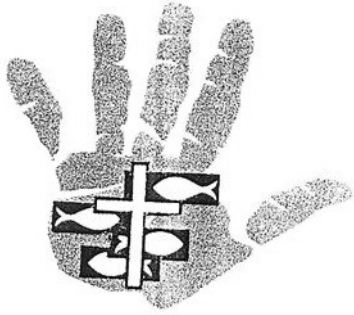


Cross of Glory Nursery School  
"Developmentally appropriate Christian care"

# *Parent Handbook*

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# Cross of Glory Nursery School

"Developmentally appropriate Christian care"

*Dear Parents,*

*It is my pleasure, on behalf of the Board of Directors and Staff, to welcome you to Cross of Glory Nursery School. It is with great joy and pride that we offer our Christian-based early childhood program.*

*The Board and Staff are committed to providing a quality program enabling young children to develop in an environment set up especially for them. Our goal will be to exceed the expectations of our parents who have entrusted us with their children.*

*We look forward to working closely with each family as we embark on this journey. With God's guidance and direction we will be successful.*

*Sincerely,*

*Janet Kain*

*President, Board of Directors*

## **Program Philosophy**

**At Cross of Glory, we offer a high quality, Christian-based nursery school environment dedicated to the growth and development of the individual child.**

**The environment is carefully planned for the children and they are offered a variety of experiences, which encourage them to explore, discover and create. Children learn through play and by participating in activities with other children. By providing an active learning environment, we help children to develop emotionally, intellectually, socially, physically, and spiritually.**

**We recognize that parents are their child's primary teachers and welcome their participation in the classroom. By maintaining a connection with families, we provide a natural bridge between home and school and children think of school as a comfortable place where people care about them and their needs.**

# Required Policy Statements

## **Positive Discipline Policy**

Our methods of disciplining children reflect our program's teaching methods by providing them with the encouragement they need for appropriate behavior. By helping children understand what is expected behavior, we foster their self-esteem and assist them in becoming cooperative, self-reliant people.

The classroom environment is designed to allow the free flow of activities along with eliminating potential problems. Rules are explained to the children in terms they can understand. Our routine is well planned so children know what happens next. Children have the opportunity to play alone or with others, as they need. Support is provided to all children as necessary. Positive behaviors are consistently reinforced—we “catch them being good.”

When adult intervention becomes necessary to protect the rights of others or safety concerns, it is never in the form of punishment. Children are never to be humiliated, physically or emotionally. Some techniques we use for intervention include:

- Re-directing a child to a different activity to change his focus
- Using time away—removing the child for a few minutes from the activity so she may gain self control
- Offering choices if there are 2 options
- Sharing with the child acceptable ways to express his feelings
- Providing individual attention to help the child with the situation

By treating children with respect, we teach them to develop self-respect and respect for others.

## **Policy on the Release of Children**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by court order, the school will get documentation to that effect, maintain a copy of file and comply with the terms of the court order.

A child shall not be visited or released to anyone not on the school's release form unless the parent notifies the school in writing or calls the school with the name, address and physical description of the alternate who will be asked to sign in an present photo ID to the child's teacher before the child is released.

If the parent(s) or authorized person(s) fail to pick up a child at the time of the session's closing, the school shall ensure that the child is supervised at all times and staff members attempt to contact the parent(s) or authorized person(s).

## **Weather Related Emergencies**

Our school will generally follow the Matawan-Aberdeen School District's lead in closing the school for weather-related emergencies. A staff member will contact parents and post a notification on the school's Facebook page if the school is closed for the day.

Occasionally, severe weather will strike during the school day and we may need to close during the school day. If this occurs, parents will be contacted to come to the school to pick up their child. We will never leave a child in the school without staff support. In the event of severe weather, parents should use their own good judgment in determining the safety of road conditions when driving.

## Policy on the Management of Communicable Diseases

As required by the Office of Licensing, children who exhibit any of the following symptoms should not attend school. If such symptoms occur while the child is attending school, the child will be removed from the group and supervised by a staff member and you will be called to take him home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100.4 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing/ Shortness of Breath
- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

### Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to school without a physician's note stating that the child presents no risk to himself or others:

Respiratory Illness	Gastro Intestinal Illnesses	Contact Illnesses
Chicken Pox**	Giardia Lambliia*	Impertigo
German Measles	Hepatitis A*	Lice
Hemophilus Influenzae*	Salmonella*	Scabies
Measles*	Shigella*	
Meningococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		

\*Reportable diseases that will be reported to the health department by the school.

\*\*Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to school. A note from the parent is required, stating either that at least six days have elapsed since the onset of the rash, or that all sores have dried and crusted.

If your child is exposed to any excludable disease at school, you will be notified in writing.

## COVID-19

As per guidance issued by the Department of Health, the Department of Children and Families requires all licensed child care centers in NJ to continue to ensure all children, staff and visitors self-screen or be screened by the center upon entry for symptoms of COVID-19 and other communicable diseases prior to admittance. Anyone with symptoms of illness specified in the DOH guidance or child care regulations must be removed or excluded from the center and may not return until a negative test or alternate diagnosis is provided.

Staff or children who test positive for or are diagnosed with COVID-19 must be excluded from the center in accordance with the time frames established in the DOH guidelines.

Staff or children who have been fully vaccinated, as defined by the Centers for Disease Control and Prevention, are not required to remain home or quarantine based on exposure to COVID-19, as long as they are asymptomatic.

If a child or staff member develops symptoms of COVID-19 while at the facility, they shall be immediately separated from the rest of the population until they can leave the facility. If the child has symptoms of COVID-19, the caregiver waiting with the child should remain as far away as safely possible from the child, and utilize a mask.

Children and staff who are COVID-19 positive or who have had close contact (within 6 feet for at least 10 minutes) with a person with confirmed COVID-19 in the past 14 days must not return until they meet the criteria for discontinuing home isolation.

Upon notification of a positive case within the center, the school will notify parents of exposure and quarantine students as necessary according to Department of Health guidelines. Updated isolation and quarantine guidance for Childcare/ECE setting can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>.

### **Policy on Medication Administration**

Our school prefers not to administer medication to children. Since children attend our school for only 4 hours daily, it should not be necessary for children to receive medication during the time they are attending school. If an emergency situation arises, and it is indicated by a physician, medication will be administered only after receipt of written authorization by both the parent and child's physician. When any medication is authorized, specific instructions must include:

- Name of Medication
- Condition for which Medication is Prescribed
- Dosage and Frequency
- Time(s) of Administration
- Any adverse reaction that medication can have or has had on children

Any medication must be delivered to the school by the parent, not in the child's backpack, etc. and must be in the original container, which is labeled with the child's name, name of medication, date prescribed and directions for administration. Unused medication will be returned to parent.

### **Policy on Accidents and Injury**

when an accident occurs in school and a child is injured requiring professional medical care, we will immediately contact the parent(s) and take the steps necessary to protect the child from further injury.

If there is a medical emergency, 911 will be called first and then the parents will be notified. Your child must have in his file an emergency medical release form with your signature. This essential form allows your child to be treated by medical personnel in the event that you cannot be contacted. Staff members are also trained in Red Cross First Aid and CPR. We also have a local physician on call for telephone consultation.

Any injuries, no matter how minor, will receive serious attention and every effort will be made to comfort your child. Parents will always be informed of any accidents or injuries.

### **Fire/Emergency Evacuation Plans**

If there is a need to evacuate the church property, the class will walk (accompanied by at least 3 staff members) along Cambridge Drive toward Route 34. After crossing Route 34, the children and staff will enter McDonalds restaurant (corner of Cambridge Drive & Route 34). In the event that transportation is required, the Aberdeen police department will be called to provide transportation. This was confirmed by Sergeant Brian Alberti of the Aberdeen PD.

Evacuation drills are conducted monthly so that children become familiar with the sound of the alarm and the drill routine. Every effort will be made to reassure children and calm fears.

## **General Information**

### **Dressing for Play**

Children are busy playing and making messes while they are in school. Children need to be comfortable to enjoy playing indoors and outdoors and they may also come home with spots and stains from their creative endeavors.

Please consider having your child wear comfortable clothes. Remember, your child will be climbing, riding bikes, and sitting outdoors on the ground. We also encourage independence in dressing skills although staff will assist children with fastenings, etc. as needed.

Please label all belongings. Some children may have similar jackets, school bags or caps and may need help identifying which is theirs.

We will be spending time outside on most days, even during winter months. Children will need to have hats, mittens, boots, and warm jackets so they can play comfortably.

### **Bathroom and Toilet Learning**

Each child's rate of development in this area is different. We do not insist that children be toilet trained to attend our school. We are prepared to assist your child in toilet learning if she is showing some signs of readiness. If a toileting accident should occur in school, we will assist her in changing her clothes. Children will never be humiliated because of accidents. Accidents will be treated matter-of-factly and soiled/wet clothing will be sent home in a plastic bag for your to launder.

Our bathrooms are conveniently located near each classroom. Children will always be accompanied by a staff member to the bathroom.

Home/school communication is especially important while children are learning to independently use the toilet. Please your child's teacher if your child is experiencing difficulties with toileting or is constipated or has had loose bowels, etc.

### **Birthdays**

Birthdays are very important days in the lives of young children and we are happy to celebrate them with your child. Your child will be made to feel special by using our birthday chair, being sung to, and picking a birthday gift from our birthday box. If you wish, you may send in a special treat for the day (cupcakes, donuts, ice cream cups, etc.) and come in to participate in snack time. We ask that you save "goody bags" for your child's home party and make your child's school party arrangements with your child's teacher so we can be sure to build it into our plans.

Many children celebrate their birthdays away from school also. If the entire class cannot be invited to your child's birthday party, we ask that you not deliver invitations at school so no one feels left out.

If your child's birthday does not fall on a school day or is during summer months, we will gladly arrange a time to celebrate that is mutually convenient.

### **Holidays**

One of the joys of early childhood is participating in holiday celebrations and learning about their meanings. We will be sharing special holidays with the children by focusing on the occasion throughout our classroom centers and during our daily routines. Occasionally, a special trip (i.e. pumpkin patch) may be arranged to reinforce the season's themes.

We do try, however, not to get caught up in the frenzy of some holidays by overstimulating the children and reinforcing the commercialism. We will maintain our developmentally appropriate focus and let children take the lead in showing us what they can manage.

Examples of occasions we will celebrate/share together:

- Harvest Time—We will play with pumpkins, pick pumpkins, decorate masks and talk about farmers.
- Thanksgiving—We will share with others and give thanks to God. We will enjoy cooking special foods.
- Advent—Getting ready for Jesus' birthday. Special events and traditions.
- Christmas—Jesus' birthday; special gifts.
- New Year's—New beginnings
- Wintertime—The fun of snow and cold weather, animals sleeping
- Dr. Martin Luther King, Jr.'s birthday—Our differences make life beautiful
- Valentine's Day—How do you show someone you love them? We'll make special treats to enjoy.
- Easter—A joyful celebration of Jesus' resurrection. Talking about new life, butterflies (we'll see them grow from caterpillars to butterflies), decorating eggs.
- Springtime—God helps all things grow.
- Mother's Day—Moms (& Grandmas) love us and we love them.
- Father's Day—Dads (& Grandpas) love us and we love them.



## **Snacks**

We ask each family to donate snacks and juice for the class to help defray the costs of providing children with a snack each day. Please send in juice containers that do not require refrigeration since the juice may not be served on the day you send it in. We also ask that the snack consist of finger-type food selections. We like to encourage healthy eating habits and request that you stay away from snacks with a lot of sugar and artificial ingredients. We can only serve 100% fruit juice, not fruit drinks. Water is also available every day.

During snack time, we will be encouraging sharing, independence and fellowship. Your participation is appreciated by contributing the children's snacks.

## **The Home-School Connection**

### **Parent Participation**

We welcome parents in our classroom to occasionally volunteer and observe their children at play. Children enjoy being able to share their experiences with their parents and other caregivers. Parents, by participating in their child's class, better understand the developmental approach to learning.

While parent participation in the classroom is not mandatory, we encourage you to come in occasionally to share what we do and see your child at play.

In addition to classroom participation, here are other ways for you to share in your child's nursery school experience:

- Parent Orientation Night—Held the week before school opens
- Formal Parent-Teacher Conferences—Held annually and as needed/requested to discuss your child's progress
- Parent Meetings—Held occasionally to discuss a special topic of interest to parents
- Sharing—Please consider sharing a special skill, gift or occupation you think would be of interest to the children. Let the director know what you would like to share with the class.

If you have any suggestions or concerns about our school, please let us know by speaking to the director informally or by requesting a conference. Please remember when you visit our classroom that we do not discuss a child in his presence and we maintain a high standard of confidentiality for all of our children and their parents.

### **Separation**

Children and parents vary tremendously in their dependency needs and ability to separate. Our school meets those needs with a great deal of flexibility, understanding that it may take some children longer to separate from their parents than others. Our teachers' goals are to extend the child's safe environment from home into the classroom and we will work with you and your child to accomplish that goal.

Separation cannot be solved by avoidance, however, so we ask that you never "sneak" out of the classroom when your child is not watching. We will face the pain of separation together, "playing out" and expressing the feelings involved.

### **Picking Up Your Child**

Please be on time to pick up your child as he will be expecting you at the end of the session. It is important to notify the school if you will be delayed so we can prepare your child.

### **Talking With Your Child About the School Day**

Maintaining a positive approach when talking with your child about their day will be most helpful. Young children have an acute ability to "read" our emotions and if you are positive, your child's feelings about his school experience will be more positive. Be a good listener, showing genuine interest in what your child has to tell you about school.

The school staff will share with you any unusual occurrences that affected your child during the day and delight with you by sharing new discoveries or developmental advances your child has achieved so you can talk about them with your child.

### **Disruption in Home Routines**

Young children will react to any changes in their normal routine at home. It will be helpful to your child and our staff if you share information with your child's teacher if your family is experiencing a crisis or significant change (move, parent's business trip, grandparents' visit, separation, divorce, illness, death, etc.) Sharing this information will allow our staff to respond appropriately.

to your child's concerns or atypical behavior. Please be assured that all confidential information shared with our staff will be respected.

### **Bringing Possessions from Home**

Children occasionally need to bring something from home (a favorite small toy, a "lovey") to help bridge the home-school connection. However, bringing "home" toys to school sometimes stops children from exploring and playing with our school toys and materials. Please keep your child's toys at home or in your car if your child no longer needs a transitional item to help ease the entrance into school.

## **Tuition and Fees**

### **Policy**

Your child's tuition is based on an annual tuition equally divided into ten monthly installments. Tuition payments are due the first of the month (September—June) and are paid as equal payments (not based on attendance) to satisfy the annual tuition. There are no credits for absences, family vacations, weather-related closings, or state-mandated quarantines.

Each month you will receive a monthly payment envelope. Please submit your monthly check or cash payment with the corresponding envelope. This assures that your payment is recorded correctly. If you wish to pay the full annual tuition in September, please let the director know.

### **Late Fees/Bank Charges**

A \$10 late fee will be charged to the those payments received after the 15th of the month. Parents are held responsible to any bank charges in the event of "insufficient funds".

### **Annual Registration Fee**

An annual registration fee of \$40 (\$70 max per family) is due at the time of registration. This fee is non-refundable and non-transferable.

### **Sibling Discount**

For those families with more than one child attending the school in the same year, a sibling discount will be available. Ten percent will be deducted from the youngest child's tuition.

### **Cross of Glory Lutheran Church Member Discount**

Member families of Cross of Glory Lutheran Church are entitled a fifteen percent discount on their children's tuition. Additionally, Cross of Glory Church members do not pay registration fees.

Our school programs and budget are dependent on the timely payments of tuition. We appreciate that you will understand your obligation.

## Expulsion Policy

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

### IMMEDIATE CAUSE FOR EXPULSION

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

### PARENTAL ACTIONS FOR CHILD'S EXPULSION

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

### CHILD'S ACTIONS FOR EXPULSION

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

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

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, level of supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rule breaking.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/Guardian will be notified verbally.
- Parent/Guardian will be given written copies of the list of disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behavior.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional on premises.
- Recommendation of evaluation by local school district study team.

### A CHILD WILL NOT BE EXPELLED

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

### 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 arrangement with the school.
- The parent/guardian will be informed regarding the length of the expulsion period
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately 1-2 weeks notice depending on risk to other children's welfare or safety.) Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the school.

## Social Media Policy

*This social media policy applies to parents, members of staff, students, committee members, and volunteers at Cross of Glory Nursery School.*

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

- Social Networking sites (e.g. Facebook, Instagram, Snap Chat, TikTok)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing Services (i.e. YouTube)
- 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 school setting or at school special events and outings with the children, are to be posted for public viewing, except those of your own child or by staff for our website/Facebook page. Parents are advised that they do not have a right to photograph anyone else's child or to upload anyone else's children without that parent's specific permission.
- No public discussions are to be held or comments made on social media sites regarding the school children, staff or committee business (except appropriate use for marketing fundraising events) or that could be construed to have any impact on the school's reputation or that would offend any member of staff or parent using Cross of Glory Nursery School.
- Prior to the beginning of school, parents are given a permission form allowing them to choose whether or not their child's photo may be posted on the school's webpage or Facebook page. Included on this form is a statement informing parents that no identifying information (name, etc.) will be used on either site. Parents may change their permission decision at any time in writing.
- 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.
- In the event that staff name the organization or workplace in any social media, they do so in a way that is not detrimental to the organization or its service users.
- 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 should report any concerns or breaches to the designated person in their setting.

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

Any content deemed to be inappropriate is to be reported to the Director and any action taken will be at her discretion.

*General guidelines for 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.