



This document includes the following:

- Hours and Programs
- General School Information
- Health, Illness, and Safety Information
- Personal Care - Food and Diapering
- Infant Class Description
- Toddler Class Description
- PreSchool Class Description
- PreKindergarten Class Description

Programs, Policies, and General Information
(More detailed information available upon request)

Hours & Programs

- Second Home offers full time childcare programs for children 6 weeks to 10 years.
- All 3 & 4 year old children have a preschool or pre-k curriculum every morning.
- Hours are from 6:30 a.m. to 6:30 p.m., Monday through Friday. Extended hours on request.
- Full day care is a 2-day minimum.
- See separate tuition sheet.

Before & After School Programs

- We offer Before & After School Programs to older children.
- 2-day minimum.
- See separate tuition sheet.

Summer Programs

- Special summer program for children 5 yrs and up. Includes: games, crafts, cooking, theme days, field trips and water play.

Scheduling Guidelines

- We must know your arrival time & departure time. We are especially sensitive to numbers in the early a.m. & late p.m.. If you must bring your child in @ 6:30 a.m., we must know at least a week in advance. We try to accommodate any special needs. Please choose a schedule that works for you. There is a **\$50.00 per day** charge for extra days.

Second Home Child Care Center

General Information

School Information

- Our school has passed all State Inspection & Licensing requirements.
- There is a fire drill each month and each room is equipped with a fire extinguisher.
- All teachers have background checks and are fingerprinted per state requirements. Our teachers are all certified in CPR & First Aid.
- We require that children are picked up & dropped off INSIDE the building. We will not permit a child to be taken from the school unless the parent calls or personally informs us that someone will be picking up their child. (See pick-up procedure) We require a driver's license & signature from the person picking up the child, if they are not known by the staff...even if the parent informs us of the pick-up.
- Our school is equipped with a water purification system to insure our children are presented with only clean water. We also provide Poland Spring bottled water for drinking.
- The school is air conditioned so the children are comfortable during the summer months.
- Our door is locked in order to prevent unwanted persons from entering the school. We will provide parents with an access code when they register and their child starts attending school. All doors are locked so that there is no access to the building except through the front door. There are exterior security cameras.
- We have 5 great play yards and the children spend time outside in the morning and the afternoon if the weather permits.

Behavior Issues

- Each teacher will handle behavior issues as they come up. We use redirection, intervention and conversation to handle most problems. Please see only the Head Teacher or Director if there are issues you must discuss.
- Please ask to see our policy on discipline. This was included in your registration packet.

Birthdays

- Birthdays are very special and we love to share them at school. Please see your child's teacher to schedule your child's birthday party. Parents usually provide a special treat for the day. It is appreciated if chocolate cupcakes and peanut butter products are not sent to school. Please check with the teacher regarding allergies of classmates.

Newsletter and Calendar

- Distributed monthly to the parents via email and available on our website. Please be sure to look over the daily Lesson Plans for the childcare classes posted in your child's room.

Weather

The following procedures will be followed:

- If High Point Regional High School is on a delayed opening or are closed, we will remain open, however, we will delay opening until 7:30 a.m.
- In the event of a severe storm, we will determine based upon conditions. Call if not certain, we will leave a taped message on the school's phone. We will send an email and message via Remind.
- Please provide your email so we can notify you of any weather closings or delays.

Second Home Child Care Center

Personal Care

Meals & Snacks

- Second Home provides a morning snack and drink and a 5 p.m. snack and drink for each child.
- The parents provide lunch and afternoon (3 p.m.) snack and drink.
- We ask that the parents use ice packs in their child's lunch bag to keep food at a safe temperature.
- We have a refrigerator if needed and microwave to warm lunch foods.
- PLEASE ADVISE OF ANY ALLERGIES.

Clothing, Diapers, Bedding

- Parents provide creams, diapers and wipes for children who need them.
- We ask that each child be sent with an "extra set" of clothing, including underwear, as children have accidents and/or spills. We provide a space and a labeled bin to keep a change of clothing in each classroom. Please send one change of clothing and socks. We will send home soiled clothing and ask you to send in a clean set to return to school.
- Parents should send sunscreen when the weather becomes mild enough to be outdoors.
- Please bring any comfort item (blanket, stuffed toy, and pacifier) or any object that your child is attached to. We want the children to feel comfortable and secure.
- We provide sheets and ask that you send a child sized pillow (no large pillows or sleeping bags) and a small blanket. Every child's bedding should come to school labeled and placed in a plastic bag. Please do not send backpacks as storage is tight. All bedding should be taken home on Friday, laundered and come back with the child when they return to school.
- Please label all coats, sweaters, gloves, boots, lunch boxes, etc. with your child's full name.
- Do not send special toys to school. We cannot guarantee their safety.
- Please note that shoes without rubber soles and with open toes **will not** be permitted on the climber and slides. We want to prevent children from slips and falls. Our play yard gates are fenced in and locked. The children cannot open the gates, yet adults have easy access.

Second Home Child Care Center

Health, Illness & Safety

Illness:

- Please notify us if your child is out due to illness. Vomiting, diarrhea, fever, runny nose with a thick discharge, and sore throat require a child to stay home. Please keep your child home if they have fever, rash, runny nose with a thick discharge, vomiting, cough or sore throat.
- All illnesses should be reported to the school.
- Advise us if your child has or has been exposed to: Chickenpox, Lice, Strep Throat, Scabies, Impetigo.

The Health Department must be notified regarding the following communicable diseases:

Measles, Whooping Cough, Anthrax, Botulism, Brucellosis, Diphtheria, Foodborne Illness, Hantavirus, Haemophilus, Hepatitis A, Meningococcal Invasive Disease, Plague, Polio, Rabies, Rubella, SARS, Smallpox, Tularemia, Viral hemorrhagic fevers, Tuberculosis

SEE DIRECTOR FOR LIST OF ALL REPORTABLE DISEASES

Injury & Accidents

If a child is injured, we administer First Aid and write up the injury in an Accident Log. The parents are asked to sign the log so that we are sure they have been informed. We do advise the parent of any child who causes an injury and will take steps to remedy the actions of a child who consistently acts out. Biting is an issue that is discussed with all parents involved, when we have the problem.

Health Notes & Summary

We will require a note from a doctor if a child has been out for several days & requires medication. We can administer medication provided a "Medication Administration Form" is filled out.

THE MEDICATION MUST ALSO BE IN IT'S ORIGINAL CONTAINER.

If your child becomes ill during the school day, we will call you as a courtesy so you can either make a doctor's appointment or pick up the child if needed. We are sympathetic to working parents, so please discuss your needs with us.

All children are required to submit a Universal Health Form yearly and records from their physician showing that their immunizations are up to date and that they are physically able to attend our program. These procedures are mandated by the State of New Jersey and must be submitted within the time requirements. Also needed is an Emergency Information Form showing all contact information for parents and those who can pick up your child. Please be sure we are kept up as information changes.

Please see the website for unsafe products for children: www.state.nj.us/lps/ca/recall/recalls.htm

We suggest you check the site on a regular basis to see if any products are in your home.

Social Media

It is our policy that employees are not allowed to post any photos taken at SHCC on any social media platform.

Second Home Child Care Center

Infant Class Outline

6:30 - 9:15	Welcome children as they arrive. Breakfast &/or bottle if needed. Floor play
9:15 - 9:45	Outside walk (weather permitting) floor time-tummy time - for young infants
9:45 - 11:00	Nap - those who need one. Songs & Play
11:15 - 12:30	Lunch as directed by parents
12:30 - 2:00	Playtime & Music and/or afternoon nap
2:30 - 6:30	Free play, age appropriate crafts, outdoors. Children who are 12 months and over visit the toddler room for large motor development

- Please note that the infant schedule is very flexible. Naps, snacks and lunch are given per the directions of the parents.
- Diapering is always done as needed.
- A feeding schedule for children under the age of 18 months is provided and required by the NJ State Regulation. The form provides the caregivers with information on your child's eating habits and preferences
- Each child has a notebook or "diary" in which the caregiver records your baby's day. Notes are made regarding your child's diet, bowel movements and other pertinent details. The book is to be taken home each day so you can share information about your baby's night as that may affect your child's day.
- We have accommodations for nursing mothers. Please let us know if you are interested.

Infant Registration Policy:

Please do not register your child if you are not certain you will be attending SHCC. We will hold a spot **ONLY** for 2 months with a \$100.00 Registration Fee. The \$100.00 Registration fee is not refundable if your child does not attend for at least 6 months.

Second Home Child Care Center

Toddler Class Outline

6:30 - 9:00	Welcome children as they arrive Breakfast if needed Free Play/Music with Rox
9:00 - 9:15	Diaper Check *
9:00 - 9:30	Story time/Songs/Dance
9:30 - 9:45	Class Circle Time: good morning, weather, day & date, sharing physical activity, and learning game
9:45 - 10:30	Wash hands & enjoy snack time
10:30 - 10:45	Potty time/diaper check/wash hands/free play
10:45 - 11:30	Project time &/or outdoor play &/or Story time
11:30 - 12:00	Wash-up & lunch
12:00 - 12:30	Potty/diaper change/wash hands
12:30 - 2:30	Naptime
2:30 - 3:00	Quiet transition time: books/puzzles/diaper change/potty/ hand washing
3:00 - 3:15	Snack time
3:15 - 4:00	Outdoor play weather permitting/Story time
4:00 - 5:00	Children come inside for clean up & diaper change/potty. Free play/music/games
5:00 - 6:30	Snack & Drink- Free Play

*Diaper changing & potty time are offered as needed throughout the day. **Activities are sometimes changed or rearranged due to the needs of the group.**

Toddlers are sent home each day with a pre-printed sheet that will inform parents about eating, toileting and general behavior of the day.

Please ask to see information on toilet teaching.

Second Home Child Care Center

PreSchool Class Outline

6:30 - 9:00	Welcome children as they arrive; Breakfast
9:00 - 9:15	Music: Seasonal songs or favorite songs done with the entire school community
9:15 - 9:30	News Time: Children have an opportunity to talk about an event in their life
9:30 - 9:45	Physical Activity: Dancing, Catching & Exercises
9:45 - 10:15	Circle Time: We talk about and have a short lesson that revolves around our weekly theme. We assign each child a job of the day, discuss the date, weather, introduce our word of the day, count the children and find out what is in our surprise box.
10:15 - 10:30 Done as a group	Wash up; Snack time (provided)
10:30 - 11:30 Children are grouped with 2 teachers & exchange Centers	Center Time: Children have access to all the centers in the room as the day's activity is done in small groups with the teacher. Our centers include: arts & crafts, puzzles, blocks, housekeeping, dress up, science, library, toys and games.
Readiness Activities	Readiness Activities: letters, numbers, colors, shape recognition, visual & auditory discrimination. Each day the children play a game to enhance these skills.
11:30 - 12:30	Quiet book time as children wash hands and have their lunch
12:30 - 1:00	Story is read as cots for nap time are set up. Classical music is played.
1:00 - 2:00	Cot time. Children must have a quiet rest time of ½ hour. If they do not sleep, they are then offered a quiet activity.
2:00 - 3:00	Wash hands after cot. Transition with books, puzzles & free play as children use the potty and wash hands
3:00 - 3:15	Wash hands/Snack time
3:15 - 5:00	Children play outside if weather permits. Free play in centers or teacher participate in games & activities as parents arrive to pick up their children.
5:00 - 6:30	Games with caregivers, outside play, snack & drink or movies in bad weather only

Please Note: All children, 5 & under, enrolled in our childcare program are required to rest. They are not required to sleep. Cot time is held for one hour. The children who do not sleep may rest for ½ hour & then are offered a quiet activity.

Second Home Child Care Center

PreKindergarten Class Outline

6:30 - 8:45	Meet & Greet, Breakfast, Quiet Games
8:45 - 9:15	Music
9:15 - 9:30	Circle
9:30 - 10:30	Learning & Technology Center/Curriculum Projects/Centers
10:30 - 10:45	Wash Hands & Snack
10:45 - 11:15	Outdoor Play (Weather Permitting) Or Inside Gross Motor Games (Teacher Directed)
11:15 - 11:30	Toileting & Hand Washing
11:30 - 11:45	Story Time
11:45 - 12:30	Wash Hands & Lunch
12:30 - 1:00	Rest Offered
1:00 - 2:00	Quiet Games & Puzzles For Non-sleepers
2:00 - 2:45	Outside
2:45 - 3:15	Wash Hands & Snack
3:15 - 3:30	Story Time
3:30 - 4:00	Outside Or Computers
4:00 - 4:15	School Age Children Arrive-wash Hands & Snack
4:15 - 5:00	Outdoors, Homework Or Table Games For School Aged Children
4:00 - 5:00	Centers & Games For Pre-K Children
5:00 - 5:15	Wash Hands & Snack
5:15 - 6:30	Computers, Table Games