the Madison Pet Shop, a local dentist, the Madison Public Library, the Madison Fire Department, a pumpkin farm, The Turtle Back Zoo – just to give you an idea of most of the places the children will visit. The field trip fee is \$30.00 for the year to be paid with September's tuition bill. Parents are requested to volunteer to drive / chaperone the children on some of the field trips. Parents are responsible for their own admission fees. A trip t-shirt must be worn for all trips. Parents can purchase trip shirts at the beginning of the school year. Siblings are not permitted on school field trips.

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Enrichment Program

- Days:** Monday, Tuesday, Wednesday and Friday
Hours: 11:30 AM – 1:00 PM
Cost: \$1,280.00 for full year, October – May/ 8 monthly payments of \$160.00
\$640.00 for half year, February – May/ 4 monthly payments of \$160.00
Dates: Program begins in October through May or half year, February through May

The program begins the first Monday in October and continues through May. The cost of the program is divided into 8 monthly payments. Parents may register in September for the full year OR for February – May.

The Madison Community House Nursery School Enrichment Program is an exciting educational program designed to build on the emerging skills of preschoolers. It is a continuation of our traditional nursery school program, extending the day from 11:30 am to 1:00 pm. The children bring their lunch, participate in an outdoor playtime and attend an age appropriate enrichment class. The goal of the program is to provide fun and educational experiences and prepare children for Kindergarten.

3's Enrichment classes are planned in *Story Time, Fine Motor Skills and Art.*

Story Time: Children will be introduced to a variety of classic and current authors and themes. Story time builds children's vocabulary, comprehension skills and knowledge base.

Fine Motor Skills: Children will participate in activities to help improve small-muscle development, hand strength and eye-hand coordination. Skill building activities include scissor practice, coloring, tracing, puzzles, lacing, and play dough.

Art: Children will explore a variety of art mediums, techniques and styles of art. We will explore paint, chalk, crayon, collage, colored pencils, clay and dough. Creative expression will be emphasized.

4's Enrichment classes are planned in *Reading Readiness, Art, Science and Handwriting.*

Reading Readiness: Children will be introduced to pre-reading skills through children's literature and the "Pre-K Weekly Reader Magazine". Children will have "hands on" reading time by following teacher prompts, interpreting pictures, listening to text and discussing magazine themes. Children's literature will be selected to support and connect the topics.

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Enrichment Program cont.

Art: Children will explore a variety of art mediums, techniques and styles of art. We will explore paint, chalk, crayon, collage, colored pencils, clay and dough. Creative expression will be emphasized and encouraged!

Science: Children will have fun conducting experiments, predicting outcomes, exploring nature and cooking. The hands on science experiences will relate to the child's life and the world around them.

Handwriting: Children will be using personal chalkboard slates, roll-a-dough letters, wipe and erase letter cards and letter formation worksheets. We will focus on proper pencil grip, letter formation and fine motor skills necessary for good handwriting. Letter sounds will be introduced along with writing practice activities.

Lunch: We encourage you to make healthy choices for lunch. Hot dogs, sausages, baby carrots, grapes, must be cut lengthwise. No glass containers please. We do not throw out food; any uneaten food will be sent home. Please no candy, popcorn, nuts.

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Snack Information

Each day the children will have snack time. Parents supply the snack on a rotating basis. Your snack day will be assigned and printed on our monthly calendar.

Each class has a maximum of 16 students. In keeping with the new DCF guidelines we will only serve snacks from the approved list below. Please be certain you choose one of the healthy snacks listed below and provide enough for the entire class on your child's snack day. Water will be served with snack. We encourage you to make healthy choices for lunches sent from home as well. Sugary snacks, popcorn, nuts, and snacks not approved by DCF guidelines will not be served.

Fruit	Pretzels (no pretzel nuggets)	Mini bagels
Vegetables	Bread/Bread products	Granola/Granola Bars
Cheese	Muffins/Fruit or Veggie breads	Crackers including: cheese
Humus	Cereal/Cereal Bars	crackers, pita, whole wheat,
Apple Sauce	Yogurt	Graham, bagel, rice

Children may bring in cookies/cupcakes/donuts/brownies etc. only for special occasions such as holidays and birthday celebrations. You will be assigned to bring in a snack as close to your child's birthday as possible. If your child has a summer birthday and you would like to designate a "Special Day" during our school year, please talk to Cyndy in the office. She will be sure your child is given a day of your choice. (Please note: snack is not served during Adventure Camp).

If your child is sick on your assigned day, the Nursery School will have something on hand (i.e., cereal treats or crackers) to substitute for your snack.

Snack must be in sealed original packaging that includes an ingredient list. Home made goods must be sent with ingredient list.

Please send in fruit/vegetables washed, cut, and ready to be served. Baby carrots and grapes must be cut lengthwise. No peanut/peanut butter items can be served.

The Nursery School celebrates the following holidays with a party:

Halloween (children can come to school dressed in costume), Thanksgiving, December Holidays, Valentine's Day (Valentine cards may be exchanged), Chinese New Year and Easter. Parents are asked to sign-up to bring in special refreshments/supplies for class parties and events.

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Policy on the Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick-up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s);
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears too physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child.

Patty Driscoll
Nursery School Director

Revised: 6/2017

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Expulsion Policy

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

Immediate Causes for Expulsion

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

Parental Actions for Child's Expulsion

- Failure to pay / habitual lateness in payments
- Failure to complete required forms including the child's immunizations records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums / angry outbursts.
- Ongoing physical or verbal abuse to staff of other children.
- Excessive biting.

Schedule of Expulsion

- If after the remedial actions above have not worked, the child's parent / guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent / guardian may work on the child's behavior or to come an agreement with the center.
- The parent / guardian will be informed regarding the length of the expulsion period.
- The parent / guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent / guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety). Failure of the child / parent to satisfy the terms of the plan may result in permanent expulsion from the center.

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A Child Will Not Be Expelled If A 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.
- Without giving the parent sufficient time to make other child care arrangements.

Proactive Actions That Can Be Taken In Order To Prevent Expulsion:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

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Policy on the Use of Technology and Social Media Use of Social Networking and Websites

Our center uses our center website TCMCH.org and our Facebook page Madison Community House Nursery School to relay information, post photos and network in the community.

Our website contains:

- School Philosophy
- Overview of our Class offerings and Enrichment Program
- Nursery School Calendar
- Parent Handbook

Our Facebook page guidelines for Parents:

- Posting of photographs or videos of children, other than your own, is prohibited including, but not limited to photographs or videos of children obtained through hand held devices, computers, video monitoring systems or any other electric device or transmission.
- Any breaches of the center's Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.
- Center's posting of photographs or videos of children with written permission from the parent to do so on file is permitted.
- General center information/updates may be posted by the Director.
- Staff/Parent communication is limited to center sites only.
- Posts that reveal the center's current off-site location are prohibited.

Parents are permitted to share posts/ comment on posts/ post upon approval of Director/ Moderator of Facebook page. Tagging is not permitted.

Methods Used to Communicate with Staff and Parents

Our center uses our email mchns@tmcch.org to communicate with parents.

Upon emergency or rare occasion, a staff member/ parent is permitted to communicate through text message on personal cell phone, personal computer, personal tablet or center computer.

Our center may electronically communicate to parents:

- Requests for records, supplies, sign-ups for parties and trips
- Behavioral concerns
- Emergency Closures
- Photographs
- Community Information

*Parents will be notified by **PHONE** of a child's head injury/ bump, bite that breaks the skin, fall from a height greater than their own, or an injury that requires professional medical attention.

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Statement of Policy on Discipline

The children enrolled in the Madison Community House Nursery School are disciplined with an emphasis on a positive approach. Acceptable behavior is encouraged by giving a positive verbal reward. In the case of unacceptable behavior, a teacher will divert the child by offering a more positive verbal reward or offering a more positive activity. The teacher will discuss the situation with the child.

If the situation escalates, or if the behavior is repeated, the child may be directed to a "time out" area for a few minutes. The child will rejoin the group in a satisfactory manner.

1. Staff members shall not discipline children for failing to eat, sleep or for soiling themselves.
2. Staff shall not withhold active play time as a means of discipline unless the child's actions or behavior present a danger to themselves or others.

For repeated behavior problems, we request a conference with the parents. Every effort would be made to correct the situation by working with the child and parents.

The Madison Community House Nursery School is a private non-profit school program and may not be suitable for all children. Madison Community House Nursery School teachers or director or the child's parents reserve the right to remove a child from the program if the parties feel it is not a suitable fit for the child.

Office of Licensing Information to Parents Document

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parents of a child enrolled at our center, with this informational statement. The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior 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 DHS Child Abuse / Neglect Hotline Toll Free at 1-877-NJABUSE (1-877-652-2873).

Please read the Information to Parents Document carefully and if you have any questions, feel free to contact me at the Madison Community House office at 973-377-0244.

Patty Driscoll
Nursery School Director

Revised 4/2018

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POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

Severe pain or discomfort
Acute diarrhea
Vomiting
Elevated oral temperature of 101.0 degrees Fahrenheit
Lethargy
Severe/excessive coughing
Yellow eyes or jaundice skin
Red eyes with discharge
Infected, untreated skin patches
Difficult or rapid breathing and/or wheezing
Skin rashes without a doctor's note
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 of Department of Health. Children must be fever free without medication for 24 hours before returning to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases 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:

A complete list of excludable communicable disease can be found at

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Respiratory Illnesses

Chicken Pox*
German Measles*
Hemophilus
Influenza*
Measles*
Meningococcus*
Mumps*
Tuberculosis*
Whooping Cough*
Strep Throat

Gastrointestinal Illnesses

Campylobacter*
Escherichia coli*
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

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*Reportable diseases that must be reported to the health department by the center.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, and that all sores have dried and crusted.

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

Please advise the teacher or director if your child is ill with one of these diseases. Children having a fever for whatever reason may not attend school until the child is fever free for 24 hours without medication. Your cooperation in these matters is greatly appreciated.

Children with Allergies

The Madison Community House will assist and support children with allergies as best to our ability. Our foremost concern is the health and well being of all our children. We may not be able to accommodate all children. Children at risk of anaphylactic shock/respiratory distress may leave medication to be used at school in an emergency with a doctor's directive for administration and dosage. Our staff is trained in CPR/ First aid and will administer medication in emergency situations only. Please see the director to review procedures. Allergy / Asthma action plans must be completed and on file for children requiring emergency medication.

Medication Policy

The Madison Community House Nursery School will not administer medication to children, either prescription or non-prescription. The parent is free to come to the Community House at any time if medication is needed. Advance notice would be appreciated but is not necessary.

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These pages are left blank for additional notices & notes

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