



COMPASS SCHOOLHOUSE FAMILY HANDBOOK

Updated: May 29, 2024

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I. OVERVIEW

A. MISSION STATEMENT:

Through creative play, a nurturing spirit, and an engaged community of families, Compass SchoolHouse cultivates the young child's love of learning. Together we provide the foundation for lifelong practices of respect, empathy, and kindness.

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 12 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 that 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 twelve 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, 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 or community members. The board has six approved positions: Board President, Board Vice President, Board Treasurer, Board Secretary, Events Director, and Public Relations Director.

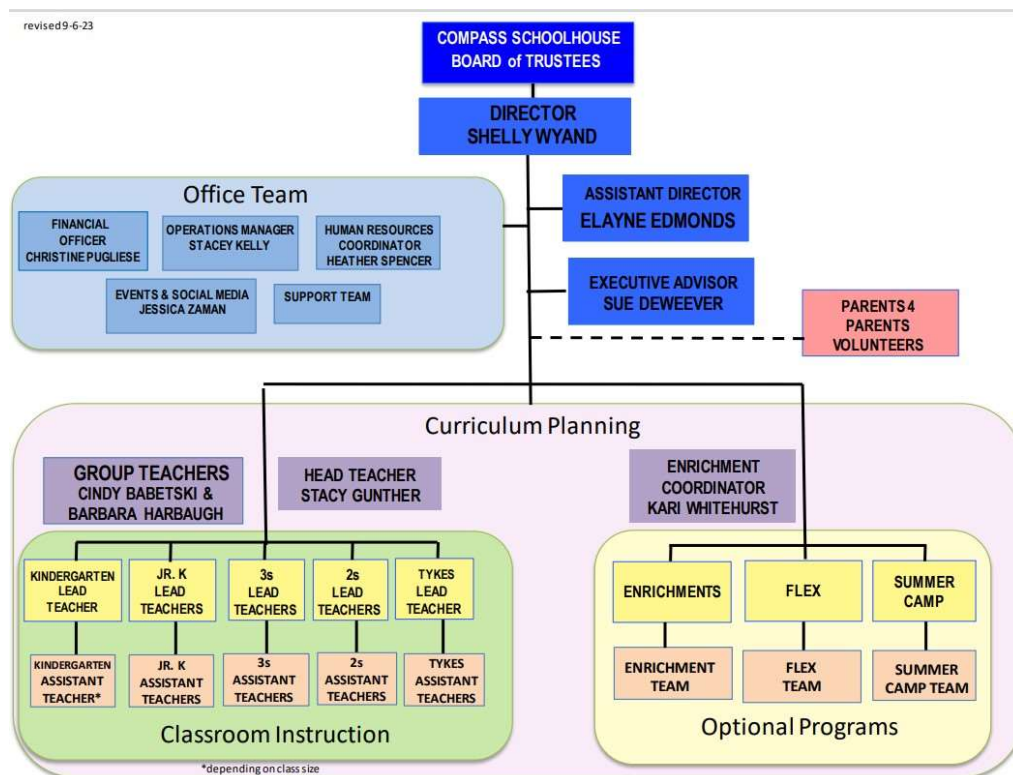
The CSH Board meets monthly. The initial board meeting will be held prior to the start of the new school year. Any changes to this schedule are at the discretion of the Board of Trustees.

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 are 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 November or December 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. Our 2’s classes also offer a formalized

conference once per year. For 3's and older, there is a formalized conference twice per year. Additional conferences are by request. Please remember there is an open-door policy at CSH and parents may request additional conferences at any time.

D. CORE SCHOOL-YEAR CLASS OFFERINGS

Classes are categorized according to the age of the student as of October 1. While each class has different days-per-week minimums, Compass believes multiple times per week helps the child become comfortable with separation, transitions, and socialization.

1. **TYKES**

(12 months to 23 months)

9am – 12:00pm

2 weekdays - Tuesdays and Thursdays

Class Description: Transition from home to CSH should be comfortable and stress-free for both parents and children. Our Tykes 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. A maximum of 4 students between the ages of 12 & 16 months will be in this total group of 12 students.

• **TWOS – 2 years old by October 1*****

9am – 12:00pm or 12:30pm – 3:30pm School Day

2-4 weekdays - Flexible choice of days

****2 year olds under 30 months will be in our upstairs classroom due to licensing requirements.*

This program is offered 3 days a week on Mondays, Wednesdays, and Fridays.

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.

- **3s**

(3 years old by October 1)

8:50am – 11:50am -or- 12:30pm – 3:30pm 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 – 11:45am or 12:30pm – 3:30pm School Day

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

See below for extended day options

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.

- **JUNIOR KINDERGARTEN – Pals**

(Jr. Kindergarten Extended Day)

Pals will be offered 3 days per week for the 2024-25 school year, specific days TBD

Morning Pals: 9:45am – 12:30pm, only available for Junior Kindergarten PM

Afternoon Pals: 11:45am – 2:30pm, includes time for lunch

The Compass Pals full day program for 4-year-olds is an extension of our Jr. Kindergarten class twice a week. The full day enables us to expand a young child's knowledge of language, writing, and pre-reading using classic children's literature as the foundation and vehicle for enhancing aspects of the curriculum. More in depth subject content and extensive hands-on learning takes place. The class consists of the following:

- Pals begins with guided meditation and yoga, designed to calm bodies and minds for afternoon learning and to strengthen core muscles, needed for proper posture, writing at a table, and gross motor play.
- To deepen vocabulary and linguistic skills and enhance mental organization, we connect stories to activities that are fun for young children such as cooking, scientific experiments, sketching, engineering projects, and more.
- Students have personal journals used for developing their creative minds and story recollection abilities. They have the freedom to draw, write, paste, and cut.
- Pals students create several books as a class throughout the year, exposing them to concepts such as author, illustrator, characters, setting, plot, and sentence structure. They discuss types of books such as hard cover, paperback, books without words, board books, and annual awards given for children's books such as the Newbery and Caldecott Awards.
- Designed to practice writing and increase visual perceptual skills, Pals students engage in our 'Writing Around the Room' exercise, circulating the room and copying words of labeled objects in the room (i.e. table, chair, flower, etc.) into their notebooks.
- Additional manipulatives such as scissors, small notebooks, small pencils, glue sticks, hole punchers, and alphabet stampers are used at the writing table in Pals, specifically geared for fine tuning small motor skills and creativity.

- **KINDERGARTEN- 5 years old by October 1**

8:40am – 2:40pm 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, train station, Trader Joe's & other local businesses, Papermill Playhouse 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 18 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**

(2s over 30 months, 3s, Junior K, Kindergarten)

Start and End of School Day

Cost: No additional cost

Program Description: Compass 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.

- **EARLY DROP OFF FOR SIBLINGS**

(Tykes and 2s)

8:40am - 8:50am drop off

Cost: No additional cost

Program Description: Children in our Tykes and 2s programs who have an older sibling whose program starts earlier may be dropped off at the same time as their older sibling. Compass team members will provide supervision for children to play prior to the start of their school day.

- **ENRICHMENTS**

(2s, 3s, Junior K)

For 2s - Begins with Session #3 12:00-1:30

For 3s & Jr. K AM Students 11:50-2:35 (3s) / 11:45-2:30 (Jr. K)

For 3s & Jr. K PM Students 9:45-12:30

Program Description: These classes, taught by a Compass teacher, extend the school day for a child and create a small group learning environment. There are four sessions offered throughout the school year that span approximately eight 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.

- **FLEX**

This optional service incorporates supervised free play that encourages students to interact with children of different ages from other classes. Designed to allow for more convenient pick-up times for parents, sign up is based on session or as needed. Parents can call day-of to sign up for Flex for an extra fee.

TIMES

2:30pm - 4:00pm, up to 90 minutes for Kindergarten & Junior Kindergarten, & students

3:30-4pm for afternoon 2s PM, 3s PM, and JrK PM students

8:45a-9:45a for 3sPM and JrK PM

F. EXTENDED SCHOOL YEAR OFFERINGS

- **SUMMER CAMP**

All compass students and non-students ages 12 months – 6 years old as of the start of summer camp are eligible. Camp is offered in three weekly sessions following the last week of school.*

**Our Tykes program is only available to students in the current Tykes program or enrolled in the Tykes program for the following year.*

Camp hours are 8:45am-1pm (with staggered drop off & pick up times)

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 Compass 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.

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 offers 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. **Daily Activity Recap** – Parents will receive recaps of the day's activities from the lead teacher in their child's particular class during the week via Procure. 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, Office team, and teachers may notify parents via email for various reasons, especially when more confidential in nature. See Volunteer Confidentiality on page 20.
3. **Procure Messaging** - Teachers and parents can communicate with each other via the Messaging function in Procure. Messages between the family and school can be seen by the class teaching team. The Office Team may also send Procure messages from time to time.
4. **Procure Newsletters** - The Office Team at Compass sends a weekly reminder message via Procure on Fridays to all Compass families.
5. **Website**- Compass maintains a website at www.compasschoolhouse.com with current curricular offerings, a calendar of events, and pertinent school policies (Family Handbook).
6. **Social Media** – Compass engages in social media pursuant to the school's Social Media Policy (detailed in Section V) and in a responsible community-building manner. Active social sites include Facebook and Instagram, where there is a Compass Schoolhouse page. Furthermore, Parents4Parents maintains a closed-group Facebook page for parents of the school.
7. **Conferences** – Parents may request a conference with their child's teacher any time during the school year. For parents with children in the 2'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/he 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.
8. **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.
9. **Compass Directory** – Parents are able to find contact information for other current Compass families on a directory found on the Compass Website. <http://compasschoolhouse.com/csh-directory/> Note, this information is password protected and the password is sent 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, if a family does not wish to participate, he/she should send an email Stacey Kelly.
10. **Information to Parents Document**
Compass 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.

* * * * *

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. 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 and select Publications.

C. SCHOOL ACTIVITIES FOR THE FAMILY

1. **Compass Ciaos-** Prior to the first day of school, students & their parents will have an opportunity to visit their classroom and meet their teachers.
2. **Back to School Night** - Parents are invited to a night of information about their child's curriculum and may 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 in costume. Parents are invited to join us.
4. **School Wide Holiday Show** – Families are invited to watch a holiday music sing-along performed by the students, generally for classes ages 3 and above.
5. **Compass Carnival** – Our Compass parking lot transforms into a carnival including bounce houses, a DJ, crafts, pizza, and more. Families and non-families are invited to participate.
6. **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 classrooms for the following year.

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 fundraisers, Bake Sales, Compass Carnival, etc. 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 Compass as well as offsite. The group can assist Compass in school-sponsored activities through the year. Examples of group-hosted events include 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.

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 Compass SchoolHouse 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 scheduled visits from our parents. 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

Visit www.compassschoolhouse.com for scheduled school closings throughout the year. Families are also provided with the school year calendar via email. Snow days or additional closings are at the discretion of the Director and will not be made up.

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, & 3s students may use valet or park on the street or in the municipal lot across the street from Compass and walk their child to the drop off line. Morning 2s students over 30 months must use Valet for Arrival at Compass. Departure from Compass can be done in the valet line or parents can walk up. Tykes, 2s under 30 months, and afternoon 2s must walk up only using the ramp on the left side of the Main Door. Driveway Valet Service is provided at no additional cost. Driveway safety procedures using the Valet Service are as follows:

- A coded ID card, with your child's name and class, will be given to you for identification purposes. You must display this card for drop off and pick up in order to utilize the Valet Service and walk up.
- Your child's car seat must be accessible on the left side of the car.
- Navigate to Compass so that you will be **making a right into the 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 Compass Team Member is waiting to assist your child. Do not release your child prior to this spot or to anyone other than the Compass Team Member. 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 drive slowly to the end of the driveway and buckle your child immediately into the car seat prior to leaving the parking lot. This procedure ensures that the valet line is kept moving to alleviate traffic on Elmer Street.
- **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 a child is not picked up on time more than two times, a late fee of \$1 per minute late will be assessed.
- 2s over 30 months arrival will use the back entrance Valet (pull up past the main door).

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

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 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 in time as it pertains to children in CSH's care.

Photography and video policy

Compass SchoolHouse staff takes photos and videos at various events in order to support students' learning, record their individual progress, and for use on its web page, Facebook, and promotional purposes. Compass SchoolHouse will not identify children by name or address in any photographs, videos, or publications unless written permission is obtained from parents.

Compass SchoolHouse has the absolute right and permission to use any child's photograph(s) in its promotional materials and publicity efforts (without children's names) unless Compass SchoolHouse receives in writing from a child's parent(s)/guardian(s) that we are not permitted to use a child's photograph. The photographs may be used in a publication, print ad, direct-mail piece, electronic media (e.g., school video, website, social media), or other form of promotion.

Photographs may also be taken by an outside photographer or other parents (during the Halloween parade, Holiday Show, Back To School Night, etc.). Compass SchoolHouse cannot be held accountable if an outside photographer or parent uses their photos or videos outside of Compass SchoolHouse. In addition, Compass SchoolHouse reserves the right to deny or limit photo or video recording at any event held at the school.

Photos sent to parents in the Daily Activity Recap should not be posted to social media or shared externally. Some families do not want their children's picture shared online.

Social Media

- Social networking/media (Facebook, Snapchat, Instagram, Twitter, etc.) should be used as a way to connect with others, share educational resources, create and curate educational content, and enhance the Compass classroom experience.
- Use good judgement
- Always treat others in a respectful, positive, and considerate manner.
- Do Not Share Confidential Information
 - Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private.

G. CELEBRATION OF HOLIDAYS

Compass 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 should 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 and bracelets are unacceptable and will be removed and sent home in a sealed envelope. All items 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.

Emergency School Closing Policy

Compass reserves the right to call a snow day or a closed day for an emergency situation in the Director’s best judgment, even if Public Schools do not. Full or partial tuition credit/refunds for unscheduled school closings will not be given unless the number of school closings exceeds 15 enrolled days for a student. Make-up days are not available.

For a delayed opening, the following schedule will prevail:

1. A.M. sessions for 3s and older will meet 10:15am-11:50(3s)/11:45(Jr. K)
2. A.M. sessions for 2s and younger will meet 10:15am-12:00pm
3. P.M. sessions for 3s and older will meet 12:30pm-3:30pm
4. P.M. sessions for 2s and younger will meet 12:30pm-3:30pm

Unscheduled school closures will be communicated through the Procure app and via Compass’ social media platforms.

Emergency Procedures for Illness/Injury (Accident)

Each 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 immediate 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 Compass Team 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 Injury Report Form.

Each class maintains its own First Aid Kit which follows the class wherever they go. Compass SchoolHouse is also equipped with an AED with adult and pediatric pads, as well as an Anti-Choking Device.

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, or if there is a fire, 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 a catastrophic event at the school or in the immediate vicinity while school is in session (gas leak) CSH students will evacuate to St. Paul's Day School on St. Paul Street in Westfield.

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.

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.

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 classrooms with the 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.

Compass SchoolHouse is required to practice Shelter in Place drills throughout the year.

Safety Zone (Lockdown)

Compass SchoolHouse practices Safety Zone (Lockdown) drills throughout the year. In the event of a true lockdown, Director or team member will immediately call 911. Students and staff will follow the Compass Safety Zone Procedure and wait for emergency officials. Parents and emergency contacts will be notified as soon as possible if there is a lockdown at the school. Parents must adhere to emergency officials' guidelines to ensure safe pick up of their children.

During any Safety Zone (Lockdown) drills, the Director will post a sign at the front entrance of 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 keep all drill situations as normal and calm as possible. Children will not be told this is a lockdown/disaster drill but rather a “Safety Drill”.

K. HEALTH & SAFETY POLICIES

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

Daily

- Dogs of any size or kind are not permitted on Compass SchoolHouse/First Congregational Church property.
- 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.
- 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

- Staff shall use disposable gloves, which will be discarded after each use, when coming in contact with bodily fluid.

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

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. Children will be changed by a staff member in the presence of another staff member.

It is encouraged, but not required, that children in 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. During the toilet training process, children should wear a pull-up to school. If a child is in underwear and has an accident at school, the child will be put in a pull-up.

Threes, Jr. K, and Kindergarten students must be potty trained to attend optional programs (Enrichment, and Flex).

Policy on the Management of Illness/Communicable Diseases

Children and team members may NOT attend school if:

- They are sick and fever/symptom reducing medication has been administered within the last 24 hours.
- If the individual has vomited in the last 24 hours.
- They have recently tested positive for COVID-19 and/or they are awaiting COVID-19 test results due to symptoms (Please see COVID-19 specific information below)

If a child attending school presents with such significant discomfort (for a particular reason such as allergies, itchiness, constipation, etc) that they are unable to pay attention in school, are isolating and not engaging, or are distracting to the class, they may be sent home.

Symptoms of Illness (General)

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 100.4 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
Influenza	Hepatitis A*	Scabies
Measles*	Salmonella*	Shingles
Meningococcus*	Shingella*	Conjunctivitis
Mumps*		
Strep Throat*		
Tuberculosis*		
Whooping Cough*		
COVID-19*		
RSV		

*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.

Head Lice (Pediculosis)

Pediculosis (Head Lice) infestations can occur anywhere but are most common among preschool and elementary school age children and their household members regardless of socioeconomic status or hygiene. Head lice are a cosmetic and comfort issue AND a nuisance, but they are NOT a health hazard.

Current evidence-based recommendations from the CDC (Center for Disease Control), AAP (American Academy of Pediatrics), NASN (National Association of School Nurses) and HSPH (Harvard School of Public Health) advise that students with live lice or nits (lice eggs) ***may remain in school.***

Facts about lice and nits supported by medical experts:

1. Head lice are a nuisance, not a disease and pose no medical threats to the child or others. Children with the common cold, which is easily passed from student to student, are allowed to stay in school. Children with head lice, who are not sick and pose no risk of illness, should not be excluded from school.
2. By the time lice are discovered, the child has usually had them for 3-4 weeks. *They have been in school that entire time therefore it makes no sense to immediately exclude them from class.*
3. ***Most importantly, school is not a high risk area for getting lice.*** Over the last 14 years, multiple studies have proven that the school rarely is the site of lice transmission. Scientific research has shown that keeping students with eggs or lice, out of school does NOT reduce the amount of head lice at school.

The School's Role

When a case of head lice has been reported, the school will:

- Notify all parents in the class that a case has been reported
- Notify parents of other students that may have had head-to-head or hair-to-hair contact with that student
- Notify all parents in a shared classroom if applicable
- Ensure floors and rugs are vacuumed thoroughly on a daily basis
- Provide referrals to professional treatment services as needed including 'NJ Lice Lady' at 908-548-4480 or 'Bye-Bye Pesky Lice' at 732-641-0619
- Note, lice checks are not the school's responsibility, like other personal hygiene practices this is the parents' responsibility.

The Teacher's Role

- When a case of lice has been reported a teacher will implement the following head lice control measures in the classroom:
- Bagging and removing items made from soft materials from the classroom (pillows, dress up clothes, soft toys etc.)
- Separating and individually bagging personal belongings (coats, backpacks, etc.)
- Not sharing headphones in the classroom
- Avoiding head-to-head or hair-to-hair contact

The Parents Role

Lice control lies primarily with parents. As with other matters of personal hygiene parents are responsible for carrying out the safest, most thorough lice treatment possible as directed by a healthcare provider. Parents should take immediate action to detect, manage and prevent cases of head lice from entering the school.

- Periodically check children for head lice
- If lice or nits are found on your child
 - Contact your child's health care provider/pharmacist and notify the school immediately, even over a school break. Prompt notification is critical to the school's ability to contain and control the problem.
 - Provide appropriate lice treatment to the child as directed by health care provider/pharmacist. Be sure to follow all instructions and follow up procedures.
 - Provide proof of treatment to the Office and Lead Teacher (for example receipt for lice treatment products, documentation from lice treatment service, etc)
 - We recommend hair to be tied back, if applicable, throughout the course of the treatment also notify any others who may have had close contact with the child
- When notified of a head lice case in class
 - Check your child for lice or nits as soon as possible
 - Be alert for signs or symptoms of infestation

Children who have started treatment for head lice and provided proof to the Office or Lead Teacher of treatment may return to school immediately.

Conjunctivitis (Pink Eye)

Students can return to school 24 hours after medication has been administered and if they have no discharge. Students also need a doctor's note per licensing requirements stating that they have been diagnosed and present no health risk to him/herself or others.

Rash Policy

If a child presents with a rash, parents must provide a note from a healthcare provider stating the diagnosis and that the rash is not contagious before returning to school.

Impetigo

Impetigo is a common and highly contagious skin infection that mainly affects infants and small children. It is characterized by sores around the nose and mouth, and on the hands and feet. It is caused by a bacterial infection. Sores will burst after about 1 week and will crust over.

Children who are diagnosed with impetigo will only be allowed back in school when all of the criteria below are met:

- It is 48 hours after antibiotic treatment has started
- All sores have crusted over

- A doctor's note is provided stating that the child is no longer contagious

Broken Limbs

If a child breaks a limb while at school, team members will follow the Emergency Procedures for Illness/Injury (Accident). Parents will be contacted immediately. If parents cannot be reached, Emergency Contacts will be contacted next. If the child needs to be transported to the hospital, a Compass Team Member will escort the child and wait for the parents to arrive, bringing with them all necessary medical information and records.

If a child breaks a limb outside of school, they will be allowed to return to school once they are comfortable and can participate in school activities. A doctor's note needs to be provided explaining that the child is fit to return to school, even if they are in a cast or using other medically necessary equipment.

COVID-19 Information

As of March 1, 2024, the Centers for Disease Control and Prevention has issued new guidance on how to handle cases of COVID-19. They are recommending that all respiratory viruses (including COVID-19 and the flu) be treated the same.

Students, teachers, and staff who have tested positive for COVID-19 can return to school after they have been fever free for 24 hours without the use of fever reducing medication, and they generally feel better. If students, teachers, or staff are still exhibiting significant symptoms, they should stay home and away from others to reduce the likelihood of spreading illness. If a student comes to school and still appears to be symptomatic, they will be sent home.

Mask use when returning to school is recommended by the CDC for 5 days. Compass SchoolHouse encourages the use of masks for 5 days when returning to school to prevent the spread of COVID-19, but it is not required.

Injuries (Accidents) | Incidents | Illnesses & Reporting

A. The staff member shall take necessary action to protect the child from further harm and shall notify the child's parent(s) 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.
5. Inappropriate behavior occurs that harms any child or is extremely or consistently disruptive or disrespectful.

B. Each class shall maintain an Incident/Injury (Accident) Log that contains all reports of any injuries and incidents specified in (a) above. The reports shall include the following:

1. The name of the child;
2. The date, time and location of the injury/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 injury/incident;
 - ii. Any injury to the child;

- iii. The names of witnesses to the accident/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 injury/incident by the end of the next operating day.

Please see the below table for Compass' procedures forms and procedures when specific injuries/incidents occur. All reports must be signed by the staff member witnessing the incident and the director.

Event	Document	Communication
Accident or Injury	Injury 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	Teacher records
Unusual sexual activity, Violent or destructive behavior, Withdrawal or passivity, Significant change in personality, behavior or habits	Incident Report	Verbally to parent and documented by end of day
Destructive, disruptive, or disrespectful behavior, extreme emotionality Recurrent/Significant change in behavior or habits	Incident Report	Verbally to parent and documented by end of day
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

*******Staff members are required to report any suspicion of child abuse and or neglect. Failure to report suspected abuse and / or neglect can subject team members to disciplinary action including possible termination. Team members 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.**

Policy on Administering Medicine

If a child is on medication, parents are asked to notify the teacher, as a child's behavior can be affected by medication. Compass SchoolHouse staff will not administer any medication to any child, aside from life-saving epinephrine or AUVI-Q. Parents are welcome to come into the school to administer medication to their child if needed.

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) accompanied by the physician approved dosage of an antihistamine such as Benadryl 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 (including an antihistamine if necessary).
- Written orders from the physician that the pupil requires the administration of epinephrine (and antihistamine) 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.
- Two single dose auto injector mechanisms containing epinephrine.

The parent/guardian is responsible for replacing a pre-filled, single dose auto-injector mechanism containing epinephrine when it has expired. The medication shall be prescribed in the name of and specifically for the child and stored in its original container which has been labeled with the child's name, expiration date, the date it was prescribed and directions and dosage for its administration.

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. 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 shall be kept in its original container and will be inaccessible to children. 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.

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.

Consumer Product Safety Commission

CSH is required to maintain and update annually a list from the Consumer Product Safety Commission regarding unsafe products and make 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>.

Immunization Requirements

All students must meet immunization requirements according to the NJ Department of Health. Although the flu shot is not required for children over 5 years old, Compass SchoolHouse requires this immunization by October 1st in order for children to enroll in the school.

Safe Sleep Practices

- Back to sleep for every sleep.
- Use firm sleep surface.
- Keep soft objects and loose bedding away from sleep area.

- No bumpers.
- Do not cover heads.

L. PROCEDURES FOR RESPONDING TO CONCERNS ABOUT CHILDREN

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 click on the following link: <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 and select Publications.

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. Compass will keep parents informed on all aspects of their child's experiences at school.

Compass is responsible for the welfare and safety of all children while they are at school. As such, the school will do everything within its ability to support all of the children. Cases will be evaluated with Compass 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: If a child bites or attempts to bite another child, a parent will be informed of the offense and advised of remedies to eliminate the behavior. Confidentiality of children involved in the incident will be maintained. 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 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):

- Make a complaint to the Office of Licensing regarding a school’s alleged violations of the licensing requirements.
- Report abuse or neglect occurring at the school.
- Question 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 Compass, 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.

Withdrawal Policy

Upon consultation with the Director, a child’s enrollment may be discontinued if he/she is unable to adjust to the school. The application fee and first tuition installment are non- refundable. It is up to the discretion of the Director whether the unused portion of the remainder of the tuition is refundable.

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 informed by the teacher and work to find a remedy. If that doesn’t work, situation will be escalated to Director and Classroom Support Team for further investigation. Constructive methods of handling the child will be discussed. If the behavior continues, possible dismissal from the program may occur.

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 and impact, 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 guidance
 - A brief verbal behavioral guidance statement of the problem behavior, that it is unacceptable, and suggestion of an acceptable behavior alternative.
- Sit & Think Time
 - 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 by taking a walk through the hallways of the school with another teacher for several minutes. The child may also be removed from an activity (but still remain with the group and teachers) and be asked to Sit & Think (for an age-appropriate time) about their actions and how they affected their peers/teachers. A subsequent reciprocal conversation will occur between the teacher and student regarding alternate, appropriate behaviors.

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.

Children Requiring Additional Supports

At times, a child may exhibit challenging behaviors that require additional intervention from their classroom team. When this occurs, a teacher should observe the child closely to gain information and understanding about the child's classroom behavior, social relationships, communication skills, play, self-care, reasoning, and adaptability to change. Documenting the observations is required. Classroom teachers should collaborate on how to support the child in class, but if concerns persist, communication with the parent will take place. The teaching team and family will work together to develop a plan to address the concerns. If the Teaching Team feels the need for additional support, after conferring with the Director, they may request assistance from the Classroom Support Team (CST) or from a Behavioral Analyst. The goal of the CST and the Behavioral Analyst are to provide strategies and tools for staff and students in order to promote positive behaviors and growth in our students. This may be implemented through meetings with the teaching team, observations of the child and the classroom, and then recommendations and referrals if needed. The family will be notified if the CST or a Behavioral Analyst is involved.

The involvement of the CST and a Behavioral Analyst is an added service that Compass provides when Compass deems it is necessary. The length of this service is provided for a short-term duration only and is determined solely by Compass. Should a one-on-one in-class support be deemed necessary for the child, the cost of such support would be the responsibility of the parents. The use of the one-on-one in-class support would be re-evaluated at approximately 4 week intervals and is intended to be utilized for a short duration only.

Compass SchoolHouse aims to ensure a positive learning environment for all students, families, and staff. In order to achieve this goal, Compass helps families identify if their children require additional supports and attempts to set up such supports for the child's growth and learning. If after the Teaching Team, Director, family, CST and/or Behavioral analyst have worked together and it is determined that Compass is not an appropriate environment for the child, Compass assists with referrals to external resources and with transition out of Compass.

VI. OPERATIONS- ENROLLMENT

A. ADMISSIONS POLICY

Compass SchoolHouse is a non-denominational program. Compass 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. Compass admits students of any race, sex or gender identity, religion, national and ethnic origin to all the rights, privileges, programs, activities at the school.

B. ELIGIBILITY

Enrollment is open to any child, provided the school can meet the needs of the child. Children must be twelve months old by September 1.

C. REGISTRATION

Registration for the next school year takes place in January. Kindergarten registration takes place in December. The Compass application must be completed and accompanied by a non-refundable

application fee and non-refundable first tuition installment. Compass Board members, staff members, and FCC members do not pay the registration fee. Otherwise, fees are as follows:

- \$75 new students
- \$60 current family/sibling/alumni
- \$150 family maximum registration fee

Registrants who have not paid the application fee and tuition deposit will not be enrolled in a class. Class assignment is done via lottery system for Tykes, 2s, 3s, Jr. K, and Kindergarten students 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 placement at Compass. Compass does not accept requests for specific teachers.

D. TUITION

Tuition is paid in ten installments. The first installment which is non-refundable, equaling one month's payment, is due with the application. The second tuition installment is due by June 1st. The first installment for Kindergarten is 20% of the total cost and the remaining 9 are equal installments. The remaining 8 tuition payments are due by the first of the month from September through April. A \$25 late fee will be imposed if tuition is not received by the 7th of the month. After June 1st, any changes made to class assignments will incur a \$25 change fee. Financial aid is available, and inquiries can be made to the Director.

Siblings receive a 10% tuition discount (the lower tuition amount receives the discount) except for Kindergarten. If a family has two or more children in Kindergarten, the second (and any additional) Kindergarten student will be given a 5% discount. No other discounts apply for Kindergarten students. Active military personnel receive a 20% tuition discount.

E. REFUNDS

The application fee and first tuition installment are non-refundable. However, if a child withdraws from the school and a sibling remains at Compass, there is a possibility the unused tuition portion of the one child may be applied to the balance due for the child that is remaining at Compass.

Make-up classes are not available.

There are NO refunds for Summer Camp or Enrichment.

Updates made to Family Handbook:

- 9/13/2023:
 - Updated language to reflect new age range of 12 months to 5 years
 - Updated Photography and Video Policy to state that Daily Activity Recap/Newsletter photos should not be shared externally or via social media
 - Updated Pink Eye policy
 - Added RSV to list of Excludable Communicable Diseases
 - Updated Compass medication administration policy to reflect current procedure
 - Withdrawal policy updated to reflect current procedure
 - Updated policy for Children Requiring Additional Support to reflect current procedure
 - General formatting and organization
- 10/3/2023
 - Clarification to Tuition discount for two or more children in Kindergarten added
- 05/29/2024
 - Update to the Health and Safety Policies including COVID, lice, and other illnesses.