

PCCNS PARENT HANDBOOK

PLAY*EXPLORE*LEARN



**35 Church Street
Rockaway, NJ 07866
Pccns-rockaway.com
973-586-3665**

Rev. 2024

IMPORTANT CONTACT INFORMATION

SCHOOL WEBSITE: PCCNS-ROCAKAWY.COM

DIRECTOR EMAIL DIRECTORPCCNS@GMAIL.COM

SCHOOL PHONE 973-586-3665

FACEBOOK PAGE Pccns Coop

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

This handbook has been established as a guideline to provide information concerning the operation of our school. Please know the handbook can be accessed on our website or at the facility. Pages may be updated at the discretion of the school.

PCCNS

The First Presbyterian Church Cooperative Nursery School (PCCNS) is located in the lower level of the Church. Our school is a NJ State licensed, non profit, academic, and creative preschool. We are proud to meet the highest standards in a preschool learning program.

A cooperative preschool is a large family in a school setting where parents, children and teachers work together to create a warm, caring and supportive environment for all to enjoy. We invite parents to participate at their convenience during the school year. Parents may also assist on various committees as schedules allow.

OUR SCHOOL PHILOSOPHY

The preschool is designed to promote emotional, academic, social, intellectual and physical growth for all the children. Our school is a well balanced program to meet the needs of the children according to their age and development. Children learn in a diverse multi-cultural environment. We firmly believe that children learn through play and academic experiences. Conversational skills are incorporated, critical thinking, discovery, and decision making are crucial to child development.

Our school provides a safe and secure facility for children to explore new ideas, meet new friends, and learn to love school. Our professional staff allows each child opportunities to progress and thrive. PCCNS fosters the love of learning for each child through creative lesson plans, caring, and advocating 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 intervention program in your school district.

DIRECTIONS

PCCNS, 35 Church St., Rockaway, NJ, 07866. Parking is provided at the facility in the larger parking lot of the Church. Please use the first set of double white door from this lot and ring bell if necessary. The door bell is for parents to call downstairs to the school. Security doors are locked and entrance is by staff admission only.

CLASS SCHEDULES

2.5/3 class is a rolling admission class for children 2.5-3yrs

Wednesday, Friday and follows the school master calendar

Class size approximately 7- 10 children

9:00-11:30

3/4 year old class is a 4 day program

Tuesday, Wednesday, Thursday and Friday and follows the school master calendar.

Class size approximately 10-12 children

9-11:30

4+ Class is a 5 day program for older children. 4-5 years.

Monday, Tuesday, Wednesday, Thursday, Friday

Class size approximately 10- 15 children.

9-12:30

Classes and class sizes may vary depending on enrollment needs and at PCCNS discretion.

Enrichment programs are offered. Please check with the school for STEM and Early Morning Drop Off opportunities.

-Creative Kids STEM

-Early Morning Drop Off-8:30

Note: Registration forms for Creative Kids STEM are sent at the start of school.

GENERAL CURRICULUM

PCCNS believes preschool should be exciting and challenging. To achieve this we incorporate many learning experience to a diverse student membership. As extra curricula experiences PCCNS offers music, gym, movement class, yoga and creative arts to our academic curriculum that promote essential development and growth. Our experienced staff strives to meet all children where they are and foster the love of learning. Skills are achieved through self reliance, tolerance of others, friendships, academic pursuit and self esteem.

2.5/y3 Program

Our program bridges the home experience to a more structure experience to afford play and learning through touch toys, malipulative challenges, reading and listening skills. The emphasis is on developing emotional growth, academic awareness and social development in a safe environment. Speech and the arts are explored. Friendships begin with taking turns, acknowledgment of others and understanding of spacial concepts in our classroom.

3/4 Program

Our program enriches reading with language vocabulary, sight words, identifying concepts and play. We learn awareness of core muscle development, social skills, advanced attention span, and following directions. Skills are developing through creative art, movement activities, math and science lessons in a a fun age appropriate setting. This will ensure a creative and positive educational experience for success.

4+

Our program is for children who will be staying for another year before kindergarten or those prepping to go. Children will develop reading skills, attention span, self reliance, physical activities, math skills and friendship building. PCCNS is a beginner base to produce young readers with emergent knowledge and early characteristics of identification and process for academic achievement. Center activities, musical instruments, social studies, science and technology are part of our days.

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.

SNACK

Fresh fruits and vegetables only. Provide enough for each student in class. Teachers will send a parent calendar when it is your day to provide snack for the class. This is done on a rotating basis. Locate your name on the parent calendar each month. Small 8 ounce water bottles, (Poland Spring or other) cups and snack should be provided for all children in class. In addition, your child may bring a tightly sealed tumbler /sippy cup of water.

BIRTHDAYS

The school celebrates at school with a special sticker or crown provided by teacher. Fancy decorated fruits and/or veggies are an option for regular fruits and vegetables. We have seen some pretty creative spider, penguins, fish etc. as options to celebrate.

If asking a teacher to send birthday party invites via child's tote bag:

PCCNS will only send to child's class.

No names on envelopes.

Entire class invited.

We will not hand out thank you notes thereafter.

Optional ideas- birthday child may bring

1-a wrapped hardcover book to unwrap for class. Teachers will read to class if time allows.

2-Goody bags(no food items allowed) age appropriate for class designated.

Parents are responsible for checking age appropriateness of items prior to giving to children. PCCNS will not check items.

COMMITTEES

Various opportunities to help out at school will be available throughout the school year. Sign-up sheets will be placed by sign-in sheets for school involvement.

VISITING OPPORTUNITIES

PCCNS provides many opportunities for visitation. Offered dates for various activities will be found by sign-in sheets as activities arise. Please sign up at you as schedules allow.

LATE FEES

Late fees are assessed at \$25 per month for each month when missed/late tuition payment is not received by due date. Please review your school contract for specific details.

LATE PICK-UP

We understand that there are occasional circumstances that may arise during pick-up. 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-call 973-586-3665. If you are late more than 2 times a fee of \$25.00 hr will be charged for each occurrence.

EMERGENCY CARDS and COMMUNICABLE DISEASE

Emergency cards are used initially when your child gets sick at school. Parents will be called to come. Please make sure you are reachable.

Children should not attend school sick. If your child is listless and not well, please do not send them to school. In the event of a COMMUNICABLE disease, the school must be notified as well as the Board of Health for Rockaway.

ARRIVAL TIME

It is important to send your child to school on time. If you are consistently late, this is disrupted to class. Please wait until you are let in to avoid disturbing the class. Chronic lateness is not allowed.

EMERGENCY CLOSINGS

Delayed openings and emergency closing are posted on the PCCNS FACEBOOK page-
PCCNS Coop

Delayed openings start time is 10:00

Please be careful during snow/inclement weather days. Special attention is to be placed on sidewalks and parking lot. Always hold children's hands on steps.

Annual registration for the following school year takes place in late January or early February. PCCNS will send registration forms to current membership for priority registration. Enrollment forms must be returned by due date. Thereafter, all spots will be offered to general membership.

Tuition may be paid by check, money order, bank check or cash. No credit cards at this time.

Parents are responsible for all bank charges incurred for returned checks.

SPECIAL SERVICES

If a child currently enrolled in our program is determined to have special needs, a consultation with the Director, teacher, and parent/s will 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 communicate with the parents and identify areas of need, establish a plan and discuss intervention strategies which may include outside resources. The school is not responsible for any financial responsibilities for outside resources and is the sole responsibility of the parents. These modifications may be needed in the best interest of the child.

WITHDRAWAL POLICY

First Presbyterian Church Cooperative Nursery School offers yearly contracts only. The full tuition must be paid in full regardless of voluntary or other withdrawal. Contracts are non refundable for the academic school year. All contracts signed state the agreement for attending the school and agreed upon by both parties at signing. Enrollment in First Presbyterian Church Cooperative Nursery School (PCCNS) is based on the master school calendar for the year contracted.

GRIEVANCE PROCEDURES

The following procedures must be adhered to if a parent of PCCNS wishes to submit a grievance.

1. Make an appointment with the Director to discuss the issue. Every effort will be made to resolve the concern at this meeting.
2. If the grievance is not resolved you may leave a letter for the school executive committee chairperson. Please leave in the mailbox of the school. Your letter will receive a response in approximately 30 days.

DAY TO DAY HELPFUL TO DO'S

*All children should have a large tote bag. Approximately 12x15. PLEASE NO BACKPACKS.

*Names on inside of tote bags.

*Leave all personal items at home. No soaps, sanitizers, chap stick, etc at school due to allergic reactions that may harm some children.

*Ziploc bag with name on front of bag. Please include a complete set of clothes to remain at school. Underwear socks should be included.

*Dress children comfortably and to get messy. No buckles on shoes should be worn to avoid tearing delicate items such as children's vinyl/fabric sofas at school. Playground clothes to be worn. Children will be sent to playground as sent to school. Pccns will not change shoes for outside play.

*Sneakers/non slip shoes required for playground.

*Parent calendars with themes/snack assignments sent monthly.

*No refunds for missed or emergency days.

*Facebook is your best resource for emergency closings and updates.

*Dismissal time should move quickly and smoothly. Please sign your child out by the classroom door and wait for child to come greet you. It is difficult to keep track of children when they run to you. Teachers will call name to dismiss for you to gather.

*PCCNS delayed opening start time is 10:00. Pick-up is the same as normal days.

*Please do not leave siblings unattended in car during drop-off/pick-up.

*Teachers will open security door at dismissal.

*Please notify school of your child's absence and reason for absence. School phone # 973-586-3665 leave VM or email director.

*Fire drills/lockdowns are conducted regularly. Children are prepared with related stories for an easy transition.

*Custody situations: If a court order has been issued, PCCNS must have a copy of the order to release or not release child.

COMMUNICATIONS

Email

Facebook and School Website

Newsletter

Hallway Easel Notes

Parent/teacher conference are held once a year. Parents may schedule a time with your teacher at any time.

Returning forms-please use basket by office

Any changes in address, emails, phone numbers, custodial guardianship or medical/allergy situation must be reported to the office.

FIELD TRIPS

Parent/chaperone must transport and attend field trips at all times. Siblings (if allowed to attend) are extra fees. Activity fee covers 2 tickets per student (1 for student and 1 for parent) once permission slip/s are returned a final headcount is used.

CATASTROPHIC EVENT

Parents will be informed as soon as possible as well as the executive committee chairperson of the church. Staff will take appropriate action to ensure safety of all.

POTTY ACCIDENTS

If your child is not completely toilet trained, please send your child to school in Pull-Ups. Teachers are unable to change children during class time. If a rare accident arises teachers will help your child guide their way out of wet clothes and into fresh ones. PCCNS does not change diapers. If a messy accident occurs parents are called to come change their child.

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. 3A:52)**, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 (OOL), 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 view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, 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 OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL'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 or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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 OOL 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 provide reasonable accommodations for children and/or parents with disabilities and 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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 Central Registry Hotline*, toll free at (877) NJ ABUSE/(877) 652-2873. 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.state.nj.us/dcf/.

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).