

Wyckoff Reformed Church

Nursery School
580 Wyckoff Avenue
Wyckoff, NJ 07481

INFORMATION TO PARENTS

Our school is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our school. Look for it when you are in the school.

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

Our school must have on the premises a copy of the Manual of Requirements 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 for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, NJ 08625-0717, Telephone (609)292-1021 or (609)292-9220.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the school or the meaning, application or alleged violations of the Manual Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our school may be in violation

of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention too.

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

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

Parents are entitled to review the school's copy of the Bureau of Licensing's Inspection/Violation Reports on the school, which are issued after every State licensing inspection of our school. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the school during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

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

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

Parents of enrolled children may visit our school at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our school must inform parents in advance of every field trip, outing, or special event away from the school, and must obtain prior written consent from parents before taking a child on each such trip.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the school or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control. Toll-Free at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, NC 717, Trenton, NJ 08625-0717.