

# Welcome to Connecticut Farms Church Nursery School

The Connecticut Farms Church Nursery School aim's to make the first "Giant Step" away from home a happy and secure one. Under the guidance of trained and loving teachers, your child is given an opportunity for regular association with children of his or her age. We are very proud of the program and we hope you will be too.

## Table of Contents

Our Mission.....	2
All About Us.....	2
Potty Trained Policy.....	3
Educational Program Hours.....	3
Our Lunch Program.....	4
New Jersey State Policy and Procedure...	5
School Rules.....	8
1.    Disciplinary Procedures .....	10
2.    Expulsion Policy .....	11
Parking Lot Policy & Procedures.....	13
Emergency Plans.....	14
1.    Lockdown Procedure.....	14

2. Evacuation Procedure.....	15
Failure to Pick up and Late Pick-up.....	16
Policy on Parental Involvement.....	17

## Our Mission

A child’s learning and developmental abilities have not boundaries. By steering their mental and physical development, it will help lead their curiosity to independent and socialization though may fun experiences.

## All About Us

The school staff and facilities are licensed by the State of New Jersey and meet all State requirements.

Our teachers are certified and teacher’s aides have attended 8 hours of staff training through workshops, teachers’ meetings and courses. All staff members are certified in CPR and First Aid.

The Nursery School year begins in September, the Monday after Labor Day, and ends on or by June 15<sup>th</sup>. We generally follow the Union Township Public School system’s calendar for days closed, but we are not in strict accordance with it, as we are a *Private Nursery School*.

## Potty Trained Policy

**NO CHILD WITH DIAPERS WILL BE ENROLLED.**

Nursery School age children 2 ½ to 3 years of age, can be in pull-ups, BUT, must be able to use the bathroom with some or little assistants.

Pre-K children enrolling full day (9:00 a.m. to 2:30 p.m.) must be fully potty trained.

**Free potty training DVD's are available for parents.**

Call (908) 964-8544 to pick up a copy

## Educational Program Hours

### SCHOOL PROGRAMS AND DAYS AVAILABLE

All classes subject to adequate enrollment

Pre-K: child must be 4 by Dec. 31<sup>st</sup>, 2011

___ 5 mornings per week—Monday thru Friday	9:00 a.m. to 11:30 a.m.
___ 5 afternoons per week--Monday thru Friday	12:00 p.m. to 2:30 p.m.
___ 5 full days per week--Monday thru Friday*	9:00 a.m. to 2:30 p.m.

Three year olds: child must be 3 by Dec. 31<sup>st</sup>, 2011

___ 3 mornings per week Mon.-Wed.-Fri.	9:00 a.m. to 11:30 a.m.
___ 3 afternoons per week—Mon.-Wed.-Fri.	12:00 p.m. to 2:30 p.m.
___ 3 full days per week—Mon.-Wed.-Fri.*	9:00 a.m. to 2:30 p.m.

Three year olds: child must be 3 by Dec. 31<sup>st</sup>, 2011

___ 2 mornings per week—Tues. and Thurs.	9:00 a.m. to 11:30 a.m.
___ 2 afternoons per week—Tues. and Thurs.	12:00 p.m. to 2:30 p.m.
___ 2 full days per week—Tues. and Thurs.*	9:00 a.m. to 2:30 p.m.

\* Full day available only if a.m. AND p.m. sessions are open. There is also a \$2 per day separate cost for lunch. For more than one session taken or for a sibling, there is a 10 % discount on each subsequent class.

## Our Lunch Program

**(For All Day Students)**

For all day students lunch program from 11:30 a.m. to 12:00 noon. The cost is \$2.00 (cash) per day. The children bring lunch and we provide their drink and supervision.

## New Jersey State Policy and Procedure

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 12:122), 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 this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent'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 Bureau of Licensing in the New Jersey Division of Youth and Family Services. 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; 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, PO Box 18500, Newark, New Jersey 07191.

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 standards, you are entitled to report them to the Bureau of Licensing at 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have the policy concerning the release of children to parents or people authorized by parent(s) 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 dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau'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.

Our center must cooperate with all DYFS inspections/investigations. DYFS 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 Bureau 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 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 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.

Anyone who has reasonable cause to believe that an enrolled child as 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 Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at: 1-(877-667-9845) or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting the Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

## **SCHOOL RULES**

There will be 100 children enrolled in our school using toys, games, puzzles, blocks, computers, arts and crafts items, etc. and learning academic skills, social skills, physical skills and more. Please help us by reinforcing the following school rules so each day will run smoothly, safely and productively.

1. Please do not allow your child to bring small toys from home except for Show and Tell or if your child has a security object he/she needs to be comfortable the first few days of school.
2. Classroom toys should never be thrown or played with roughly.
3. All toys, etc. are either in baskets or have a special place. We encourage children to play with one thing or one basket at a time and then return it before taking another. After playtime, all children will help “clean up” and return things to their place
4. No climbing on chairs or tables.
5. Children will have opportunities to run during gym, but no running in class or in the entrance halls.
6. PLEASE double or triple tie shoes each day so children do not trip on untied laces.
7. All children should use “inside” voices during playtime, to communicate with teachers and classmates and in the entrance halls before and after school. Please set an example by doing the same too. At dismissal, it is easier for the children to hear us call their names if parents are quiet in the hallways.
8. Each child should respect teacher’s authority, display good conduct and respect the rights and feelings of others.

9. Children need to know how to wipe their noses and bottoms and wash and dry their hands. Please dress your child in comfortable clothes that are easy to manage for toileting and hand washing. No belts, overalls, jeans, or shirts with buttoned cuffs.
10. Children should not come to school sick. Allow at least 24 hours after a fever or bout of vomiting before returning to school. Call 908-964-8544 to let us know when your child will be absent.
11. Please do not leave an umbrella with your child. Take it with you or leave it in the umbrella stand in the hallway.
12. If you need to speak with a teacher, please do so upon arrival rather than at dismissal. Also when paying tuition.
13. Please stress the need for your child to hold your hand when you leave school and in the parking lot before and after school. Be aware of the cars coming into and leaving the parking lot. Please do not remain standing between or near parked cars with your child. With all the vans and SUV's it only takes a moment for your child to leave your side and not be seen by an incoming or outgoing vehicle.
14. Please be prompt in picking up your child at 11:30 a.m. – teachers have less than a half hour for lunch; or at 2:30 p.m. – most teachers must leave to pick-up their own children from school.
15. Please read future newsletters and all notices carefully, mark your calendar at home as a reminder of important dates. Check the bulletin boards in the

hallways often for birthday and snack instructions, and upcoming events, etc.

## DISCIPLINARY PROCEDURES:

1. We use positive reinforcement and praise to encourage children to follow social, safety, and group rules.
2. A child is never disciplined failing to eat or for soiling himself or herself.
3. We disallow hitting, shaking, corporal punishment, abusive language, frightening treatment, withholding food or emotional responses, or making children stay silent for lengthy periods of time.
4. A child may be separated from the group and placed in “time-out” for three or four minutes for not following class rules. The child will be seated near a teacher or teacher assistant and supervised at all times. The teacher will, at this time, discuss with the child the reason for his or her separation from the group so the child understands the disciplinary action taken. The child will then be allowed to return to the group.
5. Any child not behaving in the proper manner (such as hitting, kicking, biting, and screaming) or who is a threat to himself or herself or another child or staff member shall be asked to leave the group activity and sit in a chair for a few minutes of quiet time. Any problem that continues shall be handled between the teacher and the parent or guardian or the director and the parent or guardian.

## EXPLUSION POLICY

May be used to inform parents of the center's policy on the expulsion of children from enrollment

**EXPLUSION POLICY**

**NAME OF CENTER:** \_\_\_\_\_

**NAME OF CHILD:** \_\_\_\_\_

**SIGNATURE OF PARENT:** \_\_\_\_\_

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 reasons we may have to terminate or suspend a child from this center:

**PARENTAL ACTIONS FOR CHILD'S EXPLUSION**

- Failure to pay/habitual lateness in payment
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Other (explain)

**CHILD'S ACTIONS FOR EXPULSION**

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

**PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPLUSION**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.

7.

- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges (Explain)
- 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.

## SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing above the child'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 an adequate amount of time to seek alternated 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  
(1-877-667-9845)
- Reported abuse or neglect occurring at the center.  
(1-877-NJ-ABUSE) (1877-652-2873)
- Questioned the center regarding policies and procedures.
- Without giving the parents an adequate amount of time to make other child care arrangements.

## PARKING LOT POLICY AND PROCEDURES

(The Parking Lot is the property of the Connecticut Farms  
Presbyterian Church)

### PARENTS,

For everyone's safety and the safety of vehicles parked in the Nursery School parking lot, please follow these rules:

1. Park only in designated spots. (You will be ticketed.)
2. Open car doors very carefully.
3. Do not remain standing between cars or allow your child to play near cars.
4. Do not walk pets near the school.
5. Drive slowly.
6. Hold your child's hand when walking to and from school and in the parking lot. (It only takes a moment for your child to leave your side and run into the path of a moving vehicle).
7. Be aware of cars in front of and behind you when going up and down the driveway especially with rainy, snowy, or icy conditions.
8. Do not stop your car at the top of the driveway to drop off or pick up.
9. You or an authorized ADULT must always drop off or pick up your child.
10. For the safety of the staff, if you are late with your child, please use the entrance door in back by the parking lot. (There is a window in that door and we can identify anyone who rings the bell).
11. If you see any unauthorized person attempting to enter the building, please see the director or a teacher, immediately.
12. DO NOT PARK ON THE GRASS AREAS

## EMERGENCY PLANS

### LOCKDOWN Procedure:

(If authorities inform us that we cannot leave the building)

ALL Doors and Windows Locked

No one leaves or enters the school and families are contacted.

WHEN authorities have contact and clear the school,  
We will call all families for dismissal of the children.

### EVACUATION Procedure:

(If we cannot re-enter the building)

EMERGENCY LOCATIONS:

892 Stuyvesant Avenue Union

(Reverend's residence) or

Union Center Bank

2455 Morris Avenue Union

All families would be contacted as to location.

We will dismiss children only to parents or persons authorized by parents.

Please know we will always act in the very best interest of your child.

## Failure to Pick-up and Late Pick-up

Procedures to be followed in the event that the parents or other persons authorized by the parents fail to pick up or is late in picking up a child at the time of school's daily closing.

1. The child is supervised at all times by 2 or more school staff employees.
2. School staff will make every effort to contact parent(s) and other authorized person(s).
3. One hour after school closing, and providing the school staff is unable to make other arrangements, staff members shall call the Division of Youth and Family Services 24 hour hotline 1-877-667-9845 to seek assistance in caring for the child.

Geri Foligno,  
Director

## Policy on Parental Involvement

The State of New Jersey has asked that each center write their policy on parental involvement. Connecticut Farms Church Nursery School's is as follows:

1. The Nursery School has a board that consists of church members and three parents that have children in the school program. When parents are needed a notice is posted and those that are interested are asked to see the Director.
2. Parents are always allowed to visit. No appointments are necessary; parents may drop by at any time to observe their child.
3. There is a September Orientation Meeting for parents to attend before school starts to meet the staff and go over the basic rules and regulations of the school.
4. There are certain field trips that we take with the children where parents are needed to assist in walking to and from our destination.
5. There are program help throughout the school year where parents are invited to attend to see what the children are learning.
6. Birthdays are observed and parents are invited to celebrate with their child and his/her classmates.
7. There are teacher-parents conferences held in March or April to report on each child's progress in school.