



PLAY - EXPLORE - LEARN
Presbyterian Church Cooperative Nursery School

Parent Handbook

Presbyterian Church Cooperative Nursery School
35 Church Street, Rockaway, NJ 07866
www.pccns-rockaway.com
973-586-3665

Presbyterian Church Cooperative Nursery School **Policy and Information Handbook**

Rev.4/12/19

This handbook has been established as a guideline to provide information concerning the operation of our school. Please keep this handbook available for reference and review throughout the school year.

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First Presbyterian Church Cooperative Nursery School

The First Presbyterian Church Cooperative Nursery School (PCCNS) is located in the lower level of the First Presbyterian Church. Our school is a state licensed, non-profit preschool. We are proud to meet the highest standards in an early childhood program.

What is a cooperative nursery school?

A co-op is a “large family” in a school setting where teachers and parents work together to create a warm, caring and supportive environment for all, especially the children. We invite parents to volunteer as classroom assistants for the entire class period on a rotating basis for the entire year. Parents also enjoy assisting on a committee that will help our school to function. To Co-op is an excellent way for parents to be directly involved in their child’s school. It also gives the parent an opportunity to observe their child’s growth and development in a group atmosphere. For the continuity and security of the children and teachers, the cooperative experience is only available to parents or to the primary caregiver of the child. All Co-op participants are required to complete a child abuse record background check, and must be fingerprinted. Parents who opt not to co-op pay a higher tuition fee.

Our School Philosophy

The Nursery School program is designed to promote emotional, social, intellectual and physical growth for all of our children. Our school’s well-balanced programs meet the needs of the children according to their age and development. Every child is special and is treated as an individual. Children learn in our multi-cultural environment. We firmly believe in the value of “Play is a child’s work.” Through play, children can learn cooperation, social and conversational skills, creative thinking and decision-making.

Our school provides a safe, secure environment for children to explore new ideas, meet new friends and learn to love school. Our enthusiastic teachers allow each child to progress at his/her own pace through their caring, loving and creative lessons. We are advocates for all children. We strive to provide the best educational program for your child. If we are unable to meet your child’s individual needs, we will guide you to an early intervention program in your school district.

Directions

Our school is located at the First Presbyterian Church at 35 Church Street in Rockaway, 07866. Parking is provided in the parking lot on the right side of the building. Everyone must enter through the front white double doors where the school door bell is located.

Class Schedule:

Two and a Half – Young Three-Year-old classes:

Wednesday, Friday

9:00 AM - 11:30 AM

~ Approx. 10 children/class ~

*Rolling Admission

Three-year-old classes:

Monday, Tuesday, Thursday

9:00 AM - 11:30 AM

The 3's yearly may add on an optional 1-2 days (Wednesday and Friday) with our rolling admission class.

~ Approx. 12 children/class ~

Four-year-old classes:

Tuesday, Wednesday, Thursday and Friday

9:00 AM - 11:30 AM

~ Approx. 15 children/class ~

Four+ year-old classes:

Monday, Tuesday, Wednesday, Thursday and Friday

9:00 AM - 12:30PM

This program is an academic kindergarten preparatory class.

~ Approx. 16 children/class ~

In each class there is a certified teacher and a Co-op participating parent assists on their assigned day. Other staff are also on-site during school hours each day.

Class sizes are kept small which provides a greater benefit to the children.

** Classes are based on enrollment needs and at our discretion.*

Enrichment Programs:

PCCNS offers the following after school enrichment programs:

- ◆ Kindergarten Readiness
- ◆ Lunch Bunch
- ◆ Creative Kids
- ◆ Early Morning Drop Off – Pay as you Come/No Registration Required

We will continue to expand on these programs. Please check our Enrichment Program Registration Forms in the school office for details and pricing information.

General Curriculum

We believe school should be fun. To achieve this we incorporate music, games, crafts and activities that promote learning. This is done in a loving, nurturing, safe environment. We will introduce basic social skills by emphasizing sharing, patience and self-control while building strong self-esteem. These skills will help promote the early friendships your child will develop.

Two and a Half-Young Three Program

The program bridges the home experience to a more structured play environment. The emphasis is on developing emotional, academic, and social growth in a nurturing setting. Speech development and the arts are explored.

Three-Year-Old Program

The program will focus on developing small and large motor skills, which are critical for the next stages in learning. Emphasis is on developing social skills, a longer attention span and following directions. By introducing early math, language arts and science in an age-appropriate way, we create a fun, positive educational experience.

Four-year-Old Program

Emphasis is placed on the child being an active part in a learning environment. Children will be encouraged to explore new ideas such as sign language, vocabulary, and math concepts through music, games and peer interaction. Each child will be shown how to make the transition from one activity to another in a group situation. Listening to directions and following through with performing an activity will be done on a daily basis. Socialization skills continue to be a part of the program during play and physical education class (gym). Children in this program will be introduced to the skills that will help them to progress further in school.

Four+ Program

This program is a transitional kindergarten. It is specifically designed for those children who miss the kindergarten cut-off date or who are not yet ready for kindergarten. The curriculum is designed to meet the needs of both these groups. The children are given time to further develop emotionally, socially, physically and cognitively. Attention span and listening skills are continuously developed on a daily basis.

The development of pre-reading skills is done through a beginning reading program using sight words and phonics as a base to produce young readers with both emergent and early characteristics of reading. More advanced skills are presented in a pre-math program while continuing to always reinforce the basic skills. Center activities that incorporate music, social studies, science and technology are infused into the program to further develop integrated learning. Fine and gross motor skills also play an

General Curriculum (cont.)

important role in this curriculum. Conversational Spanish, songs and vocabulary are also introduced.

Lessons are done in fun and creative ways. This transitional-K program provides a healthy base, which prepares the children to be more successful in the kindergarten program they will enter.

Privacy Policy

As members at the Presbyterian Church Cooperative Nursery School, you agree to all the policies set forth in the parent handbook of the school. At all times, we speak with a positive voice in working and communicating with the children, staff, other parents, and church personnel. We ask that any discussions on school grounds, which includes; classrooms, hallways, playground, and parking areas, be a pleasant atmosphere. Children are present on our grounds or in hearing distance at all times. It is our policy for each child to have a positive educational experience. The privacy of each child is strictly adhered to maintain complete confidentiality. Parents are asked to not discuss any child, as it is a violation of the membership agreement. We want every child, parent and staff member to have a safe, positive and pleasant experience as members of PCCNS.

Co-op Parent Guidelines & Responsibilities

Your *Class List* will include your assigned co-op dates. Please advise the office **in writing** of all corrections and changes. If PCCNS changes any co-op dates throughout the year due to enrollment changes, you will receive a new *Class List*. Parents are responsible for checking their dates on the new *Class List* and providing coverage for their assigned dates.

Snack: On your assigned day, please bring water, cups and a snack for the entire class. Carefully check for food allergies and provide only fruits and vegetables, (no strawberries), on your assigned days. **We strive to be a peanut/tree nut free school.** Please check all packaged fruits and vegetables for ingredients and that they have not been processed in a plant that uses nuts/tree nuts. **The only pre-packaged foods accepted are Raisins and Sea Salt Garden Veggie Straws (see package image on school bulletin board).** If you are not sure about a food, just ask. We will be happy to advise you. Birthday celebrations will be fruits and vegetables only. Fresh fruits and vegetables may include, bananas, cut grapes, cut watermelon, cut cantaloupe, cut cucumbers, cut carrots, etc.

Co-op Parents: We are happy you decided to co-op. This is a wonderful experience for you and your child. It is a great opportunity to become part of your children's education. A Co-op is a big part of what makes our school so unique. State Licensing requires us to meet specific adult/child ratios. The teacher depends on you, as a co-op parent, to be there as the assistant teacher for the day. Having proper coverage will provide your child with the safest and happiest school experience.

Non Co-op Parents: The assigned dates are for your child to have a turn being host/hostess. You will provide water, cups, napkins, and a snack for the entire class on your assigned days.

Co-op Responsibilities: We work very hard to try and accommodate scheduling requests. If a date does not work for you (or your child is sick) it is your responsibility to find a replacement.

1. Call ALL of the other parents on your class list and try to switch a date.
2. Call the office 973-586-3665 to inform the staff of the change in classroom assistant coverage.
3. After you have tried item #1 and could not find a parent to cover for you, please call the office at least 2 or more days before your scheduled co-op date (in case of illness, try item #1 and call ASAP).

- a. You will be charged a \$35 fee for each missed assigned co-op parent day. It is your responsibility to leave this payment in the parent box located in the front office on the student's next day at school.
- b. If you miss your Co-op assigned day 3 or more times, you will be required to switch to Non Co-op status and pay the additional tuition that school year. The Co-op discounted rate will no longer apply.

Assistant Teacher Guidelines:

- ◆ No siblings are allowed in the classroom while you are the helping parent.
- ◆ NO CELL PHONE use is allowed in the classrooms.
 - The ONLY exception would be in an emergency situation. If you need to be contacted for an emergency, please let the teachers know immediately that you need to take the call.
- ◆ Arrive 15 minutes early and meet with the teacher for instructions.
- ◆ As a teacher's assistant you are not required to discipline children. That is the teacher's job.
- ◆ Do not leave until the classroom is neat and the teacher has informed you that there are no more duties for you to complete.
- ◆ Never discuss an occurrence or a specific child's behavior outside the classroom. We only use positive voices and communication in working with children, other parents, staff, and church personnel.
- ◆ Several Co-op duties include but are not limited to:
 - Preparing supplies for projects and/or bulletin boards (cutting, hanging, etc.).
 - Assisting children while hand washing before snack, after bathroom use and after projects.
 - Assisting children during project time.
 - Cleaning tables after projects, before/after snack and before you leave for the day.
 - Setting out snack with student helpers.
 - Participating in circle time, gym, peer interaction, outside play, etc.
 - At the end of class, help clean the classroom to be ready for the next session.

The Director and/or Executive Board have the discretion of asking a parent to become a Non Co-op parent if the experience is not beneficial to the parent/child/class. Tuition will be adjusted accordingly.

Helpful Hints

- ◆ If you have any questions about the school, teachers, policies or your child, please speak to any teacher or the Director. We are here to make your first school experience a positive one.
- ◆ All children should have a tote bag, approximately 15x18. **Please NO Backpacks.**
- ◆ Children's names **MUST** be on all of their belongings.
- ◆ Leave all personal items and toys at home.
- ◆ In each tote bag there should be one pair of clean pants, underpants, a shirt and socks. Spills and messes happen, so **PLEASE** keep a change of clothes in a plastic bag in the backpack.
- ◆ Dress children comfortably. Sneakers should be worn for safety.
- ◆ Our school calendar and class list with helping parent's days will be sent in late August.
- ◆ Several circumstances arise during the school year making it necessary for us to add or remove the co-op dates you may have originally been assigned (i.e. when a new student joins the class or a student withdraws). Please update any new class lists you may receive.
- ◆ Tuition should be handed in on time. It can be placed in the Parent form box in the office.
- ◆ There are many opportunities to get involved in PCCNS. Please do, we would love to get to know you better.

Arrival, Dismissal and Absences

- ◆ **Arrival:** All programs begin with circle time. Classroom doors will be closed when class begins. To help a child feel secure and ready to be a part of a group please arrive **ON TIME**. Please bring your child to their classroom door inside the building and wait until a teacher opens the door. The *Helping Parent* for that day should arrive 15 minutes early and may enter if the teacher is in the classroom. The school must be notified by 9:00 a.m. if your child will be late or not in attendance that day.

Please do not, under any circumstances, leave a child alone in the hallway or send a child in from the parking lot alone. A parent must be inside with the child until a teacher opens the door. **BY LAW CHILDREN SHOULD NOT BE LEFT IN A VEHICLE WITHOUT AN ADULT**. Please bring siblings inside with you.

- ◆ **Dismissal:**

Daily Dismissal: At the end of class, please wait outside your child's classroom door to pick up your child. The teacher will dismiss to parents, or to any person authorized by parents through a yearly blanket authorization form (blanket authorization forms are available in the front office). Any changes to this blanket authorization require submission of a new blanket authorization form. The PCCNS front office will keep this list of persons authorized by you on file. All parent authorized persons picking up students are required to provide identification when doing so. PCCNS will not release to anyone other than a parent without a blanket authorization form.

Emergency Dismissal: In the event of an emergency, Emergency Contact Cards are only used after an initial phone call to parents are made, and parents are unable to be reached. Your child will be released to your emergency contact individuals. These cards will not be used in place of blanket authorization forms for daily dismissal.

- ◆ **Late Pick-Up:** We understand that there are circumstances that may arise during pick-up times. **In order to be respectful of our staff and their time, please make every effort to be on time.** If you will be late picking up your child - PLEASE CALL 973-586-3665. If you are late three times a fee of \$25 will be charged for each subsequent occurrence.

Parking Lot / Front Lawn: Our parking lot can be a busy place at certain times of the day. Help us in providing a safe environment by adhering to the following rules:

- Hold your child's hand in the parking lot.
- Drive slowly in the parking lot.
- Please do not leave children unattended in front of the church or allow them to play on the front lawn or garden.
- Please enter the building at dismissal and do not wait in front of the school doors.

- ◆ **Absence:** Please notify the school by calling 973-586-3665. Please state child's name, class and reason for absence. This is required by the State Health Department of New Jersey.

Maintaining Safety & Security

- ◆ **Doors Locked:** The church doors will be locked once classes begin and opened again at dismissal time. If you arrive late to drop off your child, please ring the door bell and wait for a staff member to allow you in.
- ◆ **Fire Drills:** As stated by law, fire drills are conducted monthly. Children are instructed to leave the building by assigned exits, quickly, quietly and calmly. Under no circumstances are children permitted to take any personal belongings, including coats. Their safety is our main concern. Lockdown drills/evacuations will be practiced during the year.
- ◆ **Custody Situations:** PCCNS cannot prevent a non-custodial parent from taking a child. If a court order has been issued that a non-custodial parent is prohibited from having contact with a child, it is MANDATORY that a certified copy of the order be kept on file at the school. This is a State requirement. If the non-custodial parent attempts to pick up their child, the teacher will employ all reasonable means to prevent the child's release. The teacher will not, under any circumstances, endanger the safety of the children in class or herself. If the child is ultimately released to the non-custodial parent, the custodial parent and the Rockaway Borough Police will be notified of the incident and a written report will be prepared.
- ◆ **Child Abuse Policies: Mandated Reporting**
As professionals in contact with young children and their families, we at the PCCNS are required by law to help Child and Family Services become aware of children who may be abused or neglected. According to the law, public or private school teachers and employees are mandated reporters. Thus, it is policy of the PCCNS preschool program to report any and all suspected cases of child abuse and/or neglect to **Child and Family Services** immediately by telephone. Our school will offer full cooperation of its staff during the investigation of the reported incident.

Media Technology Policy

PCCNS uses the TV/video/computer as an educational and instructional tool which is age/developmentally appropriate and is NOT used as a substitute for planned activities or passive viewing. The children at PCCNS are learning many cognitive and social skills through the use of various media.

Communication

- ◆ **Email:** Please include your email on the registration form to be added to our email distribution list. The Director will send copies of newsletters and notices through email and via Facebook. Please check both sources for school information regularly.
- ◆ **Facebook:** Please visit our Facebook page by searching for **PCCNS – COOP**. Click on Join Group and wait for the administrator to accept you. This is a closed group.
- ◆ **Notes to teacher:** If there are any changes in regards to parent pick-up, illnesses, situations at home, or in the classroom, it is helpful to communicate this to the teacher in person or by note. It is important for us to be aware of things that will affect your child in school. Likewise, our teachers will try to do the same.
- ◆ **Bulletin Boards for Daily Notices** are posted outside all the classrooms. Please check this daily for any new information from your child's teacher or the Director. *If you, the parent, do not transport your child to school, it is still your responsibility to obtain information posted on the bulletin boards outside the classroom.*
- ◆ **A newsletter or calendar** from the teacher will inform each parent of what will occur in the classroom on a monthly basis.
- ◆ **A newsletter from the Director** will inform the parent of what will occur in the school on a monthly basis.
- ◆ **Parent/teacher conferences** will be scheduled once a year to privately discuss your child's progress. If needed, a conference may be scheduled at any time by the teacher or parent.
- ◆ Any changes in a child's address, phone number, custodial guardianship or medical situation must be reported to the office, so our files remain current.

Field Trips

- ◆ Every parent must sign a permission slip for a field trip. This is a requirement.
- ◆ Every parent is responsible for transporting their child to and from all field trips.
- ◆ Every parent must remain with their child for the entire trip. While on the trip, you accept full responsibility for your child. If a parent is responsible for other children, a note needs to be given to the teacher *prior* to the day of the trip and the office needs to be notified.
- ◆ The school usually pays for our field trips; the school does not pay for siblings. Please check with the teacher to see if siblings are invited before you bring them on a trip.

Emergency Closings

- ◆ Parents will be informed of closings and delays immediately through email.
- ◆ If there is a delayed opening, **AM classes will start at 10:00 AM and will dismiss at the normal time. PM classes will start at their regular time.**
- ◆ Please be very careful on sidewalks and driveway, they may be slippery. We will do our best to keep them safe.

Catastrophe

If a catastrophic situation should arise at the school the Director will be informed immediately. The Director will inform the Executive Committee Chairperson and they will meet with the teachers. An appropriate action will be taken and parents will be notified as soon as possible.

Financials

- ◆ Please be aware of the importance of the terms of the Annual Registration Contract signed by each parent at the time of registration. Signed agreements are kept in each child's file. Please make a copy for your records, or a copy is available from the office.
- ◆ **Tuition will not be reimbursed** for emergency closings, scheduled school vacations, or a child's absence from school for any reason.
- ◆ **All payments must be made by the tuition due date.** Any late payment will be subject to a **\$25 fee** for each month it is overdue.
- ◆ Failure to meet payment requirements will result in your child's removal from our program.
- ◆ Tuition Payments should only be **a personal check, bank check, money order or cash.** We do not accept credit cards.
- ◆ You are responsible for all bank charges incurred for any returned checks.
- ◆ If there is ever a problem of meeting your financial responsibility, please speak to the Treasurer or Director as soon as possible.

Health and Medical

Medical Emergency: In the event of a medical emergency involving a child, the Rockaway Borough First Aid Squad will be contacted immediately. The child's parent or authorized emergency contact will be called next. The child will be taken to the nearest hospital for treatment. PCCNS cannot honor requests for a particular hospital. It is the **parent's responsibility to notify their child's doctor. Remember this is an emergency situation.**

Members of our staff are First Aid & CPR certified and EpiPen trained. A teacher will properly treat minor injuries and the parent will be notified. A written report will be filed.

Illness: If a child exhibits any of the following symptoms, the child may not attend school: *any pain or discomfort, diarrhea, vomiting, elevated temperature, sore throat, severe coughing, discolored eyes, infected skin patches, difficulty breathing, unfamiliar skin rashes, swollen joints, stiff neck or enlarged lymph nodes or blood in urine.* If any of these symptoms occur while child is at school, parent will be notified and asked to remove child from school.

Communicable Diseases: If a child contracts any of the following diseases, please report it to us immediately. A doctor's note specifying that the child presents no risk to himself/herself or others is required for child to return to school.

Table of Reportable Communicable Diseases

Respiratory Illnesses: Chicken Pox, German Measles, Hemophilus Influenza, Measles, Meningococcus, Mumps, Strep Throat, Tuberculosis and Whooping Cough.

Gastrointestinal Illnesses: Giardia Lambia, Hepatitis A, Salmonella and Shigella.

Contact Illnesses: Impetigo, Lice and Scabies.

If your child is exposed to any of the above diseases, the school will post a notice outside your child's classroom. A doctor's note specifying that the child presents no risk to himself/herself or others is required for child to return to school.

Medication: No staff member will dispense any medication. This includes acetaminophen, aspirin, throat lozenges, prescription drugs, non-prescription drugs, etc. However, parents are welcome to come in and give their child any medication that is necessary.

If you have a child with known allergies for which an EpiPen is required, you must provide two EpiPens to the school in their original container, clearly labeled with child's name and a small, current photo of your child attached to the medical registration form. Please include a letter granting PCCNS permission to administer the EpiPen as needed.

Philosophy of Discipline

How do we treat young children enrolled in our school? At our school we treat each child with respect and sensitivity. Our goal is to work cooperatively with children and parents to help a child develop self-control. In school we set clear, appropriate limits to create a safe environment and provide security for our children. One important rule is: “You may not hurt yourself, others, or damage things.”

Each child and situation is different so we will try to incorporate some of the following steps towards positive discipline: change environment, redirect child towards another activity, use the word “do” instead of “don’t”, problem solve with child, time away from the group to calm down, recognize positive behavior and discuss with parent possible reasons for behavior. Our goal is to see that discipline follows the behavior, builds self-esteem and fosters independence.

Under no circumstances will discipline of a child involve hitting, corporal punishment, abusive language, ridicule, harsh or frightening treatment, unsupervised isolation, enforced silence periods, or interfere with the child’s toileting or food. Discipline will never take place in the form of child abuse, neglect or exploitation. If any of the above occurs, the Director or a member of the Executive Board must be informed.

If a serious situation occurs, the child may be asked to leave the school for the remainder of the day or a period of time. If there are repeated serious episodes of inappropriate behavior, the *Pro-Active Policy on Violence* will be put into effect.

Pro-Active Policy on Violence

The following actions will be taken prior to expulsion:

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess classroom environment, appropriateness of 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. Inappropriate language and action will be documented.
9. Parent/guardian will be notified verbally.
10. If it should occur three times, it will be reported to the Director and a meeting with the parents will be arranged. The meeting will consist of parent(s), Director and teacher.
11. An action by one child to another child, where an object is used to threaten or injure, will be documented and reported to the Director. Parents of the children involved will be required to meet with the Director and teacher. The child that was reported will not be allowed back in the classroom until the meeting takes place and proper action is taken.

Expulsion Policy

(Permanent removal of a child from First Presbyterian Church Cooperative Nursery School)

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 in order to prevent this policy from being enforced. The Executive Board will review each situation and make a final decision. The following are reasons we may have to expel or suspend a child from this school:

IMMEDIATE CAUSES FOR EXPULSION

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

PARENT/GUARDIAN 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 or angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

SCHEDULE OF EXPULSION

- If after the remedial actions listed in the *Pro-Active Policy on Violence* 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).

Special Services

It is our mission to provide the best possible educational program to all students. The staff at PCCNS makes every attempt to educate each child within a diversified learning environment and meet the needs of child's learning abilities. There are circumstances in which other modifications may be needed in the best interest of the child. **If a child currently enrolled in our program is determined to have special needs, a consultation with the Director, teacher, and parent must be held to determine the proper course of action in terms of whether our program can continue to meet the specific needs of the child.** We will (a) communicate with the student's family (b) identify areas of need (c) establish a plan and discuss intervention strategies which may include outside resources.

Withdrawal from our program

If you wish to withdraw your child from the program, you must notify the Director immediately. As stated on your signed contract at registration, the following will apply:

- a. The **REGISTRATION FEE** will **NOT** be refunded.
- b. Before May 30, prior to the start of the school year, all money paid will be refunded from any tuition or fees that have been paid.
- c. After May 30, prior to the start of the school year, no monies will be refunded from any tuition or fees that have been paid, other than the registration fee.
- d. At the time of disenrollment any outstanding balance is due.
- e. Your child is not registered until all forms are completed.
- f. A late fee of \$25.00 is applied monthly for each missed payment. If the late fee and tuition is 15 days in arrears the school has the option to discontinue service.
- g. All tuition payments are required to be paid in full by January 15 of the registered school year.

Grievance Procedures

Updated Nov.2008

The following procedures must be adhered to if any parent of the First Presbyterian Church Cooperative Nursery School wishes to submit a complaint of an official nature.

The following procedures must be adhered to if any parent of the First Presbyterian Church Cooperative Nursery School wishes to submit a complaint of an official nature.

1. Make an appointment with the Director to discuss the issue/complaint. Every effort will be made to resolve the issue/complaint at this meeting.

2. If your meeting with the Director is unsatisfactory, you may then contact the Chairperson of the Executive Board Committee.
3. Your grievance must be submitted to the Chairperson in writing. Your grievance should be addressed to the attention of the Chairperson of the Nursery School Executive Committee and be left in the main office of the First Presbyterian Church of Rockaway.
4. The Chairperson will call a general meeting of the Executive Committee as soon as possible, but not later than 30 days from receipt of the complaint. The Chairperson will submit the written grievance to the Executive Board Committee for discussion. The parent submitting the complaint will be present at this meeting.
5. In the case of several parents jointly submitting a grievance, the Executive Committee will meet with each parent individually to discuss the issue/complaint.

**Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), 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 Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). 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 Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may 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: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center's copy of the Office 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 Office'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 DCF inspections/investigations. DCF staff may interview both staff members and children.

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

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

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

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

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

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at <http://www.cpsc.gov/en/recalls/recalls-by-product?productLD=68364>. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/DCF and select Publications.

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