

# HANDBOOK

## FAMILY CO-OP NURSERY SCHOOL

Located at

THE COVENANT PRESBYTERIAN CHURCH

New Albany Road

Cinnaminson, New Jersey 08077

**Mailing Address:**

Family Co-op Nursery School, Inc.

2618 New Albany Road

Cinnaminson, New Jersey 08077

**Internet Address:**

[www.familyco-opnurseryschool.com](http://www.familyco-opnurseryschool.com)

**Telephone:** (856)786-7798

(856)829-7522 (Church Office)

Listen to KYW 1060 AM for school #652

Check Cinnaminson School website:

**[www.cinnaminson.com](http://www.cinnaminson.com)**

**Email Address:**

familycoopnurseryschool@gmail.com

**\*\*Note-If Cinnaminson Schools are**

**delayed or closed, Family Co-op is closed**

Welcome to the Family Co-op Nursery School. Our school is a very special place for your child to begin learning and sharing in a structured setting. By the end of the year, your son or daughter will have grown through the varied experiences of playing with and learning from the teachers, parents and children who make up our school.

You will also be an integral part of this process as you watch your child develop and learn in a cooperative setting. By participating in the everyday operation of the school, you will have a unique opportunity to see your child interacting with his/her classmates.

The time that you spend in the school with the children is always special. Your child will delight in showing you his/her favorite activities, but mostly will enjoy just having Mommy or Daddy there. Since our school is a co-op, every parent is expected to do more than just send their child to school. We all take turns working one or sometime two days per month as set up prior to the start of school in September. (However, if you cannot participate in helping out in the classroom another option is available. You can still be a valuable member of our co-op family.)

Issues of major importance relating to your child's development and to the operation of the school will be discussed at member meetings, during conferences and with daily communication with staff. We also use this time to explore any problems with the school so that you can express your opinion as to the best way to resolve them. Between meetings, you will be informed of upcoming activities, projects and other special events through our monthly calendars and notifications on our Parent Board outside the classrooms. Email reminders will be sent occasionally. Please check daily in case important last minute info is addressed.

Fundraising is a huge part of the daily operation of our school. Most of our fundraisers are optional although we will have **ONE** large, **MANDATORY** fundraiser, costing approximately \$50.00. All members are required to participate.

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#### ACKNOWLEDGMENT

We extend our appreciation to Pastor Joel Buckwalter, the officers, and the members of the Covenant Presbyterian Church for their cooperation and interest in our nursery school.  
Family Co-op Nursery School

# INFORMATION TO PARENTS

## 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 criteria, child abuse/neglect reporting requirements and other child care matters. The center may comply with this requirement by:

(1)reproducing and distributing to parents written statements prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS) or, (2)by incorporating the required information in its own handbooks, brochures or other informational materials. Accordingly, the (DYFS) requirements have been summarized in the following sections:

- 1) Our center is required by the State Child Care Center License Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services.
- 2) 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 other.
- 3) A copy of our current license must be posted in a prominent location at our center. Ours is posted on the information board at the entrance to our center.
- 4) Our center must have on the premises a copy of the Manual of Requirements and make it available to interested parents for review. If you would like to review our copy, just ask a staff member.
- 5) Interested parents may also secure their copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625.
- 6) 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 them and we will make them available for your review.
- 7) Our center must post a listing or diagram of those rooms or areas approved by the Bureau for children's use. Diagrams of the approved areas (as well depicted emergency escapes routes) have been provided beside the doors of each approved space (Classrooms #204, #205, and #206). Please talk to us if you have any questions about the center's approved space.
- 8) As previously stated, our center must cooperate with all DYFS inspections/investigations. Accordingly, our center is required to inform parents that, as part of these inspections/investigations, DYFS staff may interview both staff members and children.

- 9) 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. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us.
- 10) If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention as well.
- 11) 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 directors, who can advise them of what opportunities are available.
- 12) Parents of enrolled children may visit our center at any time without having to secure prior approval from the directors or any staff member. Please feel free to do so when you can. We welcome visits from our parents.
- 13) 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.
- 14) 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. A description of our Policy on the Discipline of Children has been included on Pages 7 and 8 of this handbook.
- 15) Our center must inform parents of their requirement to report to the DYFS any concerns 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. Anyone who has reasonable cause to believe that this may be the case 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 (800)792-8610, or to any such District office. Such reports may be made anonymously.
- 16) Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625.
- 17) Our center must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. A description of our Policy on the Release of Children has been included on Page 9 of this handbook.

- 18) Our center must have a policy about dispensing medicine and the provision of health-care. A description of our Policy on Dispensing Medicine and the Provision of Health-care has been included on Page 10 of this handbook.
- 19) Our center must have a policy about the management of communicable diseases. A description of our Policy on the Management of Communicable Diseases has been included on Pages 11 and 12 of this handbook.
- 20) Our center must have a policy concerning the expulsion of children from enrollment of our facility. Parents are required to familiarize themselves with the expulsion policy and then provide their signature attesting to his/her receipt of the information. A description of our Policy on the Expulsion of Children from Enrollment has been included on Pages 13 and 14 of this handbook.
- 21) Our center complies with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5- 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 or (800)514-0383 (TTY).

**Our center is required to secure every parent's signature attesting to his/her receipt of this document.**

**Accordingly, please be sure to sign Page 1 of your Registration Application packet under CONFIRMATION OF HANDBOOK RECEIPT. Additional copies of this document are maintained on file at our center. Handbook is also available on our website. Handbook is subject to change.**

## **POLICY ON THE DISCIPLINE OF CHILDREN**

Fundamental both to family and preschool group is an atmosphere of love. Love applied in the preschool experience emphasizes several attributes:

1. Valuing each child; respect for him or her as an individual.
2. Making resources available to a child as needed.
3. Having a high degree of empathy with child.
4. Guiding him or her in recognizing alternatives and making choices.
5. Helping him or her reach goals with awareness of what he/she has done.

Nursery school teaches attitudes by demonstrating understanding and tolerance. It teaches control of primitive impulses by clearly discouraging destructive behavior and offering acceptable substitutes. By providing a calm atmosphere, mild emotions favorable to learning are created. At the same time children must be helped to deal with their unpleasant emotions.

The end result encompassed by the concept of discipline should be the goal of instilling inner self-controls in the child in place of teacher maintained external ones. A workable solution to a current crisis should help instill self-control and self-management. In addition to internalizing control, adults should work to teach the child to express his or her feelings verbally rather than physically.

There are practical things to do to help children behave in an acceptable way:

1. Prevent discipline situations when possible.
2. Increase child's idea of self-worth.
3. Know what to do when a crisis arises.

Prevent discipline situations when possible by:

1. Reward behavior you want to see continued - "positive reinforcement"
2. When trouble repeats, analyze situation and change the situation.
3. Emphasize the positive, not the negative.
4. Give child a choice if you are willing to accept both alternatives.
5. Warn ahead of time to make transition easier.
6. Have as few rules as possible, but make the ones you have stick.

Know what to do when a crisis occurs:

1. Adult should step in if physical attack is imminent.
2. When trouble starts take control yourself.
3. Handle disagreements between children fairly; encourage children to tell each other how they feel.
4. When possible, let the children experience the natural consequence of their behavior.

When a child continues to misbehave use these learning steps in discipline:

1. Warn a child that a behavior is not permitted - "We do not hit other children in our school."
2. Redirect child from area of conflict to a new activity, provide alternative activities and acceptable ways to release child's feelings.
3. Wait for him or her to decide when he/she is ready to return to initial activity.
4. Help him or her to be successful when he/she returns.
5. Physical punishment is never used.

In the event that a child is being overly disruptive or unruly on a particular day:

1. He or she will be removed from the classroom and placed in a separate area with supervision. The parent/emergency contact will be contacted and a request will be made to take the child home for the day.
2. Continued excessive disruption could result in expulsion.



## **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick-up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division of Youth and Family Services' 24 hour Child Abuse Hotline (1-800-792-8610) to seek in caring for the child until the parent(s) or person(s) authorized by the parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the directors and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the Division of Youth and Family Services' 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

- Please note: any person authorized by the parent(s) to take the child from the center in their absence must be an adult over 18 years of age.

## **POLICY ON DISPENSING MEDICINE AND THE PROVISION OF HEALTHCARE**

Family Co-Op will provide reasonable accommodations for the administration of medication or health care procedures to a child with special health care needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.

All parents must sign an Authorization for Emergency Care form (Page 3 of the Registration Application packet) to allow staff to contact professional care should an injury or other health concern warrant it. In addition, all parents must complete and sign a Health Emergency Guidelines form (Page 2 of the Registration Application packet) which serves to notify the staff of any particular health concerns for their child.

The Directors, Teacher(s) and Teacher's Aide(s) shall be designated as the only persons authorized to administer prescription medication or health procedures at the school, only when clearly deemed necessary by the student's Health Emergency Guidelines form.

Any prescription medication or health care equipment:

- Shall be supplied by the parent of the child with special health care needs.
- Shall be administered/used at the school only upon written approval from the child's parent.
- Shall only be used by designated staff members as described above.
- Shall be stored either in a locked cabinet or in an area that is not accessible to children.
- Must be prescribed specifically for the child and stored in its original container labeled with the child's name, the name and expiration date of the medication, the date prescribed or updated, and directions for administration.
- Must have a doctor's note for prescribed medications (ex: Epi-pens, Benadryl, etc)

Though the Family Co-Op staff has been certified in First Aid and Infant/Child CPR, it is still required that the parent of a child with special health care needs instruct the staff on the use of any health care device( such as a blood glucose monitor, inhaler, epinephrine pen, etc.) before such health care device may be administered by the staff.

## **POLICY ON MANAGEMENT OF COMMUNICABLE DISEASES**

The Family Co-Op must maintain up-to-date health and inoculation records on all children. This information, presented on a Universal Child Health Record form, must accompany the completed Registration Application packet prior to the start of the school year. Please be advised these records are required by the state and must be in our files in order for your child to be admitted to class. **Do not bring a sick child to school under any circumstance!**

**\*\*Note:** As per the NJDOH, valid medical and religious exemptions are acceptable. Students who have valid medical and religious exemptions are allowed to remain in school but might be excluded during disease outbreaks in consultation with public health officials.

A child is considered sick when he/she:

- Has a fresh cold (under 3 days).
- Has a fever. Wait until the child's temperature has returned to normal for at least 24 hrs.
- Has experienced nausea and/or vomiting within a period of 24 hours. Wait at least 24 hours for symptoms to abate before returning to school.
- Has experienced diarrhea. Wait until the child has had at least one normal bowel movement.
- Has not felt well the night before or on the day of school. Keep the child home as a general precaution.
- Has a persistent cough
- Has excessive mucus/nasal leakage
- Has pink eye. Child can return to school after at least 24 hours of antibiotic care, and as long as eyes are free of discharge.
- Has lice/nits. Child must be nit-free to return to school.

Sometimes when a child is being treated for an illness but does not exhibit any of the symptoms above, he/she may appear tired, listless or irritable. In this case, it is preferred for the child to remain home and recover. A child who is not feeling well cannot readily join in school activities and feels even worse. If a child shows any of these symptoms while at school, he/she will be removed from the classroom and placed in a separate area with supervision until the parent or emergency contact arrives to take them home:

- Severe pain or discomfort
- Acute diarrhea or bloody stool/diarrhea
- Oral temperature of 100.5 degrees Fahrenheit or high
- Lethargy
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficulty breathing or severe coughing or persistent coughing
- Skin rashes in conjunction with fever and/or behavior changes
- Weeping or bleeding skin lesions
- Mouth sores with drooling

- Excessive mucus/nasal leakage
- Stiff neck
- Lice/nits

Once the child is symptom free, or has a doctor's note stating that he/she no longer poses a health risk to him/herself or others, he/she may return to school.

The Family Co-Op will follow health requirements as stated in the Child Care Manual regarding excludable communicable diseases. A child who contracts any excludable communicable disease may not return to school without a physician's note stating they present no risk to him/herself or others.

**\*\*Note:** If your child has Chicken Pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating that all sores have dried and crusted.

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

The New Jersey State Department of Health requires the school report communicable diseases within 24 hours to the County Health Department. If your child gets any type of disease, report it immediately to the director or the teacher. The director or teacher will need the following information when you call: child's name, sex, address, phone number, doctor, disease, onset date, and if pertinent, immunization history.

**\*\* CHILDREN WHO APPEAR SICK MAY BE SENT HOME AT THE DISCRETION OF STAFF MEMBERS \*\***

## POLICY ON EXPULSION OF CHILDREN FROM ENROLLMENT

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/children in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

### PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including but not limited to the child's immunization records
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Habitual failure to arrive for working days or securing a substitute CHILD'S ACTIONS FOR EXPULSION
- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting
- Regression in potty training
- Continued disruption in class

### PROACTIVE ACTIONS THAT WILL BE TAKEN TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness 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
- Child will be given verbal warnings
- A brief time-out will be given so child can regain control
- Child may lose certain privileges
- 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 directors, 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 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
- 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 has made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-NJ ABUSE) (1-877-652-2873)

In order for you to remain a Member in Good Standing you must comply with all member guidelines and requirements. You are required to promptly submit all required documentation and pay all tuition and late fees. If you fail to do so, a Notice of Noncompliance will be issued. \*\*Failure to pay tuition on time may result in your child not being able to attend school until payment is rendered\*\*

**GUIDELINES FOR MEMBERSHIP AT THE**  
**NURSERY SCHOOL**

## GUIDELINES FOR MEMBERSHIP AT THE NURSERY SCHOOL

### MEMBER RESPONSIBILITIES

The following are the member responsibilities for the Family Co-op. Please read them and give them careful consideration. A cooperative needs the “cooperation” of all of its members to work.

#### 1)Financial Obligations

All families pay a NON-REFUNDABLE registration fee of \$50.00 and a \$30.00 REFUNDABLE supply fee. The supply fee will be refunded if the family withdraws by August 1<sup>st</sup>. Total \$80.00 due with registration packet to be sure your child has reserved a spot at the Co-op.

#### 2)TUITION

Tuition is due the first Tuesday of every month. Any tuition payments received after the due date will be considered late and a late penalty fee of \$10.00 will be charged. \*\*Child may be asked not to attend school until tuition payment is made\*\*

If a member’s tuition check is returned due to insufficient funds, the member is responsible for any bank penalties incurred due to the returned check. In addition, the tuition payment will then be considered late and a late penalty as described above will be charged.

If a family enrolls in the school after the school year begins, directors determine the amount of tuition owed for the family’s first installment payment and the remainder of the school year.

Enrollment of students after the beginning of the school year is at the discretion of the staff. \*Please note that we do not accept CASH for tuition payments. All tuition payments must be in the form of a check or money order\*



## TEACHERS ASSISTANCE

Parents provide classroom support to the Teacher and Teacher's Aide on a rotating schedule with two parents per session. If you have more than one child enrolled you will have additional working days.

Please note that bringing younger siblings on your Parent Helper day is not permitted. If you have made every attempt to find child care for a day that you are scheduled and are still unable to find a sitter, you may want to consider switching with another parent to find a more opportune Parent Helper day that fits with your child care needs. Please keep in mind that your enrolled child really looks forward to the days that you are the Parent Helper and these days are an opportunity to share some very special time together!

### When you work in the classroom:

- Arrive at regular drop-off time. (9:00AM/12:30PM)
- Dress comfortably
- Adhere to the daily schedule as closely as possible. While circumstances may dictate flexibility at times, the responsibilities have been assigned to provide for the smooth operation of the school and the safety and comfort of the children. Please assist teachers as directed/
- Be friendly and interested when working with the children. Cultivate a calm manner by keeping voices low and by listening. Feel free to give your child the special attention he/she is likely to want. This is your special day together.
- Keep conversations with other adults at a minimum. One of the wonderful aspects of cooperative education is the interaction among parents. Parent conversations are certainly encouraged, but please be considerate of the teachers.
- Remember that your interest and participation will directly affect the quality of your child's experience at the Family Co-op. Enjoy this rewarding investment of your time!

### Failure to Report for a Scheduled Working Parent Day

As our school depends upon every parent to fulfill their obligations in order to operate, failing to report for duty in the classroom is a serious issue. If, for any reason you know that you will be unable to work on a particular day, **YOU MUST SECURE YOUR OWN SUBSTITUTE**. You may ask another Co-Op parent to work in your place on that day. Please note that failure to report for a scheduled day or failure to find a replacement as Parent Helper will result in a \$40.00 penalty fee for each offense in order for us to compensate a **PAID SUBSTITUTE**. We need at least 3 hours notice to secure a substitute. Habitual problems will result in loss of membership.

## **FUNDRAISING**

The nursery school conducts fundraising activities each year so that members may continue to enjoy low tuition rates. All members are invited to participate in and support these activities. While most are optional an annual quota per enrolled student will be assigned by the directors each year.

## **MEMBERSHIP MEETINGS**

Membership meetings should be attended by the designated classroom working person for the member child. The meetings are considered instructive seminars by the state. Family Co-op procedural issues on program activities and discipline are part of the discussions. Attendance at 2 of the meetings are mandatory. (Orientation Meeting & Midyear Meeting) all other PTO meetings are optional but are very informative.

## **REQUIRED FORMS**

Enrolled children **MUST** have on file at the school a completed child medical form supplied by the school. This form must be signed by the registered physician and submitted to the school prior to the start of the school year. In addition to this Universal Health Form, all parents are required to submit up to date immunization records, prior to the start of school as well as confirmation of the influenza vaccine (Flu Vaccine must be done no later than December 1<sup>st</sup>. Students who have not brought proper documentation of the flu vaccine by December 1<sup>st</sup> will not be able to attend school until it is received). Reports to the State are due at this time.

**NO FAMILY MEMBER (CHILD OR PARENT) MAY PARTICIPATE IN THE SCHOOL PROGRAM UNTIL ALL REQUIRED FORMS ARE COMPLETED AND SUBMITTED**

Let it be known that withholding pertinent information or knowingly conveying incorrect information may result in the loss of membership (Please see the Policy on the Expulsion of Children from Attendance)

## **Toilet Training Requirements**

All students are required to be potty trained in order to attend Family Co-op Nursery School. If a child has an accident, a parent/guardian may be called to come in and clean/change the child, depending on the severity. Frequent accidents or a regression in potty training may result in a loss of membership. Please note that wearing a pull-up is not considered to be potty-trained. Children may not wear a pullup or diapers to school.

Our goal for all children at the Co-op is their independence and self-control in using the toilet by themselves.

All children will be closely monitored when using the bathrooms, while allowing for appropriate privacy. Children will always be attended, in or immediately outside the bathroom, by a staff member or working parent. Staff/parents will ensure that children wash hands with soap and water after using the toilet.

## **Kindergarten Readiness Class**

Our Kindergarten Readiness Class is held on Mondays beginning in October and is offered only to our 4 year old students. Enrollment for this class is at the discretion of the teachers, based on academic, social and emotional progress of the student.

## **SCHOOL PROCEDURES**

### **1)Arrival**

Arrive on time for opening and closing of school (9:00-9:10 for the AM session & 12:30-12:40 for the PM session). It is difficult for a child of this age to join a structured group activity already in progress, and it is disruptive to the group. If your child is having difficulty separating from you at the start of school, it is even more important that you arrive promptly so that he or she has time to adjust and join in during free play. Please note that the doors will be locked until the appropriate drop-off time and students will not be admitted early. Doors will open at 9:00 & 12:30.

REASSURE your child that you will be returning for them at the end of the school day.

### **2)DISMISSAL**

It is essential that your child be picked up on time at the end of the school day (11:30 for AM session/3:00 for PM session). The child whose parent is late must watch all his/her friends leave and can become quite upset. The parent also obstructs the work normally accomplished by the teachers after dismissal.

The teachers' salaries do not compensate for time after dismissal. Late parents will be given a notice detailing the amount owed and the payment due date.

The following fee schedule will apply to families who are late in picking up their child/children.

1-5 minutes late=\$5.00 fine

6-10 minutes late=\$10.00 fine

11+minutes late=\$10.00+ \$2.00 for each minute over 10

Children will not be able to attend school unless payment is remitted by the due date.

Habitual lateness will result in loss of membership.

Please note that late fees will be charged PER CHILD

At the beginning of the school year, you will be asked to fill out a form for our files listing information on people other than yourself or your spouse who are permitted to pick your child up from school. **YOUR CHILD WILL NOT BE DISMISSED INTO THE CARE OF SOMEONE UNFAMILIAR TO THE TEACHER UNLESS HE/SHE HAS BEEN NOTIFIED IN ADVANCE.** Please write the person's name, address, phone number, and relationship to the child on a 3x5 card, sign it, and give it to the teacher. Any person that you are authorizing to pick up your child, must be over 18 years of age. Please note that late fees will be applied if teachers are not notified of a change in person picking up students should an unapproved person try to pick up your child.

## **ATTIRE**

Nursery school children learn by doing: their school day is very active. Please dress your child in play clothes that are appropriate, comfortable, and easily managed by the child (particularly for bathroom visits). Paint shirts are provided for "messy" activities, but clothing can still become soiled. Don't dress your child in an outfit which you must caution him or her "don't get dirty". The following recommendations have been made regarding the children's attire:

- Sneakers are the most appropriate and safest footwear. For safety purposes, please do not send your child to school in dress shoes, flip flops or sandals. These types of footwear can present difficulties for the child who wants to be active, and can be dangerous on the climber during outside play.
- Girls may be most comfortable in pants, but if your daughter wishes to wear a skirt or dress avoid good tights that may be ripped or stained.
- Jewelry and easily removable hair accessories can be lost or broken at school and are best left at home. Necklaces present a danger to the child during active play and should be avoided.
- Any hats worn to school should be hung with outer clothing in the hallway: they produce a distraction during class time and may be lost.
- The children will play outside unless the weather is prohibitive. Mittens or gloves and warm hats are essential during the cold weather.
- Please bring a seasonally appropriate COMPLETE change of clothing (including underwear) for your child to be left in their cubby in case of a clothing "emergency". You will need to update this change of clothing as the seasons change. Please put their change of clothes in a **LABELED ZIPLOC BAG** so that it can be easily found and please bring it on the first day of school.

### **Toys and Other Things from Home**

Please do not permit your child to bring toys to school. “Show & Tell Days” are scheduled throughout the year: on these occasions, your child may bring a favorite toy or other items to school. (No gun/weapons or facsimiles, please!)

### **Separation Anxiety**

Many nursery school children have difficulty separating from their parents. This may occur at the beginning of the year or at any time during the school year. Do not become upset with your child if he/she does not want you to leave. Talk quietly to your child about the things he/she likes to do at school and the friends he/she likes to play with. Reassure your child that you will come back for him/her. We are experienced at dealing with this problem and will assist you. Don't be embarrassed or upset: every parent has experienced this!

### **Growth at School**

Expect your child to grow in his/her own way, at his/her own pace in play experience. Most children in the course of their development will engage in solitary play, watching others, parallel play, and finally, cooperative play. Each child will follow his/her own timetable in doing so.

Don't compare your child's progress to that of any other child. Your child is a unique individual with his/her own strengths, talents, and interests as well as fears and insecurities. We have the training and experience to help each child grow and discover. Feel free to speak to us about any concerns.

When looking at your child's creative work, ask him/her to tell you about it. Be enthusiastic and encouraging about the work. Display art projects in your home. This lets your child know his/her efforts are appreciated.

Your child may not want to talk about what he/she did at school immediately upon returning home. The question, “What did you do at school today?” is usually answered “Nothing!” Give your child time to unwind. Offer opportunities for your child to discuss the days happenings with you.

### **Conferences**

Parent/teacher conferences are scheduled once each year for all students unless otherwise requested by the parent and or teacher. In addition, we will be glad to meet with you at any other time to discuss your concerns about your child. Please let us know when you would like to schedule a conference.

## Your Special Skills

Please let us know if you have any special hobbies or skills such as art, cooking, sewing, crafts, carpentry, music, etc.. We may be able to incorporate your skills into a lesson on the day you are in the classroom. Special collections such as shell, natural items, etc. may also be of interest. Every parent has something to offer.

## Additional Information Regarding School Procedures

- No smoking on school grounds
- Please park in the BACK parking lot (by the playground)
- Enter the school using the hallway which is located next to the playground, by the picnic table
- Escort your child to the “Together Room” after hanging up their coat & backpack (Please be sure to empty their backpacks and put items in correct bins above cubbies. Ex: tuition, library book, homework, etc.) Make sure a Teacher is in the room before leaving your child.
- In the case of inclement weather, please note that if Cinnaminson Schools are CLOSED or DELAYED, Family Co-op is CLOSED FOR THE DAY. Listen for school closing #652, or check the Cinnaminson website: [www.cinnaminson.com](http://www.cinnaminson.com) . Please check your email often as well. Directors may make the call to close school earlier than Cinnaminson may decide if we feel the bad weather is imminent or snow removal has not been done sufficiently on the church property.
- Snow days are not made up.

## Field Trips

Field trips are an integral part of the nursery school curriculum and are planned regularly throughout the school year. All parents are expected to join the class trips with their child. Please note that only enrolled children are permitted on the field trips unless otherwise advertised.

- We will meet at the field trip site.
- The time to arrive at the trip, the address and phone# will be provided to all parents.
- If your child is unable to attend the field trip, you must notify us no later than one hour prior to the meeting time. This is necessary so that we have an accurate count of how many children are expected on each trip and so that we are not waiting for you to begin the activity.
- Parents are responsible for either providing transportation for their child, or for making arrangements with another parent to transport their child if they are unable to attend.
- The driving parent is responsible for the children that he/she transports to the field trip.
- Please note that, in accordance with school policy on smoking, there is to be NO SMOKING on school grounds or during any field trip.

- Field trips are in place of regular school days. AM & PM classes will attend field trips together.