

Precious Angels Preschool Handbook

Dear Parents/Guardians,

Thank you for choosing Precious Angels Preschool! We are committed to making your child's first school years enjoyable and rewarding for the both of you. We are dedicated to making a positive difference in your child's life.

For any questions or additional information on the policies listed in this handbook, please contact Ms. Lori and Ms. Michelle in the office. Reading this Parent Handbook in its entirety is required for admission to our school. Thank you!

Mission Statement

Precious Angels Preschool is designed to provide a wide range of enriching and recreational activities in an affordable, nurturing, fun filled environment. We strive to provide each individual child with an environment that encourages self-discovery and a commitment to learning. Children are encouraged to learn how to solve problems, release their creativity and build social skills.

Policy: Licensing

Precious Angels Preschool is licensed by the State of New Jersey and operates under the guidance of the Department of Children and Families. The Manual of Requirements for Child Care Centers for the State of New Jersey is available for viewing in the preschool office.

Policy: Enrollment

Enrollment at Precious Angels Preschool is open to children from 2 1/2 to 5 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability. Parents can apply for enrollment of their child at Precious Angels Preschool by completing the enrollment application, paying the \$50 non-refundable registration fee and a non-refundable deposit, which is half of your monthly tuition. Initial enrollment is contingent upon receipt of the completed enrollment application, non-refundable registration fee, non-refundable required monthly deposit, immunization records and signed Parent Handbook receipt.

Policy: Arrival/Departure Time

The Precious Angels Preschool program begins at 9:00am. Any student dropped off before 9am will be considered a before care student and will be charged accordingly. Before care is available between 6:45am-9am for all students and must be confirmed by the parent/guardian in writing, if they are not already enrolled in extended care. The Precious Angels Preschool program ends at 2:30pm. Any student not picked up by 2:40pm will be considered an after care student and will be charged accordingly. After care is available between 2:30pm-6:00pm for all students and must be confirmed by the parent/guardian in writing, if they are not already enrolled in extended care.

Policy: Tuition

Tuition is based on a yearly premium and may be pre-paid in full or monthly payments. Yearly tuition amounts paid in full will receive a 5% discount. Tuition will be posted on the 1st of the month and due by the 7th of each month. If payment is not received by the 7th, the child will not be allowed to attend school. Late fees will be charged each day that a payment is not made. Payments may be submitted by

cash, check or credit card via the brightwheel app. Tuition payments must be kept current. Failure to do this could jeopardize the child's continued enrollment and/or acceptance of future applications. There are no refunds made in case of enforced or voluntary withdrawal from the school or school shut down. Fees are due whether or not your child attends on scheduled days per your enrollment. It is understood that the child is enrolled for the entire school year. Make ups days are not permitted due to classroom ratios and other students schedules.

Policy: Late Payments/Returned Check Charges

A \$7.00 late fee will be charged for all tuition payments that are not received by the 1st Friday of each month or on a weekly basis. Daily late fees will be added to your account until payment is made. Checks returned by the bank for insufficient funds will be charged a \$25 handling fee, along with a \$10 bank fee. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Precious Angels Preschool; however, if you anticipate difficulty with paying on time, please discuss the matter with the office.

Policy: Subsidized Care

Precious Angels Preschool accepts childcare subsidies. Parents of a subsidized child must complete all required paperwork and sign a tuition contract. Please contact the office for more information.

Policy: Multiple Child Discount/Law Enforcement Discount

Precious Angels Preschool offers a multiple child discount for one or more siblings enrolled during the same school year. The 10% multiple child discount will be applied to the lowest tuition rate. Discounts are only applicable when tuition payments are made on time. Precious Angels Preschool is proud to offer a law enforcement discount. Please contact us if you or your spouse is currently a police officer and we will adjust your monthly tuition. Thank you to all our brave men and women who continue to keep our students and community safe.

Policy: Year End Tuition Requirements

All monthly preschool tuition balances must be paid in full, up to and including the month of June, or your child will not be eligible to participate in the year end graduation/promotion ceremonies.

Policy: School/Church Ground Rules

Our authorized entrance/exit to Precious Angels Preschool is the main school side doors, closest to the playground. Please refrain from using the church entrance. We ask that all students and families respect the school/church building, as well as the outside grounds. Please do not allow children to run freely on the front lawn and through any landscaping. Please do not park in any of the designated parking spots that are reserved for the church and always abide by the speed limit of no more than 15 mph in the parking lot. We rent space from the church to run our preschool and would like you to help us continue to maintain an excellent relationship with St. William The Abbot.

Policy: Sick Child Policy

If a child exhibits signs of illness, the directors/staff will determine if the symptoms indicate a need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the class until the parent arrives. If your child is unable to participate in the normal daily activities, then your child must stay home. If a child exhibit any of the following symptoms, they should not attend school: severe pain or discomfort, acute diarrhea, acute vomiting, elevated temperature of 100 degrees F, lethargy, severe or persistent coughing, yellow eyes or jaundice skin, red eyes with discharge, infected untreated skin patches, difficult or rapid breathing, skin rashes in

conjunction with fever or behavior changes, skin lesions that are weeping or bleeding, mouth sores with drooling, stiff neck. Once the child is symptom and/or fever free for 24 hours, without the use of medication, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, they may return to school.

Policy: Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

-Communicable Disease Reporting Guidelines

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

Policy: Discipline/Expulsion

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

IMMEDIATE CAUSES FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payments. Failure to complete required forms including the child's immunization records. Habitual tardiness when picking up your child. Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time. Uncontrollable tantrums/ angry outbursts. Ongoing physical or verbal abuse to staff or other children. Excessive biting.

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

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

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, 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 notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

Policy: Nut Free Facility

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, Precious Angels Preschool prohibits nuts or foods containing nut products in our classrooms. Please check the ingredients on all snacks carefully. Any item that may contain a trace of nuts (manufactured or processed in a plant that contains nuts) is not allowed.

Policy: Release of Child

Each child may be released only to the child's parents/guardians or persons authorized by the parents/guardians to take the child from our center and to assume responsibility for the child in an emergency if the parents/guardians cannot be reached.

If the parents/guardians or persons authorized by the parents/guardians fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and

3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

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

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the 24hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

Policy: Mandated Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Precious Angels Preschool are considered mandated reporters, under this law. The employees of Precious Angels Preschool are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making the report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Precious Angels Preschool take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Precious Angels Preschool can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

Causes for reporting suspected Child Abuse or Neglect include, but are not limited to:

- unusual bruising, marks, or cuts on the child's body
- severe verbal reprimands
- improper clothing relating to size, cleanliness, season
- transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- dropping off or picking up a child while under the influence of illegal drugs or alcohol
- not providing appropriate meals, including a drink for your child
- leaving a child unattended for any amount of time
- failure to attend to the special needs of a disabled child
- sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- children who exhibit behavior consistent with an abusive situation

Policy: Confidentiality

Precious Angels Preschool staff should not disclose or discuss personal information regarding children and their families with any unauthorized person. Confidential information should be seen by and discussed only with staff members who need the information in order to provide services for the

student. Caregivers/teachers should not discuss confidential information about families in the presence of others in the facility.

Policy: Parent Code of Conduct

Precious Angels Preschool requires the parents of enrolled children to behave in a manner consistent with decency, courtesy and respect. One of the goals of Precious Angels Preschool is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this goal is not only the responsibility of the employees of Precious Angels Preschool, it is also the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on Precious Angels property thereafter. Violations of the Parent Code on school property include, but are not limited to: swearing/cursing or using inappropriate language; threatening/harassment of employees, children, or other parents or adults associated with Precious Angels; physical/verbal punishment of your child or other children at Precious Angels.