



Cradles to Crayons

HANDBOOK FOR PARENTS

300 Kinderkamack Road
Emerson, NJ 07630

19 Emerson Plaza East
Emerson, NJ 07630



Table of Contents

ACKNOWLEDGEMENT/SIGNATURE PAGE	3
MISSION/PURPOSE/PROGRAM	4
GENERAL INFORMATION	4
ADMISSION	4
HOURS OF OPERATION	4
FEEES	5
STAFF	5
COMMUNICATION	5
REST TIME	6
FOOD PROGRAM	6
CLOTHING	6
OUTDOOR PLAY	7
HEALTH	7
ILLNESS/COMMUNICABLE DISEASES	7
MEDICATIONS	7
FIRST AID	7
ABUSE/NEGLECT REPORTING POLICY	8
FIRE/TORNADO/EARTHQUAKE DRILLS	8
EXAMPLE OF DAILY SCHEDULE	8
DROP OFF POLICY	8
POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES	9
RELEASE POLICY	10
GUIDANCE/DISCIPLINE	10
DISCIPLINE POLICY	11
EXPULSION POLICY	12
BITING POLICY	13
SOCIAL MEDIA POLICY	15

ACKNOWLEDGEMENT/SIGNATURE PAGE

I have read and understand the communicable disease policy.

Signature _____ Date _____

I have read and understand the medication and first aid policy.

Signature _____ Date _____

I have read and understand the release policy.

Signature _____ Date _____

I have read and understand the abuse and neglect reporting policy.

Signature _____ Date _____

I have read and understand the drop off and release policy.

Signature _____ Date _____

I have read and understand the discipline policy.

Signature _____ Date _____

I have read and understand the expulsion and biting policy.

Signature _____ Date _____

I have read and understand and will adhere to the universal health policy and immunization schedule policy.

Signature _____ Date _____

I have read and understand and evacuation policy and give permission for my child to walk to Assumption Academy in the event of an emergency situation at Cradles to Crayons.

Signature _____ Date _____

Welcome to our center. We at Cradles to Crayons are committed to allowing your child to be who they are emotionally, physically and spiritually. We wish to provide a safe environment allowing them to explore and feel happy and loved while meeting the challenges of a child.

MISSION/PURPOSE/PROGRAM

Our objective is to provide safe, loving care that will enable young children to feel secure and comfortable while away from parents and home. It is also to provide developmentally appropriate activities within an academic environment. The program at Cradles to Crayons includes quiet as well as active times to ensure good mental, physical, and emotional growth, and social and spiritual development. We help prepare children for school by providing activities for listening and following directions, activities for getting along in a group, and by providing many language and learning experiences.

GENERAL INFORMATION

Cradles to Crayons Childcare Center is licensed by the New Jersey Office for Licensing Family and Social Services Administration and meets State and County requirements and regulations for health, safety, nutrition and program.

The State phone numbers are: Division of Children and Families: 1-877-667-9845.

ADMISSION

Cradles to Crayons Childcare Center serves any child between the ages of six weeks and six years. Enrollment is on a first-come, first-served basis, but children are admitted any time during the year, provided the total enrollment has not been met. The Center will not admit or maintain any child whose needs it obviously cannot meet, or whose behavior would be dangerous for other children in the center.

HOURS OF OPERATION

Cradles to Crayons Childcare Center at 300 Kinderkamack Road opens at 6:45 A.M. and closes at 6:00 P.M. The 19 Emerson Plaza East location opens at 7:00 A.M. and closes at 6:30 P.M. Monday through Friday, except on Federal holidays. Cradles to Crayons Childcare Centers are closed the following holidays, and the regular weekly rate will be charged:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- July 4
- Labor Day
- Veterans Day
- Thanksgiving Day and the Friday after Thanksgiving, and
- Christmas Day
- Early closing on Christmas Eve and New Years Eve

If a holiday falls on Saturday, we will be closed on Friday; if a holiday falls on Sunday, we will be closed on Monday.

The Center will NOT ordinarily be closed for inclement weather, however, in severe weather situation you may wish to call before coming to be sure that staff have arrived. A minimum of two staff persons must be present in order to be open. The center closes when a State/Federal official declares a state of emergency. Text messages will be sent to parents through the Remind application. A phone message will be updated as well reflecting a message of the closure.

FEES

The \$75.00 Registration Fee is non-refundable. This covers special events and visitors, part of supplies, and insures a place in our enrollment. Tuition fees are due on Monday. (If you pay on Friday, you must pay in advance for the next week, not behind for the past week.) If payment is not made for the current week, a \$10.00 late fee will be added to the weekly fee.

The full fee is due even if a child is absent part or all of a week. A \$30.00 charge will be assessed for each returned check.

Children are to be picked up by 6:00 and 6:30 respectfully or a late fee will be charged as follows: \$1.00 for each minute late. Two weeks' notice must be given when removing your child from the Center. The regular fee will be charged for those two weeks.

STAFF

An effective program cannot be carried out without qualified staff. The Director, Assistant Directors and Lead Teachers have degrees and/or experience working with young children. Assistant teachers, aides and other staff have a minimum of a high school diploma plus training and/or experience in preschool and child care education. Some also have a degree or are working towards a degree. Occasionally, we work with high school students through the Vocational programs.

Each year the staff will continue their education with twelve hours of workshops, early childhood conferences, in-service training, etc. All staff who work directly with children are trained in first aid and have CPR training. All staff have had TB tests and Universal Precautions training. Applicants are screened carefully during the hiring process. References, education, and previous work experiences are verified. A criminal history check is done through the State.

COMMUNICATION

Daily communication with parents is important. This is usually done verbally or through the baby connect and Class Dojo applications.. If parents or staff feels it is needed, a conference can be scheduled. Newsletters are emailed monthly to inform you of weekly themes and activities, to provide general information and to list upcoming events.

A "Back to School Night" is scheduled during the October timeframe. This will give parents a chance to meet the teachers and learn about all curriculum based events. We ask that you communicate to us any changes within home or family which may affect how children feel or act at The Center. If you have any questions, suggestions or concerns, please bring them to our attention as soon as possible.

In the event the Director is not available for communication, the Assistant Director is in charge when the Director is absent or not available and will assist in any way he/she can. Please use the Center phone number to reach us. In emergency, the Director can be reached via her cell phone.

Cradles to Crayons (Kinderkamack): 201.967.1713

Cradles to Crayons (Emerson Plaza East): 201.634.8622

Director-Laura Litchult: 201.785.6661

REST TIME

All two, three, four, and five-year olds are required to take part in a daily nap/rest time after lunch. Each child is provided with cot which the Center has sanitized on a regular basis. Children sleep on the same cot each day. Families must provide a sheet and blanket for rest. No pillows, please.

Soft, calming music is played during the rest time. Children are encouraged to sleep, or at least rest quietly, but they may be allowed to look at books or engage in a quiet activity if they cannot fall asleep or parents request the child remain awake for the day.

FOOD PROGRAM

Parents of children are responsible to pack a lunch for their children every day. Two snacks and lunch are served daily. Polite table manners and good eating habits are encouraged. Children are expected to eat fruits and vegetables first. The state requires all food to be labeled and dated. If a parent does not label/date food, a staff worker will when food is removed from the lunch box.

We are a peanut and tree nut free school. Please be aware when packing lunches and bringing snacks. If your child brings in a peanut or tree nut food, it will be packed up and put away for the day and other food will be offered. Communication will follow with parents as to why the child was not offered this type of product in our school.

If children wish to bring treats for birthdays or other special occasions, please let us know in advance. Nutritious treats are encouraged. Snacks must be peanut and tree nut free. Non-edible treats such as balloons, stickers, pencils, etc. are an alternative to bringing food.

CLOTHING

Please label each item of clothing for your children. This includes all items that will remain at the Center. Also, please keep a complete change of clothing (inner and outer wear) appropriate to the current season in the cubbies. We recommend that you send children to the Center in clothing which is comfortable and appropriate for play. In warm weather, please do not send children in flip-flops or slip-on sandals without a strap around the back. Children need sturdy shoes for negotiating stairs and running and climbing on the playground.

OUTDOOR PLAY

Children love our large, park-like outdoor play area. At the Kinderkamack Road location, there is a fenced, shady playground with play centers, slides, swings, and climber. At the Emerson Plaza East

Location, there is a blacktop for riding bikes, playing with balls and dramatic play. It is also a fun place for sidewalk chalk. Sprinklers and water play activities are used on hot, summer days. By State regulation, we are required to go outside for fresh air each day, but we do not take children outside if the weather is excessively cold or windy.

HEALTH

The health of your child and all the children at our center is a primary goal. The state requires that children must have a flu shot annually in order to attend the center. Within thirty (30) days after enrollment or no earlier than twelve (12) months prior to enrollment, each child must have written verification of a physical examination by a physician or a nurse practitioner. This must include a current and complete record of immunization history showing month, day and year of each immunization.

ILLNESS/COMMUNICABLE DISEASES

If children become ill during the day, are vomiting, or have an elevated oral temperature of 101.5 degrees or higher, parents will be notified to come for them. Keep children home if they:

- have a fever or have had a fever during the previous 24 hours
- have a heavy nasal discharge
- have a constant cough
- seem tired, fussy, cranky, not their usual selves
- have symptoms of a possible communicable disease, such as sniffles, reddened eyes, sore throat, headache, or abdominal pain, especially if accompanied by fever and/or spots

Please notify the center if children have a communicable disease. Likewise, we will keep you informed of communicable diseases to which children have been exposed.

MEDICATIONS

Medicine can be given at Cradles to Crayons Childcare Center only when ordered by the child's health care provider and with written consent by a parent or guardian. The parent or guardian must complete the *Individual Permission For Medication or Health Care Procedure* form in order for any medication to be administered. If the medicine does not contain a pharmacy label, it must also be authorized in writing by the child's physician. Nebulizers, puffers, or other asthma treatments may be given up to two times daily, if properly authorized and trained. Creams, ointments, and other topical products may be applied on children if authorized by parent and/or physician. Medicine is administered by the Director or designated staff person.

FIRST AID

In case of minor injury, Cradles to Crayons Childcare Center staff will administer appropriate first aid. Parents will be contacted immediately if an injury is above the neck or more serious. If necessary we will also call an ambulance or paramedics. Until a parent, physician, or paramedic arrives, the Director or an assistant will be in charge and make all decisions about care of the child. It is to your child's benefit to keep us up to date on phone numbers, emergency numbers, and medical information. All staff is trained in first aid, and there will always be a minimum of one staff person trained in CPR on the premises.

ABUSE/NEGLECT REPORTING POLICY

Suspected child abuse or neglect will be reported to the proper authority whether the suspected abuse took place while a child was in the care of the child care, or whether the suspected abuse took place elsewhere. Confidentiality of all information will be maintained. Cradles to Crayons Childcare Center staff are trained yearly in recognizing and reporting child abuse and neglect.

FIRE/TORNADO/EARTHQUAKE DRILLS

Cradles to Crayons Childcare Center conduct monthly fire drills. During Emergency situations when an evacuation is required from the Kinderkamack Road center, the children will be walked to Assumption Academy located at 35 Jefferson Avenue, Emerson, NJ. When an evacuation is required from the Emerson Plaza East center, children will be walked to either the Emerson Hotel located at 31 Emerson Plaza East, Emerson NJ or the Emerson Library at 20 Palisades Avenue, Emerson NJ. Parents will be notified for pickup at that location.

EXAMPLE OF DAILY SCHEDULE

The following daily schedule is subject to change:

- 6:45-8:00 Supervised Play, Center-based Activities, Art
- 8:00 - Circle Time, Songs, Stories, Games
- 9:15-9:30 Rest Room & Wash Hands
- 9:30-9:45 Snack with Milk or Water
- 9:45-11:00 Readiness & Center-based Activities, Crafts, Music
- 11:00-11:45 Supervised Play
- 11:45-12:00 Quiet Time & Rest Room & Wash Hands
- 12:00 -12:45 Lunch
- 12:45-1:00 Rest Room & Wash Hands
- 1:00 - 3:00 Nap Time
- 3:00 - 3:15 Rest Room & Wash Hands
- 3:15 - 3:30 Snack with Milk or Water
- 3:30 - 4:00 Stories, Games, Music
- 4:00 - 5:30 Supervised Play

DROP OFF POLICY

Your child's safety is important to all of us. Please accompany children to their classrooms and be sure a teacher knows they have arrived. Likewise, when picking up children, come into the classroom or playground to get them, making sure a teacher knows they are leaving. Children must be signed in and out upon arrival and departure.

Staff will require any person picking up a child, and not known by the caregiver, to provide picture identification. If a Court Order exists preventing a particular individual from having contact with a child, the Center will comply with the Order. The Center will keep a copy of the Court Order on file.

If an intoxicated or impaired person insists on removing children from Cradles to Crayons childcare, the Center will immediately report the incident to the local Police agency.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

- Severe pain or discomfort
- Acute Diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease **MAY NOT** return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chickenpox, a health care provider's note is not required for readmitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable 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 communicable diseases, can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

RELEASE POLICY

Our center must have a policy concerning the release of children to parents or people authorized by the parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. We encourage all parents to make the appropriate documentation on the application to avoid any unforeseen problems with the drop off or departure of students. Each child may be released only to the child's custodial parents or person authorized by the custodial parents to take the child from the center and to assume responsibility for the child in an emergency if the custodial parents cannot be reached. Parents are required to document the driver's license of authorized people on the enrollment forms. At any time there are issues with custodial or non custodial parent and access, written procedures will be followed by staff members. If a non custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy on file.

The following procedures will be followed by staff members if the parents or person authorized by the parent as specified in above fails to pick up a child at the time the centers daily closing. The procedure shall require.

1. The child be supervised at all times
2. Staff members attempt to contact the parents or person authorized by the parents.
3. Emergency contact person will be contacted to pick up child. All individuals new to the center are required to show picture identification in order to compare to the child's authorized pickup list.
4. An hour or more after closing time and provided the other authorized person have failed and the staff member cannot continue to supervise the child at the center, the staff member shall call the Division of youth and family services hotline (1-800-NJ-ABUSE) to seek assistance in caring for the child until the parents or person authorized by the child parents is able to pick up the child.
5. The Director will discuss with parents if continued problems arises

It is the policy of the center if it is determined that the parent or person authorized by the parent appear to be physically and or emotionally impaired to the extent that in the judgment of the Director or staff member the child would be placed at risk or harm if released to such individual .

The procedure shall require that

1. The child not be released to such an impaired individual
2. Staff members attempt to contact the child's other parent or alternate person authorized by the parent.
3. If the center is unable to make alternative arrangements as noted in #4 above a staff member shall call the Division of Youth and Family Services 24 hour hotline to seek assistance in caring for the child.

GUIDANCE/DISCIPLINE

Discipline is handled by emphasizing and praising positive behavior and by using positive statements. It is not our policy to use corporal punishment. Instead, we talk things out and give reminders to redirect children to more appropriate behavior. Our goal is to help children to use their own words and solutions to solve interpersonal conflicts and assist them to make good choices. If those methods are not effective, we may issue a “time-out” where children are removed from the situation for a few minutes. Usually this gives children a chance to calm down and regain control. Children are encouraged to take any conflicts to the “talk it out table”. This is a place where they can talk out their feelings with another child or teacher. In cases of consistent or more severe misbehavior, parents will be contacted so that we may work things out together. If the behavior continues, and things cannot be worked out, the Director may place the child on a two week probationary period. If the situation does not improve during the probationary period, parents will have one week to withdraw their child from the Center.

DISCIPLINE POLICY

DEFINITION: "Discipline" means the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child

A. POSITIVE DISCIPLINE

1. Caregivers shall use positive discipline, which shall include the following:
 - a. Communicate to children using positive statements.
 - b. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
 - c. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.

B. INAPPROPRIATE DISCIPLINE

1. Any person, while on child care premises, shall not engage in any of the following actions toward children:
 - a. Inflict corporal punishment in any manner upon a child’s body.
 - b. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort.
 - c. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
 - d. Placement in a locked or dark room.
 - e. Public or private humiliation, yelling, or abusive or profane language.

C. Staff shall not associate disciplinary action or rewards with rest, food, or toileting.

D. Caregivers shall not:

1. Use time out for any child less than three (3) years of age.
2. Use time out for any purpose other than to enable the child to regain control.
3. Physically restrain children except:
 - a. when it is necessary to ensure their own safety or that of others;
 - b. only for as long as it is necessary for control of the situation.

E. DISCIPLINE DOCUMENTATION/COMMUNICATION TO PARENTS

1. This Policy shall be distributed to parents and staff.

2. Caregivers shall have ongoing communication between home and day care regarding all aspects of the care of the child.
3. Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.
4. In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues the Director may place the child on a two week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from the center.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

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.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, 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 center. The parent/guardian will be informed regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).

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

from the center.

A CHILD WILL NOT BE EXPELLED

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

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess classroom environment, provide appropriate activities and supervision.
3. Staff will always use positive methods and language while disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for 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 will be given written copies of the disruptive behaviors that might lead to expulsion.
11. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
12. The parent will be given literature or other resources regarding methods of improving behavior.
13. Recommendation of evaluation by professional consultation on premises.
14. Recommendation of evaluation by local school district child study team.

BITING POLICY

1. In an effort to avoid biting, the staff will keep the children active in organized and supervised activities;
2. Praise positive behaviors routinely;
3. If the staff member observes a biting incident, attend to the bitten child immediately, comforting the child with soothing words and touch;
4. Clean the area of the bite gently with soap and water. Apply ice if necessary;
5. Place the child who did the biting in a different area of the room and help the child understand the behavior is not acceptable;
6. Do not give the biter a lot of further attention;

7. Document the biting incident and report the incident to the director;
8. Notify the parent of the child who was bitten as soon as the child is picked up. Do not identify the name of the biter to this parent.
9. Discuss the incident with the parent of the biter and work with them to change the behavior. Monitor the child closely, making sure he/she is busy with activities and materials;
10. After all preventative steps have been tried by the staff members if the child continues to bite routinely the director or designee will call the parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time (days, weeks, etc.). If a child is suspended the parent should be informed that the child may return to the center as soon as the biting is abated;
11. If the child returns to the center, continues to bite, and is endangering the other children, the child may be terminated from the program;

SOCIAL MEDIA POLICY

The State of New Jersey Department of Children and Families, Office of Licensing requires that all licensed Child Care Centers develop and follow a written policy on the use of social media

POLICY STATEMENT Cradles to Crayons recognizes the value of online social media tools for connecting with staff, parents and families. Our web presence should project a positive image that is reflective of our overall brand and is consistent with our mission.

DEFINITION Social media, for the purpose of this policy, should be understood to include any website or forum that allows for open communication on the Internet including but not limited to: blogs, wikis, micro-blogging sites, social networking sites, virtual worlds, video and photo sharing websites and content published online by Cradles to Crayons employees.

If you choose to post a personal website or to participate in social media, (i.e. Facebook, Twitter, YouTube) chat rooms, or blogs, the following guidelines must be followed:

1. Cradles to Crayons Code of Conduct requires that the staff do not initiate outside contact with members or program participants. Under no circumstances should an employee encourage access or provide access information to his/her personal website
2. The use of photos, logos, or images of Cradles to Crayons is prohibited, unless authorized by the owner.
3. All staff members of Cradles to Crayons must uphold the Cradles to Crayons value of respect for the individual and avoid making defamatory statements about Cradles to Crayons supervisors, employees, members, participants, clients, partners, affiliates, and others including competitors.
4. Any personal website, blog, or social network interactions should not contain commentary and/or links that violate Cradles to Crayons' policies on harassment or discrimination.

5. Any reference to Cradles to Crayons must include a disclaimer stating that the views expressed are yours alone and they do not necessarily reflect views of Cradles to Crayons.
6. Staff of Cradles to Crayons are asked to promote the core values of mindfulness, caring, honesty, respect, and responsibility in their speech and behavior at Cradles to Crayons, with the community, and in any public forum.
7. Facebook/Instagram/Twitter page – Cradles to Crayons maintains a Fan Page on Facebook, Instagram, and Twitter that is administered and maintained by the Director.
8. The only approved website is c2childcare.com; no other website is endorsed by Cradles to Crayons.
9. Posting Cradles to Crayons information and pictures on your personal social media page is prohibited (without approval). If you wish to post Cradles to Crayons related information/pictures on your personal page, approval is needed from the Director prior to posting.
10. Parents/Guardians are prohibited from posting photographs or videos (from the Cradles to Crayons program) of any child other than their own.
11. Cradles to Crayons requires that all staff members use good judgment and discretion when posting on social media sites and abide by the internal Cradles to Crayons Social Media Policy.
12. Methods of communication: Cradles to Crayons uses the following methods of parental communication.
 - Baby – Connect – access only to identified individuals. Pictures posted on this application are for parent use only. This application also serves as a communication tool between parents and caregivers.
 - Class Dojo. Parents have access to activities commencing for the entire class their child attends. Parent must adhere to Rule 10 regarding posting any pictures from this application. This application also serves as a communication tool between parents and lead teachers.
 - Remind.com – This texting application is used as a communication tool between the Management staff and parents. It is a two way communication tool.
 - Email – Correspondence between parents and the Management staff may be conducted via email.