



# Family Handbook

## **I. OVERVIEW**

### **A. MISSION STATEMENT**

We believe that creative play is the vehicle for exploring and learning, developing new skills, and connecting with others. We strive to provide every child with a quality early childhood experience in a safe, nurturing, and developmentally appropriate environment. We are devoted to helping children develop a positive sense of self, compassion, and a love of learning.

### **B. PHILOSOPHY**

CSH provides a home-like environment, which is especially important for children encountering their first learning experience in a school setting. Our classrooms are safe and nurturing learning environments for children ages 2 months to 6 years. This setting enables our teachers to be committed to meeting the needs and learning styles of each individual child. Age-appropriate, play-based learning centers for math, science, dramatic play, music, and creative art provide opportunities to inspire children to explore, make choices, and gain independence.

We believe that early childhood development and education should be a time of fun, warmth, security, exploration, and discovery. We feel it is important that your child is learning from adults who engage and stimulate intellectual curiosity while imparting social skills. Our highly trained teachers encourage the children to play, which is actually the work of a child. As they play, children develop vital cognitive, linguistic, social, and emotional skills. They make discoveries, build knowledge, experiment with literacy and math, and learn to self-regulate and interact with others in socially appropriate ways. This approach sets the foundation for their transition to kindergarten and beyond.

### **C. POPULATION SERVED**

Located in the First Congregational Church, 125 Elmer Street, Westfield, NJ 07090, CSH is open to all children in the surrounding area who reach two months of age and have had required immunizations by September 1 and are not older than six years old on October 1.

## **II. ORGANIZATION**

### **A. LICENSING & REGULATION**

CSH, (CSH) is a non-denominational not-for-profit institution and is licensed as a Child Care Center by the New Jersey Department of Children & Families.

The Department of Children & Families Office of Licensing:  
PO BOX 717, Trenton, NJ 08625-0717  
(877)667-9845; Northern Counties (609)826-3980.

CSH and all staff must comply with the Manual of Requirements for Child Care Centers. The school shall additionally comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.).

## **B. GOVERNANCE**

The Compass SchoolHouse (CSH) program is governed by the CSH Board of Trustees. The Board of Trustees sets policy, oversees, and votes on fiscal and program policy decisions regarding the CSH program. The Director implements such decisions. Staffing decisions are made with the approval of the Director and the CSH Board of Trustees.

The CSH Board is made up of 11 members: the Director, two teacher representatives, and eight parents. The board has six approved positions: Board President, Board Vice President, Board Treasurer, Board Secretary, Events Director, and Public Relations Director.

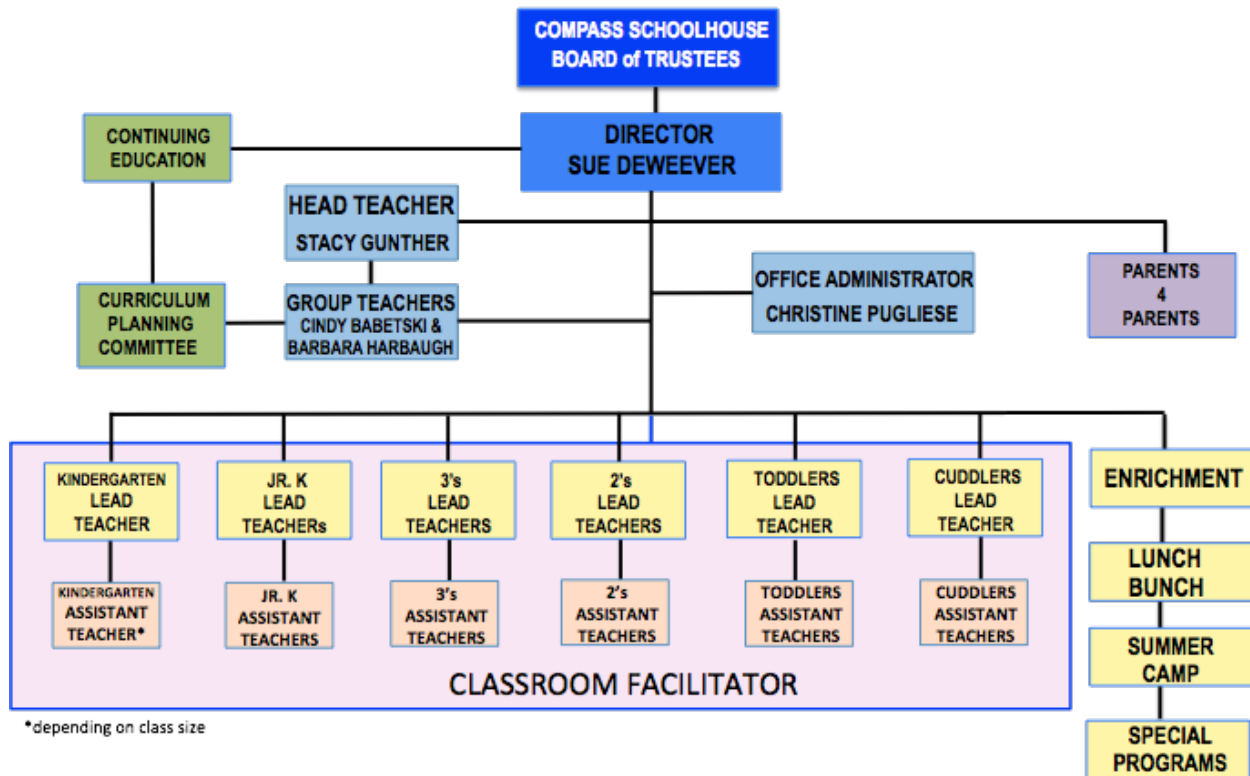
The CSH Board meets monthly. The initial board meeting will be held prior to the start of the new school year. Any changes to this schedule is at the discretion of the Board of Trustees.

A quorum of Board members (7) is required to hold an in person Board meeting. When voting at an in-person Board meeting a majority of at least 6 people is required to pass a vote.

In rare cases an emergent issue may require Board notification and approval via e-mail or The Board Facebook page. In such a case, each Board member will have 24 hours to respond to the issue with his/her vote. Seven consensual votes are required to pass the issue.

The annual CSH program budget is prepared by the Director and Treasurer and discussed at the January board meeting.

## **C. ORGANIZATION CHART**



### III. PROGRAMS & CURRICULUM

#### A. CHARACTER COUNTS

At CSH we teach children to learn how to learn. Through our Character Counts Program, the CSH staff consistently models the 5 Character Counts virtues and seeks to work closely with families to instill the building blocks of character development by teaching the following virtues:

- Respect
- Responsibility
- Honesty
- Kindness
- Perseverance (Always Keep Trying!)

The teaching elements of our curriculum include:

- Classroom discussions about our virtues
- Activities that focus on our virtues
- Recognition of children whose actions demonstrate our virtues
- Books and music to coincide with our virtues
- Giving back to our community

Our curriculum activities are play-based and create an atmosphere of acceptance, compassion for self and others, and child empowerment.

#### B. CURRICULUM POLICY

A teacher's moment-by-moment actions and interactions with children are the most powerful determinant of learning outcomes and development. Both child-guided and teacher-guided experiences are vital to children's development and learning.

Creative play promotes key abilities that enable children to learn successfully. High level play further develops children's self-regulation, symbolic thinking, memory and language which are critical to later learning, social competence, and overall school success.

Effective teachers will utilize a variety of approaches and teaching strategies to support children's interests and abilities in each learning domain: Cognitive, Social, Emotional, and Physical. Teachers are to adapt curriculum to the group they are teaching and to each individual child in order to promote optimal learning and development.

To ensure that teachers are able to provide optimal care and high quality education, they must have well-prepared lesson plans, participate in ongoing professional development, and receive sufficient support and compensation.

### **C. ASSESSMENT**

Assessment is used to plan daily instruction, to communicate with parents, to identify children who may have additional needs, and to address overall program development. Children are assessed within six developmental categories on an ongoing basis: Social/Emotional, Personal/Self Help, Language & Emerging Literacy Skills, Gross and Fine Motor Skills, and Cognitive Skills. For 2's and under, parents receive feedback through daily drop-off and pick-up. For 3's and over, there is a formalized conference. Additional conferences are by request. Please remember there is an open door policy at CSH.

### **D. CORE SCHOOL-YEAR CLASS OFFERINGS:**

Classes are categorized according to the age of the student as of October 1. These are approximate guidelines. The Director, with input from the parents, can determine if the child would be a better fit in an alternative class than the one specified by the child's age. While each class has different days-per-week minimums, CSH believes multiple times per week helps the child become comfortable with separation, transitions, and socialization.

- **CUDDLERS**

*(2 months to 16 months)*

*9am - 11:45am School Day*

*1-5 weekdays - Flexible choice of days based upon availability*

Class Description: Transition from home to CSH should be comfortable and stress-free for both parents and children. Our Cuddlers classroom is a cheery, nurturing, "home away from home" atmosphere that will encourage your child to reach age-appropriate developmental milestones. At CSH, our teachers carefully observe each child in the class to learn about their individual needs, interests, motivations, and developmental needs. We focus on the following areas of development: independence and self-confidence; motor skills; social and emotional growth; movement; creative expression, and talking and listening.

- **TODDLERS**

*(17 months to 23 months)*

*9am – 11:45am School Day*

*2-5 weekdays - Flexible choice of days based upon availability*

Class Description: The philosophy behind our Toddlers curriculum is that young children learn best by doing. Learning is more than just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world in which we live. In their early years, children explore the world around them by using all five of their senses (touch, taste, hearing, smell, and sight).

In our Toddlers classroom, children are beginning to learn how to play cooperatively – to interact with others and to transition from the “me-ness” of toddlerhood to a greater awareness of others. CSH Toddlers have plenty of opportunities to safely stretch their capabilities through a balance of child-initiated and teacher-directed activities.

Teachers plan a balanced day between movement, music, art, story time, and table-top activities to enhance emerging skills across all developmental areas: Cognition, Language, Gross Motor, Fine Motor, Social-Emotional, and Self-Care.

- **2's**

*(2 years old)*

*9am – 11:45am -or- 12:45pm – 3:30pm School Day*

*2-5 weekdays - Flexible choice of days*

Class Description: The goals of CSH's 2's class focus on fostering a love of learning as well as on the development of positive school experiences. As children form friendships with new classmates and teachers, they make great strides in their social-emotional development, while also being exposed to the CSH Character Development Program and its emphasis on Respect, Responsibility, Honesty, Kindness, and Perseverance (ALWAYS keep trying). Through age-appropriate learning activities, children's cognitive growth is also encouraged and supported.

The philosophy behind our 2's curriculum is that young children learn best by doing and engaging in creative play. The environment at CSH provides the foundation for academic learning and enhances a child's physical, social/emotional, and creative growth. It is the preparation children need before they learn highly abstract symbols such as letters and numbers. As the school year progresses, our students' play becomes more complex. The children design their own play, make decisions about materials and props, and begin to assert their own ideas and opinions about what they want to play. As our students begin to play interactively, we see growth in their abilities to follow the rules of a game, to take turns, to share materials, and to begin to cooperatively solve problems that emerge during play.

Making strong personal connections allows children to feel confident and open to learning. In our 2's class children are exposed to small group instruction and work individually with their teachers to support their learning in pre-reading, pre-writing, pre-math, and art activities. Our Circle Time is an opportunity for children to come together in a positive

classroom community and learn in an interactive group setting. Children dance, sing, listen to stories, and answer and ask questions.

- **3's**

*(3 years old by October 1)*

*8:45am – 11:30am -or- 12:30pm – 3:15pm School Day*

*3-5 weekdays - Flexible choice of days based upon availability*

Class Description: The goals of CSH's 3's class focus on fostering a love of learning as well as on the development of positive school experiences. As children form friendships with new classmates and teachers, they make great strides in their social-emotional development, while also being exposed to the CSH Character Development Program and its emphasis on Respect, Responsibility, Honesty, Kindness, and Perseverance (ALWAYS keep trying). Through age-appropriate learning activities, children's cognitive growth is also encouraged and supported.

Children begin to develop self-regulation during the 3's year through fun, developmentally-appropriate activities that are embedded into our learning centers and daily routines. Children develop the ability to plan their play with other children, create story lines, characters, props, and apply their growing literacy and mathematical skills to activities that are meaningful to them. Children begin to cooperate with others, talk about their thinking, and care for others' feelings. Our classrooms are organized into learning centers which include dramatic play, art activities, library, writing, science, music, block play, puzzles, and circle time.

Our 3's curriculum includes the following learning areas: Physical Development, Gross Motor Development, Fine Motor Development, Social and Emotional Development, Music, Art, Language Arts- Pre-Reading & Pre-Writing, Math, Social Studies and Science.

- **JUNIOR KINDERGARTEN**

*(4 years old by October 1)*

*8:45am – 11:30am -or- 12:30pm – 3:15pm School Day*

*4-5 weekdays - Flexible choice of days based upon availability*

*Additionally offer*

• *2 half days & 2 FULL days (FULL days offered Tuesdays and Thursdays)*

• *3 half days & 2 FULL days (FULL days offered Tuesdays and Thursdays)*

Class Description: The goals of CSH's Junior Kindergarten focus on fostering a love of learning as well as on the development of positive school experiences. As children form friendships with new classmates and teachers, they make great strides in their social-emotional development, while also being exposed to the CSH Character Development Program and its emphasis on Respect, Responsibility, Honesty, Kindness, and Perseverance (ALWAYS keep trying). Through age-appropriate learning activities, children's cognitive growth is also encouraged and supported.

To foster a sense of community throughout CSH and a sense of independence for our students, the Junior Kindergartners are referred to as the "BIG HELPERS" of the school and visit the younger classes to "help" the children with a planned activity of the day.

Our Junior Kindergarten curriculum is designed for Kindergarten readiness based on developmentally appropriate practice and includes the following learning areas: Physical Development, Gross Motor Development, Fine Motor Development, Social and Emotional Development, Music, Art, Language Arts- Pre-Reading & Pre-Writing, Math, Social Studies, and Science.

- **KINDERGARTEN**

*(5 years old by October 1)*

*8:45am – 2:45pm School Day*

*5 weekdays*

Class Description: At CSH we are committed to progressive education that brings direct research and real-world experiences into our students' learning. Kindergarten at Compass will follow the natural curiosities of children at this age to form the basis for inquiry and study throughout the year. Regularly using the outdoors and our local community (Mindowaskin Park, Public Library, train station, Trader Joe's, etc.) as our classroom enables our students to use the world around them to construct meaning and apply emergent skills.

New and cross-curricular experiences and lessons in kindergarten teach new skills. A science lesson in Mindowaskin Park exploring various types of trees/leaves also incorporates geography and team work by navigating a map to get to the park. Observations and picture taking while at the park, culminate in a lesson in technology, organization, and cooperation when students create a journal of their experience. Shopping and working at the CSH Store teaches math, responsibility, and communication.

Learning to read is an exciting process. Through traditional phonics instruction, as well as guided reading practices and small instructional groups, Compass students will learn sight words, phonetic decoding and the conventions of reading. Basic math concepts are learned through calendar activities, real life experiences with time and money, along with hands-on math games and manipulatives.

Our kindergarten classroom boasts natural light and organization that is child-centered, giving students ownership of their space and of their learning. Class size is no larger than 15 students with a lead teacher with a degree in Elementary Education and a teacher's assistant, according to class size. The kindergarten curriculum includes the arts, music, physical education, foreign language, library, and technology.

#### **E. SUPPLEMENTARY SCHOOL YEAR OFFERINGS:**

These programs are offered as extended care and curriculum options to the families whose children attend a Core Program. These services are offered at an additional cost (unless otherwise specified below) for students that fall within each service's specified class level.

- **VALET SERVICE**

*(3's, Junior K, Kindergarten) service starting the 2<sup>nd</sup> week of school*

*Start and End of School Day*



Cost: No additional cost

Program Description: CSH provides a driveway drop-off and pick-up service for our students, fostering a sense of independence. Children are escorted to and from caregiver's car, eliminating the need for the caregiver to park and walk his/her child to the door. See Arrival & Departure Policy for details.

- **LUNCH BUNCH**

*(2's, 3's, Junior K, Kindergarten)*

*11:30am – 12:45pm*

Program Description: A combination of active play and quiet time, Lunch Bunch extends the child's school day. Lunch is provided by the parent and brought to school with the child. Children may attend Lunch Bunch even if the child does not attend their core class that day. There are five sessions offered through the school year that span between 6-8 weeks. Parents must sign their child up for the calendar day(s) they want their child to attend Lunch Bunch. There is limited space available for each day. Priority of sign-up is given to Full Day students, students signed up for an Enrichment that day, and then on a first-come, first-served basis. If space is filled for a given day the child will be put on a waiting list. Payment is required prior to the beginning of the session and is non-refundable. Twenty-four hours notice is required for Lunch Bunch credit and date changes are dependent upon availability. Compass is often able to accommodate students for Lunch Bunch on a last minute basis. Inquire with the Director for more information.

- **ENRICHMENTS**

*(2's, 3's, Junior K)*

*11:45am – 2:15pm once a week through the Session*

Program Description: These classes, taught by a CSH teacher, extend the school day for a child and create a small group learning environment. Children typically sign up for Lunch Bunch on the days that he/she has an Enrichment class. There are five sessions offered throughout the school year that span between 6-8 weeks. The Enrichment will take place on the same weekday, one day a week through the session. If space is filled for a given session the child will be put on a waiting list. Payment is required for the whole session prior to the onset of the session and is non-refundable. There are no make-ups for missing a day. Session offerings are determined by past success, teacher availability, and demand.

Stimulating topic offerings have included, but are the not limited to:

- **CIRCLE OF LIFE** - Children love to get their hands dirty! By participating in activities such as planting, harvesting and composting, the Circle of Life Enrichment class will provide your child with a hands on connection to our ecosystem. The class focuses on how all components of our world work together to maintain the circle of life. Class activities will incorporate science, math, stewardship, teamwork, and patience.
- **COMPASS COOKS**- Cooking inspires children's curiosity, thinking, and problem solving, offering new opportunities to make predictions and observations. By following recipes students will learn about measuring, one-to-one correspondence, numbers, and counting. As they follow a recipe, children organize ingredients, follow a sequence, and carry out multiple directions.

- **FIT KIDS** - Students will learn that an active, healthy lifestyle is important in everyday life. Incorporating yoga, games, and activities, students will have fun while learning basics about nutrition, exercise, empowerment, and a physically active lifestyle.
- **CSH ARTS** - The Arts provide a playground for the mind of a child. Through a collaboration of music, drama, dance, and freestyle movement, students will use their creative selves to dance, act, and create characters from their imaginations. The focus will be on the process of collaboration and creation, rather than the finished product, creating a stress free environment in which all children are able to grow and learn.
- **SPANISH** - Through play and exploration, listening, seeing, imitating, and practicing, young children can learn a language quickly and easily. Students will be introduced to rhymes, songs, games, counting, and conversational skills in Spanish.
- **STEM STARS** - Students will be immersed in brain-building experiences in Science, Technology, Engineering, and Math. Using a variety of materials and activities, students will experiment, make predictions, share discoveries, ask questions, wonder how things work, identify and solve problems, design, create, build, measure, and more. The curriculum is intentionally designed to focus and refine the naturally inquisitive behaviors of young children.
- **Flex Till 4**  
*This optional class incorporates 'structure with flexibility' including gross and fine motor activities in a relaxed environment.*  
**TIMES**  
 2:15pm - 4:00pm 1 hour, 45 minutes for students that attended Enrichment class  
 2:45pm - 4:00pm 75 minutes for Kindergarten & Junior Kindergarten full day students  
 3:15pm - 4:00pm 45 minutes for students in the 3's afternoon class

#### **F. EXTENDED SCHOOL YEAR OFFERINGS:**

- **SUMMER CAMP**  
*(ALL CSH STUDENTS AND NON-CSH STUDENTS AGES 5 MONTHS – 7 YEARS OLD AS OF THE START OF SUMMER CAMP) Offered in four weekly sessions following the last week of school*

***For Children ages 5 months to 24 months old:***

*9:00am – 12:00pm per day, up to 4 days/week*

*Flexible choice of single days throughout the entire 4-week offering*

***2's:***

*9:00am – 12:00pm per day, 4 days/week*

*Parents register for any of the four weeks offered*

***3's & older:***

*8:45am – 11:45am per day, 4 days/week*

*Parents register for any of the four weeks offered*

Program Description: Camp activities include outdoor fun, water play, arts and crafts, and lunch along with other scheduled activities. Lunch is provided by the parents and brought to school each day with the child. Summer camp assignments are selected via a lottery system with priority given to current CSH students as long as the parent meets the registration and payment deadlines. With this in mind, the school offers an initial exclusive registration period to the students before opening it up to the community. Each week has a specific theme for concentration, such as:

- **LET’S GET ACQUAINTED** - Activities include friendship quilts, getting to know you games, silly face photos, ice cream sundaes, group art activities, and much, much more!
- **CSH CENTER FOR THE ARTS** - Activities include colors with Carle, painting with Picasso, CSH Art Gallery, bouncing to Bach, and movement with Mozart.
- **SPROUTING WITH STEM** - Activities include exploration of air, water, wind, cooking with math, building structures, and team tech activities.
- **CSH OLYMPICS** - Activities include Olympic ceremonies, team games, marching bands, 'USA Sundaes', and water games.

#### **IV. OPERATIONS/PARENT SERVICES**

##### **A. OVERVIEW:**

The school recognizes that the education of a child involves a partnership between school and home. A nurturing and supportive learning environment forms from building a community for the family. Therefore, the school strives to encourage open communication, as well as providing numerous avenues for parents and caregivers to participate in the child’s education.

The school must offer parents of enrolled children ample opportunity to assist the school in complying with licensing requirements; and to participate in and observe the activities of the school. Parents wishing to participate in the activities or operations of the school should discuss their interest with the Director, who can advise them of what opportunities are available.

##### **B. COMMUNICATION BETWEEN PARENTS & SCHOOL**

1. **Teacher Newsletter** – Parents will receive recaps of the day's activities from the lead teacher in their child’s particular class during the week. Examples of topics included are: specific activities, books read, songs sang, class reminders, and other information deemed necessary by the teacher.
2. **Email Communication** – The Director and teachers may notify parents when a situation arises of which the school feels the parents should be aware. See Volunteer Confidentiality on page 20.
3. **Website**- CSH maintains a website at [www.compassschoolhouse.com](http://www.compassschoolhouse.com) with current curricular offerings, a calendar of events, and pertinent school policies (Family Handbook).
4. **Social Media** – CSH engages in social media pursuant to the company’s Social Networking Policy (detailed in Section V) and in a responsible community-building manner. Active social sites include Facebook, where there is a Compass Schoolhouse

page. Furthermore, Parents4Parents maintains a closed-group Facebook page for parents of the school.

5. **Conferences** – Parents may request a conference with their child’s teacher any time during the school year. For parents with children in the 3’s class or older, time is set aside for parent conferences mid-year. Evaluation of your child’s year is given at this time. However, a teacher may request a conference with you, if she has a concern that needs to be addressed. It has always been our experience that when parents and teachers work cooperatively together toward a constructive resolution to a problem, a child will progress through a difficult time or phase with minimal difficulty. Parents may meet with the Director to discuss issues concerning the school, policy, tuition payment, scholarship, registration, etc.
6. **Assessments** - Any assessment findings are communicated to parents throughout the school term. Questions may be directed to the Director or teachers via email or phone contact, through a scheduled telephone conference, written communication to teachers, and/or in person at a scheduled Parent/Teacher conference. Additional conferences may be scheduled at any time, at the request of the parent, teacher, or the Director.
7. **CSH Parent Directory** – Parents are able to find contact information for other current Compass families on a directory found on the Compass Website. <http://compassschoolhouse.com/csh-directory/> Note, this information is password protected. The Director emails the password to the current families at the beginning of the school year. The information provided is intended to foster a sense of community and to aid parents in knowing who their child’s classmates are, for planning any in-classroom activities on a given day (i.e. bringing in snacks) and reaching out given their children are too young to reach out to their friends themselves (i.e. setting up playdates). Information provided is categorized by class and solely confined to: Classmates names, parent names, addresses, phone numbers, and email. Note, this is a voluntary shared directory and if a family does not wish to participate, he/she may email the Director, opting out of inclusion in the directory.
8. **Information to Parents Document**  
CSH provides the mandatory regulatory information document regarding policies on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters in the registration packet and Family Handbook that is on the website. Compass must secure every parent’s signature attesting to his/her receipt of the information and does so upon registration. Here is a copy of the document:

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

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent’s signature attesting to his/her receipt of the information.

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Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others. Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, P.O. Box 657, Trenton, NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

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

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the

center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

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

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

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

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

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

### C. SCHOOL ACTIVITIES FOR THE FAMILY

1. **Parent Orientation Night** - An orientation (for parents only) will be scheduled prior to the first day of school. The Director will make a brief presentation of school events and policies and procedures. Parents will then have an opportunity to visit the classrooms, meet the teachers, and sign up for various school committees, and/or classroom responsibilities.
2. **Back to School Night** - Parents are invited to a night of refreshments and information about their child's curriculum, where they can visit classrooms and can ask general questions. Specific questions about students should be reserved for a one-on-one meeting with the child's teacher, which may be requested at any time.
3. **Halloween Parade**- The Kindergarten, Junior Kindergarten, and 3's students will parade and lead the school in Fall songs. Their parents are invited to join us for the parade and sing-a-long.
4. **Winter Holiday Program** – Families are invited to watch a holiday music sing-along performed by the students. The show is approximately 30 minutes.

5. **Open House** – The school hosts an open house on a Saturday in January, where prospective student families can see the classrooms, and meet with the school staff and parent volunteers informally. Existing student families may visit their child’s classroom for the following year.
6. **Ice Cream Social** – Held in June, newly registered and existing student families are invited to socialize in the outdoor playground of the school.

#### **D. PARENT VOLUNTEERING**

1. **Classroom Navigators:** Two parent volunteers per class level are appointed by the school to act as liaisons between the classroom and the families. These individuals communicate reminders for upcoming school and classroom events, assist in organizing these events, organize playdates outside of the classroom, and act as our "sunshine" group for families and children during important life events (i.e. new baby, loss in the family). Events should be scheduled around the school calendar.
2. **Special Event Committee Volunteers:** Parent volunteers that host and/or volunteer for planning of special annual events held at the school. Examples include Hearts 4 the House fundraiser, Pizza Nights, Compass Carnival, Holiday Show reception, Scholastic fundraisers, Gardening, and STEM Fair. Volunteers are sourced from the school, as well as at the orientation night and breakfast socials.
3. **Parents4Parents Group:** Through educational programming, social events, and philanthropic activities, Parents4Parents is both an online and personal network of resources that helps connect families to our school and local community. The parent group hosts its own sponsored activities at CSH as well as offsite. The group can assist Compass in school-sponsored activities through the year. Examples of group-hosted events include: educational workshops on relevant parent topics, parent nights out, park or playhouse dates, free events at local family-friendly businesses, and breakfast socials during the first week of school. Parents4Parents events are scheduled in collaboration with the Office Administrator.
4. **Valet Volunteers:** Parent volunteers who assist the school with the driveway valet service on a designated day throughout the school year.

#### **E. VOLUNTEER CONFIDENTIALITY**

It is imperative that our parent volunteers uphold confidentiality. Only the teacher should be discussing positive or negative behaviors with a parent. Parent concerns need to be expressed away from the earshot of any child or other parent. A parent volunteer should not discuss a child, other than his or her own, with another parent at any time. Any breaches of confidentiality will be brought before the CSH Board of Trustees. Consequences may include the loss of volunteer status and/or expulsion from the school depending on the severity of the breach.

#### **F. VISITATION**

We welcome visits from our parents. Parents of enrolled children may visit our school at any time without having to secure prior permission from the Director or any staff member. If a parent has specific questions regarding his/her child or the program, he/she can please feel free to contact the child’s individual teacher and/or the Director at any time.

## **V. OPERATIONS - CHILD DEVELOPMENT & PROGRAM**

### **A. SCHOOL YEAR CALENDAR**

The school term begins on the same day as Westfield Public Schools. Visit [www.compassschoolhouse.com](http://www.compassschoolhouse.com) for scheduled school closings throughout the year. Snow days or additional closings are at the discretion of the Director and will not be made up. Refunds will be given only in the event that more than five sessions are missed due to snow days.

School holidays and closings:

- Rosh Hashanah
- Yom Kippur
- Columbus Day
- New Jersey Education Association Convention
- Thanksgiving--- Wednesday, Thursday, Friday
- December Holidays (Christmas, Hanukah, New Year's Day) - Reopening beginning the first school day following January 1
- Martin Luther King, Jr. Day
- January Teacher's In-Service
- Winter Vacation---One week in February coinciding with the Westfield Public School Winter Break
- Parent Conferences--- Mid-Year
- Spring Vacation--- One week in April coinciding with the Westfield Public School Spring Break
- Memorial Day

### **B. TRANSPORTATION**

Parents are responsible for the child's transportation to and from school.

### **C. POLICY OF THE RELEASE OF CHILDREN**

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

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

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

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s);  
and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline(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 alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (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)

#### **D. ARRIVAL & DEPARTURE POLICY**

Kindergarten, Jr. Kindergarten, & 3's parents have two options for bringing their child to school. Parents may park on the street or in the municipal lot across the street from CSH and walk their child to the CSH front doors. Alternatively, parents may register for the Driveway Valet Service at no additional cost. \*\*Driveway Valet begins for Kindergarten, Junior Kindergarten, and 3's during the second week of school and coincides with school hours.

Driveway safety procedures using the Valet Service are as follows:

- A coded card, with your child's name and class, will be given to you for identification purposes. You must present this card in order to utilize the Valet Service when picking up only.
- Your child's car seat must be accessible on the left side of the car.
- Enter the driveway turning right into the one-way driveway once the service has begun. PLEASE DO NOT BLOCK DRIVEWAY PRIOR TO SCHOOL STARTING.
- Proceed slowly forward and stop at the sidewalk where a Car Duty Volunteer is waiting to assist your child. Do not release your child prior to this spot or to anyone other than the CSH Car Duty Volunteer. Do not get out of your car.
- At the time of pick-up, please enter the driveway in the same manner. After your child is helped into the car, please slowly roll forward to allow a second car to pull up to the sidewalk and buckle your child immediately into the car seat prior to leaving the driveway.
- AT NO TIME SHOULD YOU BE USING A CELLPHONE.
- Never park your car in the driveway or leave a child unattended in your car.
- Car pool arrangements are strictly between parents. Any arrangements requiring the transfer of car seats must be done by parents, prior to arrivals/departures.
- Children who are not picked up by dismissal time will be taken to the Director's Office. You must park and come in to pick up your child. If this occurs frequently, an additional fee will be incurred.

Please note, this is a privilege and may be revoked if necessary.

All parents must fill out a dismissal form whether or not they will be using the Driveway Valet Service or walking into the school.

## **E. TRIP POLICY**

In the event that offsite trips are scheduled, it is the parent's responsibility to transport or make carpool arrangements with other parents for the child's transport to the event. The school will require permission slips for parents to sign prior to the event, in order for their child to participate.

## **F. TECHNOLOGY**

The use of a television, computers, tablets and other video equipment will be limited to educational and instructional use, will be age and developmentally appropriate, and will not be used as a substitute for planned activities or for passive viewing. The use of such equipment will be limited to 15-20 minute increments as it pertains to children in CSH's care.

## **G. CELEBRATION OF HOLIDAYS**

CSH celebrates various holidays as a way of experiencing cultural diversity. Numerous nationalities, cultures and traditions are presented to the students throughout the year. If a particular holiday is celebrated in the home and the parent would like to share it with his/her child's class, parents must make arrangements with the teacher. Additionally, if the parent elects to have his/her child not participate in any of the celebrations, he/she must advise the Director and/or teacher of his/her wishes.

## **H. BIRTHDAYS**

Birthdays are important events for every child. Children may celebrate their birthday on their scheduled "Special Day." Summer birthdays may be celebrated during the school year on the child's "half-birthday" or scheduled toward the end of the year. Please make arrangements with the teacher directly.

## **I. CHILD DRESS & CHANGE OF CLOTHING**

Children should wear sneakers – no boots or sandals. Necklaces are unacceptable and will be removed and sent home in a sealed envelope. All jackets/sweaters should be labeled with the child's name. Children should arrive at school prepared for the weather, as classes often venture outside. Parents are responsible for preparing for the seasons with hats/mittens, sunscreen, etc.

The school will store a change of clothing and diapers, if applicable, for the child, brought by the parent at the beginning of the school year, and updated for seasonal appropriateness or when supplies are needed. The school informs the parents when diapers are needed.

## **J. EMERGENCY POLICIES**

All Emergency and Evacuation Procedures are posted in the classrooms and in the office.

### **1. Emergency School Closing Policy**

CSH follows the Westfield Public Schools in declaring snow emergency days. CSH also reserves the right to call a snow day, or a closed day for an emergency situation in the Director's best judgment, if Westfield Public Schools does not. If the number of classes for an individual class session exceeds five, those subsequent closings would be made up.

School will be closed a full day when Westfield closes a full day.

When Westfield declares a delayed opening, the following schedule will prevail:

1. A.M. sessions for 3's and older will meet 10:15am-11:30am
2. A.M. sessions for 2's and younger will meet 10:15am-11:45am
3. P.M. sessions for 3's and older will meet 12:30pm-3:15pm
4. P.M. sessions for 2's and younger will meet 12:45pm-3:30pm
5. Lunch Bunch for 3's and older, if scheduled, will meet 11:30am-12:45pm
6. Lunch Bunch for 2's, if scheduled, will meet 11:45am-1:00pm

A Phone Alert System will advise parents of any emergency school closures, along with a posting on the CSH website. Additionally, Channel 36 and Radio 1530AM also report on school closures due to inclement weather and/or emergency situations.

## **2. Emergency Procedures for Illness/Accident**

Each emergency situation will be evaluated and acted upon by what is in the best interest of the child involved in the situation. Staff will always try to reach a child's parent if transportation is necessary due to an emergency. If that is not possible, those individuals listed under the child's Emergency Contacts will be contacted for emergency pick-up from the school. In cases of medical emergencies, 911 will be called and the child will be transported to the nearest hospital for medical treatment. A CSH staff member will accompany the child in the ambulance and will bring the child's records with all medical information and contact information. In such a case, documentation will be completed on an Illness/Injury Report Form.

The main First Aid Kit is housed in the administrative office. Teachers also maintain a smaller First Aid Kit in the classrooms.

## **3. Contingency Plans for fire, natural disaster, loss of power, heat or water**

If the church building closes due to loss of power, heat or water, CSH will also close. If loss of power, heat, or water should occur while CSH is in operation, parents and/or guardians and/or the child's emergency contacts will be immediately notified and advised to pick up their children. In the event of a natural disaster, CSH teachers will contact emergency personnel via 911 and follow the directions given. In case of emergency evacuation of the church building, the designated site for CSH is the Presbyterian Church in Westfield.

## **4. Contingency Plans for Hurricane/Tornado**

Move to CSH entrance hallway, fill sinks with water, and do not go out in the eye of the storm.

## **5. Missing Child**

Teachers will inform the Director immediately if a child is missing. The Director or designee will make an initial search of the building and grounds. Attempts will be made to contact parents to confirm if the child was picked up. If not, the Director or designee

will call the police (911) so a perimeter can be established for a search. The Director will make all other required notifications.

## **6. Shelter in Place**

A shelter in place may be ordered to provide emergency protection in the event of a hazardous materials accident or other airborne threat. The public would be advised to remain indoors. Information from public safety officials at the scene or over the Emergency Alerting System will advise the public concerning seeking shelter and for how long. Teachers are to take the children, attendance books, first aid boxes, and emergency records to their designated areas:

**CUDDLERS** – Cuddlers classroom with doors and windows closed.

**TODDLERS** - In classroom with doors and windows closed.

**3's & OLDER** – In their classrooms with doors and windows closed. Teachers and the Director will stay with the children until instructed otherwise by emergency officials, at which point CSH will notify all parents that they can pick up their children.

## **7. Safety Zone (Lockdown) Procedure**

For drills: Drills will be initiated through an unplanned or planned announcement instructing teachers to begin a drill. Teachers will be advised by announcement when to end a drill.

During the drill, the Director will post a sign at the front entrance to the school informing visitors to wait on the front lawn of the school until our drill is over before they are allowed access to the school.

With the age level of our students, we must keep the situation as normal and calm as possible. Children will not be told this is a lockdown/disaster drill but rather a “SAFETY Drill”.

### **FOR DRILLS/TESTS OF THE SAFETY ZONE PROCEDURE:**

To start the drill, the following announcement will be made on the walkie talkie:

"Attention all staff: This is a test of the safety zone procedures."

"Attention all staff: This is a test of the safety zone procedures."

"Attention all staff: This is a test of the safety zone procedures."

### **FOR A TRUE EMERGENCY:**

If there is a true emergency, the following announcement will be made over the walkie talkie:

"Attention all staff: This is a true emergency. Report to your safety zone."

"Attention all staff: This is a true emergency. Report to your safety zone."

"Attention all staff: This is a true emergency. Report to your safety zone."

The director will notify the police and fire departments. During a scheduled drill, the church office will be notified.

Once the announcement on the walkie talkie is made:

Turn off walkie talkie.

Put cell phone on VIBRATE.

Lead Teacher will respond to the walkie talkie notification via a GROUP ME message that should include that the message was received, the class name, and a count of the number of students and number of staff with the class:

**"message received | class name | #of students & #of staff"**

(i.e. "message received 3M 13 students/2 staff" )

Teachers will peer out of their classroom door to see if there are any students or staff members who must be pulled into their classroom.

Teachers will announce the drill to the children and perform the following:

- i. Turn off lights
- ii. Lock the classroom door (do not open the door for anyone knocking)
- iii. Move children to the designated area of the classroom.
- iv. Keep attendance book, emergency contact information & First Aid Kit with you at all times
- v. Make sure all shades are pulled down
- vi. Make sure windows to the door are covered
- vii. Give each child a lollipop and encourage them to be absolutely quiet
- viii. Quietly read a story to the children
- ix. Turn all cell phones to *VIBRATE*; **ALL COMMUNICATIONS ARE VIA THE GROUP ME APP DURING THE DRILL OR EMERGENCY.**

If a student and teacher is not with their class at the time of the drill or emergency, (i.e. in the bathroom or pulled into another classroom) that teacher will use the GROUP ME app to let the staff know where they are.

If staff members are in the Patton Hall, they should report to the CUDDLERS room and use GROUP ME app to indicate their location.

If staff members are in transition, they should go the nearest classroom and use the GROUP ME app to let the staff know their location.

If the students are out on the playground, they should go inside the playhouse and use the GROUP ME app to indicate their location.

Once the initial walkie talkie message is made, the available member of the Crisis management Team (CMT) will:

**Sue DeWeever, CSH Director** - stay in location, communicate with emergency services, communicate with staff as necessary

**Christine Pugliese, CSH Office Administrator** – stay in office, communicate with director

**Stacey Kelly**, CSH Class Facilitator – stay in classroom or office

**Jim Palme, Church Office Administrator** – communicate with emergency services, CSH director

**Tom Lawler, Custodian** – go to nearest safe area and notify church office of location

In a real lockdown, anyone other than authorized personnel trying to enter the building will not be allowed in. Parents/visitors should be told to return to their vehicles. No child or staff member can be released during a drill or true lockdown (without permission from the police).

A lockdown shuts everything down. Staff should not depend on the fire alarm. If the fire alarm is activated during the lockdown, staff members should not leave their location unless notified personally by a CMT member.

Should there be an “All Clear” over the walkie talkies or via GROUP ME, staff should ignore it.

#### **TO END A DRILL/TEST:**

When the Safety Zone Drill is over, the following message will be sent via the GROUP ME app:

"Attention all staff: Test of the safety zone procedures is complete."

"Attention all staff: Test of the safety zone procedures is complete."

"Attention all staff: Test of the safety zone procedures is complete."

Lead Teacher will respond to this message as follows:

"message received | class name" (i.e. "message received 2T")

**TO END A TRUE LOCKDOWN EMERGENCY**, the following message will be sent via the GROUP ME app:

"Attention all staff: Relieve your safety zone and carry on."

"Attention all staff: Relieve your safety zone and carry on."

"Attention all staff: Relieve your safety zone and carry on."

Lead Teacher will respond to this message as follows:

"message received | class name" (i.e. "message received 2T")

#### **RESOURCE PHONE NUMBERS**

All CSH staff are required to maintain updated resource numbers in their phone.

#### **8. Tracking Children Policy**

Children shall be supervised by a staff member at all times, including during outdoor activities, rest, toileting procedures and walking through hallways, as appropriate for their ages and developmental needs, the physical setting and the nature of the activity.

CSH will follow an approved method to keep track of the location and safety of all children at all times when under CSH’s supervision, including the transfer of supervision to and from parents during arrival and departure and the utilization of off-site locations, including playgrounds and field trips.

CSH will ensure that all staff members are trained in the method of keeping track of children.

There shall be a minimum of two staff members accompanying children on any field trip, outing or special event involving the transportation of children away from the school, even when the appropriate staff/child ratios allow fewer than two staff members.

The following staff/child ratios shall apply:

Age:	Ratio:
Under 18 months	1:4
18 months – 2 ½ years	1:6
2 ½ years up to 4 years	1:10
4 years	1:12
5 years	1:15

Procedure for tracking children under CSH supervision:

1. Teachers greet students at the classroom doorway.
2. Teacher/Director ensures child was signed in by parent or guardian before child enters classroom.
3. Teachers take attendance at 9:30 AM and 1:15 PM.  
Lunch bunch teachers take attendance at 11:45 AM.  
Summer Camp teachers take attendance at 9:30 AM.
4. Teachers take a head count at least once during free play time (approx. 10:00 AM).
5. Teachers check attendance and count students lined up to leave classroom.
6. Teachers count students when arriving at destination /play area.  
\*\*\*\*This includes Lunch Bunch and Summer Camp.
7. Teachers count students when leaving activities/ play areas.  
\*\*\*\*This includes Lunch Bunch and Summer Camp.
8. Teachers take attendance and count students upon re-entering classrooms.
9. Children are always escorted to the bathrooms by a teacher.
10. Teachers count children at the beginning of circle time.
11. Teachers count students at snack time.
12. Classroom attendance books must be kept on counter during class time for easy reference.
13. Attendance book is brought on fire drills, safety zone drills and attendance is taken during the drills.
14. Emergency contact list and list of children in attendance are brought on all field trips.

## **K HEALTH & SAFETY POLICIES**

### **1. Daily**

- a. The school shall ensure that children wash their hands with soap and running water:
  - Before eating
  - Immediately after using the toilet or having diapers changed.
  - Immediately after coming in contact with blood, fecal matter, urine, nasal or other body secretions.
- b. Staff members shall wash their hands as prescribed for children and:
  - Before preparing or serving food
  - After assisting a child in toileting

- After caring for a child who appears sick
- c. Staff shall use disposable gloves, which will be discarded after each use, when coming in contact with bodily fluid.

## **2. Physical Activity Policy**

Physical activity is crucial for children's health, development and weight. As such, CSH will make available outdoor play daily when weather and air quality conditions do not pose a significant health risk. Time planned for outdoor play and physical activity also depends on the age group of the children. When outside play is not possible, CSH will provide indoor play activities. Children are provided with daily structured and unstructured developmentally appropriate indoor and outdoor energetic physical activity as followed:

- At least 30 total minutes daily for children in school for less than 4 hours
- 60 minutes total for children in school for more than 4 hours
- Whenever feasible, and unless the child is eating, needs to complete a seated activity, or is ill, children should not be inactive for more than 30 minutes
- Weather permitting, the children will go outdoors, when possible
- Water will be freely available, both indoors and outdoors, throughout the day
- Covered areas for shade and shelter shall be available outdoors

## **3. Toilet Training**

The school reserves the toilet training responsibility for parents. We will offer encouragement to the child who is progressing towards this goal. Humiliation, ridicule or discipline shall not be associated with toilet training. The child will be changed by a staff member in the presence of another staff member.

It is encouraged, but not required, that children in Kindergarten and Jr. Kindergarten are toilet trained. Children in the 3's classes are not required to be fully toilet trained, but are encouraged to be progressing in that direction. Toilet training at home and toilet training at school are different environments. School days are busy with several children in one classroom and lots of activity. CSH requests that during the toilet training process, children wear a pull-up to school. When there are two accidents in one week, the child will be put in a pull-up.

## **4. Illness/Communicable Diseases**

### **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and the parent will be called to take him/her home. Such symptoms of illness will include but not be limited to the following:

- Severe pain or discomfort
- Acute diarrhea, characterized by twice the child's usual frequency with a change to a looser consistency
- An episode of vomiting within a 24-hour period
- Elevated temperature of 99.5 F
- Lethargy that is more than expected tiredness



- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult, rapid breathing or severe coughing
- Weeping skin lesions that have not been treated by a doctor
- Mouth sores with drooling
- Stiff neck

Once the child is symptom free for 24 hours or a physician indicates that the child poses no health risk to him/herself or others, the child may return to the school.

**TABLE OF EXCLUDABLE COMMUNICABLE DISEASES**

A child who contracts any of the following **may not** return to the school **without a physician’s note** stating that the child has been diagnosed and presents no health risk to him/herself or others.

<i>Respiratory Illness</i>	<i>Gastro- Intestinal Illness</i>	<i>Contact Illness</i>
Chicken Pox*	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenzae*	Hepatitis A*	Scabies
Measles*	Salmonella*	Shingles
Meningococcus*	Shingella*	Conjunctivitis
Mumps*		
Strep Throat*		
Tuberculosis*		
Whooping Cough*		

\*Reportable disease, as required by NJAC 10:122-7.10(A)

1. If a child who has already been admitted to the school manifests any of the symptoms of the specified illnesses, the school shall remove the child from the group of well children to a separate area until he or she can be taken from the school.
2. The school will notify parents of enrolled children when there has been a possible exposure to a communicable disease within the school.
3. In the event a child contracts any of the illnesses listed, he/she may not return to school without a physician’s note stating that the child has been diagnosed and presents no health risk to him/herself or others. Those children with immunization exemptions may be excluded from the school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the NJ State Commissioner of Health and Senior Services.

\* \* Note: If a child has Chicken Pox, a doctor’s note is not required for re-admitting the child to the school. A note from the parent stating that at least six days have elapsed since the onset of the rash AND all sores have dried and crusted is sufficient.

**5. Reporting of Accidents/Incidents**

A. The staff member shall take immediate necessary action to protect the child from further harm and shall immediately notify the child's parent(s) verbally when one of the following occurs while the child is in the school's care:

1. A child is bitten and the skin is broken;
2. A child sustains a head injury;
3. A child falls from a height greater than the height of the child; or
4. An injury requiring professional medical care occurs.

B. Each class shall maintain an Incident Log that contains all Incident Reports of any incidents specified in (a) above. The Incident Report shall include the following:

1. The name of the injured child;
2. The date, time and location of the incident;
3. The name and address of the school;
4. The name of the person completing the report;
5. The date the report was completed; and
6. A written description of the following:
  - i. The incident;
  - ii. The injury to the child;
  - iii. The names of witnesses to the incident; and
  - iv. The follow-up action taken by the school, including:
    - (1) Application of first aid; and
    - (2) Consultation or treatment by a licensed physician or other health care provider, if applicable.

C. Bites and injuries other than those specified in (a) above shall be reported to the child's parent by the end of the day.

D. Upon request of the child's parent, the school shall provide a written description of the incident by the end of the next operating day.

Please see the below table for CSH's procedures forms and procedures when specific incidents occur.

Event	Document	Communication
Accident or Injury	Incident Report	Verbally to parent and documented by end of day
Illness at school	Incident Report	Parent is called for pick-up
Absence due to illness	Record of Absences Due to Illness	None ?
Unusual sexual activity, Violent or destructive behavior, Withdrawal or passivity, Significant change in personality, behavior or habits	Incident Report	School is advised by parent and it is recorded by office administrator
Destructive behavior, Extreme emotionality Recurrent/Significant change in behavior or habits	Incident Report	Verbally to parent

Suspicion of Abuse and/or Neglect	Incident Report	Child Abuse/Neglect Hotline 1-877-652-2873 Child Abuse hotline 1-800-792-8610 Office of Child Abuse Control 1-800-331-DYFS*****
Biting	Incident Report	To parent of biter and parent of biting victim

This table provides further guidance as to which report the staff member is responsible for completing when

**\*\*\*\*\*REPORT ANY SUSPICION OF CHILD ABUSE &/OR NEGLECT.**

**\*\*\*\*\*FAILURE TO REPORT SUSPECTED ABUSE &/OR NEGLECT WILL SUBJECT YOU TO DISCIPLINARY ACTION, INCLUDING POSSIBLE TERMINATION. YOU MAY ALSO BE SUBJECT TO CRIMINAL PROSECUTION.**

**\*\*\*\*\*STAFF IS NOT PERMITTED OR REQUIRED TO DISCUSS THEIR SUSPICIONS WITH FAMILY/STAFF OR TO DISCLOSE THAT A REPORT WAS MADE. (WHENEVER POSSIBLE, IT IS STRONGLY SUGGESTED TO ADVISE DIRECTOR OF CONCERNS. REPORTS OF SUSPECTED CHILD ABUSE OR NEGLECT ARE MADE TO DYFS. IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THIS POLICY, PLEASE CONTACT THE DIRECTOR.**

## 6. Policy on Administering Medicine

Staff members are not allowed to give medications to the children. However, if a child is on medication, parents are asked to notify the teacher, as a child's behavior can be affected by medication.

Some children may suffer from a severe, life threatening allergic reaction, called anaphylaxis. Pupils with a history of anaphylaxis as documented by a physician, may require the administration of epinephrine and do not have the capacity for self-administration of the medication. In this case, epinephrine may be administered via an auto-injector (Epi-pen) to a pupil for anaphylaxis by a trained designee.

### **Responsibilities of parents/guardians:**

The parent or guardian must provide the school with:

- Written authorization for administration of a pre-filled, single dose auto injector mechanism containing epinephrine.
- Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capacity for self-administration.
- A signed statement acknowledging their understanding that if the procedures as specified by the child's physician are followed, the school or staff member shall not have liability as a result of any injury arising from the administration of the pre-filled, single dose auto-injector mechanism containing epinephrine to the pupil and that the parents or guardians shall indemnify and hold harmless the school and its employees against any claims arising out of such administration.

- A current pre-filled, single dose auto injector mechanism containing epinephrine is required for all classroom areas where food is served.

The parent/guardian is responsible for replacing a pre-filled, single dose auto-injector mechanism containing epinephrine when it has expired.

The permission is effective for the school year for which it is granted and will be renewed for each subsequent school year upon fulfillment of the above-specified requirements.

The school Director will validate the required physical written order that states that the student requires the administration of epinephrine and does not have the capacity for self-administration. The Director will review the administration of the Epi-pen as specified by the physician with staff members at the beginning of the year. There will be in place a chain of designees who may administer the Epi-pen if necessary. The staff member administering the medication will follow the instructions on the permission sheet. Staff members will be informed of all children that could possibly require administration of epinephrine. Teachers will post names of pupils on their allergy lists. The medication will be stored in the child's classroom in a specified place. Should it be necessary to administer epinephrine for anaphylaxis, the Director or designated staff member will ensure that the child is immediately transported to a hospital emergency room.

## **7. Nutrition Policies & Procedures**

The NJ Nutrition and Wellness Policy, which incorporates the U.S. Department of Agriculture Child Nutrition Program guidelines, has implemented new guidelines regarding what kinds of food can and cannot be served in schools.

Nutritious snacks are essential for young children's optimal growth and development. The energy provided by healthy foods ensures that children will be ready to fully participate in the day's learning opportunities. Snacks are not meant to be a meal. It is further important to note appropriate portion size and nutritional value. CSH offers a Nutrition Curriculum with lessons built into the general programming provided to its students. Teachers provide developmentally appropriate information that will help preschoolers learn to make nutritious choices, discover a wide variety of different foods and to develop healthy eating patterns.

CSH will be diligent in maintaining a healthy, safe environment for all eating areas. Proper washing and sanitizing procedures will be followed for cleaning tables used for eating before and after use. Hand washing protocols for both staff and students will be followed prior to eating.

Families' dietary restrictions due to religious beliefs, personal beliefs, cultural customs and health-related issues are respected by CSH. Information regarding food allergies must be documented in writing for each affected child and be readily available to all staff involved with children's meals and snacks. Any required medical intervention, such as administration of Epi-pens will be documented. Additionally, all medication will be kept securely where the child is eating at all times. When necessary, students also may provide a "safe snack box" to be kept in the classroom.

## **8. Consumer Product Safety Commission**

CSH is required to maintain and update annually a list from the Consumer Product Safety Commission regarding unsafe products and made the list available to staff and parents

and/or to provide parents with the CPSC website. The CPSC website is as follows:  
<http://www.cpsc.gov/cpscpub/prerel/prerel.html>.

## **L. PROCEDURES FOR RESPONDING TO CONCERNS ABOUT CHILDREN**

### **1. Child Abuse/Neglect**

CSH complies with all regulations concerning child abuse as stipulated by the State of New Jersey, Department of Human Services, Division of Youth and Family Services. (See Incident/Accident Reporting Form). A current manual is maintained in the office and is available to parents for their review.

For a copy contact:

DEPARTMENT OF CHILDREN AND FAMILIES OFFICE OF LICENSING  
PO BOX 717  
TRENTON, NEW JERSEY 08625-0717  
877-667-9845

Or go here: <http://www.state.nj.us/dcf/providers/licensing/laws/CCCmanual.pdf>

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 school or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

### **2. Expulsion**

To comply with the manual of requirements for the Child Care Centers N.J.A.C. 10:122, every licensed child care center in New Jersey must provide parents of enrolled students with a written policy on the expulsion of a child from a center. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of this information.

The school believes that parents are the most important people in a child's life. When parents and teachers work together, the child benefits. CSH will keep parents informed on all aspects of their child's experiences at school.

CSH is responsible for the welfare and safety of all children. As such, the school will do everything within its ability to support all of the children. Cases will be evaluated with CSH staff and parents/guardians on an individual basis to develop a Behavior Action Plan when necessary.

Unfortunately, there are circumstances when the school may have to expel a child from the program either on a short-term or permanent basis. The school will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

#### **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 (at the discretion of the Director)

**Child's Actions for Expulsion:**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums, angry outbursts or inappropriate language.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting: A parent of a child, who bites or attempts to bite another child, will be informed of the offense and advised of remedies to eliminate the behavior. All biting or attempts to bite are recorded in a log. A child who bites three times is subject to expulsion. The teacher or Director will inform the victimized child's parents on the first day of such an offense.
- Other (at the discretion of the Director)

**Schedule of Expulsion**

If after remedial actions 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 school.

The parent/guardian will be informed regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

The parent/guardian will be given a specific expulsion date that allows the parents 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 school.

**A Child Will Not Be Expelled**

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a school's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements, unless expulsion is due to the reasons stated in IMMEDIATE CAUSES FOR EXPULSION section.

**Proactive Remedial Actions That Can Be Taken in Order to Prevent Expulsion:**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.

- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The Director, classroom staff and parent/guardian will have conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- The child may receive a time reduction in their school program. (i.e.. hours or days)
- Parent may be responsible to pay the aide fee if the child requires additional supervision over an extended period of time in order to remain in class.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

The Director, teacher, and Board of Trustees will come to a determination of expulsion in matters that are not immediately threatening. A parent may appeal the decision of the Board of Trustees by submitting a written request to review the decision.

In the event of permanent expulsion, the child's tuition will be prorated for the amount of the time they attended CSH, less a processing fee of \$85. Any monies due and owed will be returned to the parents within two weeks.

In all cases, conversations about a child's behavior are solely between the teacher, Director, board members and parents involved and are strictly confidential.

### **3. Withdrawal Policy**

**a.** Upon consultation with the Director, a child's enrollment may be discontinued if he/she is unable to adjust to the school. The portion of unused tuition will be refunded less a \$50 withdrawal fee (the application fee is non-refundable).

**b.** If a child acts out in a hostile, angry and/or aggressive manner repeatedly or is exhibiting behavior that poses a risk to her/himself or another child, the parent(s) will be spoken to with the Director and the child's teacher present. Constructive methods of handling the child will be discussed. If the behavior continues, possible dismissal from the program may occur.

### **4. Philosophy on Discipline**

CSH's philosophy of discipline is based on the belief that discipline means helping children understand and establish appropriate behavior. The staff uses a positive approach to managing the behavior of all children. Discipline at the school has two primary goals: to find a solution to the situation and to attempt to help the child process feelings, recognize consequences, explore alternate solutions, and develop internal self-control. To accomplish these goals, the following techniques are used:

- THE STAFF MODELS APPROPRIATE BEHAVIOR.
- The staff arranges the environment to encourage cooperation and sharing.
- Positive reinforcement is given when appropriate behavior is displayed.
- Distraction, redirection, active listening, and identifying positive alternatives are employed by the staff when unacceptable behavior is occurring.

In addition, the staff might also use:

- Logical consequences

- A child who damages a toy for instance, may be prohibited from use of that toy for the play period in question.
- Verbal reprimand
  - A brief verbal behavioral guidance statement of the problem behavior, that it is unacceptable, and suggestion of an acceptable behavior alternative.
- Time out
  - When less intrusive methods have been tried and the child requires time to calm down and redirect his/her thinking, the child may be separated from the group. The child will always remain within sight of a staff member, for no more than one minute per year of the child's age. (For example, a 4-year-old will remain in time out for no more than four minutes.)

Our philosophy complies with the state of New Jersey guidelines that includes the following:

- The methods of guidance and discipline shall be positive, consistent with the age and developmental needs of the children and lead to the child's ability to maintain self-control.
- Staff members shall not discipline children for failing to eat, sleep or for soiling themselves.
- Children may be removed from a group activity, provided that the child so removed is under the supervision of a staff member.
- Staff members may not use hitting, aggressive handling, or any form of corporal punishment.
- Staff members may not use abusive language, ridicule, humiliation, or frightening treatment.
- Staff members may not withhold from children: food, emotional responses, stimulation or rest and may not require a child to remain silent or inactive for an inappropriate amount of time.

If at any time a staff member exhibits any of the behaviors above or other inappropriate disciplinary action toward a child, it will be grounds for immediate dismissal.

## **VI. OPERATIONS- ENROLLMENT**

### **A. ADMISSIONS POLICY**

CSH is a non-denominational program. CSH has a non-discriminatory policy toward students and does not discriminate against applicants or students on the basis of race, color or national or ethnic origin, sex or gender identity, or sexual orientation. CSH admits students of any race, sex or gender identity, religion, national and ethnic origin to all the rights, privileges, programs, activities generally accorded to students at the school.

### **B. ELIGIBILITY**

Enrollment is open to any child, provided the school can meet the needs of the child. Children must be two months old by September 1 and still be 6-years-old on October 1 to be eligible for the program.

### **C. REGISTRATION**



Registration for the next school year takes place in January. The CSH application must be completed and accompanied by a non-refundable application fee. The fee schedule is as follows:

\$75 new students

\$60 current student

\$10 discount sibling

\$150 family maximum registration fee

A non-refundable deposit of 1 month tuition is due on or before March 1. Registrants who have not made the tuition deposit payment by April 30 will be considered withdrawn and will be replaced by a child on the waiting list. If the school is given 30 days notice of withdrawal, the unused portion of the tuition will be prorated and reimbursed.

Class assignment is done via lottery system in the following order:

- Current students, siblings and FCC church members
- Alumni & siblings
- New students

Every effort will be made to accommodate the first choice. If the first choice class is full, the child will be put on a waitlist for that class and given the second choice and so on. Completion of the application does not guarantee a spot in CSH.

#### **D. TUITION**

Tuition is paid in ten installments. The non-refundable tuition deposit, equaling one month's payment, is made during registration and secures the student's spot in the school. The remaining 9 tuition payments are due by the first of the month from September through May. A \$25 late fee will be imposed if tuition is not received by the 7th of the month. Scholarships are available and inquiries can be made to the Director.

#### **E. REFUNDS**

The application fee and tuition deposit are non-refundable.

Lunch Bunch credits require 24 hours notice.

Summer Camp sessions will be refunded if the spot is filled by another child on the wait list.

Otherwise a refund will not be granted.