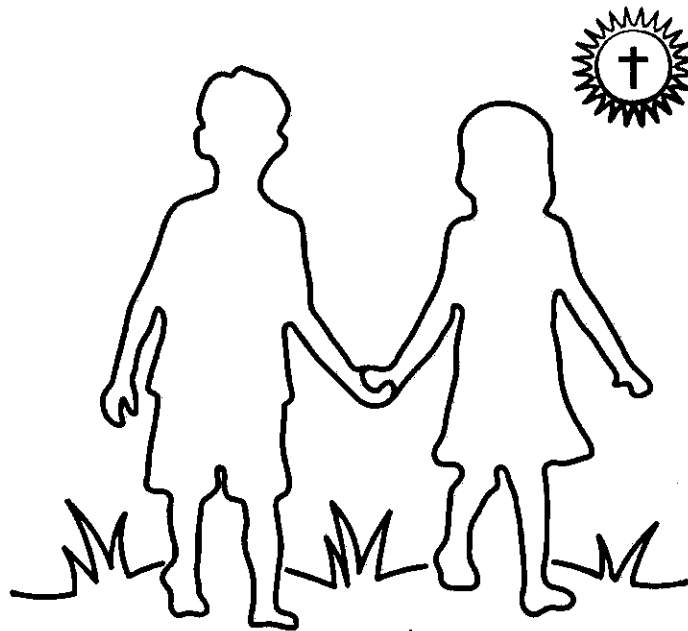


# Community Preschool

*"Where Learning Through Play Is Serious Business"*

## Parents' Handbook

2021 – 2022



Est. 1965

Sonya Leingang, Director, [Director@RPCommunityPreschool.com](mailto:Director@RPCommunityPreschool.com)  
Betty Woodruff, CPS Committee Chair, [bettywoodruff30@gmail.com](mailto:bettywoodruff30@gmail.com)

# Community Preschool - 2021-2022

301 Chestnut Street, Roselle Park, NJ 07204

Rpccommunitypreschool.com / 908-245-8651



Note: 183 days on the calendar with three inclement weather days are built into the calendar.

Should additional days be required, the following days would become school days (in order, as needed): 6/22, 6/21, 6/20, 5/27

SEPTEMBER							18 Days
S	M	T	W	T	F	S	1,2 Staff first days 3,6 NO SCHOOL 7 First day of school
			○	○	●	4	
5	●	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

FEBRUARY							18 Days
S	M	T	W	T	F	S	21,22 NO SCHOOL
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	●	●	23	24	25	26	
27	28						

OCTOBER							20 Days
S	M	T	W	T	F	S	11 NO SCHOOL
					1	2	
3	4	5	6	7	8	9	
10	●	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

MARCH							22 Days
S	M	T	W	T	F	S	18 NO SCHOOL
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	●	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

NOVEMBER							18 Days
S	M	T	W	T	F	S	2,3,4 Parent/teacher conferences 5 NO SCHOOL 24-26 NO SCHOOL
	1	2	3	4	●	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	●	●	●	27	
28	29	30					

APRIL							15 Days
S	M	T	W	T	F	S	11-18 NO SCHOOL
					1	2	
3	4	5	6	7	8	9	
10	●	●	●	●	●	16	
17	●	19	20	21	22	23	
24	25	26	27	28	29	30	

DECEMBER							16 Days
S	M	T	W	T	F	S	23-31 NO SCHOOL
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	●	●	25	
26	●	●	●	●	●		

MAY							20 Days
S	M	T	W	T	F	S	27, 30 NO SCHOOL
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	●	28	

JANUARY							20 Days
S	M	T	W	T	F	S	17 NO SCHOOL
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	●	18	19	20	21	22	
23	24	25	26	27	28	29	

JUNE							16 Days
S	M	T	W	T	F	S	22 Last day of school (1pm for full day students) 23, 24 Clean up days for staff 27 Summer Fun Session 1 starts
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	○	○	25	
26	27	28	29	30			

# COMMUNITY PRESCHOOL

301 Chestnut Street, Roselle Park, NJ 07204 / Phone 908-245-8651 / Fax 908-245-8820

Email: [Director@RPCCommunityPreschool.com](mailto:Director@RPCCommunityPreschool.com) / [www.RPCCommunityPreschool.com](http://www.RPCCommunityPreschool.com)

*Sponsored by: Community United Methodist Church of Roselle Park, NJ*

“Community Nursery School” opened its doors in 1965 as a Christian education program for Preschool children of the community. It began with just 18 children and it continues to grow. Although we do provide a Christian atmosphere, children of all faiths and from all surrounding communities are welcome.

Community Preschool is licensed by the State of New Jersey Department of Children and Families. Our staff includes a state certified and experienced Director, Head Teacher, Lead Teachers, and experienced Assistant Teachers. We pride ourselves on our low student to teacher ratio, allowing for individualized attention to the children.

Community Preschool operates under the guidance of an Advisory Committee. These members are approved by the Community United Methodist Church and are selected based on their interest for young children’s education and wellbeing. Parental participation is always encouraged.

For many children, preschool is their first experience away from home and family. Our goal is to provide a loving and caring environment which encourages physical, spiritual, emotional, social and intellectual development.

This Parent Handbook was designed to familiarize you with the policies and procedures that govern our school. Many of these rules and regulations are required by the state of New Jersey for our Preschool to be licensed. The Manual of Requirements published by the Bureau of Licensing, an agency within the Division of Youth and Family Services, is available for your review at any time.

As a parent/guardian of an enrolled child, you have the right to bring to our attention, or to the attention of DCF (Dept. of Children and Families), any practice or condition which you believe may be non compliant with state regulations. The fees, procedures and policies stated in this handbook are subject to be changed at the discretion of the Preschool. You will be notified of any changes.

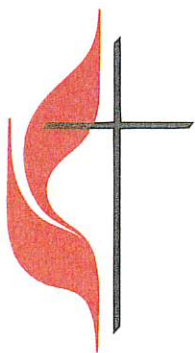
We will be referring to this handbook throughout the year and suggest you keep it in a safe place. If you have any questions or concerns, please know that you are welcome to stop by at any time. The staff and I look forward to a fantastic year!

Regards,



Sonya Leingang  
Community Preschool Director





# *Community United Methodist Church*

301 Chestnut Street

Roselle Park, New Jersey 07204

REV. MANUEL P. CRUZ JR., Pastor

Church 908-245-2237

Fax 908-245-8820

email: cumcrosellepark@gmail.com

Dear parents, guardians, and friends,

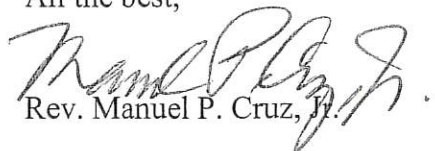
## **Greetings of grace and peace from Community United Methodist Church!**

We joyfully welcome you to the Community Preschool. We are delighted and thankful for choosing our school to be your companion in the preschool journey of your little children. As an important mission program of Community United Methodist Church in Roselle Park since 1965, our school continually provides quality preschool education for our young children in a Christian setting.

Our mission thrust is not only the physical, mental, emotional and social development of our children but their spiritual growth as well. We believe that, as a precious gift from God, every child has the right to reach his/her full potential in all areas of life for personal flourishing and common good. In doing so, we offer our distinct Christian based preschool program to your children for their holistic development. As our society today shows increasing concern on the healthy fundamental development of all children, so we faithfully share our part in shaping the future of the little ones whom Jesus has promised that 'to such belongs the kingdom of God' (Mark 10:14).

I pray that your children's journey in our preschool be exceedingly filled with creative, fruitful and rewarding learning experiences. With your unreserved support and the guidance of our able and caring teachers, we can truly make a difference in the life of our dear children.

All the best,

  
Rev. Manuel P. Cruz, Jr.

## Community Preschool - 2021-2022 TUITION

Our tuition is calculated for the school year and then divided into 10 equal monthly payments. Installment payments are due the 1<sup>st</sup> day of the month of service. The security deposit, equal to one month of service, will be credited to your June payment. Note that both the administration fee and security deposit are due at the time of registration and are non-refundable or transferable to another month or another child under any circumstances.

Tuition for students registered after the start of the school year will reflect the number of days left in the school year and divided in equal payments.

- **Half Day Program: 8:45 am–11:45 am or 12:45 am-3:45 pm**  
5 Days per week (M-F): Total school year tuition: \$4,300 - Can be paid in 10 installments of \$430  
3 Days per week (M/W/F): Total school year tuition: \$3,050- Can be paid in 10 installments of \$305  
2 Days per week (T/Th): Total school year tuition: \$2,300 - Can be paid in 10 installments of \$230
- **Full Day Program: 8:45 am–3:45 pm**  
5 Days per week (M-F): Total school year tuition: \$8,450 - Can be paid in 10 installments of \$845  
3 Days per week (M/W/F): Total school year tuition: \$5,950 - Can be paid in 10 installments of \$595  
2 Days per week (T/Th): Total school year tuition: \$4,500 - Can be paid in 10 installments of \$450

### TUITION SCHEDULE:

Payment #1 September 1<sup>st</sup>  
Payment #2 October 1<sup>st</sup>  
Payment #3 November 1<sup>st</sup>  
Payment #4 December 1<sup>st</sup>  
Payment #5 January 1<sup>st</sup>

Payment #6 February 1<sup>st</sup>  
Payment #7 March 1<sup>st</sup>  
Payment #8 April 1<sup>st</sup>  
Payment #9 May 1<sup>st</sup>  
**Payment #10: Security deposit given at registration**

Tuition payments can be made by check, cash or card. Contact your bank to schedule an automatic check payment which will be directly mailed to us (no fee for most banks). Checks or Money Orders can be made payable to Community Preschool. Credit card and debit card (online) payments are also accepted via PayPal <https://www.rpcommunitypreschool.com/2021-2022-tuition-.html>

Payments are due on the 1st day of the month of service.

**A \$20 late fee will be applied to your account if payment is received after the 5<sup>th</sup> day of the month of service. A \$40 late fee will be applied to your account if payment is received after the 15<sup>th</sup> day of the month of service (whether the first day of the month falls on a weekend or holiday. Please plan accordingly.)**

Dear God,

Help me spend today

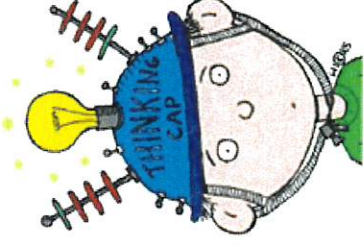


with a *Smile* on my face,

Love in my heart,



Joy in His grace,



and my *thinking cap* on all day.

Amen

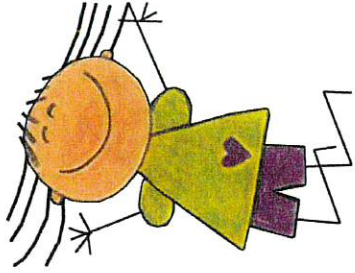
Querido Dios,

Ayúdame a pasar hoy

Con una sonrisa, 



Con amor en mi corazón,



Con alegría en su gracia

Y listo para aprender.

Amén.



# Community Preschool

## Learning Philosophy

Each child is a unique person with his/her individual growth pattern, learning style, personality and family background. While providing a Christian atmosphere, our school's responsibility is to not only care for your children but to nurture their physical, social/emotional, creative and cognitive development and to guide them to understand themselves and others.

Each classroom, in their age-appropriate way, gives children the time to discover, space to imagine and the opportunity to participate in a variety of activities daily. We strive to prepare each child for success in Kindergarten and the elementary grades. This is accomplished through hands-on experiences, trial and error, and play.

- **The teaching staff are guides and facilitators.**

- \*They prepare the classroom with stimulating, challenging materials.
- \*They plan meaningful activities to promote learning and exploration.
- \*They encourage children to participate, but do not force them to do so.
- \*They provide a balance of both teacher-directed and child-directed activities.
- \*They give students many choices.

- **Our programs include:**

- \*Teachers lead activities: music & movements, art, chapel, circle time, etc.
- \*Children lead activities: table top, free play inside and outside, etc.
- \*Special events: St-Jude's Trike-a-Thon, Healthy Habits Week, Read Across America, chicks and ducks hatching project, Scholastic Book Fair, etc.

- **Social & emotional development:** following directions, waiting your turn, assertiveness, sharing, independence, confidence, a sense of security.

- **Physical development** is encouraged daily:

- \*Small muscle activities include cutting, drawing, finger painting, easel painting, puzzles, playdough, blocks and other materials which require hand-eye coordination.
- \*Large muscle activities include a minimum of 30 minutes of outdoor play -indoor when inclement weather- (riding wheeled vehicles, climbing, music & movement class...)

- **Cognitive and sensory development** is encouraged through all the activities already described. Learning about math, nature and science are integrated through meaningful activities: block building, sand and water play, cooking, sorting and classifying objects, observing changes in nature, making puzzles, drawing and painting. Singing, games and rhythm activities and stories are also important in stimulating intellectual development.

The ages, developmental levels and interests of the children are taken into consideration in the planning of space, class activities, and the selection of materials. Learning is presented as enjoyable, fun experiences.



# Physical Development

Strength  
Balance  
Agility  
Coordination of large muscles  
Fine motor coordination

# Cognitive Development

Literacy & math skills  
Comprehension skills  
Logical thinking  
Language acquisition

## Child Development Through Play

Sharing  
Collaboration  
Cooperation  
Conflict resolution  
Understanding of other cultural backgrounds  
Positive self concept

# Social Development

Empathy  
Understanding of feelings  
Self control behaviors  
Bonding with peers  
Stress management

# Emotional Development



# COMMUNITY PRESCHOOL

*"Where Learning Through Play Is Serious Business"*

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## **Curriculum Scope and Sequence**

The main focus of our preschool program is to build strong social and emotional skills that will provide a solid personal and interpersonal foundation. We also incorporate cognitive and language experiences to enhance creative thinking, problem solving, and academic development.

### **2 year old students:**

#### **Social/Emotional Development:**

- Able to adjust and transition smoothly
- Take turns, share, respect others and things
- Recognize and respect feelings of others, respond appropriately
- Resolve conflicts appropriately
- Develop empathy, concern, care for others
- Trust adults in school setting
- Vocalize needs, concerns, questions, thoughts, opinions appropriately
- Develop independence
- Develop appropriate cooperation with teachers, rules, procedures

#### **Language and Cognitive Development:**

- Expresses self using words and sentences
- Label items/people (names of)
- Ask and answers questions
- Able to understand and follow 2 step directions
- Expand use of vocabulary
- Enjoy reading and being read to
- Use books appropriately and understands purpose
- Show curiosity and desire to learn
- Develop creative expression and critical thinking
- Experience with numbers 1-10: counting, and recognition
- Experience colors, shapes, letters, numbers, etc
- Sequences: schedule, alphabet, numbers, size
- Develop fine motor skills, and pre-writing skills

### **3 year old students:**

In addition to continuing the goals of the 2 year old students, the 3 year old students also:

- Experience calendar concepts,
- counting and recognizing numbers 1-31,
- number sequence
- ordering
- shapes in the world around us
- colors and color mixing
- Experience all letters: sequence, recognizing, letters in world around us
- Forming common letters
- Develop fine motor skills and pre-writing skills
- Develop creative expression and critical problem solving
- Experience scientific concepts in the world around us
- Express themselves through music, art, and dance

### **4 year old students:**

In addition to continuing the goals of the 3 year old students, the 4 year old students also:

- Recognize each number on the calendar, first in order, and then individually with particular focus on numbers 1-20.
- Develop number sense
- Experience place value
- Practice one to one correspondence
- Sequence objects and story
- Listen and comprehend stories
- Be able to retell a story
- Use emotion words
- Increase attention span, focus, and task completion
- Recognize all letters individually, and connect letters and sounds
- Understand the letter to word connection
- Form letters, name, and words using proper grip and letter formation
- Recognize sight words as developmentally able
- Increased independence



Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Teacher: \_\_\_\_\_ Class: Toddlers and 2's

Language and Communication	Development Stages			Social and Emotional Development	Development Stages		
	Nov	Mar	June		Nov	Mar	June
Follows 1-2 steps oral directions				Follows classroom routines and rules that are age appropriate			
Recognizes some letters from own name				Accepts and responds to teachers' directions			
Can recite/sing the alphabet				Is happy and cheerful at school			
Can memorize, sing and repeat new songs/poems/rhymes				Only seeks fair share of attention			
Knows teachers and friends' names				Gets excited when with other children			
Uses books to engage in pre-reading behaviors				Responds to others' feelings with growing empathy			
Points to things in a book				Manages own feelings			
Can sit and listen during circle time and when stories are read				Adjusts to new situations			
Verbalizes wants and needs				Takes care of classroom materials			
Speaks clearly enough to be understood				Assumes various simple responsibilities in the classroom (clean up, get lunch box, dress self, blow nose, put used items in garbage can...)			
Cognitive Development	Nov	Mar	June	Physical Development	Nov	Mar	June
Begins to sort shapes and colors				Demonstrates basic locomotor skills: jumping, running, hopping (on both feet), throwing, kicking, catching (with both hands)			
Identifies some numbers				Shows balance while moving			
Identifies some colors red, yellow, blue, green				Fits small items together (puzzle pieces, shape sorter...)			
Recognizes some shapes circle, square, triangle, rectangle				Can hold a crayon and utensils with fingers rather than fist			
Understands some opposites: small/big, loud/quiet, up/down				Can turn on the faucet and wash hands independently			
Plays simple make-believe games				<b>1=Discovery – First Steps</b> Is a stage in which children develop an awareness of their surroundings and exhibit a need for more instruction and interaction with objects, people, events, and concepts. <b>2=Exploring – Showing Progress</b> Is a stage in which children develop an understanding of the components and attributes of their surroundings and exhibit a need for more practice with objects, people, events, and concepts. <b>3=Connecting – Ready to Apply</b> Is a stage in which children bring their own personal meaning to make use of their surroundings and link purposeful interaction with objects, people, events, and concepts.			

**Nov:** Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mar:** Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**June:** Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_





Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Teacher: \_\_\_\_\_ Class: Pre-K 3

Reading and Writing	Development Stages			Social and Emotional Development	Development Stages		
	Nov	Mar	June		Nov	Mar	June
Follows 1-2 step oral directions				Follows classroom rules and routines			
Recognizes his/her own name in print				Accepts and responds to teachers' directions			
Can name letters in own first name				Participates in group activities			
Writes own first name				Only seeks fair share of attention			
Can recite the alphabet				Plays and shares with other children			
Uses books to engage in pre-reading behaviors				Regulates his/her own behavior with assistance from teacher			
Asks and answers questions about the book				Adjusts to new situations			
Can sit and listen during circle time and when stories are read				Takes care of classroom materials			
Can sing and repeat songs				Assumes various responsibilities in the classroom (clean up, get lunch box, put used items in garbage can...)			
Mathematics	Nov	Mar	June	Physical Development	Nov	Mar	June
Knows that objects, or parts of an object can be counted				Demonstrates basic locomotor skills: jumping, skipping, running, hopping, galloping, throwing, catching			
Counts 1-5 items, with one count per item				Fits small items together			
Recognizes and repeats patterns				Uses scissors effectively			
Demonstrates the use of location words				Holds pencil/marker/utensils correctly			
Sorts objects and describes how the groups are similar and different				Is self sufficient: can dress self, blow nose, wash hands, use the potty			
Identifies numerals: 1 2 3 4 5 6 7 8 9 10				<b>1=Discovery – First Steps</b> Is a stage in which children develop an awareness of their surroundings and exhibit a need for more instruction and interaction with objects, people, events, and concepts. <b>2=Exploring – Showing Progress</b> is a stage in which children develop an understanding of the components and attributes of their surroundings and exhibit a need for more practice with objects, people, events, and concepts. <b>3=Connecting – Ready to Apply</b> Is a stage in which children bring their own personal meaning to make use of their surroundings and link purposeful interaction with objects, people, events, and concepts.			
Identifies colors: red blue green orange yellow purple pink white brown gray black							
Recognizes shapes: circle square rectangle triangle oval diamond							

Nov: Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mar: Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

June: Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

See comments in the back-->





Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Teacher: \_\_\_\_\_ Class: Pre-K 4

Reading and Writing	Development Stages			Social and Emotional Development	Development Stages		
	Nov	Mar	June		Nov	Mar	June
Follows 2-3 step oral directions				Follows classroom rules and routines			
Can sit and listen during circle time and when stories are read.				Accepts and responds to teachers' directions			
Can retell stories, poems, songs etc., learned in class				Participates in group activities			
Recognizes his/her own first name and last name in print				Only seeks fair share of attention			
Names letters in own first and last name				Is respectful and has good manners ( please, thank you)			
Writes own first name and last name				Plays and shares cooperatively with other children			
Uses appropriate writing conventions				Shows empathy toward others			
Knows home address and telephone number				Suggests ways to resolve conflicts			
Uses books to engage in pre-reading behaviors				Regulates own behavior			
Asks and answers questions about books read or stories told				Takes care of classroom materials			
Can identify whether or not words rhyme				Assumes various responsibilities in the classroom (clean up, get lunch box, put used items in garbage can...)			
<b>Mathematics</b>	<b>Nov</b>	<b>Mar</b>	<b>June</b>	<b>Physical Development</b>	<b>Nov</b>	<b>Mar</b>	<b>June</b>
Knows that objects, or parts of an object can be counted				Demonstrates locomotor skills: jumping, skipping, running, hopping on 1 foot, galloping, throwing, catching, up/down stairs			
Counts 1-10 items, with one count per item				Shows balance while moving			
Recognizes and repeats patterns				Dresses and undresses without assistance			
Demonstrates the use of location words				Uses scissors effectively			
Sorts objects and describes how the groups are similar and different				Holds pencil/marker correctly			
Starts predicting cause and effect				Can pour, use a fork and spoon, open container snack bag and lunch bag			
Identifies numerals: 1 2 3 4 5 6 7 8 9 10				<b>EVALUATION KEY:</b> = in progress     = can do <b>NA</b> = not applicable			
Identifies colors: red blue green orange yellow purple pink white brown gray black							
Recognizes shapes: circle square rectangle triangle oval diamond							

**Nov:** Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mar:** Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**June:** Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

See comments in the back-->

**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://data.nj.gov/childcare\\_explorer](https://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 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. 159 (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/](http://www.state.nj.us/dcf/).

## Philosophy of Discipline

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment creates fear; positive discipline helps develop self-esteem.

Discipline is a teaching method which aims to help children:

1. Develop their own self-control
2. See the consequences of their actions
3. Learn to balance their needs with those of others
4. Feel good about themselves
5. Become increasingly independent.

The basis of good discipline is a caring relationship between child and adult in which the adult:

1. Respects the rights of the child
2. Establishes clear and reasonable limits for behavior
3. Models the behavior expected from the child
4. Encourages by praise
5. Helps the child think of other ways to solve problems.

At Community Preschool, staff members are committed to the teaching method described above, and to developing a caring relationship with each child for whom they are responsible. We also encourage communication and partnership between the teachers and the parents.

Staff members are never permitted to discipline by spanking or striking a child.

If a child is having difficulty maintaining self-control (i.e. hitting, biting, refusing to cooperate), a staff member may remove the child from the group. The child must be told the reason for this action, and the separation must be short in length (not more than a few minutes). Children will never be prevented from outdoor play or snack. The Director may assist and invite the child to discuss for a brief time.

## EXPULSION POLICY

NAME OF CENTER:

Community Preschool

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

### **IMMEDIATE CAUSES FOR EXPULSION:**

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

### **PARENTAL 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.
- Other (explain)

### **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.
- Other (explain)

### **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 and 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). 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 PARENT/GUARDIAN:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.



## 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 *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 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 *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* 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).

## The following topics are sorted alphabetically:

- ❖ **ABSENCE:** Please call (or email [rpcpsoffice@gmail.com](mailto:rpcpsoffice@gmail.com)) the Preschool Office if your child will be absent for any reason. If it is for illness, please notify the office of your child's symptoms 908-245-8651.

- ❖ **ACCIDENTS AT SCHOOL:**

Each classroom has staff members trained in Pediatric First Aid and CPR. If a child becomes injured at school, basic first aid will be provided. If the child has sustained any head injury, you will be notified by phone. If we believe any injury may require additional treatment other than what we can provide, or is life threatening, 911 will be called.

- ❖ **ALLERGIES: EPI PENS AND EPI PEN JR.**

To administer a lifesaving prescription such as or the EPI Pen or the EPI Pen Jr., we must first have the following;

1. A completed ***Food Allergy Action Plan*** to be completed by the child's pediatrician, with the doctor's order describing the scenario upon which an invasive medication would be administered.
2. The parent's written authorization to administer such medication.
3. Whenever the child is present, parents must provide the school with all medications prescribed by the doctor in the Food Allergy Action Plan. These medications cannot be administered if they have reached the expiration date on the manufacturer's container.
4. **It is the parent's responsibility to keep medications current.**
5. Students with a Food Allergy Action Plan cannot attend school **at any time** without the required medications present. *We suggest leaving all required medications at school.*

Should a child require emergency-based prescription medication, 911 will be called. Any child who receives oral or invasive medication for an emergency will be transported via the ambulance to the hospital. Staff members trained in First Aid and CPR will provide emergency care until the ambulance arrives.

- ❖ **AUTHORIZED PERSONS FOR PICK-UP:**

Parents are asked to pick up their child(ren) promptly at the close of school. Children will ONLY be released to their parent, legal guardian, or person(s) authorized by the parent to take the child from school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If another adult other than the child's parent or legal guardian will be picking up your child, **THE OFFICE MUST BE NOTIFIED PRIOR TO THE PICK-UP.** Please include the name and telephone number of the individual. The authorized person will be required to present ID verifying his/her identity. We **WILL NOT** release your child to an unauthorized person. Please see the State Policy on the Release of Children in the back of this handbook.

We must also be notified if there is a relative or non-custodial parent legally prohibited from picking up your child. A copy of the court order will be needed and kept with your child's records.

❖ **BACK-TO-SCHOOL NIGHT:**

An informational *Back to School Night* will take place shortly after school has begun for **parents only**. All parents are encouraged to attend this informative event which will be conducted virtually. At this time the teacher will discuss the curriculum, the day to day routine, and schedule. This is a great opportunity to get to know your child's teacher and ask questions.

❖ **BICYCLE HELMETS**

Children have the opportunity to ride tricycles during their outdoor play time. We do not have helmets to share. If you would like your child to wear one, it is your responsibility to bring a properly fitted and **labeled** helmet for your child.

❖ **BIRTHDAYS:**

We enjoy celebrating children's birthdays in school. These are *very* important events in their young lives. You are welcome to send in a special prepackaged birthday treat for your child to share with the class.

**We thank you in advance for your cooperation with the following;**

1. We ask that you please speak with your child's teacher in advance to plan together which day you would like to bring in the birthday treat. We want this to be a special day for your child!
2. **Please DO NOT send in personal Birthday Invitations.** The teachers are not permitted to hand these out to the children. If they are sent in with your child, they will not be distributed, and returned home that day. Please either issue your invitations by mail, phone call, or after school.
3. **DO NOT send in treat bags or other party goods.**
4. If your child's birthday falls when school is not in session, please speak to your child's teacher to make specific plans.

❖ **CHAPEL TIME:**

Christian values are emphasized daily within the classrooms. Our children also have the wonderful opportunity to take part in our Chapel Time with their classmates and teachers. During this time, children will enjoy simple Bible stories, songs of praise, a prayer, and an opportunity to learn about Christian values.

❖ **CLASS DOJO:**

Be sure to download the free Class Dojo application on your phone and/or laptop. School wide information and announcements will be shared via the app. All teachers are required to share videos, pictures, messages and information using Class Dojo. This is also a means of communication with the Director and/or your child's teachers.

❖ **CLASS SUPPLIES AND COVID SAFETY SUPPLIES FEE:**

Students must refrain from sharing the art supplies which requires us to purchase enough items for each child to have their own set. A **one time \$35 fee** is due at the time of registration, to cover for the purchase of glue sticks, markers, crayons, paint, play doh, hand sanitizer, clorox wipes, baby wipes, antibacterial wipes, individual containers, tissues, and other required products to keep children safe.

❖ **CLOTHING/SHOES:**

Please send your child in play clothes that are labeled, comfortable and weather appropriate for outdoor play, including sneakers or rubber soled shoes. Your child should wear clothing that is easily removed independently from the teacher, for toileting purposes. Play jewelry should stay home since it too often ends up getting lost or broken on the playground.

❖ **CONFERENCES:**

*Parent/Teacher conferences* are held in November. Additional meetings can be scheduled as necessary.

❖ **DISCOUNTS:**

**Member Discount:** Members of the Community United Methodist Church are eligible for a 10% tuition discount. Church Members must get written notification from the Church office of membership status.

**Military Discount:** Community Preschool offers a %10 tuition discount to all enrolled children whose parent is serving on active military duty.

**Sibling Discount:** Two or more siblings enrolled at the same time receive a 10% discount on the second and third tuition rate.

❖ **DROP OFF AND ARRIVAL PROCEDURES:**

Please line up outside of your child's classroom door at drop off and at pick-up time and respect some distance between yourself and others. A child should never enter the building alone. You are responsible for your child until the classroom door opens and is welcomed in the classroom by their teacher.

You are required to **self-screen your child for any signs of COVID-19 (including temperature check)** each day before coming to school. You will be asked to confirm your child's good health when dropping off.

**PLEASE BRING YOUR CHILD ON TIME**, as late arrival is very distracting to the other children and is difficult for the late child as well.

❖ **EMERGENCY EVACUATION:**

Should the school be evacuated for unforeseen circumstances, our emergency shelter is the Casano Community Center situated across the street, at 314 Chestnut St. You would receive a phone call if the need to pick up the students would arise. We would then refer to your emergency contact(s) if we were unable to get a hold of you.

❖ **EXPULSION:**

If a child has difficulties showing age-appropriate self-control, or behaves in a way that is dangerous for himself or others, we may come to the conclusion that we are not the best fit for your child.

**In this type of situation our procedures are as follows:**

The Director will be notified of the situation and observe the classroom. The teacher will contact the child's parent/guardian to discuss the situation and discuss helpful ways of handling it. A trial period will be set up while the teacher attempts the discussed techniques and ideas to help the situation.

After this trial period, if attempts to solve the problem have not been successful, the teacher and Director may recommend the disenrollment of the child from the school. It may be suggested that the child return at another time, or perhaps, an alternative placement will be recommended. Please see the State Expulsion Policy in the back of this handbook.

❖ **FIELD TRIPS:**

Parents will be notified of any field trips the Preschool will take. We require that one parent/guardian attends our field trip for safety.

In addition to field trips, the children and teachers may occasionally take a walk locally (library, post-office, around the block, Casano Center). A general permission slip will be signed by the parent in September for local walks. Parental participation is not needed during our local walks, although volunteers may be requested.

❖ **FIRE DRILLS:**

As mandated by the State Office of Licensing, one fire drill per session, per month is practiced.

❖ **FLU VACCINE:**

N.J.A.C. 8:57-4.19: Flu vaccine is a requirement for child care/preschool attendance for those who are 6 through 59 months of age. At least one dose of **flu vaccine is due by December 31 of each year.** Children who do not have documentation of receiving the flu vaccine or don't have a valid medical or religious exemption by December 31 will need to be excluded from school until the end of flu season, which is up until March 31 in NJ. Such students may return to school sooner than March 31 if they...

- Submit documentation of receiving the flu vaccine or submit a religious/medical exemption
- They can also "age out" of the requirement. This means that once they turn five years old (or 60 months), they are no longer subject to the requirement.

❖ **FOOD:**

Please send a healthy snack and water with your child each day. The Director reserves the right to return home snacks which are not deemed healthy for school as mandated by the Department of Children and Families. All students staying for lunch should bring a separate snack and drink for the morning as well as for the afternoon, and a lunch box with a lunch, drink and ice pack.

❖ **FOOD ALLERGIES:**

During the year, children in the class may bring in special Birthday snacks. **WE WILL NOT HAND BIRTHDAY SNACKS** to children with food allergies unless it has been addressed with you and permission has been granted. You may provide an alternate special snack that we can store in our freezer for birthdays and special events.



❖ **HEALTH REQUIREMENTS:**

Your child's medical records must remain current for your child to attend school. We must have on file an up-to-date **Immunization Record** and a current **Universal Health Record** completed by your child's pediatrician. These must be current within 12 months of your child's last physical examination date. It is the parent/guardian's responsibility to provide the Preschool with any updates or changes in their child's Universal Health Record and immunizations immediately following their annual visit to the pediatrician.

❖ **ILLNESS AND COMMUNICABLE DISEASE POLICY:**

*A communicable disease is an illness which can be caught from other persons.*

1. Please notify the school if your child has a contagious illness or will not be in school.
2. **A NOTE FROM YOUR CHILD'S PEDIATRICIAN will be required in order for your child to return to school after a contagious illness.**
3. If a contagious illness has been diagnosed in your child's class, a note will go home indicating the illness and symptoms to be aware of.

❖ **ILLNESS AT SCHOOL:**

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS NOT FEELING WELL OR IS SHOWING SIGNS OF ILLNESS. This is very uncomfortable for your child and leads to the spread of illness throughout the school. A child can return to school 24 hours after the fever is gone.

If a child has a very runny nose and/or is coughing, lethargic or complaining of pain, he/she may be sent home at the teacher's discretion, especially if the child is uncomfortable and is not participating in class. If a child becomes ill at school, our school office will contact the child's parents. If a parent cannot be reached, we will then contact a person(s) authorized to pick up your child. **We do not have accommodations for sick children.** (See Illness & Communicable Disease Policy)

- ❖ **LATE PICK UP FEE:** If you arrive after the end of school (11:45am for half day and 3:45pm for full day students), a **one dollar (\$1.00) per minute late fee will be applied to your account.** If you will be unavoidably detained and cannot pick up your child promptly at the close of school, **please call us immediately at 908-245-8651.** Your child will be provided with adequate supervision until you arrive. Please be aware this is NOT a service. Frequent abuse of late pick up can result in the withdrawal of your child upon review from the Preschool Committee.

**If your child has not been picked up:**

1. 15 minutes after the close of school and we have not heard from the child's parents, we will provide adequate supervision and attempt to contact the parents or persons authorized by the parent.
2. One hour or more after closing time, and after all effort to contact the authorized person(s) have failed, and the staff member cannot continue to supervise the child at the center, we may call the Division's 24-hour **Child Abuse Hotline** to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent is able to pick up the child.

❖ **LOCKDOWN DRILLS:**

As mandated by the State Office of Licensing, 2 lockdown drills per session, per month are practiced.

❖ **MEDICATION ADMINISTRATION:**

Community Preschool works closely with parents of children with medical concerns to help ensure a safe school environment. We **DO NOT** administer over the counter medicine, antibiotics, allergy medications or any non-life saving medicine to any child.

❖ **MEDICATION:**

If your child takes prescribed medication or if you are administering over the counter medication to your child, please notify the office. Some children show severe side effects such as hyperactivity or lethargy to medications. It is helpful for the staff to know what is causing these symptoms. The staff cannot administer any medications.

❖ **METHODS OF PARENTAL NOTIFICATION**

The staff may communicate with parents using email, Class Dojo messages, telephone or by sending a note in the child's backpack. When an urgent matter arises, or immediate communication is necessary, a phone call is the most efficient way of communication with parents.

❖ **NAP & REST PERIOD:**

The NJ State Department of Licensing requires that children over the age of 18 months and under the age of four years who attend a center provide:

- Daily rest or sleep for each child who attends the center for four or more consecutive hours;
- An alternative quiet activity for each child who has rested or slept for 30 minutes and does not appear to need additional rest or sleep.

Parents are asked to send in a nap/sleeping bag and a favorite stuffed toy if necessary (must fit in a gallon ziplock-type bag). These must be placed in a large drawstring bag identified with the child's name. The nap bag will be brought to school every first day of the week that the child comes to school and sent back home to be washed on Fridays along with their blue cot fitted sheet (or the last day of the week that the child is in school).

The school provides a cot and a fitted sheet for each child. The cots are wiped and disinfected daily, then stored in the room's closet along with the sleeping bags. It is important that your child's bag be in a drawstring bag to prevent possible germs contamination.

The nap & rest period is right after lunch. Once everyone is settled on their mat, our caring staff tucks each child in their back. After about 30-45 minutes, children who aren't sleeping and as they wake up, they are walked back into the classroom.

❖ **ORIENTATION:**

An Orientation Session for both children and parents will be held during the initial days of school. This is a great opportunity for the children to become adjusted to coming to our school. You will be notified of the date and time during the summer.

### ❖ **PHYSICAL ACTIVITY**

Children will be provided with daily structured and unstructured developmentally appropriate indoor and outdoor physical activity as follows:

1. At least 30 total minutes daily for children receiving child care less than 4 hours
2. At least 60 total minutes daily for children receiving child care more than 4 hours

Children must wear sneakers each day.

### ❖ **POTTY TRAINING POLICY:**

Children enrolled in the 3's class and the 4's class, must be potty trained before attending preschool.

Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull ups isn't considered being potty trained.

- Why do children have to be potty trained before they begin preschool?

There are strict standards mandated by the State for changing and disposing of wet or soiled diapers. The classrooms are not equipped for diaper changing. When an adult is busy changing a child's diaper or soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A potty-trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With minimal assistance for a 3-year-old.)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.

We certainly will ask your child many times throughout the day if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 6 weeks from the first full week of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss with the parents and reserve the right to suspend attendance of the child at such time.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 6 weeks of school. After the first 6 weeks of school, the following policies will be in place for children who have accidents.

1. If one or two accidents occur in one week, the parent will be notified with the understanding that the issue needs to be addressed and corrected.
2. If three or more accidents occur in one week, the parent will be notified with the understanding that the issue needs to be corrected by the end of the following week. The child may have to stay home at least one week or longer until he/she is completely potty-trained. Tuition will not be prorated during this time.
3. If multiple accidents occur in one day, the parent will be notified on that day and asked to pick up the child. The child may have to stay home at least one week or longer until he/she is completely potty trained. Tuition will not be prorated during this time.

If your child is not completely potty trained as described above 6 weeks from the first full week of school, your child may not be ready to attend our school and an alternate solution might be necessary.

#### ❖ **PRESCHOOL MAIN ENTRANCE:**

Classes are held on the first floor of the educational building of the Church. The door nearest the parking lot on East Grant Avenue is the entrance to the school and the church office. Please contact the office via email or by calling 908-245-8651 before coming to the main door. Visitors are restricted from entering the building.

❖ **RASH:** A child with a rash must have a note from their doctor stating that the rash is not contagious. Without a note the child will NOT be permitted to attend school.

#### ❖ **SCHOOL CLOSINGS, DELAYED OPENINGS, AND EARLY DISMISSALS:**

We follow most of the Roselle Park Public School System's calendar. If Roselle Park Schools are closed due to inclement weather, our school will most likely be closed. If Roselle Park Schools have a delayed opening, our schedule will most likely be altered too, so that classes can meet even with a late opening. On days with delayed openings, the morning session will be from 10:00am–12:00pm. **You will be notified by phone if school is closed or our schedule is altered.**

We will close school early if weather conditions become unsafe. An update will be posted on our Facebook page and an email from the Director will also be sent home. **You will be notified by phone if school is closed or our schedule is altered.**

**If the school closes FOR ANY unforeseen circumstance, parents will be required to continue to pay 25% of their monthly tuition fee to secure their child's space.**

**The security deposit is non-refundable and non-transferable under any circumstances.**

❖ **SCREEN USAGE POLICY**

Community Preschool fosters academic and social growth through interactive activities and play. To this end, for all children ages 2-5 years, the use of TV, computers, and any screen device shall be used only to enhance the learning of a topic and shall be limited to no more than 15 minutes for each child in part time care, and no more than 30 minutes for each child who attends the center longer than four hours per day.

The use of television, computers, and other video equipment shall be limited to educational and instructional use, shall be age and developmentally appropriate, and shall not be used as a substitute for planned activities or for passive viewing.

For those children with special needs, the amount of screen usage can be modified if the child may benefit from the educational or instructional use of such and must be documented.

❖ **SEASONAL ALLERGY:**

If a child has a **seasonal allergy** which causes coughing, runny nose or rash, **you must have a note from your child's pediatrician** stating that the symptoms are allergy-induced, and the symptoms are not contagious.

❖ **SERVICES:**

It is important that you inform the school about services your child may have received or may be receiving (speech therapy, behavioral therapy, physical therapy, occupational therapy, etc) so we can better serve him/her. Working hand in hand with the specialist(s) will give us a head start and a better understanding of what works best for your child so he/she can thrive in the best possible way.

❖ **SMOKING:**

This is a Non-Smoking facility. Smoking is not permitted inside or **anywhere** outside on school grounds. ***Please cross the street and use the Micheal Mauri park if you must smoke.***

❖ **SOCIAL MEDIA POLICY:**

Community Preschool uses Facebook and our own website to inform and promote our programs and events. At no time, do we use images of children without parent consent. The staff may communicate with each other and with parents using email, class Dojo, and telephone. Staff, parents, and all others are prohibited from publishing any content involving Community Preschool and its staff, students and families without prior consent from the administration.

Only the administration is authorized to post to the internet and social media regarding Community Preschool. All communication on social media by the staff of Community Preschool must be professional and polite, since it reflects upon Community Preschool. It cannot be defamatory.



❖ **SPECIAL CIRCUMSTANCES:**

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

1. The child shall not be released to such an impaired individual and the staff member or director may contact Roselle Park Police.
2. Staff members will attempt to contact the child's other parent or an alternative person(s) authorized by the parent for pick up.
3. If we are unable to make alternative arrangements, we shall contact the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

❖ **SUBSTITUTE TEACHER POLICY:**

If a teacher is absent it is our practice for the Assistant Teacher to substitute for the absent classroom teacher. They are familiar with the classroom, the curriculum, the teacher's methods and expectations and, most importantly, with the children. When the Assistant substitutes for the classroom teacher, another individual will be called in as the assistant. We do not discriminate. Any qualified, background checked and finger printed person regardless of their gender, religion, age or race may be part of our staff.

❖ **TAX SEASON:**

We will gladly provide a tuition statement to those who ask, for tax filing purposes. Allow 1-2 weeks for the office to compile the information. **Please ask ahead of time** as tax season and registration arises at the same time and our secretary has a higher amount of work during that period.

❖ **TOYS:**

Toys should remain at home. There will be times when teachers will invite children to bring something from home for "show and tell".

❖ **TUITION:**

Community Preschool tuition is calculated for the school year and is then divided into 10 equal monthly payments for your convenience. Installments are due the 1st day of the month of service. You may choose to pay more than one month at a time. Checks or Money Orders are made payable to *Community Preschool*. Debit/credit card payments are also accepted via our website under "PayPal Payment".

A \$20 late fee will be applied to your account if payment is received after the 5th day of the month of service and a \$40 late fee will be applied to your account if payment is received after the 15th day of the month of service (whether the day falls on a weekend or holiday. Please plan accordingly.)

If you send tuition with your child in his/her school bag, please contact the office at [RPCPSoffice@gmail.com](mailto:RPCPSoffice@gmail.com) or via Class DOJO so we know to look for it.

**If payment is not received by the 20<sup>th</sup> day of the current month of service, your child may not attend until your account is once again in good standing.** A fee of \$30 will be applied to your account for each returned check for insufficient funds.

If an alternative payment plan is needed, please discuss with the office as soon as possible to avoid late fees. The Preschool secretary and/or the Director will only discuss tuition and financial agreements with the person whose signature is on the child's registration form.

❖ **VISITS:**

Throughout the year, parents are welcome to visit the school. We ask that you schedule an appointment in advance with the office to allow more time to discuss your concerns. We welcome you into the classroom at any time to share a story, help with a craft, share your career or holiday celebrations, etc. Please ask your teacher when the best time is to come and visit!

For safety, all visitors to the schools will require a prior appointment (at least 15 minutes notice) stating the reason for the appointment. If a student has a scheduled appointment, such as a doctor/dentist appointment, the student's parent/guardian must provide the student's teacher with written correspondence, such as an email or note, advising the teacher of the time of the student's pick up from school. In case of the early release of a student from school, visitors must present personal photo identification in order for the school to release the student to the visitor.

<p>New due to COVID: No one other than the staff members and students is allowed in the building until further notice.</p>
--

❖ **WITHDRAWALS/TUITION REFUNDS:**

Community Preschool requires a written notice of a student's withdrawal from school. Registration fees and security deposits are both non-refundable or transferable to another child for any reason. **There are NO refunds, substitution of days or make up days for illness, family vacations or closings due to inclement weather or any unforeseen circumstances.**

## **Policy on the 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 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced 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 with 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 note from the parent stating 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.

### **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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).



# Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service  
Disease Reporting Requirements and  
Regulations can be viewed at:  
<http://nj.gov/health/cd/reporting.shtml>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

## CONFIRMED or SUSPECT CASES TELEPHONE IMMEDIATELY to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the local health department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: [localhealth.nj.gov](http://localhealth.nj.gov).

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5984.

In cases of immediately reportable diseases and other emergencies - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

## REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Echinococcosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (ISA) or high-level resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

## REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only  
Written report within 24 hours

### HIV/AIDS

609-984-5940 or 973-648-7500  
Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

### Sexually Transmitted Diseases

609-826-4869

Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

### Tuberculosis (confirmed or suspect cases)

609-826-4878

Written report within 24 hours

### Occupational and Environmental Diseases, Injuries, and Poisonings

609-826-4920

Report within 30 days after diagnosis or treatment

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

## HOW LONG SHOULD MY CHILD STAY HOME?

If your child has been sent home from school or is exhibiting symptoms of the following illnesses your child **MUST REMAIN HOME FOR at least 24 hours AFTER** the symptoms have subsided.

**Example:** If your child is home for vomiting, they must remain home for 24 hours following the last episode of vomiting.

**Example:** If your child is ill with a fever. Your child should be fever free without fever reducing medication for 24 hours prior to them returning to school. This allows your child to fully recover from their illness.

Sometimes children may seem well when they awake only to realize once in school they have not fully recovered. Your cooperation with this will help to refrain from spreading illnesses and diseases through the school and to the children and staff.

*Some of these illnesses, but not limited to, are as follows:*

- |   |   |
|---|---|
| *Acute Diarrhea AND/OR Vomiting                           | *Infected and/or untreated skin patches       |
| *Elevated Temperature 100.5 or higher                     | *Severe pain or discomfort                    |
| *Child has had a fever within the past 24 hours           | *Difficult rapid breathing or severe coughing |
| *Lethargy or behavior changes that are more than expected | *Weeping or bleeding skin lesions             |
| *Yellow eyes or jaundiced skin                            | *Mouth sores with drooling                    |
| *Red eyes with discharge                                  | *Stiff neck                                   |
| *Skin rashes  | *Sore throat                                  |

Children with the following illnesses should remain home until they are no longer contagious:

Chicken Pox	Gambli* <sup>a</sup>
German measles	Hepatitis A*
Haemophilus Influenzae*	Salmonella*
Measles*	Shigella*
Meningococcus*	Impetigo
Mumps*	Lice
Strep Throat	Scabies
Tuberculosis*	Shingles
Whooping Cough*	
Campylobacter*	
Escherichia coli*	

*\*Reportable disease, as required by J.A. AC.10:122-7.10(a)*



# FOR CHILD CARE/PRESCHOOL DIRECTORS AND PARENTS: CHILD CARE/PRESCHOOL IMMUNIZATION REQUIREMENTS



## NJ Department of Health Vaccine Preventable Disease Program

New Jersey Minimum Immunization Requirements for Child Care/Preschool Attendance  
N.J.A.C. 8:57.4 Immunization of Pupils in School

Listed in the chart below are the minimum required number of doses your child must have in order to enroll/attend a child care/preschool facility in NJ. Additional vaccines are recommended by the Advisory Committee on Immunization Practices (ACIP), but only the following are required for child care/preschool attendance in NJ. For the complete ACIP Recommended Immunization Schedule, please visit <http://www.cdc.gov/Vaccines/schedules/index.html>.

At this age the child should have received the following vaccines:	2 months	4 months	6 months	12 months	15 months	18 months	19 months	20-59 months
Diphtheria, tetanus & acellular pertussis (DTaP)	Dose #1	Dose #2	Dose #3			Dose #4		
Inactivated Poliovirus (Polio)	Dose #1	Dose #2				Dose #3		
Haemophilus influenzae type b (Hib)	Dose #1	Dose #2		1-4 doses* (see footnote)		At least 1 dose given on or after the first birthday		
Pneumococcal conjugate (PCV 13)	Dose #1	Dose #2		1-4 doses* (see footnote)	At least 1 dose given on or after the first birthday			
Measles, mumps, rubella (MMR)					Dose #1 <sup>†</sup>			
Varicella (VAR)							Dose #1 <sup>‡</sup>	
Influenza (IV; LAIV)					One dose due each year <sup>†</sup>			

**Interpretation:** Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age range than listed above must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.



\* *Haemophilus influenzae* type b (Hib) and pneumococcal (PCV) vaccines are special cases. If a child started late with these vaccines he/she may need fewer doses. One dose of each is required on or after the first birthday in all cases.  
Please Note: The use of combination vaccines may allow students to receive the 1<sup>st</sup> birthday booster dose of Hib between 15-18 months of age.

<sup>†</sup> **MMR vaccine may be given as early as 12 months of age**, but NJ requires children to receive the vaccine by 15 months of age. Prior to age 15 months, a child may enter preschool/child care without a documented dose of MMR.

<sup>§</sup> **Varicella vaccine may be given as early as 12 months of age**, but NJ requires children to receive the vaccine by 19 months of age. Prior to age 19 months, a child may enter preschool/child care without a documented dose of varicella. A child will not have to receive the varicella vaccine if he/she previously had chickenpox as long as the parent can provide the school with one of the following: 1. Documented laboratory evidence showing immunity (protection) from chickenpox, 2. A physician's written statement that the child previously had chickenpox, or 3. A parent's written statement that the child previously had chickenpox.

<sup>¶</sup> The current seasonal influenza vaccine is required every year for those children 6 months through 59 months of age. Students who have not received the flu vaccine by December 31 must be excluded (not allowed to attend child care/preschool) for the duration of influenza season (through March 31), until they receive at least one dose of the influenza vaccine or until they turn 60 months of age. Children enrolling in child care/preschool after December 31, must provide documentation of receiving the current seasonal flu vaccine before being allowed to enter school. Students enrolling in school after March 31 are not required to receive the flu vaccine; however, flu season may extend until May and therefore getting a flu vaccine even late in the season is still protective.

NJ accepts valid medical and religious exemptions (reasons for not showing proof of immunizations) as per the NJ Immunization of Pupils in School regulations, N.J.A.C. 8:57-4. Children without proof of immunity as defined by ACP, including those with medical and religious exemptions, may be excluded from a school, preschool, or child care facility during a vaccine preventable disease outbreak or threatened outbreak as determined by the Commissioner, Department of Health or his or her designee. In addition, anybody having control of a school may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable disease, prohibit the attendance of any teacher or pupil of any school under their control and specify the time during which the teacher or scholar shall remain away from school. The Department of Health shall provide guidance to the school of the appropriateness of any such prohibition.

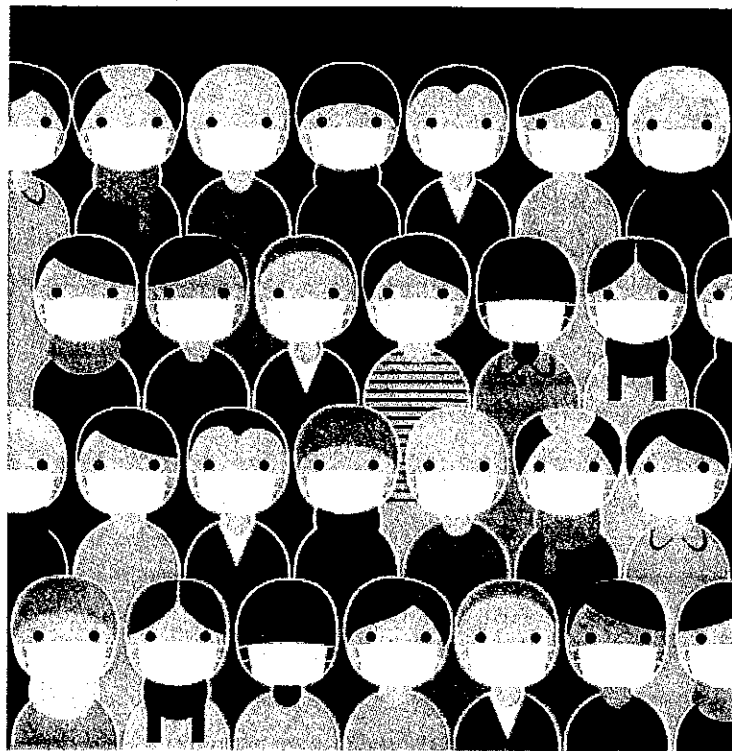
For more information, please visit "NJ Immunization Requirements Frequently Asked Questions", at the following link:  
<http://nj.gov/health/cd/imm.shtml>.

**Intercourse:** Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age, must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.





As per the CDC and the New Jersey Department of Children and Families' health and safety requirements, a cloth mask must be worn upon entry.



Thank you for helping us  
keeping each other safe

# Symptoms of Coronavirus (COVID-19)

**Know the symptoms of COVID-19, which can include the following:**



**Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.**

## **Seek medical care immediately if someone has Emergency Warning Signs of COVID-19**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

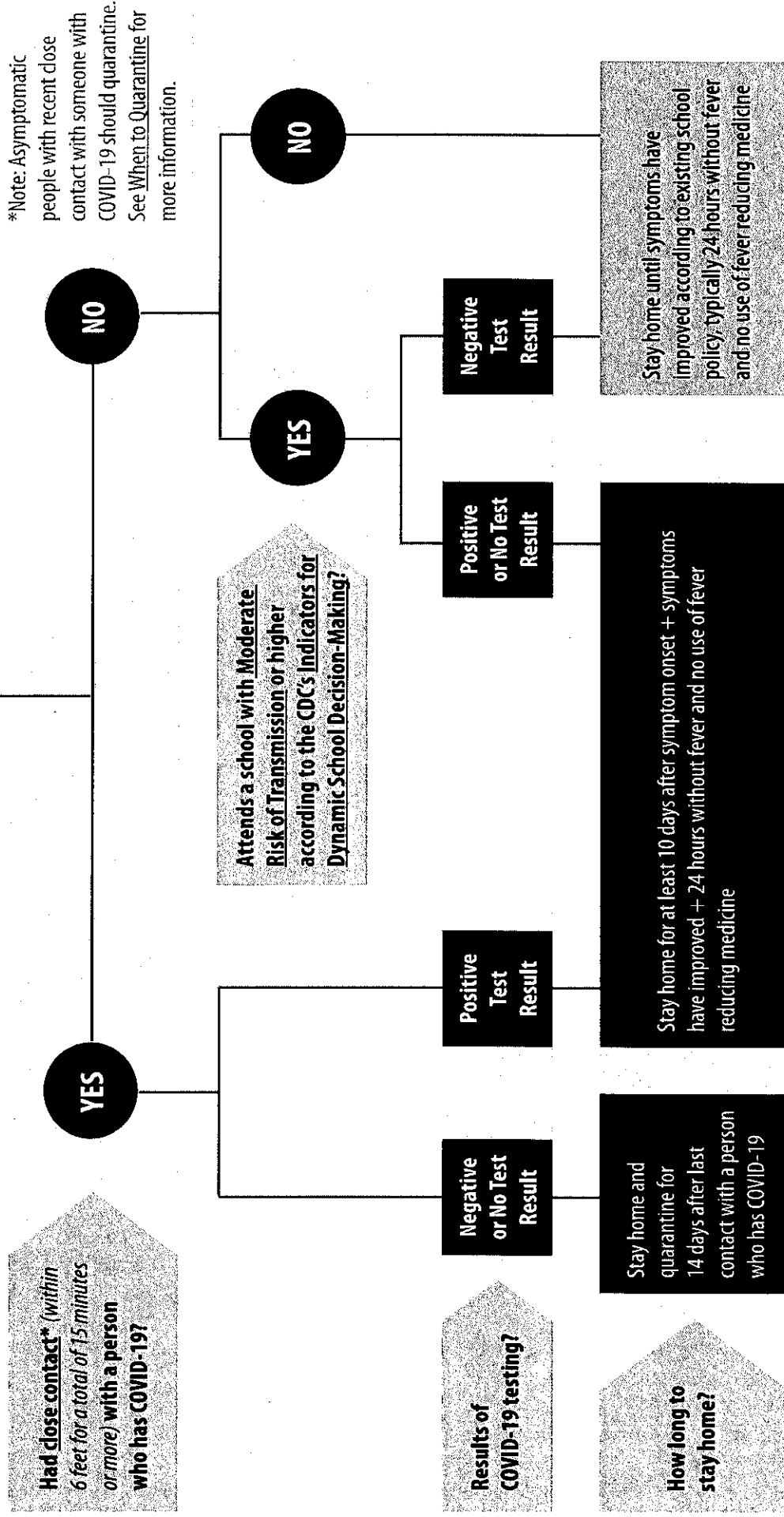


Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

**[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)**

# COVID-19 SCHOOL SYMPTOM SCREENING FLOWCHART

## Student with Symptoms of Infectious Illness



# ● Head Lice



## Frequently Asked Questions

### What are head lice?

Head lice are small insects. They are very small (about 1/16 to 1/8 of an inch long), gray or white in color and have no wings. Head lice have claws that cling to hair shafts and they spend their entire life cycle on the heads of people sucking blood for nutrition.

### Where are head lice found?

Head lice are rarely found off the head. They are most commonly found in the hair above and behind the ears and near the neck. Head lice cannot live for more than 48 hours without a blood meal therefore they do not live long off the head.

### What are nits?

Nits are the eggs of lice. Female lice glue the nits to the hair shaft very close to the scalp. A female can lay 50-150 eggs over a three to four-week period.

### How do people get head lice?

Head lice are usually spread by close personal contact with the hair of an infested person. Sharing personal items such as hats, headbands, coats, or storing these items close together such as in classrooms can spread lice. At home, sharing items such as combs, brushes, towels, soft toys and bed sheets can also spread lice.

### What are the symptoms of head lice infestation?

People with light infestations may not notice any problem. Itching is the most common symptom caused by an allergic reaction to the bites. Other symptoms include a tickling feeling of something moving in the hair, irritability, and sores on the head caused by scratching.

### How are head lice diagnosed?

Seeing the nits or lice is the only way to confirm an infestation with lice. It requires a thorough look at the scalp. Lice move quickly and can be hard to see. Finding nits close to the scalp is the usual way to confirm an infestation.

### Can head lice spread any diseases?

Head lice do not spread any diseases. Sores caused by scratching can become infected.

### What is the treatment for head lice?

Over-the-counter or prescription shampoo, lotion, or cream rinse is used to treat head lice infestations. Follow all instructions given by your health care provider and the product label. Treatment failure is common. If active lice are seen 8-12 hours after treatment, call your health care provider to see if a different product should be used.

### Will the medications kill the nits?

There is no guarantee that any product will completely kill all the eggs. It is extremely important that the hair and scalp be thoroughly checked every two to three days after treatment. It is also

important to remove all nits and lice with a nit comb. Most head lice products recommend a second treatment in 7-10 days after the first treatment in order to kill any lice from newly hatched eggs.

### **Is cleanliness important in preventing head lice?**

Infestations are not prevented by personal or household cleanliness, use of shampoos or length of hair. All social and economic groups can be affected by head lice, but African Americans are much less frequently infested than other racial groups.

### **How effective are home remedies?**

Many alternatives to head lice products are promoted because of treatment failures. But, there is little proof that these methods are effective at killing the lice and nits on the head. Some of these remedies include olive oil, mayonnaise, tea tree oil, petroleum jelly, and hair dryers. Never use harsh substances such as kerosene or gasoline. Do not use pesticides (bug spray) that are not registered for treatment of lice such as diazinon.

### **How difficult is it to remove all the nits?**

Hair should be looked at in small sections while removing nits with the nit comb (some people prefer flea combs, fingernails or tweezers). Certain over-the-counter products and white vinegar may help to loosen the glue holding the nits to the hair. It often takes many hours over a period of days to remove all of the nits. Because of many reports of lice that are resistant to products designed to kill them, it is very important to remove all nits close to the scalp.

### **How can my family avoid being infested?**

All contacts of an infested person should be examined and treated as needed. Bed mates and brothers and sisters should also be treated. The examination and treatment of contacts, if necessary, should be done simultaneously. Treated persons should be checked for at least two weeks to be sure the lice and nits are gone. Family members should avoid sharing combs, brushes, towels and other personal items.

### **Should bug sprays be used in the home or school?**

The use of bug spray in the environment is not necessary since lice do not survive for long off the scalp. Vacuuming carpets and upholstered furniture will remove any stray lice or nits.

### **What is the school's role in the prevention and control of head lice in children?**

Because elementary schools and child care centers bring large numbers of children together on a daily basis, they serve as a focus for the spread of head lice. Head lice are spread by head-to-head contact in the school setting. However, the sharing of personal items such as hats, brushes and combs may also spread lice among children. It is important for schools to have established procedures for screening of children, education of parents and children, follow-up measures and clear admission and restriction policies in order to prevent or control an outbreak. Some schools have adopted a nit-free ("no nit") policy for a child to be completely free of nits before returning to school.

Other measures may also help control a school outbreak. Classroom activities involving contact between students may be temporarily suspended, and children may be asked to store coats, hats, scarves, etc., in separate bags to avoid the transmission of lice.

Control measures for head lice will be most effective when the entire community is well informed about head lice and how they are spread, and all families become active participants in the prevention of head lice.

# PARENT/GUARDIAN RESPONSE FORM

## PART 1 – COMPLETED BY PARENT OR GUARDIAN IF NO HEADLICE ARE FOUND

Date: \_\_\_\_\_

I have carefully checked \_\_\_\_\_ and I have found no evidence of lice or eggs.  
(Name of Student)

\_\_\_\_\_  
Signature of Parent/Guardian

=====

## PART 2 – COMPLETED BY PARENT OR GUARDIAN IF HEADLICE FOUND

I have treated (name of student) \_\_\_\_\_

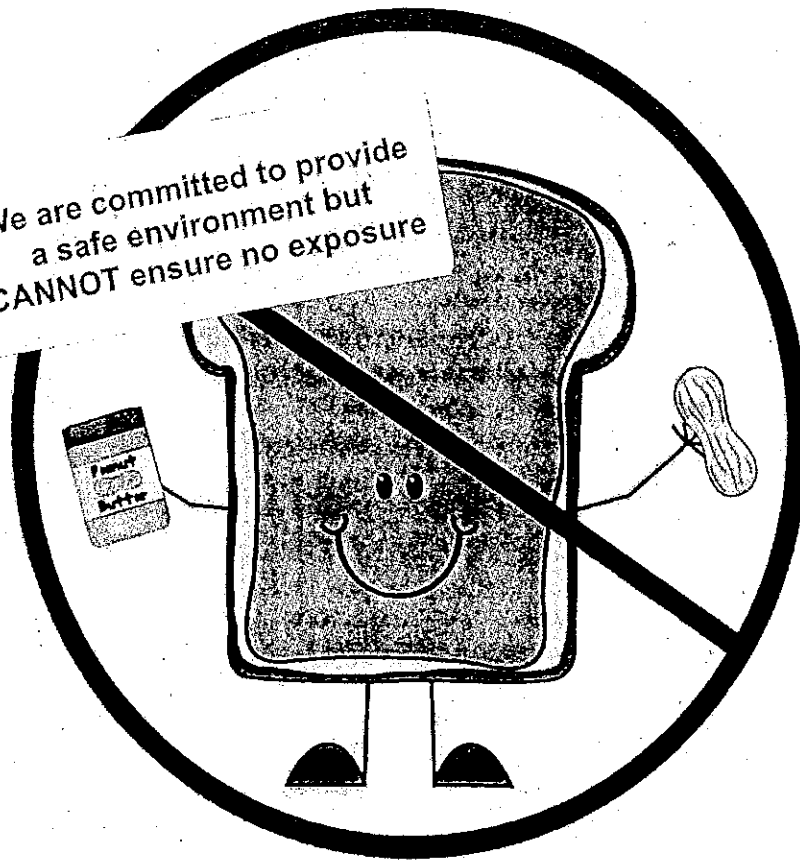
With (name of product) \_\_\_\_\_ according to the product instructions. I understand that I should examine my child daily for seven days and will re-treat my child with the product if there are any signs of live lice or evidence of new nits (eggs).

\_\_\_\_\_  
Signature of Parent/Guardian

**NOTE: IT IS ESSENTIAL THAT ALL EGGS BE REMOVED AS HEADLICE PRODUCTS MAY NOT KILL ALL THE EGGS. THIS WILL DECREASE THE CHANCES OF REINFESTATION.**

We strive to be a  
peanut and tree nut  
free school

We are committed to provide  
a safe environment but  
CANNOT ensure no exposure



Please wash your hands before  
entering if you have been in contact  
with peanuts or tree nuts today!



## **SAFE NUT-FREE SNACK LIST\***

"Food impacts how well a child's brain works, affecting their moods and abilities ... In a child's brain junk food can cause neurotransmitters, which pass along information, to function improperly. Smart foods, however, allow information to be processed correctly and help the child function at their optimal level." – Dr. Sears, one of America's most renowned pediatricians and author of over 40 books

### **LET'S HELP OUR CHILDREN DO THEIR BEST AT SCHOOL BY SENDING IN SMART "REAL FOOD" SNACKS**

#### **REAL FOOD IS...**

- 100% whole grain
- Made with no (or very little) refined sweeteners like white sugar or corn syrup
- Fresh fruits and vegetables (preferably organic), dairy products, seeds, dried fruit, humanely raised animal products
- More a product of nature than a product of industry

#### **REAL FOOD IS NOT...**

- "Low fat" or "low carb" or "low calorie" products (in most cases)
- Made with artificial sweeteners like Splenda
- Deep fried in refined oil
- 100-calorie packs made with refined grains like white flour (labeled as "wheat flour")
- Something out of a package containing ingredients you cannot pronounce
- Highly processed food that is labeled as organic

### **FRESH FRUITS & VEGETABLES (Organic Recommended)**

- |                  |   |
|------------------|---|
| • Apple          | • Cherries  |
| • Banana         | • Black Beans, Pinto Beans, etc.                      |
| • Carrots        | • Lima Beans  |
| • Celery         | • Edamame   |
| • Mango          | • Sugar Snap Peas                                     |
| • Pear           | • Green Beans   |
| • Grapes         | • Sweet Potato (with cinnamon)                        |
| • Strawberries   | • Sliced Bell Peppers                                 |
| • Blueberries    | • Trader Joe's Ready to Eat Beets                     |
| • Raspberries    | • Cucumber  |
| • Oranges        | • Jicama  |
| • Peaches        | • Pomegranate   |
| • Plums          | • Cherry Tomatoes                                     |
| • Grapefruit     | • Snow Peas   |
| • Avocado        | • Cauliflower   |
| • Pineapple      | • Broccoli  |
| • Papaya         | • Lentils – Tasty Bite Heat and Eat Lentils           |
| • Star Fruit     | • Garbanzo Beans                                      |
| • Figs           | • Wedge of Cabbage                                    |
| • Honeydew Melon | • Trader Joe's Steamed Lentils (Refrigerated Section) |
| • Cantaloupe     |   |
| • Watermelon     |   |

Some of these veggies would be great dipped into Cedar's Organic Hummus or Sabra Hummus Dip (not roasted pine nut flavor)

\* IMPORTANT: Product formulations may change so ALWAYS double check the package to ensure the item is not processed in a facility that also processes nuts.

## SMART "REAL FOOD" SNACKS continued...

### 100% WHOLE-GRAIN SNACKS

- Triscuits
- Popcorn
- Oatmeal (served warm in thermos)
- Shredded Wheat (Post or Earth Fare brand)
- Arrowhead Mills Puffed Whole Grain Cereal (Corn, Wheat or Millet)
- Crunchmaster Multi-Seed Crackers
- Trader Joe's Woven Wheat Wafers
- Streit's Whole-Wheat Matzo Crackers
- Doctor Kracker Seeded Spelt Crackers
- Edward & Sons Brown Rice Snaps
- Koyo Brand Organic Brown Rice Chips
- Finn Crisp Thin Rye Crispbread
- Lundberg Brown Rice or Wild Rice Cakes
- Koyo Brown Rice Cakes
- Real Foods Corn Thins
- Wasa Rye Crispbread Varieties
- Ryvita Rye Varieties
- Kashi Heart to Heart Whole Grain Crackers (Original and Roasted Garlic)
- Kashi 7 Grain Frozen Waffles
- Whole-Wheat or Brown Rice Pasta (macaroni noodles, penne, etc. can be served warm with butter in thermos or served cold as a pasta salad)
- HT Naturals Organic Brown Rice (good with bits of avocado and soy sauce)
- HT Naturals Whole Wheat Couscous (good mixed with a Greek yogurt sauce called Tzatziki)

### OTHER "REAL FOOD" SNACKS

- Cheese
- Plain yogurt sweetened with a little honey
- Raw Sesame Seeds
- Raw Pumpkin Seeds
- Hard-Boiled Eggs
- GoRaw Live "Granola Bar"
- GoRaw Live "Pumpkin Bar"
- Bella Famiglia Olives
- Organic Divina Olives
- Mediterranean Organic Olives
- Gaia Kalamata Olives
- Earth Fare Organic Olives

### DRIED AND CANNED FRUITS

- GoGo Squeeze Applesauce
- Unsweetened Raisins
- Trader Joe's Fruit Leathers
- Trader Joe's Fruit Flakes (Apple Raspberry, Apple Strawberry...similar to fruit leathers)
- Trader Joe's Fiberful Fruit Bars
- Trader Joe's Organic Fruit Wraps
- Buddy Fruits – Pure Blended Fruits
- Clif Kid Organic Twisted Fruit Rope
- Trader Joe's Dried Baby Sweet Pineapple
- Trader Joe's Freeze Dried Mango, Banana Slices, Blueberries or Strawberries
- Trader Joe's Vacuum Dried Pineapple or Banana Chips
- Costco – Brothers All Natural Crisp (dried fruit)
- Nothing But Banana Flattened
- Dried Apple Rings
- Native Forest Organic Mandarins
- Native Forest Papaya Chunks
- Native Forest Mango Chunks
- Native Forest Pineapple
- Made in Nature Dried Apricots
- Made in Nature Dried Apples
- Made in Nature Dried Mission Figs
- All Funky Monkey Freeze Dried Fruit Varieties
- Eden Organic Dried Cranberries
- Eden Organic Dried Blueberries
- Eden Organic Dried Cherries
- Organic Just Cherries
- Organic Just Mango
- Organic Just Blueberries
- Organic Just Strawberries
- Just Strawberries 'N Bananas
- Organic Just Apples
- Organic Just Peas
- Organic Just Veggies
- Trader Joe's Roasted Seaweed Snack

\* IMPORANT: Product formulations may change so ALWAYS double check the package to ensure the item is not processed in a facility that also processes nuts.



# Tips for Avoiding Your Allergen

- All FDA-regulated manufactured food products that contain a “major food allergen” (milk, wheat, egg, peanuts, tree nuts, fish, crustacean shellfish, and soy) as an ingredient are required by U.S. law to list that allergen on the product label. For tree nuts, fish and crustacean shellfish, the specific type of nut or fish must be listed.
- Read all product labels carefully before purchasing and consuming any item.
- Be aware of unexpected sources of allergens, such as the ingredients listed below.
- \*Note: This list does not imply that the allergen is always present in these foods; it is intended to serve as a reminder to always read the label and ask questions about ingredients.



## For a Milk-Free Diet

Avoid foods that contain milk or any of these ingredients:

butter, butter fat, butter oil, butter acid, butter ester(s)	lactalbumin, lactalbumin phosphate	solids, whole)
buttermilk	lactoferrin	milk protein hydrolysate pudding
casein	lactose	Recaldent®
casein hydrolysate	lactulose	rennet casein
caseinates (in all forms)	milk (in all forms, including condensed, derivative, dry, evaporated, goat's milk and milk from other animals, lowfat, malted, milkfat, nonfat, powder, protein, skimmed,	sour cream, sour cream solids
cheese		sour milk solids
cottage cheese		tagatose
cream		whey (in all forms)
curds		whey protein hydrolysate
custard		yogurt
diacetyl		
ghee		
half-and-half		

Milk is sometimes found in the following:

artificial butter flavor	culture and other bacterial cultures	nisin
baked goods	luncheon meat, hot dogs, sausages	nondairy products
caramel candies	margarine	nougat
chocolate		
lactic acid starter		

Keep the following in mind:

- Individuals who are allergic to cow's milk are often advised to also avoid milk from other domestic animals. For example, goat's milk protein is similar to cow's milk protein and may, therefore, cause a reaction in individuals who have a milk allergy.



## For a Wheat-Free Diet

Avoid foods that contain wheat or any of these ingredients:

bread crumbs	protein, instant, pastry, self-rising, soft wheat, steel ground, stone ground, whole wheat)	semolina
bulgur	hydrolyzed wheat protein	spelt
cereal extract	Kamut®	sprouted wheat
club wheat	matzoh, matzoh meal (also spelled as matzo, matzah, or matza)	triticale
couscous	pasta	vital wheat gluten
cracker meal	seitan	wheat (bran, durum, germ, gluten, grass, malt, sprouts, starch)
durum		wheat bran hydrolysate
einkorn		wheat germ oil
emmer		wheat grass
farina		wheat protein isolate
flour (all purpose, bread, cake, durum, enriched, graham, high gluten, high		whole wheat berries

Wheat is sometimes found in the following:

glucose syrup	soy sauce	surlmi
oats	starch (gelatinized starch, modified starch, modified food starch, vegetable starch)	



## For an Egg-Free Diet

Avoid foods that contain eggs or any of these ingredients:

albumin (also spelled albumen)	livetin	vitellin
egg (dried, powdered, solids, white, yolk)	lysozyme	words starting with "ovo" or "ova" (such as ovalbumin)
egg nog	mayonnaise	
globulin	meringue (meringue powder)	
	surimi	

Egg is sometimes found in the following:

baked goods	fried rice	meatloaf or meatballs
breaded items	ice cream	nougat
drink foam (alcoholic, specialty coffee)	lecithin	pasta
egg substitutes	marzipan	
	marshmallows	

Keep the following in mind:

- Individuals with egg allergy should also avoid eggs from duck, turkey, goose, quail, etc., as these are known to be cross-reactive with chicken egg.
- While the whites of an egg contain the allergenic proteins, patients with an egg allergy must avoid all eggs completely.



## For a Soy-Free Diet

Avoid foods that contain soy or any of these ingredients:

edamame	soy protein (concentrate, hydrolyzed, isolate)
miso	shoyu
natto	soy sauce
soy (soy albumin, soy cheese, soy fiber, soy flour, soy grits, soy ice cream, soy milk, soy nuts, soy sprouts, soy yogurt)	tamari
soya	tempeh
soybean (curd, granules)	textured vegetable protein (TVP)
	tofu

Soy is sometimes found in the following:

Asian cuisine	vegetable gum
vegetable broth	vegetable starch

Keep the following in mind:

- The FDA exempts highly refined soybean oil from being labeled as an allergen. Studies show most allergic individuals can safely eat soy oil that has been highly refined (not cold pressed, expeller pressed, or extruded soybean oil).
- Most individuals allergic to soy can safely eat soy lecithin.
- Follow your doctor's advice regarding these ingredients.



# Tips for Avoiding Your Allergen



## For a Shellfish-Free Diet

Avoid foods that contain shellfish or any of these ingredients:

barnacle	lobster ( <i>langouste</i> ,	prawns
crab	<i>langoustine</i> , <i>Moreton</i>	shrimp ( <i>crevette</i> ,
crawfish ( <i>crawdad</i> ,	<i>bay bugs</i> , <i>scampi</i> ,	<i>scampi</i> )
crayfish, <i>ecrevisse</i> )	<i>tomalley</i> )	
kriil		



Mollusks are not considered major allergens under food labeling laws and may not be fully disclosed on a product label.

Your doctor may advise you to avoid mollusks or these ingredients:

abalone	limpet ( <i>lapas</i> , <i>opihl</i> )	sea cucumber
clams ( <i>cherry stone</i> ,	mussels	sea urchin
<i>geoduck</i> , <i>littleneck</i> ,	octopus	snails ( <i>escargot</i> )
<i>pismo</i> , <i>quahog</i> )	oysters	squid ( <i>calamari</i> )
cockle	periwinkle	whelk ( <i>Turban shell</i> )
cuttlefish	scallops	

Shellfish are sometimes found in the following:

bouillabaisse	fish stock	surimi
cuttlefish ink	seafood flavoring (e.g.,	
glucosamine	crab or clam extract)	

Keep the following in mind:

- Any food served in a seafood restaurant may contain shellfish protein due to cross-contact.
- For some individuals, a reaction may occur from inhaling cooking vapors or from handling fish or shellfish.



## For a Peanut-Free Diet

Avoid foods that contain peanuts or any of these ingredients:

artificial nuts	goobers	nut meat
beer nuts	ground nuts	peanut butter
cold pressed, expeller	mixed nuts	peanut flour
pressed, or extruded	monkey nuts	peanut protein
peanut oil	nut pieces	hydrolysate

Peanut is sometimes found in the following:

African, Asian	baked goods (e.g.,	enchilada sauce
(especially	pastries, cookies)	marzipan
Chinese, Indian,	candy (including	mole sauce
Indonesian, Thai,	chocolate candy)	nougat
and Vietnamese), and	chili	
Mexican dishes	egg rolls	

Keep the following in mind:

- Mandelonas are peanuts soaked in almond flavoring.
- The FDA exempts highly refined peanut oil from being labeled as an allergen. Studies show that most allergic individuals can safely eat peanut oil that has been highly refined (not cold pressed, expeller pressed, or extruded peanut oil). Follow your doctor's advice.
- A study showed that unlike other legumes, there is a strong possibility of cross-reaction between peanuts and lupine (or lupin). Flour derived from lupine is becoming a common substitute for gluten-containing flours. The law requires that a food product's ingredients must be listed on the label, such as "lupin" or "lupine".
- Arachis oil is peanut oil.
- Many experts advise patients allergic to peanuts to avoid tree nuts as well.
- Sunflower seeds are often produced on equipment shared with peanuts.
- Some alternative nut butters, such as soy nut butter or sunflower seed butter, are produced on equipment shared with other tree nuts and, in some cases, peanuts. Contact the manufacturer before eating these products.



## For a Tree-Nut-Free Diet

Avoid foods that contain nuts or any of these ingredients:

almond	litchi/lychee/lychee nut	pecan
artificial nuts	macadamia nut	pesto
beechnut	marzipan/almond paste	pili nut
Brazil nut	Nangai nut	pine nut (also referred
butternut	natural nut extract	to as Indian, pignoli,
cashew	(e.g., almond, walnut)	pignolia, pignon,
chestnut	nut butters (e.g.,	pifon, and pinyon
chinquapin nut	cashew butter)	nut)
filbert/hazelnut	nut meal	pistachio
gianduia (a chocolate-	nut meat	praline
nut mixture)	nut paste (e.g., almond	shea nut
ginkgo nut	paste)	walnut
hickory nut	nut pieces	

Tree nuts are sometimes found in the following:

black walnut hull	nut distillates/alcoholic	walnut hull extract
extract (flavoring)	extracts	(flavoring)
natural nut extract	nut oils (e.g., walnut	
	oil, almond oil)	

Keep the following in mind:

- Mortadella may contain pistachios.
- There is no evidence that coconut oil and shea nut oil/butter are allergenic.
- Many experts advise patients allergic to tree nuts to avoid peanuts as well.
- Talk to your doctor if you find other nuts not listed here.
- Coconut, the seed of a drupaceous fruit, has typically not been restricted in the diets of people with tree nut allergy. However, in October of 2006, the FDA began identifying coconut as a tree nut. Medical literature documents a small number of allergic reactions to coconut; most occurred in people who were not allergic to other tree nuts. Ask your doctor if you need to avoid coconut.



## For a Fish-Free Diet

Fish is sometimes found in the following:

barbecue sauce	fish oil	pizza (anchovy topping)
bouillabaisse	fish sauce imitation fish	roe
Caesar salad	or shellfish isinglass	salad dressing
caviar	lutefisk maw, maws	seafood flavoring
deep fried items	(fish maw)	shark cartilage
fish flavoring	fish stock	shark fin
fish flour	fishmeal	surimi
fish fume	nuoc mam (Vietnamese	sushi, sashimi
fish gelatin (kosher	name for fish sauce;	Worcestershire sauce
gelatin, marine	beware of other ethnic	
gelatin)	names)	

Keep the following in mind:

- If you have fish allergy, avoid seafood restaurants. Even if you order a non-fish item off of the menu, cross-contact of fish protein is possible.
- Asian cookery often uses fish sauce as a flavoring base. Exercise caution when eating this type of cuisine.
- Fish protein can become airborne in the steam released during cooking and may cause an allergic reaction. Stay away from cooking areas when fish is being prepared.





### **Preschool Committee**

Mrs. Eileen Hirsch, Staff Parish Chair  
Mrs. Jan Gibeault, member  
Mrs Linda Demas, member  
Mrs Mary Meglio, member

Rev. Manuel P. Cruz, Jr., Pastor  
Mrs. Betty Woodruff, Committee Chair  
Mrs. Sonya Leingang, Director

### **Administration and Office Staff**

#### **Sponsor:**

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#### **Director:**

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#### **Administrative Assistant:**

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### **TEACHERS**

#### **2-year-old class:**

Jeanine Goodis, lead teacher  
Ortensia Hulpoi, assistant teacher

#### **3-year-old class:**

Lisa Coler, lead teacher  
Monica Sellan, assistant teacher

#### **4-year-old class:**

Beth Baranowski, lead teacher  
Tina Schwarz, assistant teacher  
Denise Tabuena, assistant teacher

#### **Afternoon classes**

Denise Tabuena  
Monica Sellan  
Ortensia Hulpoi  
Jeanine Goodis

#### **Before & after care**

Denise Tabuena  
Monica Sellan  
Ortensia Hulpoi

## **COMMUNITY PRESCHOOL**

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