

100 JOHN F KENNEDY BLVD,
SOMERSET NJ 08873



Parent Handbook

WWW.CJENRICHMENTCENTER.ORG

225 DEMOTT LANE,
SOMERSET NJ 08873

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Welcome Letter from the Administrator

Dear Parents and Guardians,

Welcome to Central Jersey Enrichment Center! We are thrilled to have your child join our nurturing, engaging, and safe learning environment.

This handbook serves as a comprehensive guide to our policies, procedures, and educational philosophy. Our goal is to build a strong partnership with families to support every child's growth.

Warm regards,
Ms. Christine Skaria
Administrator



Mission & Philosophy

At CJEC, we believe in nurturing the whole child—emotionally, socially, physically, and cognitively. We are committed to offering a safe, loving, and educational environment that supports curiosity, creativity, and positive self-esteem.



Hours of Operation

Monday – Friday:

6:30 AM–7:00 PM

Saturday – Sunday:

Closed

Enrollment & Admission

Enrollment is open to children from infancy to school-age. Each child's file must include:

- **Completed Application**
- **Emergency Contact Info**
- **Immunization Records**
- **Custody Documents (if applicable)**

Communication Policy

CJEC prioritizes open communication with families. Our methods include:

- Phone & Text (for urgent matters)
- WhatsApp (daily updates & group messages)
- Email (formal notices & newsletters)
- Printed Notices (in backpacks)
- Bulletin Boards (on-site)

Email: info.cjecweb@gmail.com



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A safe place to grow,
learn, and shine
**one little step
at a time.**

Daily Schedule & Curriculum

We offer age-appropriate activities that foster development through:

- **Circle Time**
- **Storytelling**
- **Creative Arts**
- **Outdoor Play**
- **Music & Movement**



Drop-Off & Pick-Up Procedures

Children will only be released to authorized individuals listed on the emergency form. A valid photo ID is required.

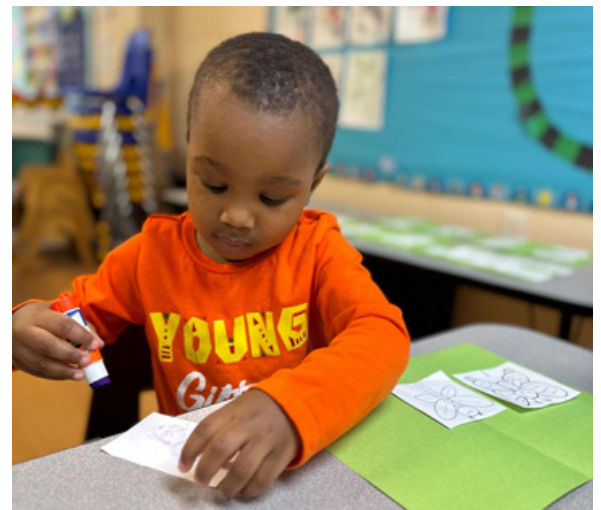
If a child is not picked up on time, staff will follow emergency protocols, including contacting state authorities if necessary.

Health & Illness Policy

We are a well-child care facility. Please keep your child home if they show signs of:

- **Fever ($\geq 100.4^{\circ}\text{F}$)**
- **Vomiting/Diarrhea**
- **Rash**
- **COVID-19** symptoms

Children may return after being symptom-free for 24 hours without medication or with a doctor's note.



Medication Administration

- A written doctor's order and parent consent are required.
- First dose must be given at home.
- Medications must be labeled and stored properly.
- Only designated, trained staff will administer medications.

Discipline & Behavior Policy

CJEC practices positive discipline:

- Encouragement
- Redirecting negative behavior
- **No corporal punishment, verbal abuse, or withholding food**

Parents will be notified of recurring behavioral issues and a behavior plan will be discussed.

Expulsion Policy

CJEC reserves the right to expel or suspend a child for reasons including:

- **Safety concerns**
- **Parent misconduct**
- **Incomplete paperwork**

Parents will receive written notice, and every effort will be made to resolve concerns before expulsion.



Nutrition & Infant Feeding

Parents of infants must provide a written Infant Feeding Plan.

Breastfeeding is supported onsite. Bottles/sippy cups must be labeled.

Unused breast milk/formula will be discarded after each feeding.

Use of Technology & Social Media

CJEC maintains a professional image and protects family privacy:

- **Staff may not post children's photos without permission.**
- **No live streaming, tagging, or location sharing.**
- **All communication must occur via approved platforms.**



Custody Agreements

Parents must submit copies of custody court orders and schedules. The center strictly follows court guidelines.

Notify the director of any updates.



Licensing & Parent Rights

CJEC is licensed by the Office of Licensing, Department of Children and Families.

Parents are encouraged to review our compliance documents and licensing reports, available on request or at:

MANUAL OF REQUIREMENTS



Emergency Contacts & Safety

Parents must keep emergency contact info up to date.

In case of illness or injury, the parent will be contacted immediately.

If unreachable, listed emergency contacts will be called.
Emergency drills are held regularly.



CJEC Uniform Policy

At CJEC, we believe that a standard uniform promotes a sense of unity, discipline, and equality among our students. All boys and girls are required to wear the designated school uniform as part of our daily dress code.

CJEC Boys & Girls uniform



Straight Leg Khaki Pant



Rib Knit Pullover



**Short Sleeve
Polo Navy**



**Short Sleeve
Polo Lime Green**



Girls Mary Jane black shoe



Boys Black shoes

Acknowledgment Forms

Please review and sign the following (included at the end of this handbook):

- Communication Policy Acknowledgment
- Health & Illness Policy Acknowledgment
- Technology Use Policy Acknowledgment
- Expulsion Policy Acknowledgment
- Discipline Policy Acknowledgment
- Medication Policy Acknowledgment
- Information to Parents (per state licensing)





Thank You



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