

SAND HILLS PRESCHOOL FAMILY HANDBOOK

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www.sandhillspreschool.com

*Committed to providing quality education
in a Christian environment*

SAND HILLS PRESCHOOL GENERAL POLICIES

Class Schedule

Class schedules and timings are listed on our preschool application. Promptness in arrival and dismissal time would be appreciated. A child should not be brought in early, as teachers need time to prepare classrooms for the day. If you are going to be detained, please notify the school immediately so that your child can be assured that he/she has not been forgotten.

Dress and Play

- Children are to be dressed for active play, i.e., playing outdoors, painting, gluing, etc. All outerwear must be labeled with your child's name. Sturdy shoes or sneakers are best for outdoor play.
- A complete change of clothing, including socks and underwear, needs to be kept at the preschool in the event of a toilet accident or a spill. Please label all clothing and place in a zipper bag and give to the teacher the first week of school.

Transportation/Parking Lot Safety

- Carpools are encouraged. The school must be provided with the information. A form is provided.
- An adult must accompany your child to his/her room and must be sure that the teacher knows of your child's arrival. At closing time, the child is expected to remain in the classroom until he/she is picked up by the parent or carpool driver. If you have someone else pick up your child, please notify the teacher or office by sending a note in advance. Unexpected or emergency changes can be made with a phone call; however, such verbal changes must be to release the child to one of the persons already listed on the child's Emergency Contact form. We will NOT release your child to an unauthorized person.
- Please hold your child's hand while walking to and from the school building. NJ State law requires any child under the age of 8 years old and a height of 57 inches shall be secured in a child car seat. **New Jersey Child Passenger Restraint Law. (Title 39:3-76.2a).** For more information visit <http://www.nj.gov/lps/hts/childseats/index.html>
- When entering and leaving the parking lot, please drive slowly and come to a complete stop to allow children who are entering and leaving the building and playground areas to cross safely.
- Children are NOT allowed to run, walk or play in the parking lot or driveways.

Criteria for Excluding Children Who Are Acutely Ill or Injured

- Ability to Participate: The child's condition prevents the child from participating comfortably in activities that the facility routinely offers for well children or children who are mildly ill or injured.
- Need for More Care: The condition requires more care than teachers/caregivers can provide without compromising the needs of the other children in the group.
- Risk to Others: Keeping the child in care poses an increased risk to the child or other children or adults with whom the child comes in contact as defined in Managing Infectious Diseases in Child Care and Schools.

Withdrawals

It is expected that a child is enrolled for the entire ten months of the school year. Notice of a child's withdrawal shall be given at least one month in advance, in writing, to the Director. Refund of deposit payment shall be up to the discretion of the Director and the Preschool Board. Requests for refunds must be submitted in writing to the Director. If a child does not adjust to the Preschool program, the Director may require that the child be withdrawn. Refunds for tuition paid prior to the start of school will be considered only if there is a child on the waiting list for replacement.

Medical Forms

Medical forms, including a complete copy of immunizations from your physician, must be in the Preschool office prior to the first day of class. A child will not be considered eligible to attend class unless medical forms have been submitted. The medical examinations must have been completed within six months of the first day of school. State laws require directors to deny admission to Preschool for any children who have not completed the required immunizations.

Special Care Plan: Any child with a food allergy or other medical need will have to submit a Special Care Plan, completed by the child's doctor, to the preschool. All necessary medications must be in the original container with the prescription label attached. For epi-pens, 2 epi-pens must be provided in the original box with the prescription label attached. For children with food allergies who also require Benadryl, it must be provided in the original unopened container.

Parent/Guardian Participation

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role

- Representative on Preschool Board – quarterly meetings to provide input into the decisions made by the preschool board
- PSO Representative – work together with the Preschool Director to coordinate activities for families, provide fund-raising activities and provide support for the teachers
- Family Events-
 - Open House
 - Back to School Night
 - Fall Festival
 - Cultural Bread Feast
 - Christmas Programs
 - Special Person Day
 - Annual School Picnic
 - Visit Day for new students
- Classroom Activities –
 - Chaperone Field Trips
 - Read to the children
 - Volunteer in the classroom
 - Donate requested items
 - Serve as a parent representative
 - Family/Teacher Conferences
- Family/Parent Workshops – below is a list of typical workshops offered. We welcome requests for workshop topics.
 - Positive Guidance
 - Nutrition and Exercise
 - What to Expect in Kindergarten
 - Food Allergies
 - Value of Reading to Your Child
 - Learning through Play

Communicable Disease Notification

It is the policy of the Preschool to notify parents/guardians of enrolled children when there has been a possible exposure to a communicable disease, including Chicken Pox, Shingles, Strep Throat, Scabies, Impetigo and Ringworm.

Emergency Closing

The Preschool is sometimes closed due to inclement weather. The following shall apply:

- The center USUALLY follows South Brunswick Township school closings and delayed openings for inclement weather. School closings are made at the discretion of the Director.
- In the case of delayed openings because of inclement weather, this center shall open at 10:00 AM.
- If, in the discretion of the Director, the center will close early because of inclement weather, every effort will be made to contact parents and/or approved escorts to notify them of the early release time.
- The school calendar allows for 3 snow days. In the event your child's class is canceled more than 3 times due to weather related conditions, a make up day will be offered.
- Email and Brightwheel notifications will be sent out regarding school closings and delayed openings. The message on the answering machine will be changed to reflect closings or delayed openings. Schools closed due to inclement weather are closed **all day**.

Confidentiality Information

All staff members sign a confidentiality agreement annually. This means that they will not discuss or share any information regarding your child to anyone other than the child's parents or legal guardians. Requests for information to be sent to other agencies must be put in writing and signed by the parent or guardian.

Supervision of Children Policy

It is the staff's responsibility to make sure that all the children under their care are supervised at all times. No classroom will be left unsupervised for any reason when children are in the room. Children moving from one room to another will be accompanied by a staff member. Children using the bathrooms will also be supervised. While outside on the playground, children will have the full attention of the staff.

Policy on Active Play

For young children, physical activity (sometimes referred to as physically active play) is shown to be important for their immediate health and in developing a long-term pattern of physical activity. Evidence suggests physical activity helps support: maintaining a healthy weight, developing motor skills, building strong bones, psychological and social health, cardiovascular disease risk factors, improving cognitive functioning and developing good patterns of physical activity over time.

As part of the Sand Hills Preschool curriculum, the teaching staff will provide opportunities for children to learn and practice new movement patterns and skills, provide equal access to lots of small play equipment, everyday objects and props, ensure all play opportunities are available to girls and boys alike, modify break times to encourage more sessions of outdoor active play, take advantage of training courses and resources, which update their knowledge and understanding of early years physical development, work with parents to help them understand the importance of early movement experiences to the physical and psychological health and well-being of their child, provide at least 30 minutes of physically active play and go outside daily (weather permitting).

Policy on Television, Computers and Video Usage

The American Academy of Pediatrics discourages media usage by children younger than age 2 and recommends limiting older children's screen time to no more than one or two hours a day. Too much screen time has been linked to obesity, irregular sleep, behavioral problems, impaired academic performance, violence and less time for play.

As part of the Sand Hills Preschool's curriculum, "media" shall include TV, computer and video usage.

Teaching staff will:

- Not offer and TV/Computer or Video usage to children ages 2 years and below.
- For children 2 years and older:
 - Only offer media in conjunction with learning themes and must be academically appropriate.
 - Never use media as a substitute for planned activities or passive viewing
 - Never use media during meal times or snack time
- Take advantage of training courses and resources which update their knowledge and understanding of effects of media on young children
- Work with parents to help them understand the importance of limiting media exposure for the physical and psychological health and well-being of their child.

Tuition Policy

Tuition is based on the entire school year, September through June. For your convenience, the total annual amount is divided into **ten equal installments** due at the beginning of each month. A deposit equal to **one installment** is due upon registering. The second installment is due September 1. All subsequent payments are due on or before the first day of each month. The final payment is due May 1st. Other installment plans are available. Please see the Director for other options.

- **Late Payment Penalty:**
 - Tuition is due on the first day of the month. If payment is received after the 10th day of the month that it is due, a \$10.00 late payment penalty for first occurrence will be assessed, and a \$20.00 penalty for every subsequent late payment during the remainder of the school year.
 - If tuition is in arrears for two months, then all arrears plus current month must be made by the 10th day of the month, or the child will be suspended from the program.
- **Tuition Discounts:**
 - The registration fee will be waived for any sibling and a 20% discount will be offered for the sibling enrolled. There is a 25% discount for active church members. Only one discount may be applied per family.
- **Other:**
 - There will be no prorated payments, or credits for absences. This includes illness, early withdrawal for vacations or extended trips. If a child is absent for an extended absence (a month or longer), the installment deposit will be applied to that month's tuition. The child will then be required to reregister upon returning to school. A registration fee and deposit installment will be due at this time.
 - Refunds of tuition paid prior to the first day of school will be considered only if there is a child on the waiting list for replacement.
 - A non-refundable registration fee will be charged at the time of enrollment. You are charged any fees associated with returned checks, late fees may be applied and repeated episodes could result in your child's suspension from the program.

Release Policy/Approved Escorts

State Law requires a list of all approved escorts to whom a child may be released.

An Emergency Information Form and a Carpool Information Form are provided at the time of enrollment and should be filled out by each parent/guardian. This sheet is to be kept on file with the teacher and will be put in the child's records at the time of registration.

The following information will be provided:

- All individuals (friends, neighbors, relatives) that might be asked to pick up the child if the parent/caregiver is unable to do so.
- All individuals that might assume responsibility for the child if the parent/caregiver cannot be reached or if there is an emergency.
- Carpool Parents.
- Updates of escorts shall be provided when necessary during the school year. The teacher shall be notified of these updates and they shall be filed accordingly.

Emergency or Unexpected Situations

- The parent/caregiver shall hand a note to the teacher if someone other than an approved escort shall be picking up the child. The note should include the following information:
 - Date, Child's Name, Phone Number (where the parent can be reached to verify information), Relationship of the individual picking up the child (Parent will be responsible to inform the person picking up that they may be asked to provide some type of identification such as a driver's license to verify who they are. This is for the safety of the child.)
 - In an extreme emergency, a phone call will be accepted if the individual picking up the child provides a note with the same information as listed under item 4A. It is absolutely necessary to have the phone number where the parent may be reached.

Non-Custodial Parents

- Authorization for visitation and/or release of a child to the non-custodial parent must be made in writing by the custodial parent. The name, address, and phone number of the non-custodial parent shall be listed on the authorization.
- For non-custodial parents who have been denied access or who have limited access by court order, documentation shall be maintained on file in the school records. A current picture should be provided.

If an escort appears to be physically or emotionally impaired to the extent that, in the judgment of the staff, the child would be placed at risk or harm if released to such an individual:

- The child will not be released to an impaired individual.
- Staff members shall attempt to contact another escort authorized by the parent.
- If the staff is unable to make alternative arrangements, a staff member will seek assistance in caring for the child from the NJ Department of Children and Families Abuse Hotline at 1-877-NJABUSE.

Parental/Guardian failure to pick up child

After 15-20 minutes' tardiness in picking up a child, the parent/guardian shall be called, or an emergency number, or anyone listed on the release form. Attempts should be made every fifteen minutes.

A staff member shall supervise the child at all times.

If the parent /guardian fails to respond to the request to pick up the child, an incident report shall be written and the director will document the incident in writing to the parent.

****If an hour or more after closing time has passed, and other arrangements for releasing the child to his/her parent(s)/guardian(s) or authorized person(s) have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Department's 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s)/guardian(s), or person(s) authorized by the child's parent(s)/guardian(s) is able to pick up the child.**

Parents/Guardians who are frequently late in picking up their child shall be spoken to:

- Teachers should discuss the problem with the parent and remind them of the pick-up time.
Repeated offenses are to be documented and reported to the Director for follow-up if needed.
- A late fee of \$1.00 per minute can be imposed.
- We will **not** release a child to an "unauthorized" person!

Accident Injury Policy

In the case of an accident or injury while the child is in the school's care,

- The school shall take immediate necessary action to protect the child from further harm and immediately verbally notify the child's parent(s)/guardian(s).
- The school shall maintain on file a record of accidents and injuries sustained by a child while under the school's supervision. The accident and injury record shall include the following:
 - The name of the child involved in the accident or injury
 - The date, time, and location of the accident or injury
 - A written description of the following:
 - The accident
 - The injury to the child
 - The names of witnesses to the accident or injury; and
 - The follow-up action taken by the school, including:
 - Application of first aid
 - Consultation or treatment by a licensed physician, if applicable.
- Upon request of the child's parent/guardian, the school shall provide a written description of the accident and/or injury by the end of the next operating day.

Health, Illness and Disease Policy

This school services well children only. A child displaying any illnesses, symptoms of illnesses or diseases listed below, are not permitted into the classroom or may be sent home from the classroom until the child is well. The child may return when he/she is not posing a health risk to himself/herself,

the other children and the staff. In certain cases, the child's return may require a note from a licensed physician. The following illnesses, and symptoms are guidelines for when a child should be kept at home and when a child should be removed from class (but are not limited to):

Severe pain or discomfort
Diarrhea
Blood in urine or bloody diarrhea
Vomiting, severe nausea
Elevated temperature of 100.5
Severe coughing
Severe colds and/or runny nose
Yellow eyes or jaundiced skin
Red eyes with discharge
Infected, untreated skin patches
Skin rashes in conjunction with fever
or behavior changes

Weeping or bleeding skin lesions that
have not been treated by a physician
or nurse
Difficult rapid breathing
Mouth sores with drooling
Stiff neck
Severe headache
Lethargy
Shingles

Illnesses, diseases, or conditions for which a physician had determined that a child should be confined at home, or admitted to a hospital for medical care and treatment.

A child who is sent to class or develops while in class any of the above symptoms is to be isolated from the others in a separate area until picked up by a parent or approved escort.

A blanket, pillow, mat or cot may be used until the child is picked up. The parent(s)/guardian(s) are to be called at the home and/or business. If a parent/guardian cannot be reached, an emergency contact will be called. If the emergency contact cannot be reached, an approved escort individual will be called. The physician will be contacted and/or rescue squad called if needed.

Administration of Medication Policy

Medication will not be administered to any child that is enrolled in the Preschool 2½ or 3-hour program. Parent(s) will be notified of this policy at the time of enrollment. Non-prescription, over-the-counter medication **will not** be given. Exceptions to this include life saving medications such as epi-pens.

Snack Policy

The school will provide each child with a snack during preschool hours except in the case of known food allergies. Families of children with allergies are asked to bring a snack that is similar to the one being served.

We do our best to keep our center nut free. Peanut butter and products containing nuts or a trace of nuts will not be served.

We encourage parents to bring in a special snack for his/her child's birthday. Ice cream cups, 100% juice pops, Munchkins, mini muffins, or plain cookies are examples of acceptable "treats." Birthday napkins may also be sent in.

All arrangements for classroom celebrations are to be made in advance with the teachers. If in doubt about a snack, ask the teacher. Summer birthdays will be celebrated in May and June as scheduled by the teacher.

In the event of any known food allergies in the class, all parents will be notified.

Discipline Policy

Discipline is a process of reinforcing positive behavior while teaching children how to behave

acceptably. Our policy is to provide an environment of love and encouragement which will enable children to resolve their differences and grow in maturity and 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.

- We use positive discipline by planning
 - Anticipating and eliminating potential problems
 - Having a few consistent, clear rules that are developed with the children's input
 - Having a well-planned daily schedule
 - Providing structure and support for children to resolve conflicts
 - Shared ownership of the classroom (our room, our toys)
- We use positive discipline by intervening when necessary:
 - Re-directing to a new activity
 - Providing individual attention to help child deal with a situation
 - Diverting child from area of conflict
 - Providing alternate activities
 - Offer a choice of two acceptable options
 - Provide acceptable way to release feelings
 - Discuss the behavior not the child
- We use positive discipline by showing love and encouragement
 - Reinforcing positive behaviors through acknowledgement and praise for appropriate behaviors
 - Using encouragement rather than competition, comparison or criticism
 - Demonstrating respect and caring for each child
 - Appreciating the child's point of view
- Positive discipline is **NOT**:
 - Disciplining a child for failing to eat, sleep or soiling themselves
 - Hitting, shaking or any form of corporal punishment
 - Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment
 - Withholding food, emotional responses or opportunities for rest, nourishment or physical activity
 - Requiring a child to remain silent or inactive for an inappropriately long period of time.

Positive discipline takes patience, repetition and the willingness to work through problems.

EXPULSION POLICY

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:

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

Parental Actions for Child's Expulsion:

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

Child's Actions for Expulsion:

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

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

1. Staff will try to redirect child from negative behavior
2. Staff will reassess classroom environment, appropriateness of activities, supervision
3. Staff will always use positive methods and language when disciplining children.
4. Staff will praise appropriate behaviors
5. Staff will consistently apply consequences for rules
6. Child will be given verbal warnings
7. Child will be given time to regain control
8. Child's disruptive behavior will be documented and maintained in confidentiality
9. Parent/ Guardian will be notified verbally
10. Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion
11. The Director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors
12. The parent/guardian will be given literature or other resources regarding methods of improving behavior
13. Recommendation of evaluation by professional consultation on premises
14. Recommendation of evaluation by local school district child study team

Schedule of Expulsion:

1. 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/guardian's behavior warranting 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 come to an agreement with the center.
2. The parent/guardian will be informed regarding the length of expulsion period.
3. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
4. The parent/guardian will be given a specific expulsion date that allows the parent/guardian 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 or parent/guardian 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):

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

Policy on Toilet Training

Our license through the Division of Youth and Family Services, State of New Jersey requires that all our students are toilet trained. The following policy has been adopted in order to ensure every child in our preschool has a positive experience and that the teachers in the classroom are available to guide the learning activities planned throughout the year.

All children enrolled in our program are to be toilet trained by the first day of school.

All children are to wear regular underwear. Diapers and/or pull ups will not be accepted. On the first day of school, all students are asked to provide a separate set of clothes (underwear, socks, pants and shirt) in case an accident occurs at school. These are to be placed in a gallon size Ziploc bag and kept in your child's school bag at all times.

If you feel that your child may not be totally trained by the first day of school:

- He/she must still wear regular underwear. *
- Please take your child to the bathroom each day prior to entering and when leaving the classroom.
- Let your teacher know that you are not certain your child is totally toilet trained so the teacher can specifically offer your child the opportunity to go to the bathroom several times throughout the day.

If your child has several toileting accidents, we may ask you to:

- Remain in the building while your child is in class so you may attend to your child's needs or
- Take your child home for a period of time to work with him/her on toilet training and return to our program once the child is toilet trained.

* We may allow your child to wear a pull up for the first 3 weeks of school. This will be determined at the discretion of the preschool Director. Diapers are **not** acceptable. After 3 weeks you must send your child to school in regular underwear.

Social Media Policy

This social media policy applies to parents, members of Sand Hills Preschool and Grace Presbyterian Church staff, board members and volunteers at Sand Hills Preschool.

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Bebo, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the preschool setting or at preschool special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for use on the Sand Hills Preschool website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the preschool children, staff or preschool board business (except appropriate use for marketing fund raising events) or that could be construed to have any impact on the preschool's reputation or that would offend any member of staff or parent associated with the preschool.

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at preschool. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
- In the event that staff name the preschool or workplace in any social media they do so in a way that is not detrimental to the preschool or its families.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff and parents should report any concerns or breaches to the preschool director.

Any member of staff, parent or volunteer found to be posting remarks or comments that breach confidentiality, bring the preschool into disrepute or that are deemed to be of a detrimental nature to the preschool or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with the Pre-School disciplinary procedures.

Any comment deemed to be inappropriate is to be reported to the Director or a member of the Preschool Board and any action taken will be at their discretion.

General guidelines for using social media:

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect.
- Apply a “good judgement” test for every social media post you make.

Note

Sand Hills Preschool Staff will use social media as a means of parent communication and for marketing purposes throughout the year.

The Creative Curriculum for Preschool Goals and Objectives

At Sand Hills Preschool we utilize **The Creative Curriculum for Preschool**. The Creative Curriculum for Preschool is a research-based preschool curriculum that has been proven to provide developmentally appropriate learning experiences that promote children’s progress in all developmental areas.

The core of our curriculum is the importance of play. While we do some "table work" in the preschool classrooms, we rely mostly on children's innate abilities to learn through play. **This does not mean**, as some may fear, that children run around the room all day with no schedule or direction. **It does mean** that they are given plenty of time to interact with

each other, experiment, imagine, and pretend within a challenging, supportive, scheduled and teacher-facilitated environment.

The primary role of the teachers in the preschool classrooms is to interact with the children, extending play and acting on learning opportunities. In this way, classroom order is also easily maintained. Additionally, we strive to observe the children for assessment and planning purposes. We use the Creative Curriculum Assessment and Planning System; children are observed, not tested, to assess skills and needs. Lesson plans and classroom arrangement are then based on these assessments.

Below you will find the specific goals and objectives of The Creative Curriculum in the core 4 areas of learning and development; social/emotional development, physical development, cognitive development and language development.

Social/Emotional Development

Sense of Self

1. Shows ability to adjust to new situations
2. Demonstrates appropriate trust in adults
3. Recognizes own feelings and manages them appropriately
4. Stands up for rights

Responsibility for Self and Others

5. Demonstrates self-direction and independence
6. Takes responsibility for own well-being
7. Respects and cares for classroom environment and materials
8. Follows classroom routines
9. Follows classroom rules

Prosocial Behavior

10. Plays well with other children
11. Recognizes the feelings of others and responds appropriately
12. Shares and respects the rights of others
13. Use thinking skills to resolve conflicts.

Physical Development

Gross Motor

14. Demonstrates basic locomotor skills (running, jumping, hopping, galloping)
15. Shows balance while moving
16. Climbs up and down
17. Pedals and steers tricycle (or other wheeled vehicle)
18. Demonstrates throwing, kicking, and catching skills

Fine Motor

19. Controls small muscles in hand
20. Coordinates eye-hand movement
21. Uses tools for writing and drawing

Cognitive Development

Learning and Problem Solving

22. Observes objects and events with curiosity
23. Approaches problems flexibly
24. Shows persistence in approaching tasks
25. Explores cause and effect
26. Applies knowledge or experience to a new context

Logical Thinking

27. Classifies objects
28. Compares/measures
29. Arranges objects in series
30. Recognizes patterns and can repeat them
31. Shows awareness of time concepts and sequence
32. Shows awareness of position in space
33. Uses one-to-one correspondence
34. Uses numbers and counting

Representation and Symbolic Thinking

35. Takes on pretend roles and situations
36. Makes believe with objects
37. Makes and interprets representations

Language Development

Listening and Speaking

38. Hears and discriminates the sounds of language
39. Expresses self using words and expanded sentences
40. Understands and follows oral directions
41. Answers questions
42. Asks questions
43. Actively participates in conversations

Reading and Writing

44. Enjoys and values reading
45. Demonstrates understanding of print concepts
46. Demonstrates knowledge of the alphabet
47. Uses emerging reading skills to make meaning from print
48. Comprehends and interprets meaning from books and other texts
49. Understands the purpose of writing
50. Writes letters and words

Assessment Plan

Parent Teacher Conferences

1. Held twice a year
2. Fall Get Acquainted Conferences to discuss adjustment of child to school and parent's and teacher's goals for the child for the school year. Parents are informed of our assessment procedures and the conditions under which the children are assessed.
3. Winter/Spring Conferences to discuss child's progress toward learning goals established at Get Acquainted Conference. Discussion driven by explanation of child's portfolio items and evaluation checklists.
4. End of Year Evaluation. Checklists are filled out again for all children and sent home. While formal conferences are not set up at this time, parents are encouraged to make appointments to discuss any concerns. Children's portfolios are sent home with any children who will not be coming back to the school in September. Any children returning to the school will have their portfolios transferred to their next year's teacher.

Assessment Tools

1. Screening Tool ASQ-3 given out before Get Acquainted Conferences to aid in development of child's yearly goals.

2. Checklists consisting of various developmental milestones based upon age of child. Rating system used: A= Always demonstrates skill (child consistently performs skill with ease), S= Sometimes demonstrates skill (child demonstrates skill most of the time but may require some assistance), W= Working on Skill (child demonstrates skill with assistance), NA = Not applicable
3. Anecdotal Notes taken throughout the school year regarding the following areas: following directions, self-reliance, participation, attention span, peer relations, favorite activities and least favorite activities.
4. Portfolios which follow each child throughout the school year. Three Year Old Portfolios consist of a picture the child draws of him/herself, cutting sample, family questionnaire, parent conference questionnaire, evaluation checklist and random teacher selected samples. Four Year Old Portfolios consist of a picture the child draws of him/herself, cutting sample, drawing shapes paper, name writing, child's personal journal, sequencing sample, patterning sample, family questionnaire, parent conference questionnaire, evaluation checklist and random teacher selected samples.

Assessment Conditions

1. Children are assessed throughout their school day through teacher observations of the children in various activities. These activities may be set up by the teachers or consist of the child's free exploration of materials throughout the classroom.
2. Children are assessed individually through questioning or game playing with the teacher.
3. Children's learning goals are assessed on more than one day and in many different situations. For example, assessing a child's knowledge of numbers may be assessed by asking him/her to count to ten by rote knowledge or by counting the numbers on the calendar or by counting the amount of bears in front of him/her on the table.

Purpose of Assessment

1. Describing developmental progress of child
2. Identifying child's interests and needs
3. Communication with parents
4. Arranging for developmental screening and referral for diagnostic assessment
5. Improving curriculum, teaching practices and environment
6. Planning program improvements

Screening Tool Protocol - ASQ – 3

Prior to Fall Conferences (2 weeks before):

1. Distribute letter requesting permission to participate in screening along with information about the Ages and Stages Questionnaire to parents.
2. Once receive participation agreement, determine the appropriate questionnaire by child's birthdate and distribute the appropriate questionnaire with instructions.
3. Once you receive completed questionnaire back, score the questionnaire.
4. Use this information during Fall parent teacher conferences.

Prior to Spring Conferences (2 weeks before):

1. Already have permission to participate from Fall conferences so no need to resend out the agreement letter. Remember to send it out to any new students.
2. Determine the appropriate questionnaire by the child's birthdate and distribute with instructions.
3. Once you receive completed questionnaire back, score the questionnaire.
4. Use this information during Spring Conferences.

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. 3A:52), 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 view a copy of the Manual of Requirements on the DCF website at www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf or obtain 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, 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 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 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 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 or you can view them online at https://data.nj.gov/childcare_explorer.

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 provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination(LAD), PL. 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that 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 <http://www.cpsc.gov/Recalls>. 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.

OOL/INFORMATION TO PARENTS/APRIL 2017