



PARENT HANDBOOK



📍 39 East 39th St. Paterson, NJ 07514

📞 973-333-9780

📞 973-333-9781 (Fax)

SUPPLY LIST



INFANTS

- 👑 Bibs for babies Pampers (minimum of seven)
- 👑 3 changing's of clothes Wipes
- 👑 Infants fitted sheet and top sheet for bed
- 👑 3 large plastic bibs
- 👑 Formula
- 👑 3 small face cloths Box of soft tissue

TODDLER

- 👉 Detachable pull-ups (No Exceptions)
- 👉 Smock/large adult t-shirt
- 👉 3 change of clothes 3 large bibs Sippy Cup



PRESCHOOL | PRE-K

- 👁️ Back pack (mandatory)
- 👁️ Full box of color Crayons
- 👁️ A smock/adult size t-shirt
- 👁️ Bottle of glue
- 👁️ 3 homework packet folders
- 👁️ Cutting scissors (child appropriate size)
- 👁️ Full change of emergency clothes
- 👁️ 3 'beginners' writing pencils

UNIFORMS

All preschool\pre-K students are required to wear uniforms during the 2022- 2023 school years. The dress code is as follows:

- ★ Polo's/Dress Shirts: Purple or Gold
- ★ Skirts/pants: Black (ONLY)



TO: ALL PARENTS

From: A'Royal Academy

Re: Registration

In order for your child/children to enrol at A'Royal Academy, we need the following:

- 👑 Birth Certificate
- 👑 Child Social Security Card
- 👑 Immunization Records/Card
- 👑 Emergency Treatment
- 👑 Insurance/Medical and HMO cards
- 👑 Universal Health Physical Record
- 👑 Picture of Child
- 👑 Asthma Action Plan (asthmatic children)
- 👑 Food Application
- 👑 Authorized Emergency Pick-up
- 👑 Registration Fee, Contractual Agreement



PARENT INFORMATION

Receipt of Information

- ✓ Information to Parent Documents
- ✓ Policy on the Release of Children
- ✓ Policy on Method of Parental Notification (Applicable only if method other than a phone call is used to notify parents of an injury or a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)
- ✓ Policy on Communicable Disease Management
- ✓ Expulsion Policy
- ✓ Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name: _____

Parents/Guardian Name: _____

Signature: _____

Date: _____



USE OF SOCIAL NETWORKING AND/OR OTHER WEBSITES:

Our Center uses the following social media/networking and/or other websites(include site addresses in you policy): None ___ Center Website ___
Facebook ___ Twitter ___ Instagram ___ Youtube ___

Guidelines for conduct on center social networking and/or other websites:

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, child care monitoring apps, or any other electronic device or transmission. Any breached of the center's Polciy on the Use of Technology and Social Media indetified must be promptly reported to the Director.

General center information/updates may be posted withh prior approval from the director. Posting of private or sensitive company, staff or prio staff, and/or enrolled or previously children/family information is prohibited. Mainatain professional boundries in the of use of eletronic media. Social Networking/Media Parent/staff relationships ate limited to center sites and approved devices only.

Staff/parent communication is limited to center sites only. Staff/parent communication is limited to center sites and personal sites, with center director's permission. Use of social media/networking and/or other websites is prohibited when supervising children. Vulgar or abusive language, sidparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibitr. Posts that may reveal the center's current, off-site location are prohibited.

Parents: _____

Child: _____

Date: _____

Staff: _____

Date: _____

★ FEE AGREEMENT ★

Child's Name: _____

DOB: _____

This is an agreement between A' Royal Academy and Mr./Ms.

Mr./Ms. agree to pay \$ _____ every (w/bi-w/mth) to A' Royal Academy for services rendered for Daycare, After School Program or Summer Camp.

Services will begin on _____ and end on _____. I shall drop my child off at _____ (time) and pick my child up at _____ (time). (Children picked up after working hours (5:30 PM) will be charged \$5.00) for every minute that you are late.)

Payment are due every 1st of the month. I understand that after the 1st of the month I will be charged a fee of (\$50.00) (See tuition policy).

I understand that cash and Debit cards are accepted at A' Royal Academy. Receipt will be provided as proof of payment. Also tuition fee do not include field trips and extracurricular activities.

I agree that parents must assist center with fund raising and donations to improve program services.

I accept this contract agreement and will follow all requirements as stated in the Parent Handbook for A' Royal Academy.

Parent Signature: _____

Date: _____





PARENT EMPLOYER/ SCHOOL INFORMATION

*Please indicate your employer information in the fields below:

You're Name: _____

Name of Employer: _____

Phone: _____

Address: _____

Dear Parent:

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent of child enrolled at our center, with this information statement.

The statement highlights, among other things; 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 Central Registry and Child Abuse Hotline.

Please read statement carefully, and if you have any questions or concerns please feel free to contact me.

Sincerely, CEO

Please complete and return this portion to center (Please Print)

Name of Parent: _____

I have read and received a copy if the information to Parents statement prepared by the office if Licensing, Child Care and Youth Residential Licensing, in the Department of Human Services.

Signature: _____

Date: _____



EXPULSION POLICY

Name of Center: _____

Name of Child: _____

Signature of Parent: _____



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.
Parents threaten physical or intimidating actions toward staff member. Parents exhibit verbal abuse to staff in front of enrolled child.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payments
Failure to complete required forms including the child's immunization records.
Habitual tardiness when picking up your child. Other (explain)

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 to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.

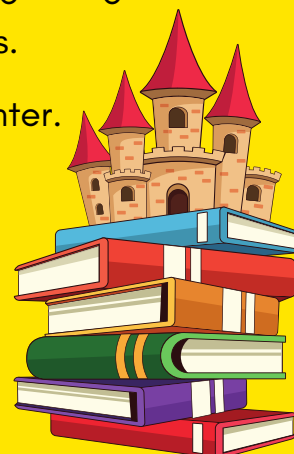
The parent/guardian will be informed about the expected behavior changes requests in order for the child or parent to return to the center.

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 depending on risk to other children's welfare or safety). Failure of the child to satisfy the terms of the plan may result in permanent expulsion from the center.



IF A CHILD'S PARENT(S):

- 👑 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 childcare arrangements.

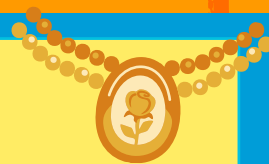


PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- 💎 Staff will try to redirect child from negative behavior.
- 💎 Staff will reassess classroom environment, appropriate of activities, supervision.
- 💎 Staff will always use positive methods and language while disciplining children.
- 💎 Staff will praise appropriate behaviors.
- 💎 Staff will consistently apply consequences for rules.
- 💎 Child will be given verbal warnings.
- 💎 Child will be given time to regain control.
- 💎 Child's disruptive behavior will be documented and maintained in confidentiality.
- 💎 Parent/guardian will be notified verbally.
- 💎 Parent/guardian will be given written copies of disruptive that might lead to expulsion.
- 💎 The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- 💎 The parent will be given literature or other resources regarding methods of improving behavior.
- 💎 Recommendation of evaluation by professional consultations on premises.
- 💎 Recommendation of evaluation by local school district child study team.



EMERGENCY CONTACT



Name: _____

Relation: _____

Home Phone: _____

Cellphone: _____

Name: _____

Relation: _____

Home Phone: _____

Cellphone: _____

Name: _____

Relation: _____

Home Phone: _____

Cellphone: _____

Name: _____

Relation: _____

Home Phone: _____

Cellphone: _____

Name: _____

Relation: _____

Home Phone: _____

Cellphone: _____

Parent Signature: _____

Date: _____

EMERGENCY PICK-UP

Child's Name: _____

Mother's Name: _____

Cell Phone Number: _____

Father's Name: _____

*The following people have my permission to pick up my child from school.

Name: _____

Relationship: _____

Phone Number: _____

Wireless Number: _____

Name: _____

Relationship: _____

Phone Number: _____

Wireless Number: _____

Name: _____

Relationship: _____

Phone Number: _____

Wireless Number: _____

Name: _____

Relationship: _____

Phone Number: _____

Wireless Number: _____

Name: _____

Relationship: _____

Phone Number: _____

Wireless Number: _____

Please be advised that anyone picking up a child must be 18 or older and have a proper ID or the child(ren) will not be release to them. Thank you in advance.

Parent Signature: _____

Date: _____



Date: _____

Date of Enrollment: _____

APPLICATION FOR CHILD ENROLLMENT

Child Name: _____

Phone: _____

Date of Birth: _____

Address: _____

Parents:

Mother's Name: _____

Phone Number: _____

Address: _____

Father's Name: _____

Phone Number: _____

Address: _____

WALKS

() I give permission for my child to participate in walking trips within the center neighbourhood.

Parent Signature: _____

Date: _____

POLICIES

I, (we) attest that all of the information on this application is accurate, and that I (we) have received the following information for my (our) home recorded

Information to Parent's Documents

Yes No

Policy on the release of children

Yes No

Philosophy of Discipline

Yes No

Policy on the Management of illness/Communicable Disease

Yes No

Parent Signature: _____

Date: _____



A' Royal Academy Mission Statement:

The A' Royal Academy staff and facilities as a whole values the development of each child by following independence in students, empowering families and providing community resources. We believe that all children have the ability to become contributing members of society. We believe children learn through active involvement and engagement with materials and people in their environment.



PHILOSOPHY:

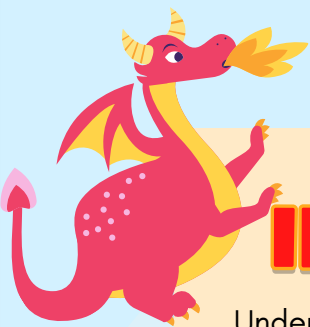
WE AT A' ROYAL'S ACADEMY STAFF BELIEVE; ALL CHILDREN
CAN LEARN

CHILDREN LEARN BEST IN A SAFE CARING ENVIRONMENT FAMILIES
AND COMMUNITY ARE VITAL TO EACH CHILD LEARNING

ALL CHILDREN CAN BECOME CONTRIBUTING MEMBERS
OF THEIR COMMUNITY

A' Royal Academy is designed for children ranging
from the Ages of 6 weeks old to 13 years old.





INFORMATION TO PARENTS



Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents to 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 attesting to his/her receipt of the information.

Our Center is required by the State Child Care Licensing laws to be licensed by the Office of Licensing; Child Care & Youth Residential Licensing in the Department of Human Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.



To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas: 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 Requirements 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services Licensing Publications Fees, PO Box 34399, Newark, New Jersey 07189-4399.

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 Requirements for Child Care Centers.






INFORMATION TO PARENTS

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 violations of licensing standards you are entitled to report them to the Office of Licensing by calling toll free 1-877-667-9845. Of course, we would appreciate you 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(s) 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 and 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.

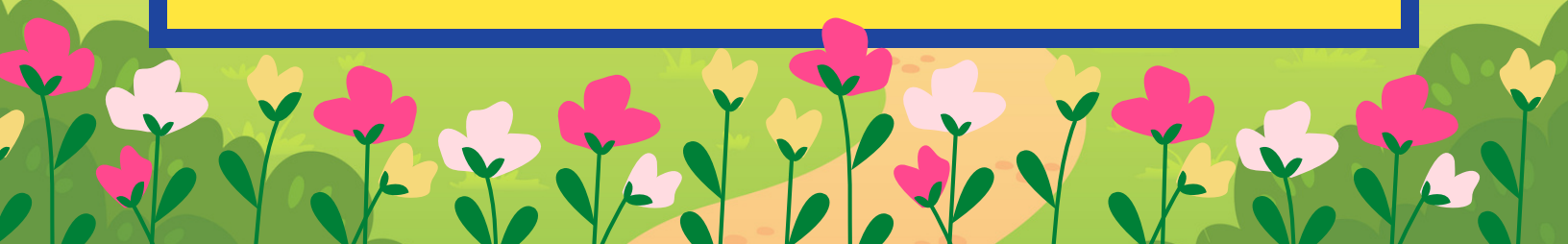
Our center must have a policy concerning the expulsion of children from enrolment at the center. Please review this policy so we can work together to keep your child in our center.



Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Report on the center, which are issued after every 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 if you wish to review them as well will make them available for your review.

Our center must cooperate with all Office Licensing inspections/investigations. Office if licensing 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 discuss with us any questions you may have about it.



EMERGENCY PROCEDURE II


Diagram showing how the center is to be evacuated in case of emergency:

See diagram of the fire alarms and 3 fire extinguishers.

One fire alarm is based by the main entrance in hallway on the wall and the second fire alarm is located in the hallway on the wall next to the rear exit.

There are there (3) Fire Extinguishers one is located near the entrance on the wall, the second Fire Extinguishers is located in the kitchen on the wall and the third Fire Extinguishers is located in the Playground area.

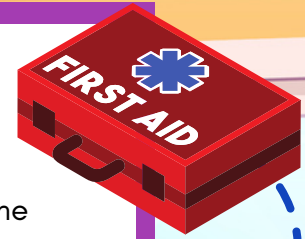
Procedures ensuring children's safety and communicating with parents/guardians in the event of an evacuation, lockdown, natural or civil disaster and other emergencies. Plan for informing parents:

 To ensure children safety we will take children to Don Bosco academy, in case we have to evacuate building. Once children are safety situated in Don Bosco Academy, we will call parents/guardians informing where the children are: Local law enforcement agency or emergency management office:

 Paterson Fire Department: (973) 321-1444

- + A'ROYAL ACADEMY
- + 39 East 39th Street Paterson, Nj 07514 (973) 333-9780.
- + Number of children presenting attending: (But approved for 75)
- + Number of staff: _____ Number of Interns _____
- + In case of evacuation, children and staff will walk two blocks to Paterson Science and technology School
- + Plan for lockdown. Code silver will be announced and all children and staff will go kitchen area. The door will be closed and locked. Staff and children must remain there until notified of clearance by supervisor or law enforcement officer.
- + Plan for reuniting children with parents/guardian. Once children are safety situated in Don Bosco Academy, we will call parents/guardian informing where the children are.

Written Emergency Procedure is posted in all Classrooms, the hallway and the office



DISCIPLINARY POLICY

The right of each individual child and adult should not be punished with hitting, yelling, and screaming, cursing or corporal punishment. If any of the above is done; staff WILL BE TERMINATED IMMEDIATELY and reported to the authorities.

- Actual or attempted theft will lead to write-up or termination.
- Fighting or creating a disturbance on premises will lead to write-up or termination.
- Falsification in connection with your employee application, attendance or any other record will lead to termination.
- Insubordination will lead to termination.
- Use of obscene language will lead to write up or termination. There is a zero (0) tolerance for physical or verbal punishment.
- Threatening of children/employees/parents or any adults associated with A' Royal Academy will be terminated.
- Misappropriations of funds will lead to termination.
- Smoking is not permitted on the premises or 50 feet within A' Royal Academy. Staff must accurately sign in and out daily.
- Staffs are not permitted to eat or drink in the classroom.
- Staff will only release children to the person(s) of the parents' consent. Staff will not make their own schedule; it must be approved.
- Absence



ABANDONMENT OF JOB IS CONSIDERED NOT SHOWING UP FOR THREE CONSECUTIVE DAYS WITHOUT CALLING OUT. This will result in termination.



Excessive absence will lead to write-up, after three (3) write-ups, you will be terminated. Unreasonable failure to report to work as scheduled will result in a write-up. Leaving an assigned work area without permission will lead to a write-up or termination.





CONSENT TO DISCLOSE

Name: _____

Date: _____

Social Security Number: _____

By signing, I, _____, give A' Royal Academy permission to do a criminal background check on the name of social security number above. I understand that A' Royal Academy may share my personal information with other agencies during this process. I attest that the information given above is true.

Signature: _____

Date: _____

Witness/Title: _____

Date: _____



RECEIPT OF DISCIPLINE POLICY & RELEASE POLICY.

In signing this statement I agree that I have received a copy of A' Royal Academy's Discipline Policy and Release Policy.

Staff Print: _____

Signature: _____

Date: _____

