

THE CHILDREN'S CORNER

SCHOOL YEAR: 2020-2021

Infants Waddler Early Preschool 1 (2-2.5) Early Preschool 2 (2.5-3) Preschool (3) Pre-K (4)

Child's Full Name: _____

Age/grade when starting TCC: _____ Birth Date: _____ Sex: M F

Child's Nickname: _____ Parent(s) Name: _____
(Father) (Mother)

Home Address: _____
NJ
(Street & City) (State) (Zip)

*Home Phone # _____ No home phone; use cell phone(s)

*Primary Emails: _____

*Father's Cell # _____ *Mother's Cell # _____

Father's Employer & Address: _____
Mother's Employer & Address: _____

*Work Phone # _____ *Work Phone # _____

Work Hours: _____ Work Hours: _____

In case we are unable to contact you at work:

Mother's co-worker to contact: _____
(name and phone #)

Father's co-worker to contact: _____
(name and phone #)

How can you best be reached? _____

Marital Status: Married Separated Divorced Single

Custodial Information: If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please explain below and attach a copy of appropriate documents. (Court Order)

Non-Custodial Parent/Visiting Arrangements _____
(Please supply court order to verify)

Child's Name: _____

PICK-UP AUTHORIZATION

Please include **parents, guardians, family, or friends** who you authorize to pick-up your child. Anyone authorized to pick-up your child is also authorized to receive information about your child. **Please include name, mailing address, and phone number.**

If the parents or persons authorized by the parent fails to pick up an hour or more after closing time, and provided that other arrangements for releasing the child to his or her parents or authorized persons have failed and the staff members cannot continue to supervise the child at the center, the staff member shall call the Department's State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) to seek assistance in caring for the child until the parents or persons authorized by the child's parents are able to pick up the child.

The Children's Corner does NOT have the facilities to care for sick children. When your child becomes sick, we will need to arrange for your child to be picked up promptly. Please indicate by an X in the box, if the following are also authorized to pick up and care for your child in case of illness.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 1. I have received the "Office of Licensing Information to Parents" document regarding my rights as a parent or guardian of a child enrolled at The Children's Corner. (Copy attached to this document)**
- 2. I have received "The Children's Corner Expulsion and Discipline Policies." (Copy attached to this document)**
- 3. I have received "The Children's Corner Sick Policy." (Copy attached to this document)**
- 4. I have received "The Children's Corner Pick-Up Policy." (See above)**
- 5. I have received "The Children's Corner Social Media Policy" (Copy attached to this document)**

Parent/Guardian e-Signature

Date

Child's Name: _____

QUESTIONNAIRE

Does your child know any other child at the Center? (Names): _____

What other "caring" or school experiences has your child had (babysitters, day care, etc.)? How has she/he reacted to those experiences? _____

What activities does she/he like best? _____

Does your child have any fears? _____

Do you have any recommendations for handling your child's general behavior? _____

What special problems/characteristics should we be aware of? _____

What are your child's eating habits? _____

Does your child nap in the afternoon? How long / how often? _____

Who lives at home? (Names & Relationships) _____

Any pets? (Names) _____

Does your family speak a different language at home? _____

What other adults or children are important in your child's life? (Name and Relationship) _____

What do you want your child to gain most from his/her experience here? _____

Additional Comments: _____

Child's Name: _____

CHILD'S MEDICAL HISTORY

I. Family Health History

Has any relation had:	NO	YES	RELATION
Significant Allergy	_____	_____	_____
Heart Disease	_____	_____	_____
Diabetes	_____	_____	_____
Tuberculosis	_____	_____	_____
Convulsive Disorder	_____	_____	_____
Mental Illness	_____	_____	_____
Cancer	_____	_____	_____

Additional Information: _____

II. Child Assessment

Has your child had:	NO	YES	DATE
Measles	_____	_____	_____
Mumps	_____	_____	_____
Rubella	_____	_____	_____
Rheumatic Fever	_____	_____	_____
Asthma or Wheezing	_____	_____	_____
Pneumonia	_____	_____	_____
Bronchitis	_____	_____	_____
Frequent Sore Throat	_____	_____	_____
Frequent Ear Infections	_____	_____	_____
Trouble with Hearing	_____	_____	_____
Trouble with Speech	_____	_____	_____
Trouble with Vision	_____	_____	_____
Tendency to Bleed Easily	_____	_____	_____
Eczema or Hives	_____	_____	_____
Convulsions or other seizures	_____	_____	_____
Unusual nervousness, nail biting or thumb sucking	_____	_____	_____
Heart Trouble	_____	_____	_____
Kidney Trouble	_____	_____	_____
Serious Injuries/Operations	_____	_____	_____

III. *Additional Information:

(*Allergies to foods, medications, pets, insect bites, etc.)

EPI PEN

ALLERGY ACTION SHEET

Child's Name: _____

MEDICAL RELEASE

This information will be used in the case of an emergency in which a child's parent cannot be reached.

In the event that I or the below named cannot be reached in an emergency, I give permission to the physician selected by The Children's Corner Director to hospitalize, secure proper treatment for and to order injection, anesthesia or lifesaving surgery for my child named below.

Child's Name

Parent/Guardian e-Signature

Date

Other Guardian to Contact

NOTE: The Children's Corner will first try to locate your child's doctor if the parents cannot be located.

In Case Of Emergency:

Doctor Name: _____

Address: _____

Phone #: _____

Child's Name: _____

LOCAL FIELD TRIP CONSENT FORM

I hereby authorize The Children's Corner staff to take my child _____ to the following locations on any local field trips (not to go beyond Church Street). It is my understanding that these locations will be of walking distance and will include places like the playground at Liberty Corner Elementary School, the Fire Department, and the Liberty Corner Presbyterian Church Sanctuary, and various rooms on the LCPC campus including the Amos Room, Douglas Hall and Center Court.

NOTE: Children in our **Infants, Waddler, and Early Preschool 1 Classes** will be transported in safety dsdesigned wagons or strollers that include safety straps whenever they will be nearing the parking lot or street.

Parent/Guardian e-Signature

Date

PERSONAL CODE NUMBER

Any person picking up a child must present the teacher on duty with the child's personal Code Number. NO child may leave the Center with a person who does not know the child's Code Number.

Please choose a **4-digit numeric Code Number** for your child and **keep a copy of this number for your records** (please print clearly).

CHILD'S NAME: _____

CHILD'S CODE NUMBER: _____

Parent/Guardian e-Signature

Date

Child's Name: _____

MEDICATION RELEASE

I hereby give permission for The Children's Corner staff to administer **Tylenol** to my child in cases where he/she has a temperature exceeding 101 degrees.

Parent/Guardian e-Signature

Date

Guardian's Name _____

Dosage_____

I hereby give permission for The Children's Corner staff to administer **Benadryl** to my child if a medical situation arises in which an allergic reaction causes extreme swelling.

Parent/Guardian e-Signature

Date

Guardian's Name _____

Dosage_____

NOTE: TCC staff will always try to notify a child's parent prior to administering either Tylenol or Benadryl. In cases where a parent cannot be contacted, the medicine will be administered without prior notice. You will receive written notification to confirm the time and dose of medication.

I hereby give permission for The Children's Corner staff to apply **sunscreen and bug spray** as needed which has been provided by the parent.

Parent/Guardian e-Signature

Date

Guardian's Name _____

INFORMATION TO PARENTS

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

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

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

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

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

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

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

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

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

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

EXPULSION POLICY

Please remove and keep this copy

The Children's Corner strives to offer our children a harmonious atmosphere where many enjoyable activities are available throughout the day. An entire group of children can be adversely affected when one child or a small group of children continuously exhibit behavior problems in the classroom. Therefore, if our normal discipline procedures are not effective on an individual, the Center may need to enforce the Expulsion Policy. The Children's Corner will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. An expulsion from The Children's Corner may be on a short term or permanent basis. A parent will not receive reimbursement for lost days.

A parent will be informed on the onset of a problem. If the behavior problem persists and remedial action has not worked, the Director may determine that expulsion is necessary. Once the Director has decided this, she will in turn notify the child's parent(s) verbally and in writing. The parents will be informed regarding the length of the expulsion period and the expected behavioral changes required in order to be remitted to the center. The parent(s) are given one-day notice prior to the expulsion to allow for alternate care to be arranged. For example, if a parent is notified Wednesday afternoon, the day of the suspension will be Friday. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from The Children's Corner.

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.
- Violation of TCC Parent Code Of Conduct Policy

Child's Actions For Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

A Child Will Not Be Expelled

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

Proactive Actions That Can Be Taken In Order To Prevent Expulsion

- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff and try to redirect child from negative behavior and will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings and time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

However, The Children's Corner reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within 30 days of the dismissal. A center check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave the center's property in a calm and respectful manner, immediately. The Children's Corner will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to the center's property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by The Children's Corner.

Discipline Policy:

TCC's philosophy of discipline emphasizes prevention of conflict rather than punishment. Teachers set rules appropriate to the children's ages and follow through with consistent reinforcement. Praising acceptable behavior and diverting the child's attention to appropriate activities provide positive reinforcement.

When rules are broken, children are redirected to a positive behavior. For some negative behaviors a child will be asked to take a chair close by the group for a period of 2 or 3 minutes until he/she is ready to rejoin the activity at hand. The staff does not withhold food, water, toileting, rest/sleep time, play time, use physical punishment, or abusive, harsh language in disciplining any of the children.

SICK POLICY

Please remove and keep this copy

Please note that this Policy is subject to change at any time.

The Children's Corner follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

Effective June 15, 2020, pursuant to Executive Order No. 149 all child care programs operating in the State of New Jersey must comply with the requirements detailed in Guidance for New Jersey Child Care Facilities on COVID-19 Related Health and Safety Requirements set forth by the New Jersey Department of Children and Families (DCF). This guidance document outlines COVID-19 public health recommendations for the childcare setting. As this situation is evolving, these recommendations are subject to change as more information is learned about this novel virus.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. **If your child is sent home from school, he/she MAY NOT return to school the next day and must be 24 hours symptom free before returning to school. Please see further information regarding COVID-19.**

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease.

Guidelines For Excluding Children:

1. **FEVER (ONLY)**

Axillary temperatures > 100°F (37.8°C) usually are considered to be above normal. Under current guidelines, our Center cannot allow a child with a temperature above 100.4 to enter the building. A child must be temperature free without the use of Tylenol or aspirin for 24 hours before returning to school.

2. **ACUTE RESPIRATORY ILLNESS**

Fever (oral temperature 100°F or equivalent) and rhinorrhea, nasal congestion, sore throat, cough in absence of a known cause. A child must be temperature free without the use of Tylenol or aspirin for 24 hours before returning to school.

3. **NASAL DISCHARGE ACCOMPANIED WITH ANOTHER SYMPTOM**

Young children frequently have runny noses. However, when the discharge is yellowish or green in color and accompanied by any other symptom, including crankiness or lethargic behavior, it usually indicates an infection and the child must remain at home.

4. **SKIN RASH** (unless accompanied by a doctor's note)

5. **VOMITING**

A child cannot return to the center until 24 hours after the last episode of vomiting.

6. **DIARRHEA**

Any child with a bowel movement that is too loose to be contained in a diaper, or is considered to be extreme, will be sent home.

7. **SEVERE PAIN OR DISCOMFORT**

8. **LETHARGY**

9. **SEVERE COUGHING**

10. **YELLOW EYES OR JAUNDICE SKIN**

11. **INFECTED, UNTREATED SKIN PATCHES**

12. SKIN LESIONS THAT ARE WEEPING OR BLEEDING
13. DIFFICULT OR RAPID BREATHING
14. SWOLLEN JOINTS, STIFF NECK, BLOOD IN URINE, ENLARGED LYMPH NODES
15. CONJUNNCTIVITIS (Pink Eye)
Eyes that are bloodshot and watery and/or discharging are often infectious.

Criteria For Readmission:

1. **CHICKEN POX:** Blisters must be completely scabbed over/no open sores (usually 6 days after onset of rash), **note must be provided**
2. **INFECTIONS/VIRUSES:** The child has been on antibiotics for 24 hours
3. **TEMPERATURE:** The child's temperature has been below 100.4 degrees for 24 hours without Tylenol/aspirin
4. **VOMITING/DIARRHEA:** It has been 24 hours since the last episode
5. **RASH:** Has subsided or a physician has determined that the rash is not contagious
6. **RING WORM:** Child must be on medicated cream for 2 days
7. **HAND, FOOT, and MOUTH DISEASE:** Child must be fever free for 24 hours from onset of symptoms, and no longer drooling steadily due to mouth sores
8. **CONJUNCTIVITIS (Pink Eye):** Examined by a medical provider and approved for return
9. **COVID-19:**

Individuals who have had symptoms of COVID-19 AND <ul style="list-style-type: none"> • have tested positive (by PCR, rapid molecular or antigen testing) OR • have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until: 	<ul style="list-style-type: none"> • At least 10 days have passed since their symptoms first appeared AND <ul style="list-style-type: none"> • They have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever) AND <ul style="list-style-type: none"> • Symptoms have improved (e.g. cough, shortness of breath)
Individuals who have NO symptoms and have tested positive should stay home and away from others until:	<ul style="list-style-type: none"> • 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms
Individuals who have symptoms and have tested negative should stay home and away from others until:	<ul style="list-style-type: none"> • 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.
Individuals who are identified as a close contact* of a confirmed case should:	<ul style="list-style-type: none"> • Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the confirmed case, even if contact tested negative.

A child who contacts an excludable communicable disease **may not** return to the Center without a health care provider's note stating that the child presents no risk to himself/herself or others, unless contraindicated by local health department or Department of Health. These diseases include, but not limited to, respiratory, gastrointestinal, and contact illness such as Impetigo, Lice, Scabies, and Shingles. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. The Children's Corner reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

Some excludable communicable diseases must be reported to the health department by the Center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communication diseases can be found at www.nj.gov/health.

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

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day. Axillary temperatures > 100°F (37.8°C) usually are considered to be above normal.

Children are required to be excluded from the program for vomiting or diarrhea which occur 2 or more times in a 24 hours period of time. Children may return to the program 24 hours after the last episode of vomiting or diarrhea.

If your child will be absent due to illness, we request that you notify the Center. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Children’s Corner will take all measures necessary to protect your child’s confidentiality.

Teething, Allergies, Viruses:

1. TEETHING

Teething does not normally cause a temperature of over 100 degrees or a thick, colored nasal discharge. Some children may experience the following symptoms when teething: low-grade fever, loose stools, diaper rash, drooling or crankiness. Until we are sure they are well enough for group care, some children who seem extremely uncomfortable or possibly contagious might be asked to stay home.

2. ALLERGIES

Because allergies can mock the symptoms of infections, a physician's note might be required stating that the cause of the symptoms is definitely allergies.

3. VIRUSES

Viruses, such as a cold with multi symptoms, are contagious. A doctor will not prescribe an antibiotic unless an infection of an ear, throat or sinus is present. If an antibiotic has not been prescribed and a child has more than a nasal discharge, the child must remain at home until the virus has subsided and his symptoms allow him to comfortably rejoin the group.

SOCIAL MEDIA POLICY

Please remove and keep this copy

In accordance with the Office of Licensing regulation, TCC has developed the following Social Media Policy:

- This social media policy applies to parents/guardians, staff, students, committee members, and volunteers.

This policy includes (but is not limited to) the following technologies:

- E-mail, Text Messages
- TCC Website
- Social Networking sites (Facebook, Twitter, Snap Chat, Instagram, etc.)
- Blogs, Discussion Boards
- Media Sharing Sites (You Tube)

Purpose: To provide guidelines for the safe and appropriate use of social media in accordance with State Office of Licensing regulations and to maintain the safety and privacy of TCC's students, families, and staff.

Guidelines:

- Parents/guardians, staff, family members or volunteers posting on social media must ensure that only their child is included in posts, photos, or videos. No photos taken within the preschool setting or preschool events/outings with children may be posted for public viewing except those of your own child.
- Postings on social media should be respectful to the students, staff, and ministry of TCC.
- TCC staff communications will be respectful and professional. Parent newsletters may contain photos of classroom/school activities. A release form is contained in the Enrollment Contract.