

THE GIVING NEST PRESCHOOL & KINDERGARTEN PARENT POLICY & PROCEDURE HANDBOOK COVID Edition 2021 – 22 School Year



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We did it! We safely reopened The Giving Nest Preschool & Kindergarten on September 16, 2020 after being closed since March 13, 2020 because of the COVID-19 pandemic. Despite our COVID challenges – the Giving Nest did exceptionally well this current school year. “Knock on wood,” we did not have to close our school or any classroom bubbles due to a COVID case. We believe our success was due to **going over and above** the CDC and state mandates and that all of us (parents and staff) worked together to make this happen.

New procedures and policies had to be put into place for everyone's safety. Yes, the Giving Nest will 'look different' but from the first day of school until the last your children will be loved, nurtured and educated the way that we have been doing since 1990! Our goal is to provide your children with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by our local health department and the New Jersey Division of Youth and Family Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact the director at your child's school location if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that The Giving Nest Preschool & Kindergarten is a safe, healthy and enjoyable place for your family.

Mary Sue Frank
Debbie Hannon
Co-founders and Directors
The Giving Nest Preschool & Kindergarten

POLICY #1: Parent/School Tuition Agreement for the 2021/2022 School Year

In order to secure your child's enrollment, you must:

- 1. Complete, sign and submit The Giving Nest Application and Parent/School Agreement.** Pay the first of ten tuition payments and a \$50.00 registration fee per family.
- 2. Pay the second payment on or before September 1st.** If your child withdraws from the school during the school year you must write a letter a month prior to the month you will be leaving. We will then apply this payment toward your child's last month with us. This payment will not be refunded if we do not have a 30-day prior notice.

Tuition Payments:

1. Tuition envelopes will be sent home the last week of each month to be used for the upcoming month for tuition.
2. Tuition payments are due on the first of the month.
3. If a payment has not been received by the last day of the month, the student will not be permitted in class until payment is received.
4. If there is a balance on your tuition account, your child will not be eligible for extended care, enrichment classes and/or any special programs.
5. There is no tuition refund if your child is absent from school due to illness*, domestic problems, or family vacations (**even extended vacations that the child may be away for months**).

Extended Care & Enrichment Payments:

1. Invoices for extended care will be sent home the beginning of the month included in your tuition invoice
2. If no payment has been received by the end of the month the student will not be able to be in extended care the following month

Administration Fees:

1. Monthly Tuition: There is a \$10.00 late fee if payment has not been received by the 10th of each month from October to May.
2. Returned Checks: There is a \$35.00 fee for returned checks.

COVID

1. If someone in your child's bubble is diagnosed with COVID the entire bubble will not be permitted to attend school for 14 days. The Giving Nest will offer modified home instruction during this time and there will be no reduction in tuition.
2. If the school is required to close for an extended period of time, we will offer modified home instruction for the remainder of the month and will be unable to refund payment for that month.
3. If the school is required to close for longer than one month, you would have the option of your child receiving remote learning at a reduced price or keep your child at home until we are able to reopen. If you keep your child home, you will not be charged for any of the time the school is closed after the first month.

POLICY #2: NONDISCRIMINATION OF STUDENTS

Admission to the Giving Nest Preschool & Kindergarten shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

Policy #3: EXTRA HYGIENE MEASURES DUE TO COVID-19

1. **Handwashing**: As soon as students arrive to school, they will wash their hands. Hands will also be washed throughout the day and more frequently with soap and water for at least 20

seconds. Hand sanitizer will be used for our older classes when soap and water is not readily available. Sanitizing stations are located throughout our facility.

2. **Sanitizing/Disinfecting**: All hard surfaces and frequently touched surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the sink for a disinfecting process like usual. All surfaces and toys will be sprayed with our electrostatic mister after the children leave the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. **Germ Guardian Air Purifier**: Every classroom has a *Germ Guardian Air Purifier* machine with a U-V light.
4. **Shared Spaces**: All shared spaces (the bathrooms, gym room, playground, hallways, kitchen) and classrooms will be cleaned after each use and deep cleaned at the end of each day.
5. **Mask Wearing (Children two years of age and over)**:
 - **Facemasks**: Drop Off and Pick Up Person, Staff and Children **MUST** wear a Facemask during arrival and dismissal times. Facemasks should be labeled with your child's first and last name and they should have a baggie to hold the facemask. Facemasks should be laundered each day.
 - **CDC & State Mandates**: The CDC and state would like the staff to **encourage the children** to wear some form of a face covering once they are in their 'Classroom Family Bubble.' Staff must wear a face covering throughout the day. The teachers will approach encouraging children to wear their face covering as we would approach any new skill. We will make it fun by playing games and doing activities to help the children feel comfortable with this 'new' accessory. Children **will not** wear a face covering during lunch and snack time, gym time and playground time. Weather permitting, there will be more outdoor time than in the past.
 - **Face Shields, Facemasks & Snug Fitting Over the Nose Gaiters**: Once the children and staff are in the 'Classroom Family Bubble', you have less restrictive options. Children and staff can wear a Face Shield (it must come below the chin), a Facemask or a Snug Fitting Over the Nose Gaiter. You are responsible to provide whatever option you choose. If you do choose facemasks or gaiters, please send in two every time your child is at school. These **face coverings** and the **ziplock bag** that will hold these items **MUST** be **labeled** with your **child's first and last name**. Facemasks and gaiters must be laundered at the end of each day and Face Shields must be cleaned and disinfected at the end of each day.
6. **Social distancing**: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Classes will not comingle / intermix and will be with the same teachers throughout the day. When staff and children leave the classroom, if over 2 years old,

they will wear a face covering until they get to their destination. Once they reach their destination, the face coverings will be removed and placed in the child's individual ziplock bag.

7. **Personal Belongings**: Children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Rest time items will be sent home at the end of each day, bedding should be laundered and returned on the next school day.

POLICY #4: RELEASING CHILDREN

- All parents and/or guardians must complete a **Permanent Pick up Permission Form** before the first week of school. This form requests a list of the names and phone numbers of individuals (relatives, friends, parents of classmates) who have your permission to pick up your child from school. This form is included in your admission packet. During our COVID time **the total number of individuals who can pick up your child is limited to 2 other than his/her parents.**
- Students will be released **only** to a parent or person listed on the pick-up form. The teacher keeps this form in the classroom and a copy is kept on file in the office. Please inform anyone picking up your child that they will be asked for identification if we do not know them.
- If someone other than the parent or persons listed on the permanent pick up form is to pick up a child, the parent must complete a *Temporary Pick Up Form* (these forms are available in the office at any time or can be found on our website) -or- send an email request to us at givingnestnp@gmail.com or jpgivingnest@gmail.com.
- If a non-custodial parent has been denied access or granted limited access to the child via court order, the Giving Nest must have documentation to this effect on file. Otherwise, the child will be released to either parent.
- If a child is not picked up at the end of his class, he/she will stay in the classroom with the teacher or the teacher assistant. Every attempt will be made to contact the parent. The parent will be charged \$20.00 for every 15 minutes they are late picking up.
- If a child is not picked up by the closing of the school day, our procedure is as follows:
 - a) Staff members will make every effort to contact the parents of the child or any of the individuals listed on the emergency card on file.
 - b) If the staff member in charge is unable to contact anyone by 4:30 p.m., it will become necessary for her to call the *24-hour State Central Registry Hotline (1-877-NJ-ABUSE)* to seek assistance in caring for the child until a parent or authorized individual is able to pick up the child.
- If the individual picking up a child appears to be intoxicated or physically or emotionally impaired, the child will not be released. All staff members have the right to make this decision based on observation. Should this decision be made, the school will make every effort to contact another authorized person to pick up the child.

Policy 5: DROP OFF & PICK UP During the COVID timeline

During these COVID times drop-off and pick up will be staggered. The Giving Nest Preschool will be operational from 7:45am – 4:15pm, Monday through Friday. We will be offering Permanent Early Care an hour before your child's regular start up time and an hour after your child's regular end time.

We **do not** offer after care for our half day classes. All children must be dropped off by 9:30am. At this time our virtual “SING TIME” will begin. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time.

Drop-Off Procedures

As per our CDC and State guidelines: “No one but Giving Nest staff and students shall be permitted to enter the school during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes.”

Schedules: You have received a **Drop Off and a Pick-Up Schedule with your calendar.**

Health Stations:

There will be ‘THREE’ Health Station (our two front entrance doors and our back entrance door.) Your schedule will tell you where to park and what door your child will enter / exit.

What to expect at the Health Station –

- Everyone **must** wear a facemask.
- Our check-in staff will do a visual assessment of the drop-off person and child.
- You will hand in a ‘Daily Health Screening’ form. It is imperative that the questions are answered honestly - we want everyone to be safe and healthy.
Please Note: Before school begins you will receive multiple copies of this handout. This form must be filled out every time your child comes to school.
- Your child’s temperature will be taken and logged. If your child’s temperature is below 100.0F he/she will go to their teachers that will be at the health station. Before entering the ‘Classroom Family Bubble,’ children and staff will wash their hands with soap and water for 20 seconds. If your child’s temperature is above 100.0F they will have to go home.

Pick up Procedures- Everyone should wear a facemask during pick-up time. Each class will be dismissed at their scheduled entrance / exit door. The pick up person should come to that area and the teacher will dismiss the children to their parent / guardian or pick-up person

Drop Off & Pick Up - Inclement Weather -

Our health check-in stations will be directly inside the entrance / exit door that your child enters during inclement weather and the winter months.

POLICY #6: CHILD’S HEALTH & SAFETY (OTHER THAN COVID)

1. **New Students:** Before a new student can enter the Giving Nest program we must have on file a completed Universal Medical Form and Immunization Records. As your parental responsibility it is imperative that you keep the Immunization Records up-to-date.
2. **Returning Students:** The state mandates that children attending school must have

documentation of an annual physical and that any new immunizations must be documented and recorded. This form **MUST** be completed by your child's health care provider and returned to the school.

3. **All Students: Seasonal Flu Vaccine** – The current seasonal flu vaccine is required every year by December 31st for children 2 to 5 years of age. We need documentation from your child's physician each school year when they receive the seasonal flu vaccine.
4. **Required Immunizations mandated by the State of New Jersey** (If you have any questions we have a Recommended Childhood Immunization Schedule in the office)
 - ✓ A minimum of four doses of diphtheria, pertussis, tetanus (DPT) vaccine is required. One dose must be given on or after the fourth birthday.
 - ✓ A minimum of three doses of polio vaccine, (OPV/IPV) is required. One dose must be given on or after the fourth birthday.
 - ✓ One dose of rubella (German measles) vaccine given on or after the first birthday. If MMR is given before the first birthday, the child is identified and revaccinated.
 - ✓ One dose of mumps vaccine given on or after the first birthday.
 - ✓ One dose of varicella for all students.
 - ✓ HIB four (4) doses for all students. Two doses of measles-containing vaccine given on or after the first birthday, preferably as MMR, no sooner than one month and no later than the routine interval of two months following the first dose and a second dose by the fifth birthday.
 - ✓ Three doses of hepatitis B vaccine for all students entering kindergarten and/or turning five years of age. Upon receipt of the first dose of Hepatitis B vaccine a child is granted admission to school until the completion of the Hepatitis B series (this should be completed within a few months and at the discretion of the doctor).
 - ✓ Influenza Vaccination is required yearly.

Exclusion Due to Contagious Illnesses: Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, or conditions (ie. Ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc) will not be admitted to the program, it is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call the school before leaving your home to be sure they may attend. If your child appears to be sick or has any of the above symptoms while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within 15 to 30 minutes of notification. Parents will be notified if there is a diagnosed case of a contagious illness.

POLICY #7: SICK CHILDREN – Other than COVID-19 (Management of Communicable Diseases)

1. We try our very best to keep the Giving Nest a healthy place to send your children, but we need your help!
2. Please keep your child at home if he/she is not feeling well.
3. Any child with a communicable disease* or exhibits one or more of the following symptoms should not attend school. If such symptoms occur at school, the child will be removed from the group and parents will be called to take the child home.
 - ✓ Severe pain or discomfort
 - ✓ Severe diarrhea
 - ✓ Axillary (forehead) temperature of 100.4 or over
 - ✓ One or more episodes of vomiting
 - ✓ Lethargy
 - ✓ Severe coughing

- ✓ Yellow eyes or jaundiced skin
 - ✓ Red eyes with discharge
 - ✓ Infected, untreated skin patches
 - ✓ Difficult or rapid breathing
 - ✓ Skin rashes in conjunction with fever or behavior changes
 - ✓ Skin lesions that are weeping or bleeding
 - ✓ Mouth sores with drooling
 - ✓ Stiff neck
4. 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 school unless contraindicated by the local health department or the Department of Health. This policy conforms to the Manual of Standards, DCF.
 5. *See the NJ Department of Health communicable disease quick reference guide on the next page or online at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Quick Reference



Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service
Disease Reporting Requirements and Regulations can be viewed at:
<http://nj.gov/health/cd/reporting.shtml>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your **own** local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

REPORTABLE **WITHIN 24 HOURS** OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE **DIRECTLY** to the **NEW JERSEY** DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Written report within 24 hours

HIV/AIDS

609-984-5940 or 973-648-7500
Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

Sexually Transmitted Diseases **609-826-4869**

Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases) **609-826-4878**

Written report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings **609-826-4920**

Report within 30 days after diagnosis or treatment

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

July 2013

www.nj.gov/health/cd

POLICY #8: ON RE-ENTERING SCHOOL AFTER ILLNESS

1. Children with minor illness may return to school when they are symptom-free or has a health care provider note.
2. A child may return to school with strep throat only if he/she has been on an antibiotic for a full 24 hours.
3. A child with a diagnosed illness, serious illness, communicable disease or injury will require a physician's note to return to the Giving Nest at the Director's discretion.
4. A child may return to school after chicken pox when all blisters have developed scabs.
5. The Giving Nest maintains an Illness Log of all sickness reported to or manifested at the school.
6. Parents will be notified if there is a diagnosed case of chicken pox, conjunctivitis (pink eye), Coxsackie virus, Fifth Disease, Strep Throat or Lice at the school. A notice will be sent home to the children who are in the same class as the sick child.

POLICY #9: (PEDICULOSIS) HEAD LICE

Head lice can affect anyone, does not discriminate and can be very "pesky". It can be a common occurrence in schools especially during the fall and winter months. We make every effort to keep our school lice free.

We will...

1. Notify you immediately if we have a reported case of head lice.
2. Notify you if we have heard that a surrounding public school has a case of head lice.
3. Once you get this notification, we encourage you to be proactive by:
 - ✓ Checking your child's head daily by using a **Nit Comb**.
 - ✓ Not sharing brushes, combs, hats, etc.
 - ✓ Keeping long hair in a ponytail, braid or a bun.
 - ✓ Applying gel or hairspray in your child's hair (it inhibits the lice from attaching to the hair)

Please help by...

1. Should you detect any lice/nits, notify the school immediately. Please be assured that your call will be kept completely confidential.
2. Treat your entire home as well as the people in it.
3. Bag any items not washable, wash anything washable in hot water, vacuum all carpets and furniture.
4. Most Important – DO DAILY head checks using a **Nit Comb**.

Returning to school...

1. Your child may return to school after receiving treatment and all nits have been removed.
2. A parent is asked to be present for the re-inspection of head lice by the office staff prior to admission to the classroom. This is not allowed presently due to COVID-19.

POLICY # 10: HEALTH AND SAFETY with REGARDS TO COVID-19

- **Covid-19 Symptoms presented at home:** If your child is showing COVID symptoms (fever, cough, shortness of breath) OR if your child has been in close contact with a person or child testing positive for COVID, you must keep your child home. They must be isolated for a minimum of 7 days after symptoms onset, and 72 hours after their fever resolves without fever-reducing medicines. (e.g., if symptoms and fever resolve on day 7, the person can return on day 10). For most, this will be 14 days after the household contact with COVID-19.

- **COVID Symptoms presented at school:** We have designated a space for children and staff who exhibit symptoms to be safely and gently separated. Upon discovering COVID-19 symptoms in a child, (e.g., fever of 100.0 or higher, cough, shortness of breath, etc.) the child's parent/guardian will be called and he or she must be picked up within 15 minutes of receiving this phone call. We understand that it is very common during winter months for children in our age group to exhibit some of these symptoms and we will strive to be as discerning as possible. However, in light of the current health crisis, we feel we cannot be too cautious. The safety and wellbeing of your children is our utmost concern. If a child is sent home as a potential COVID case, we must receive a Doctor's note clearing him/her for return to school with a negative COVID diagnosis.
- **Potential COVID risks at home:** We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID in a child or an adult who has been present in the Giving Nest Preschool we will inform our Department of Health Office in Somerset County and our families.
- **A Positive COVID present in our school:** Per state and federal regulation, if a positive COVID case is present in your child's classroom or bubble, all children and staff in that classroom or bubble must quarantine for 14 days. If your child's class must quarantine, we will offer guided at home instruction. We will notify the families within that classroom as soon as we are made aware of this. If there is a positive COVID case present in the school, but not in your child's class, you will be notified. The Giving Nest Preschool is required to report any positive COVID cases directly to the state and CDC – however, in accordance to HIPAA laws, no child's identity will be divulged. The Giving Nest Preschool will contact the local health department for direction in the incident of a positive COVID case at our school. We will follow their guidance on whether our entire facility must shut down to help mitigate the spread of the virus.

POLICY #11: ALLERGIES

The goal of the Giving Nest Preschool and Kindergarten is to ensure the safety and well being of all our students. Each year we have a number of children with a variety of allergies (eggs, peanuts, milk, mangos, watermelon, apples, strawberries, raw vegetables, sesame seeds, chalk, latex, etc.) at each of our locations. The Giving Nest is not a "Peanut Free, Milk Free, etc." school.

The Giving Nest Policy & Pledge with Regards to Children with Allergies...

1. Upon your request, the director, teacher and assistant will contact you to discuss your child's allergies.
2. We will keep your child's required medication and the physician's paperwork that has his/her signature and detailed instructions in a cabinet that is inaccessible to the children.
3. Paperwork that needs to be completed by the physician will be given to the parent if they listed an allergy on the application.
4. That our staff members are trained on the use of an Epi-pen, In-haler and Nebulizer.
5. That at least 2 staff members will be in the building at all times that are CPR and First Aid Trained.
6. That an "Allergy List" will be posted inside the teacher's closet and in her lesson plan book. Specifics about the allergy will be noted on the list.

7. The office has a detailed list of “All” the children that have allergies at our school with specific information and that the extended care staff has the same information in their extended care notebook.
8. All tabletops are cleaned first with a Soap & Water solution and second with a Disinfectant solution before and after lunch and snack time.
9. The children will clean their hands with soap and water before handling food.
10. Special Occasions – Holiday Parties and Birthday celebrations: We will discuss what is being served during these times and you will either bring in something ‘special’ for your child or your child may be able to have what is being served.

What we expect from Parents of Children with Allergies and/or the Child’s Pediatrician:

1. That you note allergies on the Giving Nest application.
2. That you provide the SCHOOL OFFICE with any necessary medication and the required physician paperwork. We cannot have any medication on the premises without the paperwork AND medication.
3. All medication must be:
 - a. Labeled with the child’s name and prescription
 - b. Stored in the original container
 - c. If two Epinephrine pens are noted on the container, both are required to be sent in.
4. If you note any allergy/medical condition on the application but your child does not require medication we need paperwork completed by the pediatrician stating as such.

POLICY #12: DISPENSING MEDICATION

The Giving Nest Preschool and Kindergarten will administer prescription and non-prescription medication ONLY if the following steps listed below are followed:

1. A statement from the private physician indicating the condition, the diagnosis of the condition for which the medication is being prescribed, and the length of time that the medication should be taken in school, as well as the possible side effects of the medication.
2. The parent’s written permission for the Director and office staff to administer the medication with specific instructions on how to administer the medication. (Parent should note the time that the prior dose was given and whether the child is to receive more than one dose per day at school.)
3. The parent must supply the medication in its original container, which must be appropriately labeled by a pharmacy or physician.
4. This medicine will be stored at school. It should never be in the child’s backpack or lunch box.
5. Non-prescription medication shall be administered only after receipt of written approval from the child’s parents.
6. The school director must approve all medication to be administered in school.
7. The only individuals permitted to administer medication in school are the director, the assistant director, or an office staff member. If these individuals are not available a teacher may administer the medication.
8. A medication log will be filled out each time medication is administered.

The school Director must approve all medication to be administered in school. The only individuals permitted to administer medication in school are the director, office staff or the parent. In the

event none of the above individuals are present, the teacher may administer the medication. A medication log will be filled out each time medication is administered.

POLICY #13 DISCIPLINE

At the Giving Nest positive discipline means training and helping children to achieve self-control; it doesn't mean 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. Positive Discipline is a process of teaching children how to behave appropriately. It respects the rights of the individual child, the group, and the adult.

Our staff is trained extensively on our discipline policy/philosophy. Our policy/philosophy is based on the following beliefs:

1. A well-prepared, organized classroom encourages positive behavior.
2. If a child is actively engaged in an age appropriate and stimulating small group activity behavior problems will be minimal.
3. Discipline means training and helping children to achieve self-control.
4. Discipline **NEVER** means PUNISHMENT.
5. There should be consistent, clear rules that are explained to children and understood by adults. Children are taught the rules through role-playing.
6. Children learn by modeling appropriate adult behaviors.
7. Children learn by taking ownership of their behavior and they should be given logical consequences and choices when appropriate.
8. Good choices/behavior should be recognized not his/her person. (For example: Never say "Good boy/girl" rather say "You are sharing the blocks – great job!").
9. Bad choices/behavior should be corrected not his/her person (For example: Never say "Bad boy/girl" rather say "At the Giving Nest we do not throw blocks").
10. Anticipate problems and potential problems and act upon them quickly.
11. Adults should assume leadership and follow through consistently and fairly.
12. Provide the structure and support children need to resolve their differences.
13. Share ownership and responsibility with the children. Talk about our room, our toys.
14. Re-direct to a new activity to change the focus of a child's behavior.
15. Provide individualized attention to help the child deal with a particular situation.
16. Have the child sit with you for a few minutes so he/she may gain self control. (We use one minute for each year of the child's age for how long they sit).
17. Divert the child and remove from the area of conflict.
18. Provide alternative activities and acceptable ways to release feelings.
19. The following things are **DISALLOWED** while disciplining a child: Hitting, shaking, any corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any form of emotional punishment; any form of child abuse and/or neglect; withholding food or emotional responses or stimulation or rest/sleep; and making children stay silent or inactive for an inappropriately long period of time for the child's age.
20. A child will **NEVER** be disciplined for not eating, sleeping or for soiling himself. Nor will any child be disciplined by withholding: playground privileges or loss of snack or lunch.

POLICY # 14: EXPULSION

Unfortunately, there are 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 or other parents.
- Parent exhibits verbal abuse to staff, other parents or other students 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 immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff, other parents or children while on school premises.

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 or 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 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 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 childcare (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.

CHILD WILL NOT BE EXPELLED

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 child care 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 the disruptive behaviors 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 consultation on premises.
- Recommendation of evaluation by local school district child study team.

POLICY #15: FOOD and HYDRATION

- **SNACK TIME:** All children that attend a **full day class** should bring a 'small snack' every time they come to school. The snack should be in a baggie or a container that is labeled "Snack" and put in your child's lunch box. **Some ideas:** Goldfish, Cheese and Crackers, Pirate Bootie, Veggie Sticks, **Cut Up** Fruits or Vegetables, Graham Crackers, or a Granola Bar.
- **HYDRATION:** To ensure that all children stay hydrated, we require that all children bring a reusable bottle filled with water every time they come to school. The lid and the bottle must be labeled with the child's first and last name. Children will have access to their water bottle any time throughout the day. If your child is on a special diet, please inform the school.
- **LUNCH TIME:** All children will have lunch while at school. Please clearly label the outside of your child's lunchbox with your child's first name. Food cannot be refrigerated or heated and any food that has been opened cannot be returned home at this time.

POLICY #16: QUIET REST TIME

The Giving Nest will provide quiet rest time for children who attend school for four or more consecutive hours. (Rest Time is not required for our Bluebird, Cardinals or Kindergartners). Each child will be provided with a cot for use during rest time. (Each cot will be disinfected daily.) Children must bring large beach towels stored in a sealed bag. The towels and bag must be labeled with the child's first and last name. During the Chick-a-dee rest time the lights are dimmed and the teacher plays quiet sleepy time music. During the Duckling rest time the lights are dimmed, and the children watch an educational and developmentally age appropriate video for no more than 30 minutes. During this COVID timeline all napping items must be sent home each and every day. Please wash and dry accordingly.

POLICY #17: BATHROOM, DIAPERING & POTTY TRAINING

Before the children go outside or have snack or lunch they take a trip to the bathroom with the teacher and the teacher assistant. If your child needs help with snaps, zippers or buttons they are there to assist. If a child requests to use the bathroom at any time, he/she will be taken immediately. The teacher will also ask if anyone else would like to visit the potty at this time. This is a good reminder for those children who get involved in play and forget to ask or those that may be too shy to ask. The Children who are in the Chick-a-dee and Duckling classes do not have to be potty trained.

Children in the Bluebird and Cardinal must be potty trained. The teacher or the teacher assistant when needed will change children that wear diapers. If your child is still in diapers, please put **two diapers** or **pull-ups (with Velcro only)** and **wipes** in his/her backpack. **The Giving Nest does not do formal potty training.**

POLICY #18: DELAYED OPENINGS & SCHOOL CLOSINGS

In case of severe weather and there is a school closing or delayed opening, as soon as a decision has been made you will be notified as follows:

- You will receive an email blast with either:
 - Notification that school will be closed for the day
 - (I changed this) Or, the delayed opening arrival time for all other students
 - There is NO EARLY CARE on a delayed opening day but there will be aftercare
- Channel 12, News 12 NJ
- Message on our school phone: (908) 754-2060

If, during the course of the morning, a delayed opening changes to a closing you will receive a second email blast informing you of the change and channel 12, News 12 NJ will be updated. There will also be an updated message on the school phone. If there is a storm, please call the school in the morning or the night before.

POLICY #19: CLASS TRIPS

The Giving Nest does not go on Class Trips that require transportation. We bring “Class Trips” to the Giving Nest. For example, during Community Sing we will have the fire fighters come with their truck and we will have other visitors depending on our yearly schedule. We also will have a farmer that will bring chick eggs that we will take care of and watch hatch from their eggs. DURING THIS COVID TIMELINE VISITS FROM FARMERS AND VISITORS HAVE BEEN RESTRICTED.

POLICY #20: TUITION PAYMENTS

Giving Nest Tuition is divided into ten (10) equal payments due on the first of each month. As explained on our application and in our Parent/School Agreement, your first payment is due upon registration; your second payment is due by June 4. If you sign up after June your second payment is due 30 days later. There are eight (8) more payments due by the first of each month from October through May. Please use the payment envelopes provided for you during the school year. Tuition payments may be placed in your ‘Child’s Personalized Information Folder’ or they can be mailed to our P.O. Box Address: The Giving Nest Preschool & Kindergarten, P.O. Box 7106, Green Brook, NJ 08812-7106. *There will be no tuition refund if your child is absent from school due to any illness, domestic problems or family vacations (even extended vacations that the child will be away for months).*

POLICY #21: BIRTHDAYS WITH NEW POLICIES DURING THE COVID TIMELINE

Birthdays are very important at the Giving Nest. We will make this a very special day for your child. **Before COVID**, during sing, the birthday child would hold the flag for the flag salute and the anthem.

Afterward, we would all join in to sing "Happy Birthday". The teacher would take a photograph of this event. Parents were always invited to this special event.

During this COVID timeline we have mandates that we must follow BUT be assured we will make this a special day for your child. During Circle Time the birthday child will hold the flag for the salute and the anthem. The class will sing "Happy Birthday" and the teacher will take a 'birthday photo' that will be sent home at the end of the day. If you would like to send in a Birthday Treat for your child's class, you can send in **"STORE PRE-PACKAGED TREAT."**

The following are not allowed: Munchkins, Donuts, Cupcakes or Cakes, Goodie Bags, Games and/or Projects). Teachers are not permitted to deliver party invitations.

POLICY #22: WAYS TO VOLUNTEER-

Unfortunately Volunteers will not be permitted to enter the building during the COVID timeline.

When COVID is behind us please look below to see Ways You Can Volunteer...

Community Sing Room: Every year the Giving Nest children enjoy learning about our *school theme* throughout the year in our *Community Sing Room*. Our themes change from year to year. We encourage parents, friends, and relatives who may have special knowledge or experiences relating to our theme to come in and share with the children. We also love parents with special talents to come in and perform for the children. It is always a treat for a child to have his/her parent come in and talk to the group. If you would be interested, please make arrangements with the director.

Classroom: Each age group explores various themes in the classroom throughout the year. You may refer to the monthly calendars on our website, www.givingnestpreschools.com for information regarding individual class themes. Again, we encourage you to come in and share with the children if a theme interests you. Parents are welcome to come in and do cooking projects, arts and craft projects, read a story, or teach a short lesson. Please make arrangements with your child's teacher in advance.

Nest Network: This is an organization started by our Giving Nest parents. Membership is voluntary, and you may join at any time of the year. Our Nest Network parents meet several times a year to work on various projects. Meetings are held during the day and in the evening in an attempt to accommodate all parents and caregivers. Past activities of the Nest Network include helping at bake sales, special school events and teacher appreciation week.

POLICY #23: SCHOOL VISITATION-

Unfortunately, parent visits are not available during the COVID timeline.

When COVID is behind us...The parents of children enrolled in our school can visit the school at any time during the school's normal hours of operation. Parents may observe without scheduling an appointment. Please be advised that our doors are locked during the school day, and parents should report to the office after ringing the doorbell in the front of our building.

POLICY #24: PARENT/SCHOOL COMMUNICATION

We try our best to communicate with all our families at the Giving Nest. We keep the lines of communication open through:

Monthly Newsletters: At the end of each prior month we post on our website a newsletter highlighting school-wide activities planned for the month.

Class Calendars: At the end of each prior month your child's teacher will post on our website a classroom calendar highlighting the activities planned for the month for each class. Special events such as holiday parties, show 'n tell, "red" day, etc. will be noted on the calendar. It is a good idea to hang your calendar on your refrigerator to remind you of special dates!

Monthly Age Group Highlights: An explanation of the small group activities planned for each age group will be posted on our website each month. Please take a few minutes to read because it details the learning games and stimulating activities your children will be enjoying. It is a great way to encourage your child to talk about his/her school day and to reinforce skills at home!

Additional Notification Resources: We often use the following notification avenues for various reminders, notifications, volunteer opportunities...

- **Constant Contact**
- **Facebook** – check often for a peek in to see what's happening at the Giving Nest.
- **Events calendar** – found on our website. The calendar can be viewed for the entire year to help plan work or vacation schedules.
- **Parent/Teacher Conferences:** Informal conferences may be initiated by a parent / guardian or staff member when appropriate. A formal conference with the teacher and parent / guardian is scheduled in November for all classes. DURING THIS COVID TIMELINE THESE CONFERENCES MAY BE DONE VIRTUALLY. In January and May, the teachers will send home a progress report. Conferences are not scheduled at this time unless the teacher and/or parent feel it is necessary.

POLICY #25: SOCIAL NETWORKING AND WEBSITE USE

The children at the Giving Nest participate in lots of interesting and fun activities throughout the year. We want to give you many opportunities to watch your children enjoying themselves and learning new things. With this in mind, following is our Social Networking and Website policy. (Please note, no full names or personal information will be included at any time). You will receive the Permission form in the Admission Packet that we will give to you at the Meet & Greet and we will have your signed copy on file. **During this COVID timeline, some of these activities will not take place.**

1. Children may be photographed by local newspapers with his/her class when we have a special event taking place in the school.
2. Photographs of the children may be put in our monthly newsletter and hallway displays.
3. Children may be photographed and/or videoed for Giving Nest promotional and/or advertising purposes.
4. Children may be photographed and/or videoed with his/her class that would be displayed on our Giving Nest Web Page.
5. Children may be photographed and/or videotaped with his/her class for our Facebook Page.
6. Children may be photographed and/or videotaped with his/her class to be emailed to his/her classmates and present Giving Nest families.

Parents are prohibited from posting and/or sharing any photographs and/or videos of any child other than their own while children are participating in Giving Nest activities. The Giving Nest is only responsible for pictures and/or videos posted by the Giving Nest on Giving Nest social networking owned websites/pages.

POLICY #26: USE OF TELEVISION AND COMPUTERS

The use of a television, computers, and other audio-visual equipment shall:

1. Be limited to educational, interactive and instructional use only
2. Be age and developmentally appropriate
3. Not be used as a substitute for planned activities or for passive viewing
4. Be viewed for no longer than 30 minutes

POLICY #27: CONCERNS & PROBLEMS

The directors and teachers have pledged to resolve problems as quickly as possible. If you have any questions, problems, or concerns, please feel free to call the school or leave a note for the teacher or director via the office. If you wish to speak to either of the owners, you may ask for them in the office, leave a message or email them:

Mary Sue Frank – 908-754-2060 – givingnestnp@gmail.com
Debbie Hannon – 908-222-1003 – debbiehannon@givingnestpreschools.com

Department of Children and Families Office of Licensing INFORMATION TO PARENTS

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

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you'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 as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of 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 view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center,

which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information investigation, you are also entitled to review the OOL'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 and we will make them available for your review or you can view them online at

<https://childcareexplorer.njccis.com/portal/>.

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

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

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

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

Parents of enrolled children may visit our center at any time 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 center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form 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 center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292- 0422 or go to www.state.nj.us/dcf/.