

**CRANBURY PRESBYTERIAN
NURSERY SCHOOL
2019-2020**



22 South Main Street
Cranbury, NJ 08512
Telephone: 609-655-8663 Fax: 609-860-6352
Email: cpns@cranburycpns.org Website: cranburycpns.org

TABLE OF CONTENTS

Welcome/About CPNS	2
Curriculum and Guiding Principles	2
Special School Days	3
Field Trips.....	3
Weather and Closings.....	4
Contact Information Changes	4
Transportation/Parking Lot	4
Management of Communicable Diseases.....	5
Excludable Communicable Diseases/Reporting Guidelines*.....	6
Absentee Policy.....	6
Related Health Issues.....	6
Policy on the Release of Children*	7
Expulsion Policy*.....	8
Inclusion Policy.....	9
Positive Guidance Policy*.....	9
Information to Parents*	10
Toilet Learning Policy	13
Hand Washing Policy	13
Visiting Policy.....	14
Parent Conferences.....	14
Security/Emergency Response Plan.....	14
Newsletters	15
Playground Area.....	14
Developmental Screening.....	15
Child Assessment Plan	15
Pets.....	16
School Attire	16
Holiday and Year End Gifts	16
Snacks	16
Daily Classroom Schedule	17
Lunch Program	17
Enrichment Programs	17
Technology Policy*.....	17
Social Media Policy/Children’s Photographs and Parental Notification*.....	18
Breast Feeding Policy.....	18
Handling of Parent Concerns	18
Tuition Payments	19
CPNS Refund Policy	19
United Way Contribution	19
Tax ID	20
CPNS Board Members.....	20
Family Resources for Middlesex County.....	21

WELCOME

At CPNS we believe each child comes to us with God given-gifts and talents. God has created each child—differently and specially—with love.

Our strength of purpose comes from our commitment to affirm your child's special gifts and to help your child grow developmentally in an environment bounded by Christian love and caring.

Diverse cultures are always welcome. Translations are available upon request.

ABOUT CPNS

CPNS is a non-profit Christian preschool founded by the First Presbyterian Church of Cranbury in 1984. Our nursery school is administered by a nine-member Board comprised of church members and other individuals from the surrounding area with backgrounds in personnel, finance, education and administration.

CPNS is state licensed by the New Jersey Division of Youth and Family Services, holds professional membership in the National Association for the Education of Young Children. We are accredited by the National Association for the Education of Young Children and participating in GROW NJ Kids.

CPNS provides children with daily opportunities for developmentally appropriate activities and experiences on individual readiness levels.

Our Staff is encouraged to witness their faith in Jesus Christ by showing our students what it means to be a child of God through positive classroom activities and relationships.

CURRICULUM and GUIDING PRINCIPLES

We are using Teaching Strategies, Creative Curriculum the 6th edition for our curriculum. More information on this curriculum can be found on the Teaching Strategies website: <http://teachingstrategies.com/curriculum/>

The CPNS guiding philosophy for our curriculum is structured to foster an interest in learning through social and emotional, physical, cognitive and religious development. Children learn through play. It is our goal to create a warm exciting environment in which your child will enjoy the materials presented and the process of learning.

SOCIAL AND EMOTIONAL DEVELOPMENT

Our staff encourages the children to interact with their peers in varied classroom activities that promote and aid the attainment of positive social skills. The children are introduced to concepts of self, family, school and the world around them. The children are encouraged to feel good about themselves and to build a positive self-esteem. Our staff assists the children in recognizing, communicating and dealing with their emotions.

We also build character through the teaching of moral “values” such as kindness, honesty, loyalty and respect for people and property.

PHYSICAL DEVELOPMENT

Physical development is advanced through various gross motor activities such as dancing, jumping, climbing, playing with parachutes and streamers. Fine motor skills are developed through a variety of activities using pencils, scissors, paint brushes as well as finger painting, stringing beads, peg boards, puzzles, etc. The children are exposed to activities that develop their visual and auditory perception, as well as body and sensory awareness.

COGNITIVE DEVELOPMENT

Educationally our students develop their listening skills, their ability to follow directions and they strengthen their communication skills.

Alphabet recognition and phonics are presented to begin reading readiness skill development. Numeral recognition and sequential counting ready the children for further math concepts in their elementary school years. Spatial concepts, science projects and social studies activities are all parts of our interesting and fun curriculum. Our children participate in storytelling, finger plays, rhymes, poetry and songs during class time. A music program is provided which involves the children in rhythm, melody and harmony. The children sing, do body movement, act out songs and nursery rhymes and play instruments.

RELIGIOUS DEVELOPMENT

As Christians, we bring a unique perspective of teaching to the classroom. We are not meant to replace the Sunday School experience, but rather to supplement it. We also celebrate the Christian meaning of Christmas and Easter and other Christian holidays, throughout the school. Staff may use appropriate Bible lessons as part of the curriculum.

Complete details can be found in our CPNS guiding principles.

SPECIAL SCHOOL DAYS

The children and teachers celebrate many special school days together. We place greater emphasis on the more traditional/family-oriented holidays of Thanksgiving, Christmas and Easter. Thanksgiving is celebrated with a special feast. You and your family are invited to listen to the children sing a few songs and share the special foods they prepared for you. Christmas is celebrated with a family sing-along. Our CPNS families gather around the Christmas tree and sing some of our favorite Christmas songs and enjoy a snack together. Other special days you will not want to miss are our Special Person's Day program, Easter Parade and our school Panda Picnic in the Park. Our Special Person's Day program provides a special person in your child's life the opportunity to participate in a shortened version of a school day.

Invitations to home birthday celebrations can be distributed through our cubbies only if all students in the class are invited.

FIELD TRIPS

Various field trips will be planned during the year to enhance the curriculum. Some may be walking trips. You have already received a blanket permission form for walking trips in the church neighborhood.

Occasionally, trips may require car transportation. These trips require separate written permission slips. A place is provided on the permission slip should you be willing to volunteer to drive. To comply with regulations, enough cars will be needed to provide whatever is necessary to transport each child as required by law. To make our field trips as meaningful as possible for our students, siblings will not be allowed on field trips (unless otherwise noted). CPNS will help by providing childcare for these children. Our teachers are not allowed to drive students on field trips.

WEATHER AND CLOSINGS

CPNS closings will follow closely the Cranbury Public School with limited number of discrepancies. Make up days, if necessary, will be determined by the CPNS board.

Delayed opening details will be communicated at the beginning of the school year.

A telephone chain will be put into effect only for delayed openings or emergency closings.

CONTACT INFORMATION CHANGES

When contact information changes it is important to let us know. Please use our update information form for any changes regarding your contact information at any time during the school year.

TRANSPORTATION/PARKING LOT

DROP-OFF PROCEDURES

Parents are to enter the church parking lot through the main driveway. Utilize both the main lot and the over flow lot (in the back to the left). Please do not leave your vehicles (buses, families' automobiles) idling in our parking areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

Please be extra careful while driving in our parking lot. We have children sharing the same area as the cars.

Main Parking Lot

In the main parking lot you should always **park facing the cemetery**. Also, do not park in front or behind the triangles holding the lampposts. **DO NOT BACK UP**, pull straight through the parking space you are in.

Please do not park on the side of the church and park only in a designated parking space.

Over-Flow Parking Lot

Pull into your parking space, leaving plenty of space between your car and the next. Exit your car and use the walkway to the main parking lot.

When leaving, you will need to back out of your parking space. Please use extreme caution in doing so. Look both ways and be careful to observe any children near your parking space.

Exit the over-flow lot, through the main lot to Main Street.

Please never leave a child unattended in a car at any time.

All children are to be escorted to the classroom by an adult. You will be asked to sign your child in at the door. When signing your child in you may leave pick up information. Also indicate if your child will attend the lunch and/or enrichment programs.

PICK-UP PROCEDURES

Enter and park as above. All children must be picked up in their classrooms. CPNS will only release a child to his/her custodial parents unless another person has been designated through personal written authorization. If an emergency arises and you will be unable to pick up your child please call the school at (609) 655-8663.

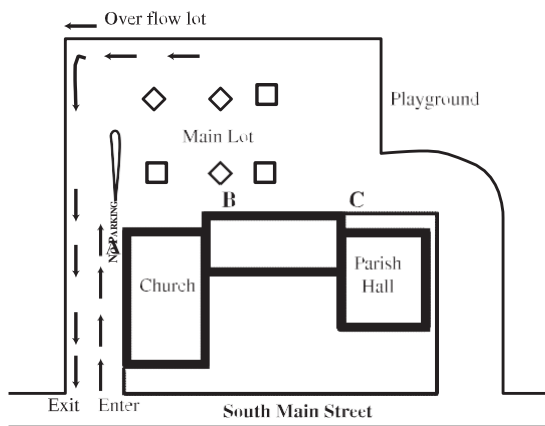
EMERGENCY DOOR DROP-OFF/PICK-UP

If weather or other circumstances do not allow ample parking to accommodate all arriving parents, we will institute a door drop off and/or pick up for that day.

If you see a Staff member at the entrance to the parking lot driveway, this will indicate you should remain in your car and form lines as follows:

- Door A – for the classes held in room 19/20
- Door B – for the classes held in room 12
- Door C – for the classes held in room 16/17 and 18

DIAGRAM FOR PICK UP AND DROP OFF



MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home. (Severe pain or discomfort, acute diarrhea, episodes of acute vomiting, elevated oral temperature of 99 degrees Fahrenheit, lethargy, severe coughing, yellow eyes or jaundice skin, red eyes with discharge, infected, untreated skin

patches, difficult or rapid breathing, skin rashes in conjunction with fever or behavior changes, skin lesions that are weeping or bleeding, mouth sores or drooling, stiff neck)

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease **may not** return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing. Any child that is under immunized due to a medical or religious exemption and a vaccine preventable disease occurs at the school the under immunized child will be excluded until there is no longer a concern for exposure.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

ABSENTEE POLICY

If your child is out of school for two or more consecutive sessions please call the school to let us know the reason for the absence. If your child has a communicable disease, please let us know immediately.

RELATED HEALTH ISSUES

We recommend having one medical provider for well child visits and completion of the Universal Health Form prior to beginning each school year. It is also important to have health screenings for vision, hearing and dental.

National Health and Safety Standards can be found on the following website: <http://cfoc.nrckids.org/>

A list of eco-healthy practices can be found on the following website: www.cehn.org/ehcc/resources

CPNS is lead free, except one wall that is lead safe. A certified lead inspector does a lead inspection on that wall every time we renew our license with the NJ Department of Health and Human Services, Department of Education, Office of Licensing.

CPNS has a licensed technician complete radon testing in our facility every five years.

Oral Health: It is recommended that children brush their teeth and maintain and practice good oral health. As soon as your child has a tooth you can begin cleaning their teeth twice a day after breakfast and before bedtime. Once your child is three you can begin to use a pea-sized amount of fluoride toothpaste after breakfast and before bedtime. It is also recommended to talk with your pediatrician about establishing a dental home. Helpful information can be found at the American Academy of Pediatrics web site on oral health. <https://www.aap.org/en-us/about-the-aap/Committees-Councils-Sections/Oral-Health/Pages/Oral-Health.aspx>

To protect against cold, heat, sun injury and insect-borne disease CPNS will ensure that:

- Children wear clothing that is dry and layered for warmth in cold weather. **PLEASE LABEL ALL CLOTHING.**
- Children have the opportunity to play in the shade. When in the sun, children should wear sun protective clothing, have applied skin protection, or both. Skin protection is applied to exposed skin only with written parental permission to do so. **You may apply sunscreen on your children when necessary before coming to school.**
- When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children older than two months. Staff will apply insect repellent no more than once a day and only with written parental permission.

Staff members are prepared to handle minor injuries such as cuts and scrapes. In the event of a serious illness/injury, CPNS staff will contact 911 or the nearest emergency care for transportation to the nearest medical facility. Staff will then contact the child's parents and physician.

Should the parent not be available, the person(s) named on the emergency information card will be called. Persons on your emergency list should live locally so a sick child can be picked up as soon as possible.

If your child has allergies, please insure that your doctor documents the allergy on your child's health form. Additional documentation is also required.

If your child requires an EPI pen please complete the appropriate documentation.

All children's hands should be washed prior to entering classroom or immediately when entering the classroom.

Head Lice: Although this is not classified as a health issue, we ask that you notify CPNS if your child has any signs of head lice. They will not be allowed to return to CPNS until all necessary treatments, and the lice and or the eggs are no longer evident.

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 school 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 school 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 school's daily closing, the school 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 arrangement 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 school, the staff member shall call the 24 Hour State Central Registry Hotline 1-877-NJ ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's 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 director and/or staff member, the child would be placed at risk of harm is released to such an individual, the school 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 school is unable to make alternative arrangements, a staff member shall call the 24 Hour State Central Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

EXPULSION POLICY

As a Christian Nursery School, we recognize that each and every child is a gift from God. We also believe that each child has recognizable strengths and abilities.

It is our desire to provide a meaningful nursery school experience for each and every child wishing to participate in our program. Therefore, a child may be expelled only when we are not able to provide this meaningful nursery school experience for each and every child.

The following proactive actions will be taken in order to prevent expulsion. They include the following:

- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might

lead to expulsion.

- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

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 expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior to come to an agreement with the school.

The parent or 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 school.

The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek an alternate educational experience.

Immediate expulsion of a child will occur when there is a potentially dangerous behavior exhibited by a child or a parent. A child will not be expelled if a child's parent has made a complaint to the Office of Licensing, reported abuse or neglect occurring at the school, has questioned the center regarding policies and procedures, or without giving the parent an adequate amount of time to make other arrangements.

The school reserves the right to exclude a child if the school does not have the resources to provide a safe environment (for example, extreme allergy cases) for that child as determined by the CPNS Board.

INCLUSION POLICY

Families of children with special needs are encouraged, to collaborate with the staff of the Cranbury Presbyterian Nursery School to ensure that each child has an opportunity for success. If you have any concerns about your child's development, speech or skills, please contact your child's teacher. Parents and teachers will work together to come up with an individualized plan about how best to meet every child's needs. If further testing is recommended as part of that plan, we will request that you contact your local school district or other private professionals within 30 days.

If your child currently has an IEP (Individualized Education Plan) or has had one in the past, we request that you share this information with your child's teacher. The IEP will be reviewed and parents will be informed if it is possible to follow the recommendations at CPNS. We are not required to accept any child who would pose a direct threat or whose presence would fundamentally alter the nature of the program.

Many children with disabilities or other special needs are supported by developmental and

educational professionals such as therapists, teachers, and others. The Cranbury Presbyterian Nursery School welcomes those professionals and, if invited to do so, we will work with them to assist that children with disabilities or special needs are supported and are able to develop in a way that will allow them to participate in all program activities and routines.

POSITIVE GUIDANCE POLICY

Children will be helped to shape appropriate classroom behaviors through positive, developmentally appropriate guidance. The teacher's goal in discipline is to assist the children toward self-discipline. Students are presented with a few clear, consistent, fair rules of the classroom. Children are expected to cooperate for the sake of classroom order and safety.

The teacher also protects other children from those who have not yet mastered sufficient self-control. A teacher may mediate a dispute among children when they cannot resolve it themselves. Positive social skills such as taking turns, sharing, and problem solving are taught. Teachers may use tools like distraction to avoid head-on confrontations. Teaching staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion. Teaching staff never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline.

A thinking place (chair, Teacher's lap, quiet area of the rug), supervised by a staff member, may be used for a child who is having difficulties working within the school setting. The decision is left with the child when to return to the group, which enhances the sense of responsibility in the child, and helps him/her to save face. This will interrupt the behavior and allow the child to decide when he or she is ready to reenter the activity.

Children are encouraged to learn from their mistaken behaviors. Under no circumstances is punishment, name-calling, yelling, shoving, grabbing, spanking, lengthy explanation, or humiliation used to correct misbehavior. Further, there shall be no manipulation through comparison to, or labeling of, children who exhibit cooperative behavior. A growing sense of self-discipline is a developmental goal of 3 and 4-year olds that is assisted through encouragement and positive measures taken in the school setting.

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 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 www.state.nj.us/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 standards, you are entitled to report them to the Bureau 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 parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

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

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 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 http://Data.nj.gov/childcare_explorer.

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 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), 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 an ADA claim at (800) 514- 0301 (voice) or (800) 514-0383 (TTY).

Our center is required to at least annually review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure the 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 <http://www.cpsc.gov/en/Recalls/Recalls-by-product/?productid68364>. 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.nj.gov/dcf/.

CPNS TOILET LEARNING POLICY

All 3 – and 4/5 – year-old students are to be toilet trained by the first day of school.

All 3 – and 4/5 – year-old students must wear regular underwear. Diapers and/or pull ups are not acceptable. On the first day of school, all students are asked to provide a separate set of underwear (including socks) for their child in case an accident occurs at school. These are to be placed in a clear zip lock plastic bag with your child's name on the outside. We have outer garments to loan your child temporarily.

If you feel your child may not be totally toilet trained by the first day of school:

- he/she must still wear regular underwear.
- please take your child to the bathroom each day prior to entering and when leaving the classroom.
- let your teacher know that you are not certain your child is totally toilet trained so the teacher can specifically offer your child the opportunity to go to the bathroom several times throughout the day.

If your child has several toileting accidents while at school, we may ask you to:

- remain in the church building while your child is in class so you may attend to your child's needs, or
- take your child home for a period of time to work with him/her on toilet training, and return to our program once the child is toilet trained.

CPNS HAND WASHING POLICY

All staff members and children who are developmentally able are required to wash both hands with liquid soap and rinse thoroughly under warm running water for about 10 seconds (sing one verse of "Row, Row, Row Your Boat"). Hands should be dried with individual paper towels that are not shared or air-dried with a blower. Children will be taught personal hygiene and proper hand washing procedures. This procedure is monitored periodically. Teachers will assist those children who are unable to complete on their own.

Hand washing signs are posted where there is a sink.

Hands for children and adults need to be washed as follows:

- Upon arrival in the classroom/When re-entering classroom after outdoor play. After messy or sand/water play.
- After diapering or using the toilet.
- Before meals and snacks as well as food preparation.
- After dealing with bodily fluids (sneezes, running noses) or making significant skin contact (applying lotions, medications).
- After touching contaminated objects (trashcan lids, the floor or pets). Adults also wash:
 - Before and after feeding a child.
 - Before and after administering medication.
 - After assisting a child with toileting.

- After handling garbage or cleaning.

Gloves are to be worn when contamination with blood may occur.

Sinks used for hand washing are not used for bathing children or for removing smeared fecal material. Staff clean and sanitize sinks before using them to prepare food.

VISITING POLICY

Parent participation is welcomed and encouraged. You may visit our school at any time without prior approval. Any adults with special talents or expertise in areas relevant to the children are encouraged to share time with us during the school year by making arrangements with the classroom teacher. Please check in the Director's office when visiting.

Our classroom doors have glass windows so you may view any program from the hallway at any given time. In the best interest of the children, and the school, we ask that any parent wishing to visit within a classroom make arrangements with the classroom teacher in advance of the day the parent wishes to visit

PARENT CONFERENCES

Parents will have opportunities for formal parent teacher conferences to discuss their child's development and school experience in the fall and spring. We welcome the fall conference as an opportunity for parents to share information about their child with our teachers.

CPNS will follow its regular school schedule on these days employing substitute teachers to free the regular teachers for conferences.

SECURITY

Our security procedures are as follows:

- All classroom doors will be locked when children are inside.
- The front door to our building is locked.
- Families will be given a code to use to gain access to our building that will be available only during school hours.
- Children will be escorted by an adult when outside the classroom.
- All classes moving from their classroom to another area or activity will be led by and followed by an adult.
- All classrooms will have access to "911" in case of an emergency.

EMERGENCY RESPONSE PLAN

For the details regarding the CPNS emergency response plan please schedule a time to review these with our director.

NEWSLETTERS

You will receive a monthly newsletter from your child's teacher. The newsletter and calendar communicate information about schoolwide events, classroom programs, field trips and special days. Please keep this calendar handy so you can refer to it daily for all of the scheduled events. At pick-up time you will find additional information about the day's program provided on the bulletin board outside the classroom door. If you carpool, please make arrangements for the driver to share this information with you.

PLAYGROUND AREA

When in the playground before or after class sessions please be sure to supervise your child. You should be inside the fence if your child is inside. Please, also for the safety of the children, do not allow them inside the CPNS shed.

Remember to follow our CPNS safety rules after and before school when on our playground. Please ensure that children share toys, use swings and slides in the appropriate manner, e.g. feet first, sitting, do not throw sand and are kind to all friends.

DEVELOPMENTAL SCREENING

The Cranbury Presbyterian Nursery School uses Ages and Stages Questionnaire (ASQ) as a screening tool. The developmental screening process is a collaborative one, involving parents/guardians, and done in conjunction with the child's teacher. Developmental screening is conducted with written consent from the child's parent/guardian.

CHILD ASSESSMENT PLAN

We assess children to determine where they are on a developmental continuum. We also assess children to provide information to know and understand where each child is for Kindergarten readiness.

Our developmental continuum is used so we may be able to challenge each child to reach the next level in all developmental domains. We use our kindergarten readiness assessment to provide information regarding preparation for Kindergarten.

We use authentic assessment which documents and evaluates growth and development over time in real life situations. This shows what children can do, what they know, and what they understand. This type of assessment provides us with an accurate picture of who the child is, and how the child is growing and learning.

There are two parent teacher conferences each year, one in the fall and one in the spring. This provides parents a more formal communication method twice a year. Parents are also provided information regarding their child whenever needed. During these parent teacher conferences parents receive the information about their child and their goals for reaching the next developmental level. In addition, all 4/5-year-old children will receive a written kindergarten readiness in the spring.

All records are to be kept confidentially in the child's file.

If a teacher feels a child is not falling into the levels of our developmental continuum and is exhibiting behavior that requires special attention from staff, that teacher shall refer to our special services procedure to provide the child and their parents with the necessary communication that will provide the child with a successful preschool experience.

Evaluations and updates will be completed each year utilizing parent (parent/family input, staff input, and board input regarding all assessment procedures.

Teachers plan curriculum that will support the development of the children in their classes.

PETS

Pets are not allowed in our CPNS playground at any time.

SCHOOL ATTIRE

Children should come to school in comfortable play clothes. Because outside play is part of our daily schedule whenever weather permits, your child should be dressed appropriately (hats, mittens, boots).

Closed-toed shoes are preferred at all times of the year. **PLEASE LABEL ALL LOOSE CLOTHING.**

HOLIDAY AND YEAR END GIFTS

All gift giving is optional

Gift giving needs to reflect the spirit of love and thankfulness between a child and teacher. We ask our teachers and parents to encourage the giving of oneself through individual expressions of appreciation. Gifts made by a child's own hand are always special.

Expressing thankfulness and appreciation can be done individually or in a group. Parents who choose to coordinate or participate in group expressions of thankfulness must *not ask for a specific amount* and take extra precautions not to single out those children and classmates who did not participate by naming group participants in the card or gift.

Give from the heart with the sole focus being on the recipient.

SNACKS

CPNS provides a nutritious snack each day for its students. Children in all of our 2 1/2 and 3-year-old classes are not offered hot dogs, whole grapes, nuts, popcorn, raw peas, large hard pretzels, peanut butter, large chunks of raw carrots or meat larger than can be swallowed. Milk and or water is offered as a beverage. Snack time is important in teaching our children table manners and also for providing a relaxed time for peer interactions. A prayer of thanks begins each snack time.

Occasionally, as part of their learning experience, the children will assist in preparing their own snack.

We celebrate children's birthdays by making it a special day just for them. Parents may wish to provide a special birthday snack. Please communicate with your child's teacher and the parents of any allergy children the plan for the birthday snack and, if prepared at home, please bring in all packaging. **PLEASE DO NOT SEND IN GOODY BAGS, PARTY FAVORS, OR CANDY FOR DISTRIBUTION AT SCHOOL.**

If your child has a summer birthday and you wish to bring in a snack prior to year-end, please arrange to do this with your teacher well in advance of year end. This will avoid our last weeks of school being filled with sweet snack items.

We use and encourage following the guidelines from the USDA, Child & Adult Care Food Program (CACFP) food guidelines. They can be found at www.fns.usda.gov/cacfp

Special diets and food allergies should be discussed with your teacher.

CPNS DAILY CLASSROOM SCHEDULE

Our morning programs run from 9:00 a.m. – 11:30 a.m. We have a 5 minute drop-off time from 8:55 a.m. – 9:00 a.m.

Our afternoon programs run from 12:30 p.m. – 3:00 p.m. We have a 5 minute drop-off time from 12:25 p.m. – 12:30 p.m.

We ask that once you have dropped off your child you exit the building and leave the parking lot. This will make our hallways less congested and quieter as well as free up parking spaces for other arriving parents.

Please be waiting at the classroom door at pick-up time. Parents who arrive more than 5 minutes late will be given one reminder of the pick-up time. Following this reminder, any additional late pick-ups (5 minutes or more) will be fined \$10.00.

Our daily schedules vary for each age program. A sample daily schedule will be posted outside your child's classroom door.

LUNCH PROGRAM

We offer a lunch program 5 days a week beginning in September. If interested, please use our monthly lunch program registration forms.

ENRICHMENT PROGRAMS

We offer a variety of enrichment programs. If you are interested, please use the appropriate enrichment registration form.

We also offer a Mommy & Me on Friday mornings for our youngest children.

TECHNOLOGY POLICY

In response to new policy statements from The National Association for the Education of Young Children concerning recommendations on computer use in early childhood settings, CPNS is establishing this policy regarding television, computer and other equipment use in our classrooms. While there is some value in the balanced use of computers equipped with

educational software, technology should be used to support a learning objective, and not for its own sake. We consider technology as another tool in our educator's toolbox, just like blocks, puzzles or dress-up clothes; technology should be used as a tool to help a child explore and play; after all, it is through play that children learn. Young children need cognitive stimulation and social interaction.

We do not have televisions or computers in our classrooms as an activity of choice on a regular basis. These technologies are used very infrequently and limited to the responsiveness to an extension of our curriculum and the individual needs of the children in the classroom.

New Jersey rules prohibit any screen time for children under two. This includes TV, videos, and computers.

SOCIAL MEDIA POLICY CHILDREN'S PHOTOGRAPHS and PARENTAL NOTIFICATION

We acknowledge that social media can play an important role in maintaining communications with families and the local communities in today's current society.

Cranbury Presbyterian Nursery School uses e-mail, text messaging and smart phone technology from time to time to communicate with parents.

Cranbury Presbyterian Nursery School maintains a website at www.cranburycpns.org. The site includes details of our school. The site is periodically updated to reflect new information. Please be sure to check out the site regularly and to refer friends or colleagues to the site when asked about the program. Cranbury Presbyterian Nursery School also has a presence on Facebook and a private CPNS Parent Group.

Students may be photographed or videotaped from time to time by use of various media. Unless the school receives written notice from a child's parent or guardian to the contrary, these photographs may be used in newspapers, magazines, brochures, or other publicity materials.

BREAST FEEDING POLICY

We offer a quiet private location for anyone that has a need to breast feed. A quiet space is also available for bottle feeding or if you need a moment to bond with your child. Please speak to one of the teachers or the director to find a location that will meet your needs.

HANDLING OF PARENT CONCERNS

If a parent approaches the School Administrator (or Director) with a complaint or concern about a teacher, the School Administrator (or Director) will encourage the parent to discuss his/her concerns first with the teaching staff member involved. (The School Administrator (or Director) will tell the parent, "If your concerns are not resolved after your meeting, please feel free to contact me.") This will leave the door open for communication, if needed. If the parent agrees to speak with the teacher, then the teacher will supply the School Administrator (or Director) with a follow-up report within two working days explaining the outcome of the contact with the parent.

If the parent refuses to see the teacher, the School Administrator (or Director) will listen to the parent's concerns, take notes during the meeting, but will not make any commitment to the parent, other than assuring him/her she will investigate the situation and get back to the parent.

If the concern is an instructional one, the Head Teacher and/or Curriculum Chairperson will be called in to discuss it with the teacher.

If the concern is non-instructional, but more personal in nature, the School Administrator (or Director) will investigate the situation by being more visible (i.e., short visits to the classroom, looking in the classroom window, etc.) to see if she can pick up on the parent's concern. If observation indicates that the concern is valid, the School Administrator (or Director) will schedule a meeting with the teacher to discuss the matter based on personal observations. If the School Administrator (or Director) does not confirm the parent's concerns by her own observations, she will speak to the teacher and will share the parent's concerns without divulging the parent's name. In this manner, the teacher will be aware that a parent perceives that there is a problem, even though the School Administrator (or Director) has not observed any difficulties. This notification will allow the teacher to be mindful of how others might interpret specific actions. In both cases the School Administrator (or Director) will call the parent back.

Ultimately, matters that cannot be resolved at the school level can be brought to the attention of the Board.

TUITION PAYMENTS

Tuition payments due dates can be found on our registration form. All payments delivered to the Director's office or post marked after these dates will be considered late and a \$25.00 service fee will be assessed. All payments must be made by check or money order. No cash will be accepted. Reimbursement will be made to CPNS for any returned check fees.

CPNS REFUND POLICY

The Registration fee is non-refundable.

Refunds for tuition will be made on a pro-rated basis only if the vacancy occurs for one of the following reasons:

1. Serious illness of the child.
2. Change of residence outside the Cranbury area.
3. Mutual agreement by the parent and the Board that the child's adjustment to the school is unsatisfactory.

Refunds will be made only if the vacancy is filled.

UNITED WAY CONTRIBUTION

United Way Contributions can be specifically targeted to Cranbury Presbyterian Nursery School by providing CPNS's United Way Identification number 043978 – at the time of contribution.

TAX ID

Some families may use the expenses incurred as part of a child care reimbursement program from their place of employment. Our tax ID number for that purpose is 221508574. Donations are always appreciated.

CPNS BOARD

Our school is governed by a 9-member board. Our board is comprised of CPNS parents, church members and members of our community.

FAMILY RESOURCES FOR MIDDLESEX COUNTY

DCF Community Program Directory

<http://www.nj.gov/dcf/families/dhcp/DFCPdirectoryMiddlesex.pdf>

NJ Parent Link

<http://www.nj.gov/njparentlink/>

Central Intake, Central Jersey Family Health Consortium

<https://www.cjfhc.org/index.php/en/contact/family-connections-central-intake>

1-888-551-6217

Community Child Care Solutions

<http://www.communitychildcaresolutions.org/>

Middlesex County Flowchart for Developmental Concerns

http://rwjms.rutgers.edu/boggscenter/projects/documents/MiddlesexCounty_FlowChartTipSheet_000.pdf

United Way

<http://www.uwcj.org/>

Family Support Organization of Middlesex County

<https://www.fsomiddlesexcounty.net/>

Women Aware, Inc.

<https://www.womenaware.net/>

(732) 249-4504 (24-hour hotline)

NJ Domestic Violence Hotline

<http://www.nj.gov/dcf/women/domestic/>

1 (800) 572-SAFE (7233)

Middlesex County Board of Social Services

<http://middlesexsocialservices.com/>

1-800-SOCIAL2

CPNS

35

over thirty-five years of excellence



The Mark of Quality