

**THE BURKE**   
**FOUNDATION**

**EARLY CHILDHOOD CENTER  
at YWCA Princeton**



# Parents' Handbook

The Burke Foundation Early Childhood Center  
at YWCA Princeton

UPDATED September 2023

YWCA Princeton is on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities.



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## Welcome

The Burke Foundation Early Childhood Center at YWCA Princeton is excited to welcome your child and family to our renovated center for the 2023-24 school year.

As a licensed childcare by the State of New Jersey's Department of Children and Families (DCF), we are subject to inspection by the state and local health, fire, Office of Licensing, and building agencies. In keeping with New Jersey's childcare center licensing requirements, we have provided you with the informational statement on the following pages.

Staff training includes but is not limited to the following:

- **Updated** Health & Safety Protocols for COVID, March 1, 2023.
- Office of Licensing requirements
- Orientation
- Grow NJ Kids established practices
- Creative Curriculum
- Naptime linen will be cleaned weekly and kept at the center;
- Communicating updates to parents via email, hard copy, ClassDojo, in person, phone call and our website: [www.ywcaprinceton.org](http://www.ywcaprinceton.org).
- For inclement weather please check ClassDojo and our website [ywcaprinceton.org](http://ywcaprinceton.org)

Our multicultural staff brings a myriad of talent, dedication and special learning opportunities that are not found in most childcare environments. We utilize the most recent editions of the **Creative Curriculum** for Infants, Toddlers and Twos, and Preschool. We also utilize the **Get Set for School** curriculum to assist our Preschoolers while they learn through active participation. By using hands-on, engaging materials and playful teaching strategies we make learning fun!!

As a participant in Grow NJ Kids, New Jersey's quality rating and improvement system (QRIS) which is a collaborative effort of the state of New Jersey and the Departments of Children and Families, Education, Health, and Human Services, we are showing our commitment to offering a high quality childcare center. Please take a moment to watch the following 5-6 minute video about the Grow NJ Kids process: <https://www.youtube.com/watch?v=7Xxle7EcsqY>

Grow NJ Kids technical assistants have come into our center to work with us in reviewing quality standards. Working together, we assessed areas of interest such as our activities and curriculum, the physical environment, how we work with families and how we interact with children. As a Grow NJ Kids participant, we have received resources to help develop our program through coaching sessions for staff, free training as well as materials, and added supplies for the enhancement of the classroom learning environment. One of Grow NJ Kids focuses is on the importance of family involvement, which serves to promote and support the social-emotional, physical and academic learning of your child in a childcare setting.

As always, if you have any questions after reading this Parent Handbook, please do not hesitate to contact Nick Cheng, Assistant Director at 609-497-2100 Ext. 311 or [ncheng@ywcaprinceton.org](mailto:ncheng@ywcaprinceton.org) or Tara O'Shea, Director at 609-497-2100 Ext. 325 or [toshea@ywcaprinceton.org](mailto:toshea@ywcaprinceton.org). We look forward to working with the children, parents and families in our community.

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## Information to Parents from the Bureau of Licensing in the Department of Children and Families (DCF)

### General Information

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.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases.

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 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 [childcare.nj.gov](http://childcare.nj.gov)

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.

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 <http://www.state.nj.us/d>

## Licensing

We are licensed by the State of New Jersey Department of Children and Families. We are subject to inspection by the State and local health, fire, Office of Licensing State of New Jersey, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding our licensing, please contact us. Please review this information in its entirety.

## Child Abuse and Neglect Policy

As a licensed childcare facility, staff and parents are required to report suspected child abuse or neglect to DCF. Should staff have any questions or concerns, they will immediately contact the Director of the Burke Foundation Early Childhood Center. For more information regarding how you can get involved, please visit <https://www.preventchildabuse.nj.org/>.

## Health and Safety

### Brief Overview

We are committed to safeguarding our teachers, staff, students, and their families.

As of March 1, 2023 the YWCA Princeton changed the mask policy, making the wearing of masks optional for all employees, CHILDREN and visitors. The YWCA Princeton strongly encourages employees to follow all safety protocols, and if showing symptoms of any respiratory diseases or communicable diseases to wear a mask.

Additionally, children who are exposed to Covid-19 do not need to quarantine if they remain asymptomatic; however, children must wear a mask for 5 days following the exposure and test at least five full days after exposure. **(Home Tests are acceptable.)**

**If your child tests positive they must stay home and test at least five full days after the positive test result. In order to return to school your child must submit a negative test result on the 5<sup>th</sup> day. (Home Tests are acceptable.)** If symptoms develop or a positive test is received, the child must stay home and parent/guardian must contact the Director & Assistant Director at: [toshea@ywcaprinceton.org](mailto:toshea@ywcaprinceton.org) and [ncheng@ywcaprinceton.org](mailto:ncheng@ywcaprinceton.org). Upon returning to school after covid-19 absence, children are required to wear a mask for an additional 5 days.

As state and federal authorities release new health and safety guidance and requirements, YWCA Princeton will continue to review and update our communicable disease-related policies and procedures as warranted and inform you of any changes. The YWCA Princeton reserves the right to change this mask policy at any time.

### Who Should Be Excluded?

- Any child or staff with fever 100.4F or 38C
- Any child or staff with cough or shortness of breath
- Any child or staff with other signs of illness, flushed cheeks, rapid breathing (without recent physical activity), fatigue or extreme fussiness
- Updates subject to newest information available by CDC, Princeton Health Dept. and Office of Licensing

### Communicable Diseases

To provide the best possible care for children under our supervision, the center is designed as a “well child program”. **If your child becomes ill at the center, you will be called to pick up your child within 30 minutes.** If you cannot be reached we will call the next person on your pick-up authorization\*. In the case of a medical emergency, the local rescue squad will be called. **Be sure your medical records and phone numbers are up-to-date.** Inaccurate numbers can only delay treatment for your child.

**\*Pick-up authorized person must be within a 30-minute driving distance.**

## Policy on the Management of Communicable Diseases

If a child develops any of the following symptoms at home or while at the center, the child cannot attend or return to the center without the **permission/clearance** of a physician.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Red eyes with discharge
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Elevated oral temperature of 100.4 degrees Fahrenheit
- Mouth Sores with drooling
- Infected, untreated skin patches
- Shortness of breath or rapid breathing
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Symptoms & signs of possible severe illness (lethargy; uncontrolled coughing, persistent crying, difficulty breathing; wheezing)

If your child is being treated with an antibiotic, they must be on the medication for **ONE SCHOOL DAY** before returning to the center.

If your child is sent home from school for fever, diarrhea, or vomiting, they must be symptom free for **ONE SCHOOL DAY** after being sent home without fever reducing medication.

If your child is out for more than 3 consecutive days, they must provide a written doctor's note clearing them before returning to school.

For all other illnesses, please check Statement of Illness readmission checklist before returning to school.

### Table of Excludable Communicable Diseases

If a child contracts any of the following diseases, please report it to us **immediately**. The child may not return to school without a physician's note stating that the child presents no risk to themselves or others.

#### Respiratory Illnesses

- Chicken Pox
- German Measles\*
- Hemophilus
- Influenzae\*
  
- Measles\*
- Meningococcus\*
- Mumps\*
- Strep Throat
- Tuberculosis\*
- Whooping Cough\*
- COVID-19\*

#### Gastrointestinal Illnesses

- Giardia Lamblia\*
- Hepatitis A\*
- Salmonella\*
- Shigella\*

#### Contact Illnesses

- Impetigo
- Lice
- Scabies
- Conjunctivitis

#### \*Reportable diseases, as specified in N.J.A.C. 10: 122-7. 10(a)

Staff perform a **daily health check** and may recommend that a child be sent home if he or she appears to be ill, exhibits any of the above symptoms and does not want to participate in any activities. We will isolate the child from others and call a parent to pick the child up. We are relying on parents to make good decisions regarding their child's health and not bring a child to school that has been vomiting or has had diarrhea during the night or the previous day. Any Communicable Disease **MUST** be reported to us; and requires a physician's note to return. We will notify parents if children are exposed to illnesses at school as soon as possible. Please help us reinforce good health habits at home by encouraging your child to wash hands frequently and practice sneezing into a tissue or against the INNER arm only if a tissue is not available.



## Accidental Injuries

We take precaution to ensure your child's safety while at school. During normal child's play accidental injury does occur, (We are not liable for this normal consequential injury). Staff are trained in First Aid & CPR and will immediately assess an injury & administer appropriate care or determine medical or dental attention is necessary. If deemed necessary, our procedure is as follows:

- Contact the Primary parent/guardian; If unsuccessful, Contact the Secondary
- Contact the First Medical Emergency Contact if neither parent/guardian can be reached;
- Contact the child's physician or dentist & explain the circumstances

The Director will be in charge of making decisions regarding the care of the child until a parent/ guardian or emergency designee arrives. For breathing difficulties, seizure episodes, unconsciousness, or severe bleeding our policy is to call 911 immediately. One of our childcare administrators will accompany the child in the ambulance to Princeton Medical Center.

It is essential for you to keep your contact information up to date.

If injuries are not of a serious nature we will provide initial care & ask parents to sign a written incident report at dismissal. Parents may request a copy. Parents will be called should a child receive an injury above the shoulders, or sustains an injury requiring professional medical care. On occasion, a child does not tell a staff member that an injury has occurred. Please call us to report such incidents, as we still must log the incident.

## “Back to Sleep” Campaign

According to the revised Manual of Requirement for Child Care Centers, all childcare centers are required to place children in the face-up sleeping position unless a different sleeping position is indicated **in writing by the child's health care provider.**

This new requirement is part of the “Back to Sleep” campaign, which has resulted in dramatic drop in the rate of SIDS (Sudden Infant Death Syndrome) in the past years. SIDS, the sudden death of an infant under one year of age, is a disease of unknown cause. SIDS is rare in the first month of life, peaks between two and four months and then declines. Despite the recent decreases in the incidences of SIDS, it is still responsible for more infant deaths in the United States than any other cause of death during infancy beyond the neonatal period.

This requirement became effective September 2004. We do understand that children fall asleep in their own way. If your child is under one year of age and prefers to sleep on his/her stomach, we ask that you please bring in a physician's authorizing note.

## Biting

As young children develop, they experience many ways of communication. Part of this development includes the phase of biting and usually affects older infants through toddlers. When children do not have their words to help them express their frustration, affections or overall feelings they often use biting as a form of communication. While our staff are very aware of this part of development and will do their very best to help prevent a biting incident to occur, there are times when biting will become an issue in a classroom. When this occurs it is important for you as parents and guardians to know how we handle situations like these.

When a biting incident occurs, the child who is injured will receive immediate attention. We will cleanse the wound with soap and water and give lots of tender loving care. The parent/guardian will also be notified by phone regarding the incident. The child who caused the injury will receive a report for their parent/guardian to sign as well. We will explain on their level that biting hurts, and we will continue to encourage them to use their words. Whenever biting becomes an issue with any child, we will work closely with the families to help them and the child get through the phase.

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## Drop Off/ Pick Up

Parents should park their car and walk to the front door, to drop off their child. Parents should turn off their cars before dropping their child off at the main entrance.

At Drop off, a staff member will be present to greet the children and families.

At Pick up, everyone must have their ID ready. Please call **609-273-6524** to announce your arrival for pick-up. Please give your child's name and classroom. At that time, your child's classroom teachers will sign them out and your child will be escorted to the entrance of the building where you will be waiting.

## What If Someone Gets Sick At School?

- If staff becomes ill during the day, they will be excluded immediately and sent home to self-isolate
- If a child becomes ill during the day, they will be isolated immediately
- Parent/Guardian must come immediately to pick up ill child
- In the case of a positive COVID-19 test, the center will follow the guidelines from March 1, 2023.

## Classroom & Transitions

- Staff arrange furniture to give children more space
- Cots & cribs are set up with children facing head to toe (6ft) at rest/naptime
- Schedules will be organized to avoid congestion in the hallways and on the playgrounds

## Intensify Cleaning and Disinfection Efforts

- Routinely clean and disinfect items that are frequently touched, especially toys & games
- Only washed and sanitized toys will be shared between groups
- Books and other paper materials are not considered high risk for transmission
- Keep cloth bedding stored separately and washed weekly
- Nightly cleaning and weekly vaporizing from outside company

## Meal Time

- Food handling & diaper changing **may not** be done by the same staff member at the same time
- Sanitize table surfaces
- Wash hands
- Ensure children wash hands prior to and after eating meals
- Children in the same group may eat at the same table at snack/lunch
- Serve each child individually
- Wear gloves when serving food

## Physical Distancing

- Playground time will remain staggered
- When possible more time outside
- Schedule group movement to avoid congestion in the hallways

## Everyday Preventive Action

- Wash your hands often with soap and running water
- Avoid touching your eyes nose or mouth
- Avoid close contact with people who are sick
- Stay home from school when you are sick
- Any updated information will be shared with parents and guardians.
- **The CDC is continually updating their guidance on personal protective equipment (PPE). We check their webpage regularly for the newest guidance.**

The goal is to increase hand hygiene as much as possible since the COVID-19 pandemic. The Caring For Our Children recommendation is to use soap and water when possible and when there is visible soiling, but alcohol-based hand sanitizer is permissible if soap and water is not available. If alcohol-based hand sanitizer is available and will increase the frequency that children and staff do hand hygiene, then it will be used if necessary. Remember that alcohol-based hand sanitizer is toxic if ingested and must be kept out of reach of small children.

## Ratios

Office of Licensing & new staff child ratio by CDC and local health department (1:4 Sprouts/Rosebuds, 1:6 Cherry Blossoms 1:8/10 Tiger Lilies, 1:10 Sunflowers, and 1:12 Dragonflies)

## Disclaimer

We cannot prevent all infections, but can reduce the risk of infection. We can focus on health practices to reduce the risk of spreading all communicable diseases.

## Health and Safety - Parent Responsibilities

### Symptoms

- If your child has a temperature of 100.4 F or above or displays any symptoms of communicable diseases they should not attend school. It is the recommendation to contact your physician for the next steps in the prevention of the spreading of any illnesses.

### During The Day

Please know we are taking very good care of your children, as always, and we will contact you immediately if needed. If you feel you must reach out to us during the day, we understand and ask that you call **Megan Kaltschmid, Family Liaison Worker at 609-497-2100 x336** or email [mkaltschmid@ywcaprinceton.org](mailto:mkaltschmid@ywcaprinceton.org) or **Chelsea Roberts, Assistant Childcare Coordinator at 609-497-2100 x323** or email [Croberts@ywcaprinceton.org](mailto:Croberts@ywcaprinceton.org). Please know we will respond by email or phone call as soon as possible, while making the children in our care our first priority.

### Pick Up

Parents must park their car and walk to the front door with ID ready. Since many staff will be participating in the pick up procedure, it will take some time to get to know everyone. Once the pick-up person is present and their ID has been checked, a YW staff member will retrieve the child and bring them out for the designated pick-up person. When outside the main door please call 609-273-6524. **Please do not call before coming to the front doors as this will delay the pick up of other children.**

## Regular Day School Year of 23-24

**Burke students (Cherry Blossoms, Tigerlilies, Sunflowers, Dragonflies)** should arrive no later than 9:30 am unless a medical note is submitted to the childcare admins. **For SPROUTS and ROSEBUDS students they may arrive no later than 10am, unless a medical note is submitted.**

Only medical/dental appointments are considered excused tardiness. Please present a note at the time of drop off.

**Princeton Public School students (Buttercups, Daffodils, Butterflies)** are to arrive between 8:50-9am unless you are signed up for before care, as the school day is 9am-330pm. You are considered late as of 9am.

## About the Program

### Curriculum

The Creative Curriculum is a rich, developmentally appropriate program that incorporates best practices and reflects how young children develop and learn. It features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and critical thinking skills.

There are 38 objectives for development and learning that define our goals for young children. These goals cover the following areas of children's development:

- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science
- Technology
- Social Studies
- The Arts
- English Language Acquisition

## Enrichment Programs

Enrichment programs offered are:

- Yoga (Ages 3 – 6) Mindfulness
- Story time (Ages Toddlers – 6)
- Music with Ms. Jen (Ages Infants – 6)
- Dance/Movement (Ages 4 – 6)
- Learning without Tears (Ages 3 – 6)

## Outdoor Play

Outdoor play is extremely important because of the opportunities it provides for exploration, discovery & experimentation. The variables outside are endless: plants, animals, insects, water, trees, rocks, dirt. The gross motor play children need to encourage physical development emerges spontaneously while children are enjoying the outdoors. Nature offers the opportunity for mental and emotional growth as well. In addition, sunlight provides a natural dose of Vitamin D.

**All children who are well enough to attend school will be taken outdoors on a daily basis.** The only exceptions are if there is active precipitation, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollution, extreme cold or heat that might cause health problems or a medical note indicating the medical condition and period of time the child may not go outside. However on certain days weather may only permit the children to go out for a limited time, thus children may go outside for a short walk and return inside to participate in large motor activities inside the W center. The all-purpose room (W Center) provides an alternate space for active play when weather is an issue for outdoor play.

All children must go out at the same time to maintain our child-staff ratios. **Parents may not request for their child to stay indoors unless requested in writing from a health care provider indicating the medical conditions and dates.** Please dress your child in weather appropriate clothing.

During the summer months, we schedule several opportunities for outdoor play each day. Water play activities will be planned in advance so that parents can be advised of when to provide proper materials such as bathing suits, towels, water shoes. Please note that water will be changed between groups in order to adhere to our updated health and safety protocols. Children always have access to drinking water while outside. Our teachers provide reminders and encourage the children to take regular water breaks.

**Children should wear closed toed shoes to help protect their feet from injury and from the heat & cold. Closed toed shoes can cushion body weight, protect feet, and allow children to safely play cooperative games in the W Center as well as enjoy the playground & playground structures at our school.**

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## Transitions

Children (12 – 30 months) will transition after it is deemed developmentally appropriate. Whenever a child transitions to a new classroom during the school year, teachers will inform parents, collaborate and pass on information to the new classroom teachers. If at any time we feel a child needs more or less time to transition, we will adjust our plans accordingly.

## Home Language

At the Burke Foundation Early Childhood Center we make every effort to communicate with children and families whose home language is one other than English. Within 30 days of registration, families will receive a Home Language Survey. Parents/guardians are asked to complete this survey within one week of receipt. This information will help guide our program to provide a culturally responsive environment for all of our students and families. Other strategies our teachers use to support Dual Language Learners include labeling classroom centers and providing access to classroom materials in the home language, using picture labels around the classroom, and requesting parents to share words in their home language in order to help make the children feel more comfortable in the classroom. We also have several bilingual staff members and Spanish curriculum materials.

## Ages & Stages Assessment Tool and Early Intervention

The first five years of your child's life are very important. Your child's health development forms are a foundation for lifelong learning. The Ages and Stages Questionnaire (ASQ-3) is a reliable and valid screening tool for teachers and parents to help assess the development of young children in their care. Many professionals rely on the ASQ-3 as a developmental and social-emotional screening for children from one month to 5.5 years. The ASQ-3 looks at strengths, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children, while addressing any concerns as early as possible – when a child's brain and body are developing so rapidly. Because developmental and social-emotional delays can be subtle and can occur in children who appear to be developing typically, most children who would benefit from early intervention are not identified until after they start school. Even pediatricians fail to detect delays more than 70% of the time when they rely on clinical judgment alone.

The benefits of screening early are:

- Developmental delays, learning disorders, and behavioral and social-emotional problems are estimated to affect 1 in every 6 children.
- Only 20-30% of these children are identified as needing support before school begins.
- Intervention prior to Kindergarten has huge academic, social, and economic benefits.
- If Social-Emotional problems are addressed early, children are less likely to be placed in special education programs.

As a parent, you are the best source of information about your child. Parents are expected to assess their child at home and return the results to the teacher (It takes 10-15 minutes to complete). The teacher will share the results with parents. Please visit <https://agesandstages.com/about-asq/> for more information.

## Assessment of Child Progress

Throughout the year our teachers observe, record, and document what the children do and how they do it as a basis for a variety of educational decisions that affect the child. Assessments provide information that help our program do the following:

- Monitor children's development and learning over time to identify strengths & needs
- Guide lesson planning and decision making about children's interests, needs, and abilities
- Identify children who might benefit from special services
- Report to and communicate with families and provide information about individual children
- Know what areas of the program need improvement (based on groups of children)

Every child learns differently, so our teachers are constantly observing their students in order to provide individualized instruction to each child. In addition to the Creative Curriculum, we implement Learning Without Tears in our preschool program to strengthen fine motor skills and develop pre-printing and printing skills, as well as letter and number recognition. Teachers observe and document each child's progress and assess the children using the Teaching Strategies GOLD Assessment Tool. Individual child observation reports will be sent home daily for our infant and toddler classrooms and weekly for our preschool students. However, assessments will be provided to parents at parent-teacher conferences, which are held twice a year.

## Strengthening Families Initiative

The Burke Foundation Early Childhood Center participates in the NJ Strengthening Families Initiative that uses an evidence-based approach to help reduce child abuse and neglect by strengthening families through offering training and guidance. The data collected from the pre and post surveys that you will receive via email will allow us to connect parents/guardians to workshops and resources that promote stronger, healthier families. To learn more about the initiative please visit <http://www.nj.gov/dcf/families/early/strengthening>

## Discipline Policy

The goal of discipline at the Burke Foundation Early Childhood Center is to enable and encourage the growth of self-discipline within all our children. Since self-discipline is a slow process, children are disciplined in a positive manner and at a level that is appropriate for their age and actions. Self-discipline is achieved when a child can make appropriate decisions for themselves without being told which decision is correct and accept responsibility for those choices.

Our YWCA teachers and staff play a crucial role in the decisions children make during this development process. We strongly believe in positive reinforcement. Through positive reinforcement, teachers can guide children towards self-discipline and self-control, while ensuring the health, safety, and respect of every child. It is our expectation that teachers should always remember to maintain developmentally appropriate expectations of young children. Children are developing self-regulation skills and their attention spans are short. Attention spans are estimated by doubling a child's age, (i.e. a three-year-old will have an attention span of about six minutes). Therefore, teachers are trained to remain positive, use soft, yet sometimes firm voices, and model self-regulation skills while maintaining manners and consideration for others.

Children have to be allowed to try to work out their differences and resolve problems without teachers always intervening. Children are told what they can do, rather than what they cannot do. Children are encouraged to talk about their feelings and actions in order to grow and reflect. Also, natural consequences should be applied to relevant behaviors. To discourage inappropriate behaviors, children are redirected to other materials and activities in a positive and encouraging manner.

As required by New Jersey law, discipline **will not** consist of any type of spanking or any other physical punishment. Discipline will also never consist of any type of verbal abuse such as cruelty, inappropriate tones, humiliation, sarcasm or fear. Lastly, discipline will not be connected with toileting, food, or rest.

If a child's inappropriate behavior becomes consistent or harmful, you will receive a behavior report and contacted by the Lead Teacher and a meeting will be set up between the parent and teacher if needed by the director. During this transition, we will work with you and your child for a positive outcome.

## Suspension/Termination Policy

Most of the time childcare is provided in a group setting, and, as always, the welfare and safety of all children and staff is our top priority. There are times and reasons we must suspend or terminate a child from our program. We want you to know that we will do everything possible to work with the family of the child in order to prevent this policy from being enforced.

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Following are the reasons we may have to suspend or terminate a child from the Burke Foundation Early Childhood Center:  
**Suspension**

**Immediate causes for suspension:**

1. The child is at risk of causing serious injury to other children or themselves.

**Child's actions for suspension:**

1. Failure of the child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outbursts.
3. Excessive biting.

**Parental actions for child's suspension:**

1. Failure to complete required forms.
2. Habitual tardiness when picking up child.
3. Failure to pay and/or habitual lateness in tuition payments and/or late pick-up fees.

**Termination**

**Immediate causes for termination:**

1. Parent threatens staff members with physical or intimidating actions.
2. Parent exhibits verbal abuse to staff in front of enrolled children.

**Parental actions for child's expulsion:**

1. Verbal abuse to staff.

**Child's actions for expulsion:**

1. Ongoing physical or verbal abuse to staff or other children.

**Schedule of termination:**

1. If remedial actions have not worked out, 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 Director.
2. The parent/guardian will be informed of the length of the expulsion period.
3. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program.
4. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternative childcare (approximately one to two weeks' notice, depending on the 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 from the program.

**A child will not be suspended/terminated if the parent/guardian:**

1. Made a complaint to the Office of Licensing regarding the program's alleged violations of the licensing requirement.
2. Reported abuse or neglect occurring at the center.
3. Questioned the Director regarding policies and procedures.
4. Has not been given sufficient time to make other childcare arrangements.

**Proactive actions that can be taken in order to prevent suspension/termination:**

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess program environment, appropriateness of activities, and supervision.
3. Staff will use positive methods and language while disciplining children.
4. Staff will praise appropriate behavior.
5. Staff will consistently apply consequences for breaking rules.
6. Child will be given verbal warnings.
7. Child will be given time to regain control.
8. Child's disruptive behavior will be documented and maintained in confidentiality.
9. Parent/guardian will be notified verbally.
10. Parent/guardian may request written copies of disruptive behaviors that might lead to expulsion.
11. The Director, Lead Teacher, and appropriate staff will have a conference to discuss how to promote positive behavior.
12. The Director, Lead Teacher, and parent/guardian will have a conference to discuss how to promote positive behavior.
13. Parent will be given literature or other resources regarding methods of improving behavior.
14. There will be a conference with the Director and Director of Programs when warranted.

**Health and Nutrition**

**Food Guidelines**

The YWCA Princeton is a **Nut Free Facility, for example these products are not allowed as they contain nuts; Nutella and Pesto.** Please label anything that may resemble nuts and check all labels of food before sending to school. Please note round firm foods that might lodge in the throat of a child less than 4 years of age are not permitted. These foods include whole grapes, popcorn, raw peas, chunks of raw carrots, and celery. Please remember to cut foods into small pieces when packing your child's lunch. We ask that meats are **DEBONED AND CUT (into quarters) into small pieces.** If the staff feel that your child's lunch may contain nuts or is unsafe for consumption they are instructed to send it home and provide an alternative lunch option.

We provide a morning and afternoon snack for children each day. Parents are encouraged to donate snacks for the child's classroom. Please speak to your child's teacher in regards to donating healthy snacks such as fruits, vegetables, yogurt, and crackers. We adhere to any religious and/or dietary restrictions reported on the [EZChildTrack Parent Portal](#) as well as follow USDA meal guidelines.

The USDA recommended servings for snack is as follows:

	<b>Ages 1-2</b>	<b>Ages 3-5</b>
<b>Milk</b>	½ cup	½ cup
<b>Fruit or Vegetable</b>	1 cup	1 cup
<b>Grains</b>	½ oz eq	½ oz eq

OZ eq= Ounce equivalent

Due to the new health and safety protocols, lunches cannot be stored together in the refrigerator therefore a non-perishable lunch is necessary. Please include ice packs in lunch boxes that need to be kept cool. Also, please send any hot food, already heated, and stored in a thermos. In order to limit our contact with your child's food items we will **not** be warming them up in the classroom.

We follow USDA meal guidelines for lunches so please keep the following chart in mind when packing your child's lunch.

The USDA recommended servings for lunch is as follows:

	<b>Ages 1-2</b>	<b>Ages 3-5</b>
<b>Milk</b>	½ cup	¾ cup
<b>Meat and Meat Alternative</b>	1 oz	1 ½ oz
<b>Fruit or Vegetable</b>	¼ cup	½ cup
<b>Grains</b>	½ oz eq	½ oz eq

OZ eq= Ounce equivalent



## Breastfeeding Policy

The Burke Foundation Early Childhood Center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby here at the center. We invite mothers to come by at any time to breastfeed. A lactation room is set up to allow mothers the comfort and privacy they need to feel comfortable feeding at the center. We also have a refrigerator in the classroom to store expressed milk and a bottle warmer in order to get it to just the right temperature for your baby.

## Allergies

Please inform the Burke Foundation Early Childhood Center office in writing as well as your child's teacher if your child has an allergy so we may take the proper precautions to protect your child's health to the best of our ability.

## Medical Home

The American Academy of Pediatrics (AAP) believes that every child should have a “**Medical Home**”, a primary care provider, where families will be supported at all stages of their child's development and receive regular routine care. A primary care provider can get to know your child and family and track long term trends of growth and development. They should be your partner in decisions about your child's health. We encourage you to choose a primary health care provider for your child and to share their contact information with us.

## Immunization Records and Universal Health Form

**State law requires** that we have doctor's records indicating that each child has been seen and deemed in good health, and that each child is properly immunized. **This includes at least one dose of the influenza vaccine between September 1 and December 31 each year.** Parents must provide written documentation of this. Forms must be filed for religious or medical exemptions. The records must be completed within the last 12 months. The center must have a valid [Universal Health Record](#) on file in order for your child to start, **NO EXCEPTIONS.**

## Oral Health

The American Academy of Pediatric Dentistry (AAPD) encourages the implementation of preventive practices that can decrease a child's risk of developing early childhood caries (ECC). In the efforts to improve the oral health of our preschool students, we promote oral healthcare from birth. We will provide our families with information on age appropriate practices as well as request a letter signed by your Pediatric Dentist stating that your child receives regular dental care.

## Administration of Medication

### Prescription and Non-Prescription Medications

The following steps must be followed:

1. A signed order by a physician must be submitted, with specific directions for administration.
2. A bottle with the pharmacist's label designating the patient's name, instructions, name of drug, and name of physician must be submitted.
3. A record must be kept of all children receiving medication.
4. A note regarding the medication must be attached to the child's health care records.
5. **CHILDREN MUST BE GIVEN THE FIRST DOSE AT HOME.**

If medically necessary, an inhaler for asthma or an Epi-Pen **MUST** be stored at the center with parental and physician written approval ([please see the office for an Allergy Action Plan form](#)). Please send the inhaler or Epi-Pen in its original box with doctor's script in a clear Ziploc bag with your child's name and allergy written on the outside of the bag. **We require two epi-pens to be stored at the center. Epi pens will be stored in the first aid bags of your child's classroom and will travel with the classroom teachers.**

**Fever Reducers** such as Tylenol cannot be administered to your child while at the center and should not be given to a child prior to attending school. If there is a special circumstance that requires this medication then a written doctor's note **MUST** be provided stating the reason. "Fever reducer" or "to avoid a fever" will NOT be accepted as a reason for it to be administered. We respectfully ask that if your child is in fact ill or feeling under the weather that you refrain from bringing them into the center that day or give them Tylenol to mask a fever before they enter the center. For the safety and well-being of your child, the other children in the class, and our staff we ask that you please consider this before bringing your child in if they are ill in any way.

## Safety and Security

Maintaining the safety and security of your child is one of our primary concerns. To establish a safe environment, we take many safety precautions for picking up and dropping off your child, including monthly fire drills, evacuation procedures, lockdown, shelter in place and a continual review of safety rules with the children.

### Arrival and Departure (signing in and out)

It is imperative for parents to drop off and pick up their children on time. Each child will have a designated "cubby" for his/her belongings including lunch, blankets, and anything brought from home. **Toys from home should remain at home.** We are not responsible for lost or stolen items. The YWCA Princeton supplies all necessary games, toys and supplies.

For the safety of your child, and other participants at the facility, **DO NOT park in the front circle or in the FIRE ZONE**. To meet our licensing requirements, children will be signed in at the time of the AM screening process and signed out by their teachers at the time of pick-up. This ensures we have an accurate list of children in case of any emergency evacuation. If someone else is to pick up the child, a written dated note must be given to the teacher that morning. Please note that you may **not** enter the classrooms for pick up or drop off through the playground doors. If you have any emergency and cannot pick-up your child on time, please call us at 609-273-6524 and inform us of your arrangements. **You will be billed for time beyond that of your contract.**

### Supervision of Children

Once a child has been signed in, the teacher will accept the transfer of supervision of the child from the parent. Once the child has been signed out the responsibility of supervision is transferred back to the parent. **Parents are responsible for the safety and well-being of their child(ren) any time in which the parent and child are together at school for programs or activities, but our staff will step in if we feel a child's behavior is unsafe.**

Please **do not allow your child to run off anywhere on the premises without you.** We **STRONGLY** encourage parents to hold their child's hand in the parking lot and watch for cars backing out. We adhere to the policy that **no child will be unsupervised while attending our program.** Teachers will directly supervise infant, toddler, twos and preschool children by sight and sound in the classroom, during outdoor activities, while eating, at rest time and during toileting procedures as appropriate for the age and developmental needs of the child. Teachers regularly count children as a means of tracking children during transitions and when moving from one place to another or from inside to outside or outside to inside. Staff continually assess the environment for opportunities to improve visibility and hearing of children's activities.

### Release of Children

**A parent/guardian or person designated on the center application is required to pick-up the child by 6 p.m.** Your center online registration provides space for you to list those people who are authorized to pick up your child after school. It is the parent/guardian's responsibility to make these arrangements. **For the safety of your child, we require anyone authorized to pick up your child, with whom our staff are not familiar, to provide a government-issued photo identification at the time of pick-up.** Your child will not be released to any other person unless you have called the center office and/or site and that designated person brings a note signed by you (parent or guardian) or a phone call has been made to the site to notify staff. These procedures are for the protection of your child and will be strictly enforced.

Your online registration also provides a space to indicate who is not permitted to pick up your child. In addition, no child will be released from the center unsupervised. **Please note that we will not release a child to any individual younger than 18 years of age.** It is the responsibility of all parents/guardians to keep the center informed of all changes in the information listed on the application.

In order to be in compliance with any court orders pertaining to the custody of your child, we require a certified copy of said court orders. A copy must be provided at the time of registration or when said court orders are filed. The center will maintain copies at your child's center site and in the center office. We keep this information confidential but we must be informed. If at any time, a new custody order is issued or a restraining order is issued, we need to have this information on file.

If the parent/guardian or person authorized by the parent/guardian appears by the staff to be physically and/or emotionally impaired to the extent that the child would be placed at risk, staff will ensure that:

- The child is not released to the individual.
- The child's other custodial parent or other authorized individual is contacted.

In the event no one can be reached, the center staff, with approval from the Director, will contact the police and DCF.

## Late Pick-ups/Early Drop-offs

**Every effort should be made to pick up your child on time.** If you find that you will not be able to arrive on time, it is your responsibility to call the person designated for emergency pick-up, giving the designated person ample time to arrive at the center site by their scheduled pick-up time. In case of an emergency, or if you anticipate being late, please contact the center on the site phone at 609-273-6524. If you fail to notify us, we will assume that something unusual has happened, and an attempt will be made to contact the dismissal/emergency numbers on file. If we cannot reach any of the dismissal/emergency contacts, we will be obligated to call the police and DCF Hot Line for help.

**Early Drop-offs are not permitted.** For example: If your child is scheduled to start at 9am they cannot be dropped off in their classroom prior to 8:45am.

Late pick-ups and early drop-offs put an unfair burden on your child and on the center staff who have other obligations. A late pick-up/early drop-off fee of \$25 for the first 15 minutes and \$1 per additional minute will be charged. If the parent/guardian is not able to pick up the child on time on a regular basis, the parent/guardian will be asked to make other child care arrangements.

## Sunscreen

Sometime in April, parents will need to start putting sun block on their child before coming to school. Sun block should be at least SPF 15 with UVA & UVA protection. If your child stays all day, we will re-apply sunscreen each time we go outside. Please sign a permission form at registration and provide the sunscreen of your choice in a zip lock bag labeled with your child's name. Newly purchased sunscreen is the safest and most effective. Please make sure to write your child's first and last name on the product. You may also want to provide a wide-brim hat and sunglasses. **NO AEROSOL SPRAY ON SUNSCREEN ALLOWED.**

## Non-smoking Facility

Our building is a smoke-free environment. No smoking is allowed within 100 feet of the building.

## Computers & TV (Yoga)

We do not incorporate computers or TV into our everyday routine. Audio or visual presentations are only used for our Yoga program, which will reflect the creative curriculum (See page 6). It helps develop their social-emotional, physical, gross motor and manipulative skills. The purpose of the presentations are to encourage social skills, movement, flexibility and body awareness; not for passive learning.

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## Social Media

The YWCA Princeton often posts announcements and photos on our website and/or Facebook page. No photos will be used without parental permission. Parents/Guardians are prohibited from publishing photos or sharing videos of any child other than their own.

## Program Policies and Procedures

### Hours of Operation

7:30AM to 6:00PM, Monday to Friday.

For ages 2.5 and up – 9:00am to 1:00PM and 9:00AM to 3:30PM programs are available

### Attendance and Absences

We encourage you to send your child to school on all of their scheduled days, except in the case of illness. Consistent attendance helps your child meet their educational goals and develop attendance habits that will carry on throughout their school years. Supporting a child's daily attendance allows parents to convey a message to their child that they value education and that school is an important priority.

If your child will not be in school, please notify **Megan Kaltschmid** Family Liaison Worker at [Mkaltschmid@ywcaprinceton.org](mailto:Mkaltschmid@ywcaprinceton.org) and **Chelsea Roberts** Childcare Administrative Coordinator at [Croberts@ywcaprinceton.org](mailto:Croberts@ywcaprinceton.org). If your child becomes ill or will not be attending for that day please call the site phone at 609-273-6524 and leave your child's name, classroom, date with a brief message.

If a student is absent without notification, a member of staff will attempt to contact the family to verify the student's absence from school. If we are unable to reach the primary and secondary account holders, we will attempt to contact the emergency contacts listed at the time of registration. **If a child is absent due to a communicable disease, (see page 7) a physician's note of clearance is required for the child to return to school. If your child is out for three consecutive days they must have a doctors clearance note in order to return to school.**

### Emergency Closing Information

#### How we make our decision

Because of unforeseen emergencies, usually related to the weather, our center may be delayed, closed early, or closed entirely. If the forecast indicates the possibility of a delay or closing, **you should check our website at [www.ywcaprinceton.org](http://www.ywcaprinceton.org) or ClassDojo for the most up-to-date alerts and announcements.**

In weather-related emergencies, the Director and the Chief Operating Officer make the final decision, based on many factors. In addition, the Director monitor's weather and road conditions to determine not only if staff and parents can safely get to the location, but also if they can return home safely. Safety is extremely important—we want to ensure everyone's safety.

When storms or emergencies occur after students are at the center, it is sometimes necessary to send them home early. If the center closes early due to a weather related emergency, parents/guardians are responsible for picking up children from the center. We appreciate your understanding and patience when such decisions must be made. It is for the safety and well-being of the children and staff.

### Delayed Openings

**Please visit our website at [www.ywcaprinceton.org](http://www.ywcaprinceton.org) or classdojo for alerts and announcements.** It is imperative that you keep your contact information (cell phone, work phone, email addresses, emergency contacts) current with the center. Failure to do so could result in our staff not being able to contact you.

## Tuition Information

2023-24 School year rates

<b>Full Day Options (Monthly)</b>				
Program	Time	5 Days	4 Days	3 Days
8 weeks – 20 Months	7:30am – 6:00pm	\$2,150	\$1,720	\$1,530
20 months – 2.5 years	7:30am – 6:00pm	\$1,950	\$1,580	\$1,400
2.5 years – 4 years* includes before/after care	7:30am – 6:00pm	\$1,750	\$1,410	\$1,260
2.5 years – 4 years	9:00am – 3:30pm	\$1,360	\$1,090	\$970
<b>Partial Day Options (Monthly)</b>				
Program	Time	5 Days	4 Days	3 Days
2.5 years – 4 years	9:00am – 1:00pm	\$840	\$680	\$600

### Before Care

Program	Time	5 Days
3 – 6 years old	7:30am – 8:45am	\$240

\*Drop in Days available upon request\*

### After Care

Program	Time	5 Days
3 – 6 years old	3:30pm – 6:00pm	\$425

\*Drop in Days available upon request\*

**There is no pro-rating for shorter months.** Enrollment, which is on a first-come, first-served basis, is completed upon submission of online registration along with payment of registration fees and a security deposit. The \$200.00, non-refundable/non-transferrable, security deposit will be used for the last month's attendance as long as one-month written notice is given. Approved registration, payment of your child first month's tuition along with any related fees stated on the webpage, and receipt of a current **Universal Health form and immunization records, are due prior to your child's start date. When enrolling your child, approvals are only given within a two month period of child's start date.**

If payment is not received by the **fifth** of the following month, your child will not be permitted to attend the center until satisfactory arrangements are made to pay outstanding bills. Payment received after the fifth of the current month will have a surcharge of \$25 added to the bill. Therefore, it is critical to contact the center office as soon as possible regarding payment difficulties, so payment arrangements can be made to prevent the removal of a child from the center. This policy will be adhered to strictly. If you need financial aid, please see the Financial Aid section below.

To enroll your child in any additional programs, all balances must be paid.

- **Withdrawal:** If you need to withdraw your child from the program, your deposit will be applied to the last month of child care service. We require one month's written notice by the first of the previous month to be given to the center Office. **NO CREDIT OR REFUNDS CAN BE GIVEN IF LESS THAN ONE MONTH'S NOTICE IS GIVEN.**
- **Status Changes:** Needs to be submitted in writing to the center office or emailed to: [croberts@ywcaprinceton.org](mailto:croberts@ywcaprinceton.org) Notification of changes of student's days attending full-time to part-time or part-time to full-time must be received, at the latest, two weeks before the end of the month for the change to be effective for the next month. There is a fee of \$25 for any status change that is done during the same month.
- **Make up days:** Please send all written requests to Tara O' Shea and Nick Cheng at [Toshea@ywcaprinceton.org](mailto:Toshea@ywcaprinceton.org) and [ncheng@ywcaprinceton.org](mailto:ncheng@ywcaprinceton.org) . Please note make up days are for part timers, when the center is closed for a federal holiday and it is your child's scheduled day.
- **Second Child Discounts:** A discount is given for the second child if both are registered to attend full-time. This discount will be applied to the oldest child.

- **Payments:** Automatic monthly payments (checking account or credit card) can be scheduled by completing the Auto Pay option in [EZChildTrack](#). Late payments or repeated calls regarding your child's account can result in the child's termination from the program. We accept Master Card, Discover and Visa.
- **Financial Aid:** Financial assistance is available. **Call the Childcare Administrative Coordinator, Chelsea Roberts at 609-497-2100, ext. 323** or email her at [croberts@ywcaprinceton.org](mailto:croberts@ywcaprinceton.org). Scholarships for those who qualify are available through New Jersey CCDF (Child Care and Development Fund) subsidies, and YWCA Princeton in-house scholarships. Scholarships are awarded on a first-come, first-served basis.
- **Receipts:** Receipt of payments made in [EZChildTrack](#) are automatically e-mailed to the payer. To print a statement for a specific time period, please login to your parent portal and print a statement for the dates required.
- **Tax ID:** Our tax identification number is **210-635-056**.

## Calendar

The Burke Foundation Early Childhood Center is open year round with the exception of major holidays. For a complete list of closing dates for the current year, please refer to the website at <https://www.ywcaprinceton.org/programs/childcare/>

**IF you wish your child not to participate in a School Event (Presentation), please let your child's classroom teacher know in advanced & they will provide an appropriate activity for your child during that time period.**

## Parent Communication and Involvement

### Communication

The best form of communication is face-to-face. When that is not appropriate to give important messages to our parents, we rely on ClassDojo, emails, and our website. In order to ensure good communication between the Burke Foundation Early Childhood Center and parents, we ask you help in the following ways:

- Keep the lines of communication open. Share your concerns. If something special is happening with your child, please inform the staff. It will help them to assist your child.
- Download the ClassDojo app.
- Read our Monthly Newsletter.
- Fill out our survey and provide us with feedback.
- Follow us on Facebook [@ywcaprinceton](#)
- Contact the Director of the Burke Foundation Early Childhood Center with any questions / concerns via email: [toshea@ywcaprinceton.org](mailto:toshea@ywcaprinceton.org) or phone 609-497-2100 Ext. 325
- **Our hours of operation are Monday-Friday 7:30am-6pm. If we receive any form of communication via phone call or email after 6pm we will respond to them the following morning. If we receive any communication over the weekend we will respond on Monday after 9am.**

### E-communication

We communicate through Constant Contact and EZChildTrack e-mails and use our website and/or Facebook page to get information out to our parents. Please make sure that you provide us with your email address. Ensure you receive our information by emailing **Chelsea Roberts Childcare Administrative Coordinator at [Croberts@ywcaprinceton.org](mailto:croberts@ywcaprinceton.org)**, so you can be added to the appropriate distribution list. We send out emails with information regarding all that pertains to the program, such as upcoming events, reminders, full day information, general information, newsletters, emergency closing information, etc.

### The Burke Foundation Early Childhood Center Webpage

Be sure to utilize our website at [www.ywcaprinceton.org](http://www.ywcaprinceton.org). Our website is used for newsletters, registration, enrichment information, and much more. In addition, the home page will have weather and emergency alerts.

You can also find a blank copy of either the UNIVERSAL HEALTH FORM or the ADMINISTRATION OF MEDICINE via our website.

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## Parent/Family Group

All of our families will be given the opportunity to participate in our Parent/Family Group meetings. This group was formed with the idea to engage enrolled families and support their participation in the education of their children. More information regarding participation and meeting dates to follow.

## Workshops / Parent-and Community Resources

Our families will be offered opportunities to attend health and safety workshops and/or receive resources annually in topics that include preventive health care, mental/behavioral health issues, nutrition and obesity, medication administration policies and procedures, oral health practices, and communicable disease prevention. We will also provide our families with community resources that include community programs, agencies, and services available to aide in proper health, safety, and stability. All resources will made available on the Parent Resource page on our website.

## Satisfaction and Commitment

The YWCA Princeton is committed to giving you total satisfaction with our Burke Foundation Early Childhood Center. We continually look for ways to improve our programs and ask for your input by asking you to share your ideas, suggestions, and concerns, whether it is contacting us directly, sending us an email, mentioning something to a staff member, or filling out our surveys. Please feel free to contact us if you have any questions or concerns.

## Quick Reference

<b>Hours of Operation</b>	7:30AM to 6:00PM	Monday - Friday
<b>Contact Information</b>	Tara O'Shea Director of The Burke Foundation Early Childhood Center & Youth Programs	609-497-2100 Ext. 325
<b>Email</b>	<a href="mailto:toshea@ywcaprinceton.org">toshea@ywcaprinceton.org</a>	
<b>Contact Information</b>	Nick Cheng Assistant Director of The Burke Foundation Early Childhood Center	609-497-2100 Ext. 311
<b>Email</b>	<a href="mailto:ncheng@ywcaprinceton.org">ncheng@ywcaprinceton.org</a>	
<b>Contact Information</b>	Megan Kaltschmid Family Liaison Worker	609-497-2100 Ext. 336
<b>Email</b>	<a href="mailto:mkaltschmid@ywcaprinceton.org">mkaltschmid@ywcaprinceton.org</a>	
<b>Contact Information</b>	Chelsea Roberts Childcare Administrative Coordinator	609-497-2100 Ext. 323
<b>Email</b>	<a href="mailto:croberts@ywcaprinceton.org">croberts@ywcaprinceton.org</a>	
<b>Website</b>	<a href="http://www.ywcaprinceton.org/childcare">www.ywcaprinceton.org/childcare</a>	
<b>Emergency Closing</b>	<a href="http://ywcaprinceton.org">ywcaprinceton.org</a>	<a href="http://ClassDojo.com">ClassDojo.com</a>
<b>Tax ID</b>	210-635-056/000	

## Classroom Directory: 609-497-2100

Sprouts: ext. 360 Email: [sprouts@ywcaprinceton.org](mailto:sprouts@ywcaprinceton.org)  
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 Cherry Blossoms: ext. 362 Email: [cherryblossoms@ywcaprinceton.org](mailto:cherryblossoms@ywcaprinceton.org)  
 Tigerlilies: ext. 364 Email: [tigerlilies@ywcaprinceton.org](mailto:tigerlilies@ywcaprinceton.org)  
 Sunflowers: ext. 328 Email: [sunflowers@ywcaprinceton.org](mailto:sunflowers@ywcaprinceton.org)  
 Dragonflies: ext. 348 Email: [dragonflies@ywcaprinceton.org](mailto:dragonflies@ywcaprinceton.org)  
 Buttercups: ext. 339 Email: [buttercups@ywcaprinceton.org](mailto:buttercups@ywcaprinceton.org)  
 Daffodils: ext. 337 Email: [daffodils@ywcaprinceton.org](mailto:daffodils@ywcaprinceton.org)  
 Butterflies: ext. 331 Email: [butterflies@ywcaprinceton.org](mailto:butterflies@ywcaprinceton.org)



The YWCA USA is the oldest and largest women’s membership movement in the United States. Established in 1922, the YWCA Princeton is one of 300 operating YWCAs across the country. Nearly 7,000 women, men, children, and families are members of this local organization, which meets the needs of the community through affordable programs that are dedicated to eliminating racism, empowering women, standing up for social justice, helping families, and strengthening communities.

**eliminating racism  
empowering women**  
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Princeton

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