

Pompton Plains Preschool
525 Newark Pompton Turnpike
Pompton Plains, NJ 07444
REGISTRATION FORM 2024-2025
PARENT POLICY INFORMATION HANDBOOK

The Pompton Plains Preschool is a state certified non-profit organization providing preschool education since 1946. Pompton Plains Preschool teachers and staff members provide a warm, safe, and nurturing environment for your children. Our caring and dedicated staff continues to develop programs using a combination of academics, imaginative play and creative projects which are designed to keep your child interested and excited to learn. The Little Steps, Preschool 3's and Pre-K programs are tailored to fit the developmental, social and educational needs of our students to prepare them for their full day of kindergarten.

Let the Adventure Begin!

STAFF CONTACT LIST

School Sponsor, Business Manager	Heidi Robak	hrobak@pomptonplainspreschool.org
School Director, Pre-K 4's Teacher	Alexis Fiory	afiory@pomptonplainspreschool.org

Please complete and submit the following pages by March 28, 2024, to reserve your spot.

- Page 4 Screen time & Social media policy _____
- Page 5 Emergency Notifications Policy _____
- Page 8 Emergency Medical Consent _____
- Page 12 State required signatures _____
- Page 14 About me page _____

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Quick Reference Sheet**SCHOOL CLOSING DATES**

10/14	Columbus Day	1/20	Martin Luther King Jr. Day
11/7 & 8	NJEA Teachers Conference	2/17	Presidents Day
11/27	½ Day 7:30am-12:30	4/14-4/18	Spring Break
11/28 & 29	Thanksgiving	5/26	Memorial Day
12/23	½ Day 7:30am-12:30	6/12 or 6/13	Last Day of school, depending on your school week
12/24-1/1	Winter Holiday		

TUITION: All tuition rates are set for the school year and divided monthly. We do not prorate for snow days, absences, holidays or COVID closings. If your child does not attend for over a week you are still responsible for the monthly tuition.

Tuition is due by the first of each month. Checks may be submitted to your classroom teacher.

Please make checks payable to: Pompton Plains Preschool

The Credit card payment option: Each month an invoice will be emailed, including a 3.5% credit card fee payable through PayPal.

September tuition is due in full by the **First day of school: Thursday SEPTEMBER 5, 2024**

Any checks received after the 10th of the month will be charged a \$20.00 late fee, per child NO EXCEPTIONS.

- All returned checks will be charged a \$35.00 fee.
- Should the tuition remain unpaid by the 15th of the month, the child shall be suspended until payment is received.
- There will be no refund for absences, COVID related closings, snow days or holidays.

LATE PICKING UP: Our after-care staff is scheduled until 5:15 pm. This allows them to close the school properly. When the parent/guardian is late picking up their child, the staff member must remain later to complete the closing process. This adds to our payroll costs. **If you know you will be late: call the school, 973-839-2833 and use class dojo to ensure the staff is alerted.**

- The first time being late: a form must be signed and there is no fee.
- 2nd time there is a \$15.00 fee per every 10 minutes past 5:05 pm

Example: Picking up 5:05-5:15 will result in a \$15.00 fee, 5:15-5:25 will result in a \$30.00 fee which is then added to your monthly tuition.

STUDENT EVALUATIONS: January

GRADUATION/PROMOTION: **Preschool 4's** participates in the end of year graduation June 13, 2025.

SNOW DAY and DELAYED OPENING POLICY**Delayed Opening 10:30 AM**

We follow the Pequannock Township School weather system schedule. If the Pequannock schools are closed for snow, we are too. There may be an occasion when the Township schools do not close and the preschool may, at the discretion of the Director, need to be closed. **All registrants will receive an email, and class dojo confirming the status of the day.**

COMMUNICATION AND NOTIFICATION

All correspondence/announcements, updates, school closings etc. will be through class dojo, and email.

PARENT COMMUNICATION: Each classroom has their own classroom dojo application to connect with their teacher.

Our staff's attention is on their students. Parents/Guardians may contact staff by email or class dojo. All communication through dojo or email during class will be answered during lunch & nap time. Drop-off and Pick-up is not the time to communicate with the teacher. All classroom questions during class, through classroom dojo, will be addressed within a 24-hour period. Staff will respond to after-hour communication within 24 hours.

BIRTHDAYS AND HOLIDAYS

The Birthday child may bring in pre-approved "goodies" to share. The Birthday girl/boy receives a crown and the class sings "Happy Birthday." All goodies must be store bought. **Serious allergies may be present.**

FUNDRAISING: We host a few fundraisers during the school year. Fundraisers are not mandatory, and dates are TBA.

CLOTHING AND TOYS: **Please leave toys at home** unless requested by the teacher for specials.

REGISTER TO BE PART OF THE POMPTON PLAINS PRESCHOOL PARENT ASSOCIATION

Responsible for Fundraising and family fun activities. Parent Association members meet 3 times per school year to discuss the happenings at the school and how we can make it better for our students. Ask how you can become a member.

CALL ABSENT/CALLING OUT SICK

If your child will be absent, use their classroom dojo to notify the teacher. All children with a fever must stay out of school for a minimum of 24 hours, fever free without the assistance of medication.

Donations are always welcome!

The Pompton Plains Preschool is a non-profit association, we depend on our families to help support our classrooms.

Tissues, baby wipes, non-sugar snacks, napkins, small cups, paper towels, plastic utensils, story books, and small water bottles. LYSOL, VINYL GLOVES, LYSOL WIPES, HAND SANITIZER & LIQUID SOAP.

Donated items we do not use will find a good home in the food pantry, and clothing drives.

PRESCHOOL CONTACT INFO

Pompton Plains Preschool main # 973-839-2833

Heidi Robak Cell: 973-713-9066 please leave a text message with parent and student name

School email: pomptonplainspreschool@gmail.com

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CHILD SCHEDULE

The following themes and activities are planned for each day as stated. All activities are weather and attendance quota permitting.

7:30-8:55am The Early Birds program (Before Care) is an unstructured social time which allows children to prepare for their day. The fee remains the same for 3-5-day sign ups.

9:00am-9:10am Students arrive

9:10-12:30pm Core Lesson Time, Recess, Lunch social time, etiquette, and manners.

12:30-2:00pm Quiet time/Puzzles & Books

2:00-3:00pm Little Explorers Enrichment

3:00-5:00pm Full Adventure. Aftercare

PARKING DURING DROP OFF /PICK UP

DROP OFF/PICKUP LOCATION: The Driveway is a ONE-WAY Road for Church staff, Preschool staff & landscaping trucks. DO NOT BLOCK.

Pre-K: Located in the front of the food pantry entrance in front of the building. You may park along the street (**NOT** in the driveway and **NOT** by the Barn)

Preschool 3's & Little steps class: Entrance is through the playground area in the rear fenced area of Friendship Hall.

Please buzz in, you must be visible through the camera. For security reasons you will be asked for your First, Last name and purpose.

DROP OFF TIME Regular Drop off 9:00am-9:10am Early Birds Breakfast Club: 7:30am and after

PICKUP TIME Lunch Buddies Pickup 12:30pm Little Explorers 3:00pm Full Adventure before 5:00pm

Late fees of \$15.00 every 10 minutes past your child's scheduled pickup time; fees will be added to your next month's tuition.

QUIET TIME/NAP TIME: It is state mandated that all preschool children have a down time of a minimum of 30 minutes.

We supply cots for our students. Each student who stays after 12:30 is required to bring in a sleep mat.

We realize not all children sleep during this time, a quiet activity will be provided, books, puzzles, and drawing.

We will pack up at the end of the week for you to clean.

POTTY TRAINING AND RESTROOM It is our policy that your child should be toilet trained by the start of school. All students entering the 3's class should be restroom ready. There is a diapering fee of \$35.00 per month for children who are not potty trained. All children must be potty trained to enter the 4's room. Children who are potty trained can undress/redress, flush the toilet and wash hands independently. Our staff waits by the entrance but, does not assist in the stall unless child expresses the need. Please help your child by dressing them in clothing that they have mastered! No overalls, leotards, onesies, or jumpsuits please.

For the students who are not restroom ready: We understand that toilet training is a major multi-step process that should be reinforced with positive encouragement. We keep track with our potty charts, documenting time, and if they can flush, undress/redress and wash hands on their own. We wish to assist you in this process, consistency is key. All your input is welcome. Please provide us with a full change of clothes; underwear shirt, pants, socks, shoes, diapers/pull-ups, (Keep in mind, seasons change, and your children grow!) Please have all items labeled.

LUNCH BUDDIES LUNCH/SNACKS-NUTRITION

Must be "NUT FREE." Sun butter is a great alternative. All items in lunch must be child friendly, non-choking hazard. Grapes, hot dogs, raw carrots etc. must be sliced lengthwise in half. Please include plastic utensils, napkins, straws, etc. We do not have a microwave, utensils, extra napkins, or refrigeration. Thermoses are great. We are a non-profit school, and our funds are to provide great educational tools, excellent staffing, and a safe environment for our students. Donations of paper goods, water & healthy snacks are always appreciated.

As per NJ state child health requirements, we will not permit: CANDY, SODA, POPCORN OR SUGAR BASED DRINKS; (SODA, YOO-HOO, HI-C, CAPRI SUN, NON 100% FRUIT JUICE DRINKS) WATER IS THE BEST FOR THEM AND TEACHES THEM GOOD REHYDRATION SKILLS

- Donated snacks to be shared with other children must be store-bought and in its original package.
- Baked goods for special occasions must be pre-approved, serious allergies may be present.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
Whole grains, fresh veggies & fruit, dairy & beverage of water or whole milk Egg salad, celery, carrot & cucumber sticks, Strawberries, bananas, apples etc. are good healthy snacks.	
In thermos: Whole grain pasta w/ sauce Or- deli roll-ups Whole grain bread Cheese sticks Apple slices/Carrot sticks	In thermos: turkey meatballs Sugar snap peas Whole grain roll Yogurt Melon/pineapple/sliced grapes
In thermos: Soup/Stew/Rice & Beans Crackers, Raisins/peaches Celery sticks with cream cheese	In thermos: Chicken strips Rice/Broccoli/carrots Orange wedges, Yogurt

After Care Students

Pompton Plains Preschool offers a snack at 10:30am for all students. These snacks are not a meal, please make sure your child has had breakfast before arriving and is supplied with a healthy lunch.

Please provide a snack for after-care, children will eat their snack after 3:45pm.

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SCREEN TIME/Television/Electronic Media

Our normal daily routine does not include screen time. We use only as a teaching aid and discussion stimulator. Screen time/Television consumption will not be longer than **10 minutes** and the program will be screened prior to showing. Programs will consist of non-violent and age-appropriate educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

SOCIAL MEDIA POLICY

The Pompton Plains Preschool policy does not permit our parents/guardians or affiliates to post our students on social media unless they have written consent from the parents of the students who are being posted.

There are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. We want to celebrate your child and his/her work and maintain good lines of communication with you. Pursuant to law, we will not release any personally identifiable information without prior written consent from the parent/guardian. Personally identifiable information includes student names, residential addresses, email addresses, and phone numbers. If you, as the parent/guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the Preschool Office and such rescission will take effect upon receipt.

Each classroom is provided with a dedicated phone to take classroom photos, and to communicate with parents. If you see our teachers on the phone, please realize that they may be communicating with another parent/guardian or staff member. We do try to keep an open line of communication with our families, but unless it is an emergency, please limit your communication to noon or between 3:00-5:00pm.

Please allow 24 hour for your teacher to respond.

School social media, ClassDojo, email blasts etc.

- All social media, ClassDojo and email blasts are solely published by designated teachers & staff with the written consent of parents/guardians signed below.
- Social media used: Only the Pompton Plains Preschool Facebook page and a shared Pequannock Facebook page by the Director, Alexis Fiory is permitted by our school. We realize that parents wish to share and post the fun and exciting events offered by our preschool, please share responsibly.
- Please understand that it is beyond our control when parents use social media.
- We do not recommend sharing posts.
- We do not allow posting or sharing on sites without written consent.
- Parents/Guardians and their families should not post anyone but their own students' photos, videos etc.
- Please do not post photos that may be considered offensive to other families.
- Continued misuse of information will result in the student being suspended from school.
- When publishing material we never publish names.

___I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school website, newsletter, bulletin, Facebook page, or other social media outlets and publications.

___I/We DO NOT GRANT permission for photos/images that include this student to be published on the school's website, newsletter, bulletin, Facebook page, or other social media outlets and publications.

PRINT the name of your Child: _____

PRINT the name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Relationship to Child: _____

PHYSICAL ACTIVITY POLICY

We understand the importance of physical activity in a child's life as exercise can reduce the likelihood of childhood obesity and promote the development of gross and fine motor skills. Children will be provided with opportunities to play outdoors daily unless prevented by inclement weather. If inclement weather prevents outdoor play, the children will still be provided with time for active physical play indoors.

EMERGENCY NOTIFICATIONS

Pompton Plains Preschool Policy for Parental Notification for injuries, illnesses, and emergencies:

These policies are arranged in conjunction with the Pequannock Township Police Department, ambulance squad and Chilton Hospital. If a child becomes ill (fever, vomiting, rash, headache) during the Preschool program, the child’s teacher will contact the parents/guardians listed as the child’s emergency contact either by phone or ClassDojo. Parents/guardians are contacted first, then the emergency contact, unless otherwise noted. The child will be isolated from the other students. Parents/guardians must pick up within one hour of the initial phone call.

For any injury that occurs during the Pompton Plains Preschool program which requires first aid treatment, the parents/guardians will be notified by phone and classroom dojo. The parent/guardian is also required to sign off on an incident report. If the injury is an injury to the head/face, involves a fall from a height greater than the height of the child, or the child cannot be consoled, the staff will call the child’s parent/guardian and will leave a message if the person does not pick up and will also send message to parent/guardian on ClassDojo. If the injury is major, and the child will need further medical attention, the staff will first attempt to call the parents/guardians listed as the emergency contact. Then a 911 call will be placed. The Pompton Plains Preschool uses the services of the Pequannock ambulance squad, police department, and Chilton Hospital.

Lost or Missing Child:

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the parent/guardian will be notified by phone call. We will notify the Pequannock police department.

Fire Safety:

Our center is fully equipped with fire extinguishers and alarms.

Our fire evacuation plan is reviewed with the children and staff each month.

Children exit the building from 2 emergency exits and walk to the parking lot by rear barn.

In the event of a school evacuation, (water or gas leaks, power failure etc.) parents/guardians will be notified by classroom dojo, phone call and text. The Preschool staff will walk the children with a police escort to the Senior House in the Town Hall parking lot or the PV Middle School.

Emergency Transportation:

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation to Chilton Hospital. A proper escort will accompany and remain with the child until a parent/guardian or emergency contact arrives.

I understand the policies and procedures for parent/guardian notification. I understand the emergency transportation policy and give consent for emergency transportation to Chilton Hospital.

Parent/Guardian Signature _____ Date _____

Student name: _____

POLICY ON THE RELEASE OF CHILDREN

1. Students may be released only to the child's authorized person(s), to take the child from the Preschool and to assume responsibility for the child in an emergency if the parent/guardian(s) cannot be reached.
2. If a parent has been denied access to a child by a court order, the Preschool shall secure documentation to that effect and maintain a copy on file and comply with the terms of the court order.
3. If the authorized person(s) fails to pick up a child at the time of the Preschool’s daily closing, the teachers/staff shall ensure:
 1. The child is always supervised
- b. Staff members attempt to contact the parent(s)/authorized person(s)
- c. One hour after closing (provided that other arrangements for releasing the child have failed, the staff member(s) shall call the Division's 24-hour Child Abuse Hotline.
 1. If the parent/ authorized person(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 Preschool’s policy is that:
 - a. The child may not be released to such an impaired individual
 - b. Staff members attempt to contact the child's other authorized person(s)
 - c. If the center is unable to make alternative arrangements, a staff member shall call the Police Department.

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STATEMENT OF PHILOSOPHY ON CHILD DISCIPLINE

- It is the philosophy of this Center to help children grow emotionally as well as intellectually, to help children succeed, promote self-confidence and be able to express their feelings in a positive and constructive manner.
- It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.
- Within our Center, our limits and rules are clearly defined, consistent with and in accordance with the appropriate development and age of each child, and the program in general. We focus strongly upon the reinforcement of acceptable behavior, the prevention of undesirable behavior by being ourselves and, responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Center consist of the following:

- 1) Attention to good behavior to respond to and reinforce positive behavior, acknowledge, or praise the child, when behaving well to let him/her know that we approve of what he/she is doing.
- 2) Redirection of activities: to change the focus of a child's behavior.
- 3) Individualized attention: to help the child deal with a particular situation.
- 4) "Take-a-break" Quiet time, the removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control. "Take-a-break" shall be used as a last resort used in disciplining any child who is misbehaving.

BEHAVIORS THAT WARRANT A STUDENT TO BE SENT HOME IMMEDIATELY

We have a no tolerance policy for these behaviors:

1. Forceful Hit of another student or staff member
2. Forceful Punch (closed fist) of another student or staff member
3. Any behavior that causes the breakage of skin of another student; biting, scratching etc.
4. Uncontrollable tantrums/angry outbursts that may cause injury to themselves or another student

An incident report must be signed, parent/guardian will also receive a copy.

The student must be kept out of school for 3 days before returning to class

There will be no refund for time missed

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

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

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Share ownership and responsibility with the children. Talk about our room, our toys.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure/support children need to resolve their differences.

You can use positive discipline by intervening when necessary:

- Use time-out, by removing a child for a few minutes from the area of activity so that they may gain self-control. (One min. per year of the child's age is a good rule of thumb).
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Redirect to a new activity to change the focus of child's behavior.
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable way to release feelings.
- Provide individualized attention to help the child deal with a particular situation.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead, you might say "That is not allowed here."

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Positive discipline continued:

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Be loving, but don't confuse loving with license.
- Give hugs and caring to every child every day.
- Use encouragement rather than competition, comparison, or criticism.
- Provide positive reinforcement through rewards for good behavior.
- Overlook small annoyances, and deliberately ignore provocations.
- Appreciate the child's point of view.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, humiliating, or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition, and the willingness to change the way you deal with children. But it's worth it because positive discipline works.

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PARENT POLICY INFORMATION

MEDICAL EMERGENCY FORM

Student Name: _____ DOB ____/____/____ AGE ____
 Parent/Guardian Names: _____ Email: _____

Dear Parents:

Due to State Health Law, all parents/ guardians of children entering Nursery School are required to provide the school with written verification of the required immunizations. Please have your child's doctor complete the attached NJ state health history forms. Your child must have a physical exam (within the previous year) and be up to date with his/her immunizations in order to attend school. If the child has not completed all of these immunizations, a letter should be attached to the forms indicating when the immunizations will be given.

All forms must be completed and returned to Pompton Plains Preschool no later than **September 5, 2024**

I hereby give my consent for the teachers of the Pompton Plains Preschool to call the Pequannock First Aid Squad and/or the Pequannock Township Police in the event that I am unable to be contacted first to administer any necessary treatment and/or provide transportation to Chilton Memorial Hospital for my child in case of any type of emergency while he/she is attending the nursery school. If any treatment needs to be given at Chilton Memorial Hospital emergency room and I am still unable to be contacted, I also give my permission for such treatment.

- PLEASE NOTE: IT IS THE POLICY OF POMPTON PLAINS SCHOOL NOT TO DISPENSE OF MEDICATION OF ANY KIND UNLESS WE HAVE YOUR WRITTEN PERMISSION AND A WRITTEN MEDICAL ACTION PLAN.

Signature _____ Date _____

Parent/Guardian Name (Please Print) _____

Email: _____

Occupation: _____ Work Address _____

Work Phone: _____ **Cell Phone:** _____

Home Phone: _____ Relationship to student _____

Home Address: _____

Parent/Guardian Name (Please Print) _____

Occupation: _____ Address _____

Work Phone: _____ **Cell Phone:** _____

Home Phone: _____ Relationship to student _____

Home Address: _____

Primary Care Physician _____ Phone _____

Sibling Name: _____ Age _____

Sibling Name: _____ Age _____

Allergies: _____

Reaction: _____

Food Allergy: _____ Type: Touch/Air/Ingestion _____

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Emergency Contact/alternate pick-up person

Name	Phone	Relationship

Child Issues to be aware of:

Please use the back of this paper if you need to leave more information.

State Medical Information requirements

MEDICAL HOME POLICY

The Pompton Plains Preschool believes that children's health and medical needs are best cared for in an environment that promotes the sharing of information about a child's growth and development with their parents/caregivers. The American Academy of Pediatrics recommends all children have a Medical Home which they define as being "the delivery of advanced primary care with the goal of addressing and integrating high quality health promotion, acute care, and chronic condition management in a planned, coordinated, and family-centered manner". To establish a proper Medical Home, it is recommended by the American Academy of Pediatrics that all children have a primary pediatrician who knows the family and the child well and understands the individual's medical history to play a central role in the coordination of the child's medical care. An Emergency Room, an urgent care center, clinic, or specialist cannot be considered a Medical Home since they cannot take on the central role of primary care. The Pompton Plains preschool encourages all parents/caregivers to establish a primary pediatrician for your child to serve as their Medical Home.

IMMUNIZATIONS

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department and the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. If your child will not be immunized for religious reasons, please provide us with a letter stating your request for religious exemption. This letter is submitted to the Pequannock Health Department.

PHYSICALS

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than 6 weeks after your child begins the program. Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

DAILY HEALTH CHECK

We conduct a health check on each child as they enter the center each day. We look for skin rashes, bruises, scrapes, cuts, elevated temperatures, itchy scalps, lethargy, and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with the Doctors directive detailing the child's symptoms, reactions, treatment, and care. A list of the children's allergies will be posted in each classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written directive from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. Our staff Teachers and aides will provide a log as to the application/administered medication your child receives at end of each week as needed.
- **Non-prescription medications** require a note signed by the family and/or physician. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the family and/or physician, specifying frequency and dosage to be administered.
- We do not apply lotion sunscreen to your child's body below the neck.

ILLNESS STATE REQUIREMENT

If your child is absent from school due to illness, it is a State Requirement that you provide the teachers the reason for the absence by specifically stating the illness. Example: inform teacher of sore throat, fever, chicken pox, etc. As stated before, this is a state requirement, not just a school request and we must abide by this requirement.

HEALTH BEHAVIORS THAT WARRANT THE STUDENT TO BE SENT HOME IMMEDIATELY

We understand that parents work and have prior obligations, but we are unable to provide a "sick room" and one-on-one care for a child who is ill.

1. Child has a fever of 101 or higher (must not return to school **until free of fever for 24 hours**)
2. If a child is sent home for a fever, they will not be able to return to school for 2 days.
3. Diarrhea
4. Vomiting
5. Red Eyes with discharge
6. Lice/nits must be nit free before child returns to school

Head Lice is not a communicable disease, but it is our school policy that the parents notify the school immediately.

Children with head lice will not be allowed to return to the center until they have been treated and no further head lice or nits are detected during a health check.

State Medical Information requirements

ILLNESS - All students with fever of 100.4 must stay home and may not return until they are fever free for 24 hours. This does not mean that if they have a fever at 2:00pm on Tuesday that they may return to school Wednesday after 2:00pm. It is fever free for a full 24 hours, then return the following day. We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list.

Illness that prevents your child from participating in activities.

- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea: stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when: They have a doctor's clearance.

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and.
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious is required to return to school.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASE

If a child exhibit any of the following symptoms, he/she should not attend school. If such symptoms occur at the Center, the child will be removed from the group, and you will be called to take him/her home.

Severe pain or discomfort	Red eyes with discharge	Acute diarrhea
Episodes of acute vomiting	Difficult or rapid breathing	Elevated oral temperature of 101.5 degrees Fahrenheit
Sore throat or severe coughing	Swollen joints	Yellow eyes or jaundice skin
Visibly enlarged lymph nodes	Stiff neck	Infected untreated skin patches
	Blood in urine	Skin rashes lasting longer than 24 hours

Once the child is free of symptoms and fever for 24 hours or has a physician's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to school. If a child contract any of the following diseases, please report it to us immediately. The child may not return to school without a doctor's note stating that the child presents no risk to himself/herself or others.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

Respiratory Illness Gastro-Intestinal Illness Contact Illness

• Bacterial Meningitis	• Measles (including suspect)	• Mumps
• Botulism	• Hemophilus Influenza (invasive)	• Tuberculosis
• Chicken Pox	• Meningococcal Infection (invasive)	• Scabies
• Giardia Lamblia	• Poliomyelitis (including suspect)	• Hepatitis A
• Impetigo	• Rabies (human only)	• H1N1 Virus
• Diphtheria	• Rubella Congenital and Non-congenital (including suspect)	• Salmonella
• Strep Throat	• Tetanus (including suspect)	• Whooping Cough

Any cluster/outbreak of illness

*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10 (a)

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

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

Under provisions of the Manual of Requirements for Childcare Centers (N.J.A.C. 10:122), every licensed childcare 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. 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 (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at www.state.nj.us/dcf/providers/licensing/laws/index.html or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

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

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 OOL for the children's use. Please talk to us if you have any questions about the center's space.

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

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

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

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 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 a LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that the items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/ and select Publications. OOL8/22/14

REGISTRATION FORM 2024-2025
STATE REQUIREMENTS, LIABILITY, PHOTO RELEASE, TUITION

Full name of child being registered: _____ Date: _____ Classroom: (2, 3, or 4) _____

In keeping with New Jersey's childcare licensing requirements, we are obligated to provide you, as the parent of a child enrolled at our center, with this informational statement. **The Information to Parent statement** is included in this packet.

The statement highlights, among other things: your right to visit and observe your child in our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS).

Sincerely,

Heidi Robak
School Sponsor

I have read and received a copy of:

1. **The Information to Parents Statement** Page 11.
2. **Policy on the release of children, pg. 5**
3. **Positive guidance and discipline policy, pg. 6 & 7**
4. **Policy of method of parental notification, pg. 5**
5. **Policy on communicable disease management, pg. 10**
6. **Expulsion policy, pg. 13**
7. **Policy technology and social media, pg.4**

Signature _____ Date: _____

The Happy Dance, LLC, dba The Scribble Garden provides programs, classes and enrichment for the Pompton Plains Preschool.

LIABILITY

I hereby release, discharge, and hold harmless from any liability whatsoever the Happy Dance, LLC, dba The Scribble Garden, the various branches and divisions thereof, and all employees and volunteers in their capacities as representatives of the Happy Dance, LLC, dba The Scribble Garden, expressly including, but not limited to, Heidi Robak. Except for injuries caused intentionally, or by willful misconduct. I certify that I am familiar with the contents of this release, that I have read and understand the same, and that it is my intention by signing this release that the same be binding not only on me, but my heirs, administrators, executors, successors, and assigns.

Name: _____ Date: _____

EMERGENCY TRANSPORTATION

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation to Chilton Hospital. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Name: _____ Date: _____

POMPTON PLAINS PRESCHOOL PARENT TUITION PAYMENT CONTRACT

I hereby agree to guarantee monthly tuition payments to the Pompton Plains Preschool, Inc. for the full year term and agree to pay the half month of June 2024 tuition upon registration. I also agree to abide by the Constitution and Bylaws of the Pompton Plains Preschool Parent Association. I understand that there are no prorated tuition fees or refunds for unused days.

Name of Child _____ Class _____

Signature of Parent/Guardian: _____ Date: _____

REGISTRATION FORM 2024-2025
 PARENT POLICY INFORMATION HANDBOOK
 POMPTON PLAINS PRESCHOOL

EXPULSION POLICY

10:122-6.8 Expulsion Policy May be used to inform parents of the center's policy on the expulsion of children from enrollment

NAME OF CHILD: _____

SIGNATURE OF PARENT: _____

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

IMMEDIATE CAUSES FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse.
- Any type of harassment through email, class dojo, phones and/or types of messaging.
- Defamation of character through social media, in person, or through all types of messaging.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION

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

SCHEDULE OF EXPULSION

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

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

- | | |
|---|---|
| <ul style="list-style-type: none"> • Try to redirect child from negative behavior • Give the child verbal warnings. • Reassess classroom environment, appropriateness of activities, supervision. • Always use positive methods and language while disciplining children. • Praise appropriate behaviors | <ul style="list-style-type: none"> • Document the child's disruptive behavior and maintain confidentiality • Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion. • Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors. • Give the parent literature of other resources regarding methods of improving behavior. • Recommend an evaluation by professional consultation on premises. • Recommend an evaluation by local school district study team |
| <ul style="list-style-type: none"> • Consistently apply consequences for rules. • Give the child time to regain control. | |

CHILD INFORMATION**STUDENT NAME:** _____ **CLASS AGE:** _____**PARENT/GUARDIAN NAMES:** _____

We would like your child to feel welcome and comfortable. Please assist us by answering the questions below. This sheet will be used only by the teachers to help them become better acquainted with your child before he or she enters nursery school. We will be having open house days, please bring your child to get him/her more familiar with their new surroundings.

Thank you,

Heidi Robak
School Sponsor

1. Please tell us about your child: _____

2. Has your child had any previous preschool experience (e.g. name of school attended and length of time enrolled)? _____
3. Where will your child be attending kindergarten?
4. Name of school: _____ Township: _____
5. Does your child have siblings? Y N How many? _____
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
6. Does your child have playmates within the same age group? Yes ___ No ___
7. Does your child suffer from frequent tantrums or outbursts? Y N
8. Please explain: _____
Please describe your approach to sooth or calm your child: _____

9. What is your child's favorite movie character? _____
10. Does your child have any fears? _____
11. Is your child potty trained? Y N if no please explain you're your current techniques so we may assist in your efforts. _____

12. What is your child's favorite activity at home? _____
13. Please list any additional information: _____

