



## **PRESCHOOL PARENT HANDBOOK 2021-2022**

### **PRESCHOOL OFFICE AND CONTACT INFORMATION**

Community School Office: 600 Harristown Road

Phone: (201) 389-5011

Office Administrative Assistant: Linda Cubby, [cubbyl@glenrocknj.org](mailto:cubbyl@glenrocknj.org)

Director: Allison De Meulder, [demeuldera@glenrocknj.org](mailto:demeuldera@glenrocknj.org)

### **ACADEMICS, DEVELOPMENT & CLASS TIME**

#### **Assessments**

Students will receive a formal assessment twice a year. The assessments are conducted in various ways and parents will receive documentation. Conferences will be scheduled for late winter.

#### **Curriculum**

The Preschool curriculum provides opportunities to enrich student development, learning, growing and independence. Each year is a foundation for the next. The curriculum builds a foundation through the years with the goals of kindergarten readiness and students who embrace learning. Each room is designed with interest centers (blocks, dramatic play, manipulatives, art, sensory, library, music & movement, science, cooking etc.) and children choose from a variety of developmentally appropriate activities. Each program includes a balance of child and teacher activities designed to actively engage children in learning throughout the day and promote their creative expression.

#### **Electronics**

Preschool students are prohibited from bringing phones, tablets or watches that have games or act as texting devices, or other electronics. If a student has an electronic device, the teacher will take the device and return it to the parent or authorized pick up at the end of the day.

### **Field Trips**

Children may not attend Field Trips unless the Community School has consent on the Parent Agreement or in a written document that their children may attend field trips. Teachers inform parents of field trips ahead of time.

Parents are not able to attend field trips unless a teacher asks for volunteers. If a parent is chosen to attend a field trip, the parent must provide their own transportation and any fees incurred on the field trip is the responsibility of the parent. Photographs of children may not be taken while volunteering on a field trip.

### **Parental Involvement**

Parents are invited to sign up for events based on the classroom. Each classroom has their unique events, a few examples are: mystery reader, guest reader, library visits, singalongs and more. The Community School believes in giving back to the community and will hold drives to benefit various organizations. The collections involve both parent and student.

### **Recess**

During recess students are supervised by their teachers and teacher's aide(s). Students will be taken outside for recess if the weather permits. During the winter, students should bring coats, hats, gloves and scarves. Sweaters, sweatshirts and fleece are recommended in the winter or when the weather is cool outside.

### **Photographs**

Children will not be photographed unless the Community School has consent on the Preschool Agreement that their children may be photographed.

### **Rest Time**

Rest time is in place for students attending the full day programs. Rest mats will be provided for students. Mats are wiped down before and after use. We ask that students do not bring pillows, stuffed animals or sheets for the mats. At rest time students may nap, rest or read a book on their mat.

### **Safety Drills**

Students will take part in drills that occur at the school, such as fire drills, lockdown drills, and shelter-in place drills.

### **School Calendar**

The Preschool follows the Glen Rock Public Schools calendar with a few exceptions depending on the school year. At the beginning of the year, a Preschool calendar is placed on [grcsonline.com](http://grcsonline.com) and sent to parents.

### **Spare Clothes**

Please provide spare clothes for children in their backpacks. Please label all clothing and personal belongings.

### **Supplies**

Teachers will notify families of any supplies that are needed to bring to the classroom. A backpack and snack bag is recommended, in addition to a change of clothes.

### **Toys**

Preschool students are prohibited from bringing toys, games or trading cards. These items are a distraction. In addition, they may get lost.

## **ATTENDANCE**

Students will be marked Present, Absent or Tardy each day.

### **Tardy Policy**

We understand that families may have children in multiple programs at the same time, and may arrive a few minutes late. We ask that families try to arrive as timely as possible, as repeated tardiness causes interruptions for the class and the student beginning their day. Repeated tardiness that causes disruption will result in a call from the Community School office. If a child is ten minutes late, they will be marked tardy.

### **Absent Policy**

When a student will be absent, parents must send an email before the start of the school day. The email should state the child's name and reason for absence; for example, family obligation, vacation, sickness, injury, etc. If your child is sick, please state the symptoms.

### **Sick Policy**

Pink Eye/ Conjunctivitis - A child may not return to school until they have been on eye drops for 24 hours and even after 24 hours they may not return until they are free of discharge.

Fever - A child may not return to school until they have been fever free for 24 hours without any fever reducing medication.

Stomach Virus - A child may not return to school until they have been 24 hours free of any stomach episode.

Additions to the sick policy may be communicated to families throughout the year.

## **DROP OFF AND PICK UP**

Parents are asked to not remain in the parking lot after drop off or spend time in the parking lot prior to pickup, as the building has staff, individuals and others needing to use the lot for purposes of drop off, pick up and parking. Once a child is dismissed, the child and adult are required to leave the school.

Students must be dropped off and picked up according to communications from the Community School Director.

### **Absences, Early Pickups and Late Arrivals**

Absences must be emailed to both your child's teacher and the front office, [grcs@glenrocknj.org](mailto:grcs@glenrocknj.org).

If your child will be picked up early, please email your child's teacher and [grcs@glenrocknj.org](mailto:grcs@glenrocknj.org) the day before. If this is last minute, please send an email and call the classroom number. If you cannot reach the classroom, call the GRCS office and we will get in touch with the class, 201-389-5011.

If your child will arrive late to school, please email your child's teacher and [grcs@glenrocknj.org](mailto:grcs@glenrocknj.org) the day before. If this is not known until the day of, please call your child's classroom in the morning so they can arrange for your child to be picked up at the door, as all of the doors are locked.

### **Pick Up Authorization**

Each child must be released to the parent(s) or person(s) authorized by the parent(s) to pick up the child from preschool and assume the responsibility for the child in an emergency if the parent(s) cannot be reached. If an additional person will be added to the authorized pick up list, a parent must submit in writing this notification to the Director of the Community School.

Parents shall indemnify and hold the Glen Rock Board of Education harmless from any and all claims for injuries, damages and costs that may be incurred in connection with the release of their child to someone who has been authorized by the parents to pick up their child from the Preschool Program.

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

If a child is not picked up at dismissal, the child will be supervised at all times. Staff members will attempt to contact the parent(s) and emergency contact(s) who are authorized by the parent(s). After one hour of dismissal, if staff members are unable to contact parent(s) or

emergency contact(s) and arrangements have not been made for pick up, the staff member shall contact the 24 Hour state Central Registry Hotline, 877-652-2873 to seek assistance in caring for the child until an authorized person is able to pick up the child.

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

The child may not be released to an impaired individual. Staff members will attempt to contact the child's other parent or emergency contact(s). If the Preschool is unable to make alternative arrangements, a staff member shall contact the 24 Hour state Central Registry Hotline, 877-652-2873 to seek assistance in caring for the child.

## **CLOSINGS, EARLY DISMISSAL & DELAYED OPENING**

### **Delayed Openings, Early Closings and School Closures**

Preschool will have a delayed opening, early closing or school closure due to weather or emergency when Glen Rock Public Schools does. Announcements related to these situations will come via a School Messenger or Honeywell call. Parents are encouraged to check their email for updates.

#### ***Please note the following for Delayed Openings:***

Will follow Glen Rock Schools delayed openings schedule for elementary schools.

#### ***Please note the following for Early Closings:***

3 Year Old Class dismissed at 11:00 am

Pre-K Classes dismissed at 11:30 am

Unless the Glen Rock Schools has announced another time for early closing that would change the times above.

## **STUDENT HEALTH**

If a child appears ill, the parent(s) will be contacted to pick up the child from school. If the parents are not available, the emergency contact(s) will be contacted. If the child has been injured or is ill beyond being taken home, the staff will have the child treated by medical personnel.

Children with the following may not attend school while they have the following: Chicken Pox, Influenza, Fever, Conjunctivitis/Pink Eye, Whooping Cough, Lice, Measles, Scabies, Mumps, Rubella, Scarlet Fever, Vomiting, Diarrhea.

Teachers and Teacher's Aides are CPR and First Aid Certified, as well as trained in EpiPen use.

### **Allergies**

When children are diagnosed with an allergy or there is a known allergy at the time of enrollment the parent must notify the Preschool with a written doctor's statement and doctor's signature. The statement should include the allergy, reaction, and plan for care. This would include food or other allergies (such as bee stings).

### **EpiPen**

If a student has an EpiPen, the school must be notified and an EpiPen must be kept at school.

### **Immunizations**

As a matter of state law, children in the program must:

Be fully immunized, or

Be in the process of becoming fully immunized according to the approved schedule, or

A note from the parent stating that the child is not immunized due to religious beliefs

### **Medications**

With the exception of EpiPens in case of emergency, medication cannot be administered at school. Other exceptions may exist; therefore, please contact the preschool with any questions.

### **Potty Trained**

Students in the three year old and Pre-K programs must be potty trained. Staff in the three year old and Pre-K programs are not equipped to change diapers.

## **BEHAVIOR**

### **Discipline**

Preschool teachers and aides make every effort to work with children and their needs. Such strategies used to discipline in the program are, but are not limited to: providing clear limits, keeping students engaged, modeling appropriate behaviors, redirect inappropriate behaviors, having students choose between two alternatives, encouraging the use of words to solve problems, removing a child from a situation to calm down, teaching conflict resolution.

When there is an ongoing behavior concern:

1. Parents are given incident report(s) and must sign that they were received.

2. If the behaviors do not improve, the teacher will contact the child's parents. Communication may be through phone or email to discuss the behaviors. These reports will be on file with the Director of the Preschool. All documents are kept confidential.

3. If behaviors continue, the parent will be asked to come in to school and meet with the teacher to discuss a plan that both parties can agree upon. A time frame will be established. The Director of the Preschool will have a copy of the plan and time frame. All documents are kept confidential.

4. If the plan for change has not been successfully met or advancements shown toward progression in the time frame stated, the teacher, Director and parents will have an in-person meeting to discuss options including, but not limited to: a revised plan, a 1 – 3 weeks break in school (parents are responsible for tuition during this time), or in rare cases expulsion or consideration of withdrawal.

The preschool's goals include working together with families to promote a positive experience for children. However, we do realize that there may be circumstances that keep a child from being capable of fully participating in the program, and understand the program may not be equipped to deal with all circumstances underlying certain behavioral issues.

### **Accident/Incident Report**

An accident/incident report will be created by teachers in the event of an accident or incident. An incident is described as such behaviors as the following, but not limited to: biting, injuring another student, etc. The parents and teacher will sign the report and the report will be sent to the Director of the Preschool.

### **Expulsion**

Unfortunately there are reasons where a child may be expelled from the preschool program on a temporary or permanent basis. Parents are responsible for the remainder of the tuition agreement. Examples of grounds for expulsion are the following, but not limited to:

If the child is at risk of causing serious injury to staff, another child or himself/herself

Failure to pay tuition or habitual lateness

Verbal abuse to staff

Incident reports that have behaviors that are not resolved over time

Uncontrollable tantrums/angry outbursts

Discipline plans that cannot be met

## **BIRTHDAYS**

Each classroom celebrates birthdays in their own unique way. Food may be brought in for birthdays. Please check with your child's teacher about any classroom allergies. All food must be nut free.

## **CELEBRATIONS IN THE SCHOOL**

### **Pre-K Graduation**

Pre-K Graduation will take place the last day of school for Pre-K students. A small ceremony and party will follow.

### **Green Thumb Day**

Held around Earth Day, the preschool will take part in celebrating the environment through various activities. Parents will be invited to class to partake in a portion of *Green Thumb Day*.

## **FOOD**

Preschool does not provide drinks, snack or lunch. Each child should bring their own food and drink. Our schools are 100% nut free. Students do not have access to refrigeration. We ask that non-perishable items be packed for drink, snack, and lunch or for students to bring an ice pack.

Cooking and events involving food are dependent each year on the makeup of allergies in the class. Cooking events in the class would involve basic items and would depend on student allergies.

## **HOLIDAYS**

Holidays are celebrated throughout the year.

## **TUITION**

Tuition is due the first of the month. For tuition obligation and termination procedures please reference the Preschool Agreement.

### **Late Payments**

If a payment is received after the fifth of the month, a \$25 late fee will be assessed. If late payments continue to occur, the student may be asked to withdraw from the program.

## **COMMUNICATION**

### **Conferences**

Conferences are held in late winter. Conferences may be requested at other times during the year as well. A sign up will be sent prior to the conferences.



## Confidentiality

All student records and matters are kept confidential.

## Social Media

Staff and parents are asked to observe confidentiality and not discuss children or preschool matters on social media platforms, including post photos without parental consent.

## Student & Family Directories

Student and family contact information will not be added to the Class Directory unless the Community School has consent on the Parent Agreement or in a written document that their information may be shared in the directory.

## Specific Contacts

<b>If your question/concern is about:</b>	<b>Contact in this order of priority:</b>
Academic , Emotional or Developmental Progress	Child's Teacher Preschool Director
Curriculum	Child's Teacher
Non-academic school issues	Preschool Director
Change in family contact information	Office Administrative Assistant
Tuition	Office Administrative Assistant