

Dear Parents/Guardians:

Welcome to Magic Kingdom Day Nursery! The purpose of this handbook is to provide you with important general information about student school policies and discipline procedures. This handbook also provides you with detailed information on other salient matters such as reporting a student absence, requesting make-up work during a student absence, school security, and much more.

We encourage you, along with your family, to read carefully each section of this handbook. If you or your relative has any questions pertaining to the information contained in this handbook, please feel free to contact the principal to seek answers or clarification.

In addition to familiarizing yourself with this information, active participation in school and in related organizations, which are both dedicated to the benefit of children and are supportive of your schools, is greatly encouraged. Your presence and your involvement in the school sends clear messages to your student that their education is a priority to you; that school plays an important role in your life as well as their own; and most importantly, that you are invested in their success.

Education is a partnership. We need your support to be truly effective. To that end, we pledge our best efforts to the education of your children. Best wishes for a good year. The principal's office is always open to you. On behalf of Vocationist Sisters and Magic Kingdom Nursery Staff, as well as our certified and non-certified staff, I welcome you to the new scholastic year.

Sincerely,

Sr. Josephine Sabesaje  
Director

# MAGIC KINGDOM DAY NURSERY REGULATIONS & POLICY

## **ARRIVAL AND DEPARTURE**

The Nursery School opens at 8:00 a.m. and closes at 5:00 p.m., Monday through Friday. Dismissal time is from 3:00 p.m. to 5:00 p.m. extended hours are available from 7:30 to 8:00 a.m. or 5:00 to 5:30 p.m.

## **REGISTRATION FEE**

For all \$100.00

The tuition is paid on a monthly basis.

**18 months to 2 ½ and up: \$205.00 per week**

**3 years old \$ 200.00 per Week**

**4 years old: \$ 190.00 per Week**

**Kindergarten: 150.00 per Week**

In case of siblings, one child pays in full the second 10%.

be notified as openings arise.

We also offer K-enrichment -price depend on time of arrival.

**PLEASE NOTE:** The registration fee is NONREFUNDABLE and is not prorates for late payment, as well as the tuition paid in advance is NONREFUNBABLE.

**Tuition:** Monthly tuition is based on the number of weeks in the month. For any bounced check, there will be \$25.00 fee.

The tuition is due every first Monday of the Month. Please make checks payable to the Vocationist Sisters.

## **Tuition Policy**

Tuition is charged monthly. Full tuition payment is required whether your child will not attend the school for a week or so due to any illness, or if you go for family vacation, and during school year observances or school closings due to inclement weather.

## **Late Payment Penalty:**

Tuition is due on the first Monday of the Month. If payment is received after one-week a \$ 5.00 fee will be added to the tuition fee.

*Updated 5/2019*

## **Daily Sign-In and Out**

Parents must sign children in and out each day according to New Jersey State Department of Family Services Regulations. The sheet for Sign In and Out is placed at the front of the counter by the entrance door.

Upon arrival, all children shall be accompanied by an adult from the car into the school and upon departure, from the school to the car. Children will be released only to persons authorized by the parents. If you must send someone else to pick your child who is not on our approval list, we must be notified in writing or please call the office for notification. A child will be allowed to leave the Nursery only in the company of one of his/her parents or a person known to the Sisters. If a parent has a restraining order prohibiting the other parent from picking up a child, we require that a copy of the signed court order be provided to us.

### **PLEASE NOTE: ONLY THE PARENTS/GUARDIAN CAN SIGN A CHILD**

## **Pick-Up**

It is important to pick up children on time. Please read the center's policy on the release of children.

Children may be picked up before 12:00 pm if necessary. If possible, we ask that you refrain from picking up your child during rest time. It is disruptive to the children's resting moment.

## **Late pick-up policy**

If a parent is late, a staff member will stay with the child at the center until parent comes. After 15 minutes, the parent/guardian will be called. If the parent/guardian cannot be reached, the emergency numbers listed on the authorizations/emergencies will be called. After all efforts was done to reach the parents or emergency numbers have failed, the director or teacher is required to call the "Division of Youth and Family Services" 24-hour child abuse hotline 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.

NOTE: If a parent has been denied access or granted limited access to a child by a court order, we require a copy of the signed order which will be kept on file. Magic Kingdom will comply with the terms of the court order.

## **GUIDELINES FOR POSITIVE DISCIPLINE**

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adults. Methods of positive discipline shall be consisted with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

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

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their difference.
- Share ownership and responsibility with the children. Talk about our room, our toys.
- You can use positive discipline by intervening when necessary:
  - Re-direct to a new activity to change the focus of a child's behavior.
  - Provide individualized attention to help the child deal with a situation.
  - Use time-out-by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
  - Divert the child and remove from the area of conflict.
  - Provide alternative activities and acceptable ways to release feelings.
  - Point out natural or logical consequences of children's behavior.
  - Offer a choice only if there are two acceptable options.
  - Criticize the behavior, not the child. Don't say "bad boy" or "bad girl," Instead you might say "that is not allowed here."
- You can use positive discipline by showing love and encouragement:
  - Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
  - Provide positive reinforcement through rewards for good behavior.
  - Use encouragement rather than competition, comparison or criticism.
  - Overlook small annoyances, and deliberately ignore provocations.
  - Give hugs and caring attitude to every child every day.
  - Appreciate the child's point of view.
  - Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting, shaking or any other form of corporal punishment.
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- Engaging in or inflicting any form of child abuse and/or neglect.
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
  
- Requiring a child to remain silent or inactive for an inappropriately long period of time.

*Updated 5/2019*

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

OOL/guidelines for positive discipline/April 2017

### **Policy on visits to our Center**

Parental visits are welcome. Parents/Guardians of enrolled children may visit our center at any time; however, prior arrangements or appointments must be made. We do ask that you stop at the Principal's office before entering the classroom. For the kindergarten children, please keep in mind that classes are in session and we try to have as little disruption as possible therefore we request that visits are kept short.

**Meals** - are provided by the School each day; Breakfast, Lunch and Snack. Please refrain from bringing food to school. For any health issues of the child, which the child cannot eat the food we offer, please bring doctor's note.

### **Child's withdrawal**

Child's absence if not reported to the School will be interpreted as a withdrawal after one (1) week. When a child is to be withdrawn from the Nursery, a two-week written notice should be given.

### **Attendance**

We encourage parents to bring their child every day. The class starts at 9:15, therefore, we ask that parents should bring their child before that time. Morning lessons are the most important part of the child's educational learning, and so, please bring your child earlier.

Parents should notify the school every time the child is absent.

### **Changes in address or telephone number**

Parents must immediately notify the Nursery School in writing if there is a change in their address, telephone number or work telephone number. It is very important that we can reach you for any emergency reasons.

### **Nap and quiet time**

All preschool and pre-kindergarten children attending the center are required to rest during rest time. Rest time begins at 12:30pm and end at 1:30pm. The 4 & 5 years old will rest/relax only 30 minutes.

If you need to drop off your child in the afternoon you may do so before 12:15pm or after 1:30pm.

The center provides only cots for each student. A cot size blanket, a sheet and a small pillow for nap time if the child needs, has to be provided by the parents. If you bring a pillow for your child, please make sure it has a washable cover. All sheets, blankets and pillow covers **MUST** be taken home every Friday for cleaning and must be returned each Monday. **(PLEASE LABEL ALL THE ITEMS WITH YOUR CHILD'S NAME ON IT.)**

*Updated 5/2019*

## **Clothing:**

Pants with elastic waist band are preferred for the children from 18 Months to 3 years old. (Please label child's clothing with their name.) We are not responsible for any lost clothing or any child's personal belonging.

## **No Toys**

We ask that parents should refrain from sending their child to school with toys from home. The child may bring toys on Fridays for show and tell as part of the classroom activity. The center has an abundance of toys and games for your child to play with. The Nursery also will not be responsible for lost toys.

## **Drills and Lockdown**

A Monthly fire drill is required by law to teach the student how to leave the building immediately in case of fire. We are also required to do Lockdown during the school year. Teachers in all classrooms provide instructions for safety procedures throughout the school year. When drills or Lockdown are in progress, all occupants of the building must observe and respond to the signals by the required routes. We are also required to do emergency evacuation once a year. For emergency evacuation, we will be going to 90 Brooklake Rd.; the building next door.

## **Birthday Celebration**

You are welcome to celebrate your child's birthday at the school. However, the celebration must be at lunch or at snack time. Keep in mind that the cake or ice- cream must be enough for two classes. Since the children eat in two groups at a time. Please be aware that some children have allergies with certain food. We are PEANUT FREE SCHOOL. NO HOMEMADE FOOD is allowed also.

## **Fundraising**

Several Fundraisers will be presented during the school year. The proceeds from these fundraisers will be used for various school improvements such as play equipment, health and safety features and educational materials or school supplies. Parents are encouraged to support in all the fundraisers which is for the benefits of the children that are coming to our school. If you are not able to participate to it, we suggest that each family give a donation to the School, minimum of \$ 75.00 per family.

## **When a child is ill**

Our procedure for sick child is an expression of concern for the ill child and for the well-being of our children. Our primary concern is to prevent the spread of colds, stomach viruses, and other contagious diseases.

For fever, your child must be 24 hours fever free before coming back to school.

If the child is really sick like coughing, severe runny nose, vomiting, and diarrhea; we recommend that parents should keep the child home.

## **Individual health plans**

Children with diagnosed health issues such as asthma, food allergies or any other ongoing or emergency condition that requires care and/or medication during the school day needs to have a health plan completed by their child's physician. The plan needs to be in place before the child begins attending school.

## **Administration of medication**

If it becomes necessary for medication to be given to your child during school hours, please follow these procedures:

1. Medication will be stored in a cabinet or refrigerator. Medication will be administered by a designated staff member. The staff will follow the doctor's written instruction.
2. The parent/guardian must submit a signed parent Medication Consent Form and a signed/stamped Physician's Request for Medication Administration Form including potential side effect and adverse reactions.
3. Medication must be in the original container and the following information must be visible on the container label: student's name, doctor's name, pharmacy address, pharmacy phone number, prescription number, medication name, strength, date prescription filled. Prescription dosage and expiration date and measuring cup. Medication shall be refrigerated if so indicated on the label.
4. Only prescription medication will be administered. Over the counter medications (including fever reducers, pain relievers, antihistamines, decongestant, cough syrups, cold remedies, and ant-itch creams) will be administered by school staff with the doctor's prescription. Nontraditional or alternative medication (including herbal medicines and homeopathic Medicines) will not be administered. Parents will be expected to administer these medications at home.

Medication administration like EpiPen should be given in our center only in case of an emergency.

## **Immunizations**

No child can be admitted without the following certificates of vaccination required by the law (New Jersey Health Department Chapter 14 regulations): A copy of immunizations must be given to the School at the time of registration or before the child starts attending school.

### **Requirements for Children Ages 2 1/2 to 4 years of age**

HIB Homophiles Influenza Type Vaccine: Children age 1 5 months to age 4 must have at least 3 doses of HIB. 1 of these doses MUST be administered after child's 1st birthday. Depending on vaccine manufacturer & when series started; appropriate doses for age required.

DTP: Diphtheria, Tetanus, And Pertussis Vaccine: 4 doses required

Poliovirus Vaccine: 3 doses required, 1 dose must be administered on or after the 4th birthday.

MMR Measles, Mumps, and Rubella: 1 dose required on or after child's 1<sup>st</sup> birthday

Pneumococcal Conjugate Vaccine: All Pre-k children must show proof of (1) vaccine after first birthday.

Varicella vaccine: Must have (1) dose before entering Pre -k and Kindergarten.

Influenza Vaccine: All Children, must annually receive vaccine between SEPTEMBER 1 and DECEMBER 31 each year.

### **Requirements for Children Entering Kindergarten:**

DTP: 4 doses required, 1 dose MUST be administered on or after the 4th birthday

Hepatitis B Vaccine: Series required

Poliovirus Vaccine: 3 doses, 1 dose MUST be administered on or after the 4th birthday Measles: Must have 1 dose of measles administered on or after child's 1<sup>st</sup> birthday. Child must have a 2nd dose of measles vaccine prior to entry into Kindergarten on or after 4th birthday.

Varicella Vaccine: 1 dose on or after 1<sup>st</sup> birthday or proof of disease immunity will be required.

Booster age 5

### **Illness**

Only well children are permitted to attend the Nursery. Any child showing signs of illness, . fever, and heavy cold or contagious condition will not be allowed to attend school. If a child develops one of these conditions during the school day, you will be contacted and expected to pick up your child immediately. If you cannot be reached, the person designated as the emergency contact will be contacted to pick up your child. **In the event of a lengthy or serious illness, a doctor's note may be requested prior to your child's return to school.** The Nursery must be notified immediately if your child develops a contagious illness. If your child obtains a fever over 101 .5 degrees F., they are not permitted to return to school until the fever has broken for a 24-hour period.



This is a new form required by the State of New Jersey according to N.J. A.C. Every child must be examined by a doctor before final admission and the attached Universal Child Health Record MUST be filled out, signed by the parent and stamped/signed by the child's physician. Complete Physical form must be given to the school before the child starts coming at the center.

### **Communicable diseases Universal child health record**

Prevention of the spread of communicable diseases in school and other places where children gather call for the cooperation between parents and school officials. The best way to control a disease in the school is to "Keep It Out" or not "put it in" after it has started. The first step in the control of communicable disease is the knowledge of when and where these diseases are occurring. For this reason, all of the following diseases are reportable to the school. For additional information contact your family physician.

### **Policy on the Management of Communicable Disease**

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

- Elevated oral temperature of 101 .5 degrees Fahrenheit.
- Episodes of acute Vomiting
- Acute Diarrhea - frequent loose bowels ● Severe pain or discomfort
- 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 sore with drooling
- Stiff neck
- Any contagious childhood disease such as Scarlet Fever, Measles, Chicken Pox, Hepatitis, Strep Throat, Flu or Fifth Disease, etc. ● Head Lice
- Open oozing skin infections or rashes such as boils, ringworm, and impetigo.

*Updated 5/2019*

Once the child is symptoms-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 or Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child or staff presents no risk to himself /herself or others.

Note: If a child has chicken Pox, a note from the parents stating that all sores have dried and crusted is required.

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

## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable disease must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Disease and Work-Related Conditions Quick Reference Guide, a complete list of reportable exclude communicable diseases, can be found at:

[http://www.ni.gov/health/.cd/documents\( reportable disease magnet.pdf](http://www.ni.gov/health/.cd/documents( reportable disease magnet.pdf)

OOL/April 2017

The common cold, sore throat and flu are very contagious. During the first three days, all students should be kept out of school and properly treated at home because;

1. It may be the start of a communicable disease.
2. If not treated, may lead to a more serious condition.
3. The child's resistance is lowered and is prone to develop further infection.

*P.S. Once the child is symptom free for at least 24 hours or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others; he/she may return to school.*

If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school without a doctor's note stating that the child poses no risk to himself/herself or others. Children with chicken pox may return to school. with a doctor's noting stating that all sores are dried and crusted.

## **Magic Kingdom Day Nursery 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); and
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 24- hour Child Abuse Hotline 1 -877-NJ-ABUSE (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 to be 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 24hour Child Abuse Hotline 1 -877-NJ-ABUSE (1 -877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

OOL/ Policy on the Release of Children/9.1 2.201 7

## **MAGIC KINGDOM DAY NURSERY POLICY ON EXPULSING CHILDREN**

Unfortunately, there are sometimes reasons why we have to expel a child from our program either in 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 reinforced. The following are reasons we may have to expel or suspend a child from Magic Kingdom

### **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 immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

### **CHILD'S ACTIONS FOR EXPLUSION**

- 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.
- Other (explain).

### **SCHEDULE FOR EXPULSION**

If after the remedial actions above have not worked, the child's parents/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 and 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).

*Updated 5/2019*

Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### A CHILD WILL NOT BE Expelled

- Made a complaint to the Office of Licensing regarding a center's alleged violations of 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.
- Reassesses classroom environment, appropriateness of activities, supervision.
- 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 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.

OOL/expulsion policy/9.6.2017

### **MAGIC KINGDOM DAY NURSERY POLICY ON METHODS OF PARENTAL NOTIFICATION**

The Magic Kingdom Day Nursery believe in providing high quality care and that open, honest and respectful communication between staff, teachers and parents establishes the foundation to build a trusting relationship. This partnership will enhance everyday learning, provide meaningful experiences, and support active learning. Ongoing communication/collaboration is encouraged in the following ways:

**Daily Communication:** at drop-off and pick-up let parent or teacher know how the day progressed for the child. To keep parents informed of learning activities and special events in the classroom, Director / Teachers post important information on their classroom bulletin board or provide written

*Updated 5/2019*

reminders on a white board if they have one in their classroom. Important information and special events are also posted on our hallway, front desk and exit door of our school.

**Postings and Verbal Communication:** are mostly used to inform parents of important information and special activities and events occurring in the school. The school web site presents only general information of the school administration, staff and classroom designation. A list of important dates for the school year is also provided to all parents and available upon request in the main office.

**Meeting with Parents:** Magic Kingdom Day Nursery shall assure that the Director, Owner (Vocationist Sisters) meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the classroom at the time of the meeting or prior to enrollment of the child.

**Parent Conferences:** The Magic Kingdom Day Nursery teacher(s) are available for individual conferences at the request of the parent(s) at any time during the school year. Arrangement will be made to avoid disruption of class and the teacher. Twice a year conferences will be scheduled for all children in order to discuss their growth and development. Progress Reports will be distributed by the teacher especially for the Pre-K 4 and Kindergarten Class.

**Inclement-Weather:** It is very important-at Magic Kingdom Day Nursery that we have open communication with all our parents, teachers and staff members. We use many forms of communication to notify parents and staff members of school closing and emergencies especially with inclement weather. Our lines of communication include:

- Telephones (landline - home phone) .
- Cell Phones
- Cell -Text messages
- School Phones
- News 12 (especially for school closing due to inclement weather)
- E-mail
- Written "hard copies" given out in tote bags of children
- Parent - Director Meeting
- Parent - Teacher Conference

If parents need to contact the Nursery School director, teacher/staff member any/all of the above methods of communication are acceptable.

### **MARGIC KINGDOM DAY NURSERY SOCIAL MEDIA & NETWORKING POLICY**

The following guidelines apply to all social networking media, including but not limited to Facebook, Twitter, MySpace, Wiki etc. Be mindful that what you publish on a social media network, such as Facebook, Instagram, Twitter, Myspace, Wiki, or Blogs, etc., is viewed not only by the intended recipient but any and all individuals who have access to that individual's account.

Your online behavior should reflect the same, if not greater, standards of honesty, respect, professionalism and consideration that you use face-to-face. Remember that online communications are in writing and not subject to a "he said/she said" defense. This social media applies to parents and staff and Volunteers of Magic Kingdom Day Nursery. As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families. We therefore require that, **No Photography taken within the school setting or events with the children are to be posted for public viewing, except those of your own child.** "The guidelines for parents, including but not limited to, prohibiting the posting of photographs or videos of any child other than their own." (OOL Manual)

Concerns that you may have with the school, children and staff should not be aired publicly on social networking sites that can be viewed by other employees, families and/or students.

- No last names, school names, addresses or phone numbers should appear on online postings.
- When contributing online, never post confidential student information and situation.
- When uploading digital pictures/videos to your social media sites, make sure you DO NOT POST PICTURES of other children, parents, staff and nuns and all other school members.

Remember that Magic Kingdom Day Nursery is a catholic based preschool. Any online postings that are derogatory towards the Magic Kingdom nuns, employees, families and/or students reflect negatively on Vocationist Sisters Congregation. In short, use common sense and common decency when contributing comments on social networking sites.

When using social media remember:

- That personal security setting should be managed to ensure that information is only available to people you choose to share with.
- Remember also, that no information sent over the web is totally secure and such if you do not wish the information to be made public refrain from sending it through social media.

*Updated 5/2019*

VOCATIONIST SISTERS  
Magic Kingdom Day Nursery

88 Brooklake Road  
Florham Park, N.J. 07932

Dear Parents,

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this information 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 Child Abuse Hotline, (877) NJ ABUSE (1 -877-652-

Please read this statement carefully and if you have any questions feel free to contact the center.

Sincerely,

Sr. Josephine Sabesaje, SDV  
Director

*Updated 5/2019*

**SUMMARY:**



Magic Kingdom Day Nursery, offers you a safe, supportive, loving and educational environment for your child. The Vocationist Sisters at Magic Kingdom are dedicated to the important task of caring for and helping young children grow and develop into happy, loving, well-adjusted human beings. They are fully aware of the importance and impact of early childhood education.

If you feel that you can meet the above obligations, please sign and return the form below:

*Updated 5/2019*