

Parent Handbook

Leaders



Tomorrow 2

Preschool

2025-2026

Topics Covered

(In Order)

- Welcome
- Goals
- Education Curriculum
- Admission Requirements
- Hours of Operation
- Absences
- Wrap Around Tuition and Fees
- Prompt Pick Up & Release of Children
- Parent Conferences
- Open Communication
- Parent Participation
- Health Regulations
- Medication Policy
- Sick Children Policy
- Illness/Injury Policy
- Management of Communicable Diseases Policy
- Nutrition Program
- Nut Free Zone
- Birthday Celebrations
- Potty Time
- Nap Time
- Personal Hygiene
- Clothing
- Personal Items
- Jewelry Policy
- Hair Styles
- Field Trips
- Toys From Home
- Pictures and Videos
- Positive Discipline
- Conflict Resolution
- Notice of Withdrawal
- Strollers
- Playground
- Leaders of Tomorrow Etiquette
- Snow/Weather Emergency School Closing
- Home School Communication
- Fire Drills and Evacuations Policy on the Release of Children
- Molestation & Child Abuse Policy Statement

Dear Parents,

On behalf of the faculty and staff at Leaders of Tomorrow Preschool, it pleases me to welcome you and your child to our school. We are excited you have chosen to entrust the care and education of your child to us and to become a part of the Leaders family. We take as seriously our job of giving a formative education to your child as you did in choosing this Center.

Leaders of Tomorrow prides itself in having a warm and caring environment where children can grow, learn, imagine and explore. The partnership we are forming with you, the parents, is essential in supporting your child's social-emotional development. We value diverse family traditions and cultures. We also value differing abilities and provide an inclusive environment.

Our High/Scope Curriculum is based on Jean Piaget's work that children learn best from activities that allow them to imagine, explore, experiment and solve problems. Children are active learners who strengthen their confidence, independence and intellectual, emotional and physical development when presented with an environment rich in children's interests.

As I watch your children exploring their new school and bonding with their new friends and teachers, they seem to be most excited about sharing and spending time playing with their new friends. We promise to not only challenge their physical growth but also their intellectual, social and emotional growth!

We're off to ***Learning to Be All We Can Be!***

Sincerely yours,

Preschool Program Director

GOALS

Our learning center provides your child with a safe, secure, and wholesome physical, social, emotional, and intellectual environment.

Physical

- To ensure that the physical environment of the children both outside and inside is safe and free of hazards.
- To provide activities and programs that will stimulate the physical development and competence of each child.

Emotional

- To respect each child as a unique individual with his or her own needs and interests.
- To encourage development of independence, self-confidence, self-reliance, and self-esteem to reinforce a positive self-concept in each child.

Social

- To create and maintain a relaxed and stimulating social environment in which the children can function, relate to and respect each other in groups.
- To encourage child-adult interaction in a warm, active family type atmosphere.

Intellectual

- To provide cognitive development in relation to the child's interest, stages of development, and levels of readiness.
- To prepare an environment that will stimulate creative and spontaneous responses.

EDUCATIONAL CURRICULUM

Leaders of Tomorrow use the research based High Scope preschool curriculum. This curriculum covers the following areas: gross motor development, fine motor development, social/emotional development, literacy development, and creative skills development. Children learn mostly through indoor and outdoor play and large and small group activities. Children explore the various interest areas that are set up within the classrooms and participate in the daily classroom routines. Outdoors, the children explore their natural surroundings and develop their gross motor skills as they run, jump and climb.

Active Learning

Children's cognitive skills develop through active learning, acting directly on objects and interacting with people, ideas and events. Children construct their own understanding of the world around them. Children in High/Scope environments are encouraged to follow their own initiative to explore, engage in experiences that are of personal interest, ask and answer questions, set their own goals, solve problems that get in the way of accomplishing those goals, and generate new ideas to test. As they carry out their intentions with the support of invested adults, children naturally engage in key experiences – activities that present important learning opportunities in key areas of development: creative representation, classification, seriation, number, space and time.

Whether children are digging in sand, exploring with eyedroppers and colored water, or dancing with ribbons, they are talking with other children and with adults and making choices about what materials to use and how to use them. Adults, in turn, support children in a variety of ways, such as playing as partners with them, helping them solve problems, and providing opportunities for further learning experiences

Adult-Child Interaction

The way adults interact with children is a key component of the High/Scope approach because it affects how comfortable children feel by initiating their own ideas. When adults focus on children's individual interests and strengths and share control with them, children feel encouraged to plan and follow through on activities of their own choosing.

Learning Environment

High/Scope settings are designed to support active learning. Both the indoor and outdoor settings offer children a wide range of materials that can be manipulated and combined in many ways – ways that make sense to children and enable them to pursue their own interests. Inside the classroom the play space is divided into several interest areas centered on specific types of play – for example, block area, house area, toy area, sand/water area, book area.

Daily Routine

The High/Scope daily routine offers children the consistency of a predictable yet flexible sequence of events. The routine is made up of several components: a plan-do-review sequence, small and large group times, outside time, transition times and times for eating and resting. These components provide children with a range of active learning experiences and a balance between adult and child-initiated activities. Children have opportunities to play indoors as well as outdoors to participate in both noisy and quiet play. There are times for large group activities and times when children can choose to play by themselves or with others. Children can engage in a variety of types of play, including exploratory play, constructive play, pretend play and games.

ADMISSION REQUIREMENTS

Children must be three years old by October 1st of the school year if they plan to enroll in our program from September through June. In addition, all three-years old enrolled in the Leaders of Tomorrow Preschool Program must be a Bayonne resident. We provide a private summer program accepting children from the ages of 2/12 – 6 years old. Prices and hours vary, please speak to the family workers or director for additional information.

HOURS OF OPERATION

Leaders of Tomorrow is open from 8:30am to 5:30pm, Monday through Friday from September through June. Our summer hours vary from year to year. The center will be closed on major holidays, including Bayonne Public School closings. Please refer to the school calendar for the exact dates.

The instructional hours are 8:30am to 2:30pm. (“The free part of the preschool day”)

If you are eligible for After Care Services through Urban League or are paying privately, you may drop off your child at 8:30am and pick up by 5:30pm.

ABSENCES

3 consecutive days absences - The child is out 3 days or more and needs a doctor’s note to return.

10 consecutive days absence – The child is automatically withdrawn from the program as per the Bayonne Board of Education directive guidelines.

If your child will be absent, please call your Family Worker at **201-350-4020**. Please refer to the section ***SICK CHILDREN POLICY*** (pg. 10) for more information.

WRAP AROUND TUITION AND FEES

All parents will sign a fee agreement with Leaders of Tomorrow as part of the enrollment process, regardless of whether you utilize aftercare services. Private aftercare service payments are due the first day of each month of service. Payments will only be accepted in a form of cash or Zelle (tako66@msn.com). Any payments made after the 5th of the month will be charged a \$10 late fee due immediately. Late payments are to be made at the time of lateness, no exceptions. **Your child will not be permitted to participate in the wrap around program until payment is made in full.** Payment is required, regardless of illnesses, vacations, holidays, or any other cause-of-absence from the Wrap around Program. Termination of this Agreement is allowed thirty (30) calendar days after submission of written notice.

PROMPT PICK UP

A late fee of \$5.00 per minute will be charged when your child is not picked up on time as per your signed fee agreement, for example 5 minutes late will result in a \$25.00 payment. The late fee shall be paid at the time of pick-up. This fee is charged to encourage parents to pick their child up on time. Please arrange your schedules accordingly or have an alternate person, 18 years or older and on the pick-up list, pick up your child in a timely manner.

RELEASE OF CHILDREN

Each family enrolled at Leaders of Tomorrow has completed an emergency pick-up list authorizing the release of their child to those they have added on their list. The color photos have been scanned and given to your child's teacher to further ensure the safety of your child while enrolled in the program.

Children may be released only to the child's parent(s) or person(s) authorized by the parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

A child shall not be visited by or released to any other person unless the parent specifically authorizes the center to allow such visits or release in writing. This written authorization including name, address, and telephone number shall be maintained in the child's file and may only be updated or changed by the parent(s) that assumes custody. In the case of a court order prohibiting the parent from visiting with his/her child at school, only a revised court order can allow such parent to visit with his/her child at school.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is always supervised.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division of Youth and Family Services (DYFS), 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

***If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:**

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's parent, or an alternative person(s) authorized by the parent(s); and if the center is unable to make alternative arrangements, a staff member shall call the DYFS 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

Please note that your child will not be released to anyone under the age of 18, other than the parent(s).

*It is very important to update emergency contact information and telephone numbers.

PARENT CONFERENCES

Parent/Teacher Conferences are held three times a year to discuss your child's development, progress and experiences in their new learning environment. You may request periodic individual conferences at any time.

OPEN COMMUNICATION

Leaders of Tomorrow has an open-door policy, and parents are encouraged to share their concerns. Miss Lena Takvorian, director, may be contacted at **201-350-4020**, or via email at leadersoftomorrowbay@gmail.com.

Miss Kay, Family Worker can be reached at **(201) 350-4020** or via email at kayleaders3@gmail.com. If a parent feels comfortable discussing these concerns with her directly.

PARENT PARTICIPATION

Parent participation is encouraged to help create a supportive collaborative model. It is important for us to know what your expectations are for your child, and we would like to share our plans and experiences with you.

Parents are encouraged to participate by:

- Offering to volunteer in the classroom
- Sharing special talents such as singing, sewing, dancing or story telling
- Sharing cultural experiences with your child's class
- Teach children songs in another language or traditions of your culture
- Read to your child's class
- Helping teachers with special projects
- Speaking to your child's class about your career

While we understand that work schedules may limit the amount of time you are available, we encourage each parent to become involved in some way with the center.

Confidentiality regarding our children is extremely important and we trust that parent volunteers will respect this.

HEALTH REGULATIONS

1. All children are required to have a physical prior to admission and the Universal Child Health Record completed.
2. **All children must have all State required immunizations including lead and flu vaccines.**
3. The Asthma Plan must be completed (even if your child does not have asthma).
4. The Food Allergy Plan must be completed (even if your child does not have allergies).
5. The Seizure Plan must be completed (even if the child has not had a seizure).

MEDICATION POLICY

Prescription medication will only be dispensed by staff members who have received medication training, under the following conditions:

1. Medication will be given only after the child's parent has completed the necessary paperwork in the Medication Administration Log.
2. Medication must be in its original container, which has been labeled with the child's name, name of medication, date it was prescribed, and directions for its administration.
3. All oral medications must be accompanied by the appropriate dispensing device.
4. Unused medication will be returned to parent(s) when no longer being administered.
5. We will not give any medication that has to be administered rectally.
6. We will not dress or treat burns, wounds, open sores or skin lesions.

SICK CHILDREN POLICY

Leaders of Tomorrow Preschool Program does not have a sick room; therefore, our staff is limited to handling routine problems. Staff at the center will evaluate the child's condition. If we feel that it is necessary for a child to go home, we will notify the parent/caregiver. If we cannot reach the parents/caregivers, we will contact the persons listed as emergency contacts.

If the child displays any of the conditions listed below, the child may not return to school until 24 hours after the condition has cleared. A parent/caregiver must pick the child up from the center no more than one hour after being contacted with regard to the situation.

The conditions are as follows:

- Rash or inflamed skin areas
- Elevated temperatures of 100.4 degrees Fahrenheit
- Severe pain or discomfort
- Diarrhea (2 times)
- Episodes of acute vomiting (2 times)
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Conjunctivitis (pink eye) *
- Red eyes with discharge*
- Earache
- Infected untreated skin patches*
- Difficult or rapid breathing
- Skin rashes last longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Ringworm*
- Lice*

*Condition requires a doctor's note to return to Leaders of Tomorrow Preschool.

ILLNESS/INJURY POLICY

The following steps will be taken in the event of a serious illness/injury or emergency. The staff person in charge will telephone the ambulance for the child to be transported to Bayonne Medical Center for diagnosis and treatment. The staff person/administrator in charge will accompany the child to the hospital. The parent/caregiver will be notified to meet the staff person in charge and their child at the hospital/emergency treatment facility. An Accident/Incident Report will be completed by the staff person in charge within 24 hours and submitted to the director so that the appropriate administrative steps may be taken. Note: For a minor illness/injury the child will be isolated, appropriately treated, supervised and the parent/caregiver will be notified.

MANAGEMENT OF COMMUNICABLE DISEASES POLICY

Leaders of Tomorrow's policy concerning communicable diseases requires that if a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom and a parent/caregiver will be called to take the child home. The child must be picked up immediately after the parent/caregiver is notified.

Communicable Diseases:

Respiratory	Gastro-Intestinal	Contact Illness
Chicken Pox*	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenza*	Giardia Lamblia*	Scabies
Measles*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	Whooping Cough*
Strep Throat*	Tuberculosis*	Mumps*
Flu*		

*Reportable diseases, as required by N.J.A.C. 10:122-7.10(A)

The child who has any of the above illnesses will not be admitted to the school until he/she is symptom free and has a medical diagnosis indicating that the child poses no health risk to themselves or others. **The child must return to school with a doctor's note and the date when the child can return to the program.**

NUTRITION PROGRAM

1. All children will be served breakfast, lunch and snacks. Children who stay for aftercare program after 3pm will be served an additional snack.
2. Staff members will inform parents of any repetitive feeding problems experienced by their child.
3. Staff members will not coerce a child to eat against his/her will.
4. Please inform us if your child has any food allergies or food restrictions on the Food Allergy Document provided at the time of enrollment.

Meal and snack times are wonderful opportunities for children to practice sharing, one to one correspondence, pouring, table manners expanding their language development.

Leaders of Tomorrow is a **NUT FREE SCHOOL**; therefore, nuts and products containing nuts are not permitted at our center. We do have children who are highly allergic to nuts. These children may not touch or eat anything containing peanuts or nuts. They are at a critical risk for life-threatening anaphylactic reactions if exposed to peanuts or nuts.

Due to **nut allergies**, we ask that you read the labels carefully on any item you might be considering. Any product containing nuts or manufactured in a facility that handles nuts products cannot be brought into this facility.

BIRTHDAY CELEBRATIONS

We love celebrations! You may celebrate your child's birthday in his/her classroom. If your child's birthday falls on a weekend or holiday, you and your child's teacher may choose another day to celebrate the birthday. Please keep your child's birthday celebration low key. Children with food allergies can be provided an alternate food.

POTTY TIME

Children enrolled at Leaders of Tomorrow do not have to be toilet trained at the start of the school year, however, please provide two changes of clothing for the school year. We encourage you to bring enough underwear to help with the transition. You may help your child succeed in toilet training by having him/her wear comfortable clothes, such as pants with elastic waistbands. If your child has a toileting accident, his/her clothes will be changed, and soiled clothes will be placed in a plastic bag for you to take home. The clean clothes should be promptly returned the next day. Please regularly check your child's cubby to make sure they have enough clothing.

NAP TIME

Leaders of Tomorrow understand the importance of rest for your child's well-being, growth, and development; therefore, after lunchtime, the children will have their naptime. The children lie on their own cots and nap if desired for one hour. Children are not forced to sleep; but they must rest quietly on their cots or play with a quiet toy, not to disrupt the children who are sleeping. To make naptime more enjoyable and comfortable for your child, we will provide a clean crib-size fitted sheet and blanket for your child to use on their cots during naptime. These sheets and blankets should be taken home at the end of the week, cleaned and returned the following week.

PERSONAL HYGIENE

To help your child practice personal hygiene, all children are required to wash their hands with soap and running water as follows:

- Upon arrival at the center
- Immediately before and after eating
- Immediately after using the toilet or having soiled their clothing
- Before and after using play items in the water or sand tables or moist items such as clay
- Immediately upon returning to the classroom after outdoor play
- After handling pets, pet cages or other pet objects
- Whenever their hands are visibly dirty
- After sneezing or coughing and wiping runny noses

We encourage parents to help their children with handwashing at home. We find that children are more thorough with handwashing if they sing a song, such as *Happy Birthday* or you may ask your child's teacher for another song suggestion.

CLOTHING

Please dress your child appropriately. The High/Scope Curriculum practiced at Leaders of Tomorrow includes sensory activities such as sand and water play, and of course painting. The teachers also recommend:

- Pants with elastic waistbands.
- Clothing is appropriate for all weather conditions.
- Coats, hats and scarves your child can put on independently.
- Mittens rather than gloves.
- Boots that your child can slip on and off independently.
- Comfortable, safe shoes such as sneakers. **For safety reasons, please refrain from sending your child to school in sandals, heels, or flip-flops.**

PERSONAL ITEMS

Sometimes the children may get dirty or have accidents that may require a change of clothes; therefore, we ask that all children always have two complete sets of clothes at the center. This includes a shirt, pants, underwear, socks and sneakers. Please check the clothes regularly to ensure that they still fit your child and that they are appropriate for the season. If your child's clothes are changed during the day, please replenish them with a clean set the following day. Also, please make sure your child's spare clothes are clearly labeled with his/her name.

JEWELRY POLICY

Children may get jewelry caught on play equipment, causing injury. It is not possible to keep track of your child's jewelry, and it may get lost, damaged, or stolen. To avoid these incidents, please do not bring your child wearing any type of jewelry to the center. Leaders of Tomorrow will not be responsible for the replacement of any lost or damaged jewelry.

HAIR STYLES

Although our children look beautiful with their gorgeous hair styles their safety comes first. Due to the actuality of a choking hazard, please refrain from sending your child to school with hair beads and other small hair accessories. Leaders of Tomorrow will not be held responsible for any accidents that stem from disregarding this warning.

FIELD TRIPS

Field Trips are part of your child's learning experience giving them the opportunity to imagine and explore. You will be given advanced notice of all field trips and you must sign the permission slip for each field trip. If you do not want your child to participate in the field trip, please notify the teacher that you will be keeping her/him home for the day. Since all staff members will participate in the trip, alternative arrangements cannot be made by the center for the field trip day. Aftercare is usually suspended on these days.

In keeping with the high/scope curriculum philosophy, all trips planned during the school year between September and June must meet educational objectives and be approved by Bayonne Early Childhood Program.

TOYS FROM HOME

We discourage children from bringing their own toys to the center. It's heartbreaking when a child loses a favorite toy! Keeping the toy at home prevents the toy from being lost, stolen or broken. Leaders of Tomorrow and its staff will not be responsible for any toys that are lost, stolen, damaged or broken should parents choose not to adhere to this policy.

PICTURES AND VIDEOS

The teachers will take pictures and videos to archive children's work, document children's day for educational purposes (ONLY) and for each parent to see their child's daily activities. The pictures and/or videos will not be used for any media purposes without your permission.

POSITIVE DISCIPLINE POLICY

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

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

CONFLICT RESOLUTION

1. The classroom teacher and children will discuss and make age-appropriate classroom expectations and reinforce "classroom expectations" through small group activities, role-playing, socialization activities, and use of pictures, puppets, music and songs.
2. The children will be encouraged to *use their words and talk their problems out* with their friends.
3. Teachers will set limits in the classroom, by encouraging and modeling positive behavior.
4. If a child exhibits disruptive/harmful behaviors, the child will be spoken to in a calm, yet firm manner.
5. If the disruptive/harmful behaviors of the child become frequent, the teacher will consult the Director. The Director will offer positive conflict resolution suggestions and techniques. The Director will observe the child in the classroom and the teacher will record daily observations of the child in the classroom.
6. If the behavior does not improve, the Director will schedule a conference with the child's parent(s) and teacher. The conference will include a discussion of effective and consistent methods to resolve the child's behavior problems.

The center will attempt to resolve conflicts following the steps described above. If a child is a threat to the safety of him/herself, another child, staff member or the center property, the teacher and family worker will refer the child to the Preschool Intervention and Referral Services (PIRS) team for further evaluation.

NOTICE OF WITHDRAWAL

To withdraw your child from Leaders of Tomorrow Preschool program, parents must contact Bayonne Early Childhood Department at 201-858-5832.

STROLLERS/BIKES/SCOOTERS

Strollers, bikes & scooters are a fire hazard and should not be left inside the building in the hallway, classrooms or near offices, etc. They can be left outside in the front of the building while dropping off and picking up. However, Leaders of Tomorrow is not responsible for lost or stolen strollers that are left unattended.

PLAYGROUND

The playground is for gross motor activities during the school day and is part of our preschool curriculum. The children will be escorted by their teachers to the playground on 26th Street & Avenue C. Each classroom is scheduled for 50 minutes of outdoor time daily, weather permitting. All children are expected to participate as part of their daily routine.

LEADERS ETTIQUETTE

We ask parents not to allow their children to run in the hallways, or the pathway leading to the school entrance. You must always hold your child's hand when walking outside and inside the building to ensure your child's safety. Leaders of Tomorrow is not responsible for unattended children in the building during drop-off and pick-up.

ANNUAL PRESCHOOL CALENDAR

We follow the Bayonne Public School Calendar. You will be notified if there are changes in the school calendar.

SNOW/WEATHER EMERGENCY SCHOOL CLOSING

Leaders of Tomorrow will do their best to remain open on all scheduled days, however in case of severe weather or emergencies the center will follow the same procedure as the Bayonne Board of Education. In the event of poor weather or an emergency, two possible adjustments to the center's schedule may be necessary.

1. The center will be closed for the day.
2. A delayed opening would occur.

HOME SCHOOL COMMUNICATION

In the event of emergencies, school closings, parties, classroom activities, parades, etc. Leaders of Tomorrow will notify the parents/guardians in the following ways:

- Verbally - during drop of and pick-up
- Phone calls – to your cell phones or landlines as needed
- Emails – as a means of sharing important documents and information
- COR Platform (Kaymbu)

FIRE DRILLS AND EVACUATIONS

Leaders of Tomorrow practices monthly fire drills to prepare for unforeseen emergencies. Should an emergency occur, that would require evacuation of the center, you will be notified immediately. Leaders of Tomorrow children and staff will evacuate to Phillip G. Vroom School (PS#2) located on 18 W 26th Street, Bayonne, NJ. You will be asked to pick up your child if the emergency is expected to last a significant length of time.

If you are at the center at the time of a fire drill or an emergency, we ask that you remain calm and follow our procedures and evacuate the building immediately along with the children and staff.

It is very important to update emergency contact information, address, and telephone numbers.

MOLESTION AND CHILD ABUSE POLICY STATEMENT

Leaders of Tomorrow Preschool has a zero-tolerance policy for any persons that may be suspected of sexual abuse of a child under Leaders of tomorrow's care. If Leaders of Tomorrow suspects such an act has been committed by a family member, employee, volunteer, or any person related to Leaders of Tomorrow, we will initiate an appropriate investigation. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue, if warranted.

Sexual abuse is broadly defined and "includes any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception, or whether the child understands the sexual nature of the activity. Sexually abusive acts may include sexual penetration, sexual touching or molestation, sexual injury or non-contact sexual acts such as exposure or voyeurism, and sexual exploitation.

CODE OF PRACTICE AND PROCEDURES

Leaders of Tomorrow has taken steps to educate our staff about the risk related to child sexual abuse, instituted policies and practices designed to protect children from the risk of child sexual abuse and trained our staff and volunteers about proper reporting procedures. This policy is reviewed and signed annually with all staff.

Some, but not all have physical and behavioral evidence or signs that someone is being sexually abused are listed below:

Physical evidence of abuse:

- Difficulty in walking
- Torn, stained or bloody underwear
- Pain or itching in genital area
- Bruises or bleeding of the external genitalia
- Sexually transmitted diseases

Behavioral signs of sexual abuse:

- Reluctance to be left alone with a person
- Withdrawn from other children
- Nightmares or fear of darkness
- Consistent wetting

Although everyone has a role to play in ensuring that children are safe, it is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive information and advice from Leaders of Tomorrow.

This might be the Director or a Head Teacher. They don't need to be an expert – that is the role of Children's Services and the Police.

The designated person's general terms of reference could include:

- Maintaining an up-to-date policy and procedures manual.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Conduct and document annual training.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organization's procedures and in conjunction with the person in charge.
- Everyone in the organization should know who the Designated Person is and how to contact them.

Reporting Procedures

If you are aware of or suspect sexual abuse is taking place, you must immediately report it to your General Manager/Supervisor or another person you designate such as Administrative Office. All suspected abuse **MUST** be to your local or state Child Abuse Agency. If you do not know your state child abuse agency you can call the Child Help's National Child Abuse hotline at 1-800-422- 4453. Appropriate family members should be notified of alleged instances of sexual abuse immediately after the Director and Police Department have been notified.

Where appropriate or required by law, Leaders of Tomorrow will report any incidents of potential sexual abuse to the appropriate authorities.

Leaders of Tomorrow should report the alleged sexual abuse incident to their insurance agent.

Investigation and Follow Up Procedures

Leaders of Tomorrow will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. Leaders of Tomorrow may use an outside third party to investigate. Leaders of Tomorrow will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. It is Leaders of Tomorrow's objective to conduct a fair and impartial investigation. The Resort provides notice that they have the option of placing the accused on leave of absence or on a reassignment to a non-child contact area.

Leaders of Tomorrow will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Anti-Retaliation Statement

Leaders of Tomorrow prohibits retaliation made against any employee, volunteer, administrator member who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. Leaders of Tomorrow prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

Leaders of Tomorrow Preschool thank you for taking the time to read our policies and information. We hope this handbook is helpful to you and your child during the school year.

**STUDENTS OF TODAY
LEADERS OF TOMORROW**



**Phone (201) 350-4020
Fax (201) 332-9232**