

Scotch Plains Baptist

Christian Day School

Parents Manual

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SCOTCH PLAINS BAPTIST

CHRISTIAN DAY SCHOOL

PROVERBS 22:6

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WELCOME

Welcome to the Scotch Plains Baptist Christian Day School (SPBCDS). We are excited and blessed to have you as a part of our family and we thank you for entrusting us with the care and early education of your child.

MISSION STATEMENT/PHILOSOPHY

We believe that part of the outreach of the Scotch Plains Baptist Church is to provide the witness of Christian love to young people and their families. Our purpose is to welcome all children, offering them the very best early childhood education, with experiences in daily Christian living. The program provides opportunities for each child to grow to his/her fullest potential in all areas.

HISTORY OF SPBCDS

Scotch Plains Baptist Church has been an active congregation since 1747. In 1971, the Church made a commitment to serve the community by providing a Christian Nursery School for 3 and 4 year olds. The goal was and still is to provide an excellent pre-school experience in a loving, Christian environment. In the fall of 1997, the school offered extended care for the first time. In 2000, the school was licensed to serve children up to the age of 13 in an aftercare program. In the fall of 2001, we offered kindergarten to the community, per family request. In 2007, we began to offer a program for 2.6 year olds. **In 2020, COVID prompted the need to expand our onsite location by offering smaller class sizes in additional spaces. An enrichment class was offered to 5 year olds in 2021, a media center was established in 2022, and two new classroom spaces opened up in 2023.** SPBCDS is a licensed state Child Care Center, approved for ages 2.6 through 13.

REGULATIONS

In compliance with the State of New Jersey Department of Human Services, Scotch Plains Baptist Christian Day School (SPBCDS) is required to have the following information in your child's file. It is necessary to have this information updated on an **annual** basis.

Health Status

A dated, written statement of the child's current health status, signed by your child's doctor, shall be obtained at least annually for each child younger than seven years old, or whenever the Director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission.

Immunization Form

Immunizations must include the date and year of required immunization. This information is due upon admission. Additionally, please complete Universal Health Form.

Emergency Form

Information including parent's home and work contact information, known allergies to foods or medications, release of emergency medical treatment and a release for field trips shall be obtained at the time of admission. *Any changes need to be forwarded immediately.*

Photo Release

A parent/guardian signed consent for your child to be photographed shall be in the child's file.

Re-enrollment

Re-enrollment is held during early winter at the school. During this time you will have an opportunity to enroll your child in a class for the following school year.

Sign-in/Sign-out Procedures

Each parent/guardian will be asked to download the Brightwheel App, and will be assigned a 4-digit code at the beginning of the session. Each child must be signed in and out by an adult with this code, *unless a signed Minor Release form is on file for your child.* An iPad is located at the front door by which to sign the children out.

Adjustment Period

Starting preschool for the first time often causes anxiety for children. We recommend that you visit the preschool before the first day of school with your child, allowing him/her to meet some of the staff and see other children at play. We will work with you and the child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the school experience. **Most appointments to visit the school should be scheduled outside of the teacher's scheduled classroom hours, with operation times between 7:00am-6:00pm, M-F. A self guided tour of the building will take place the Thursday before the fall program begins, from 12-3pm, in order to familiarize yourself and your child with the building. Open House also takes place annually on the first Saturday in February, from 9am-12pm.**

Tuition and Attendance

Tuition payments can be made annually, half yearly or monthly. Tuition is paid directly to SPBCDS. If paid monthly, tuition is due on the 1st of the month (or the 1st day your child attends in the month.) Online payments are now accepted via Brightwheel.

A late fee of \$30.00 is due if the tuition is not paid by the 10th of each month (\$25 for the summer). Three late fees incurred during one session will result in your child's temporary suspension. The child will not be allowed to attend the next session until the payments are made in full.

When more than one child from a family is enrolled at the same time, a 10% discount is given for the lower tuition. ***Church members also receive a 10% discount.***

Please call or message SPBCDS if your child is sick, late or unable to attend. Three **unexcused** absences will result in your child's temporary suspension from the program. Repeated absences will result in dismissal.

Tuition is assumed from the date of admission to the end of the school term. We offer monthly payments for convenience, but a monthly payment does not reflect the cost of a month's attendance. **With the exception of a delayed or late start within the month, no tuition will be prorated. Please refer to the Tuition Schedule and Contract for a breakdown of costs.**

There is an annual, **non-refundable registration fee** for the following school year.

NO tuition reduction or refund will be given for vacations at any time during the school year or summer. ****Predetermined vacation plans must be discussed PRIOR TO the drafting and signing of the contract to be eligible for a prorated amount, and are at the discretion of the director.***

Drop-off:

Our normal hours of operation are **Monday-Friday, 7:30am-6:00pm**, inclusive of before and aftercare. **Early drop off** is available from 7:00-7:30am, for an additional monthly fee of \$40.

PROMPT ARRIVAL IS IMPERATIVE! Please arrive according to your child's contracted time. Late arrivals are disruptive to the children's learning environment. Class begins at 9am for the 2 ½ to 4 year old classes, and 8:30am for the Kindergarten class. No "class only" or "morning only" student that arrives unexcused after 9:10am (Pre-K) or 8:35am (Adv. Pre-K/K) will be admitted into the classroom. The exceptions are pre-approved doctor's appointments/therapy sessions, and "aftercare only" students. No student will be admitted into the classroom during circle time.

PLEASE PARK ON GRAND STREET, TURN CAR ENGINE OFF, AND WALK YOUR CHILD TO THE FRONT DOOR. Families that park in the lot without a newborn, an expectant mother, or a medical tag will receive one warning, then be fined \$50 each offense, payable to SPBC. Repeat offenders will be subject to towing. Visitors, staff and students will undergo a general health screening/visual inspection at the entrance of the school building, and are required to sign in. Once the screening is completed, the receptionist will determine whether or not the person needs to be excluded for the day. Parents can then walk the child to his/her designated class. Visitors must wear a badge and will be escorted through the building. If someone other than the custodial parent or emergency contact will be picking up, **please inform the school in writing (email is acceptable), and complete and sign an "Alternate Pick-up Release" at this time.** Parents can assign the alternate pick up a pin code, as well. Please make sure a staff member acknowledges your child before you leave.

Pick up:

Follow the same parking instructions as for drop-off. **At pickup, students will be paged from the walkie talkie and parents/guardians can pick up from the classrooms. School age children may be released to the door from the classroom. Please acknowledge that a staff member has watched your child to the door.**

Parents dropping off or picking up outside of contracted hours will be assessed an additional charge, unless other arrangements are made in advance.

Please see to it that your child(ren) remains with you while in the parking lot or crossing the street. Thank you for your cooperation in these matters. Working together, we can keep the school a safe place for all.

Late Pick-up Procedure:

The following procedure will be followed in the event that the parent(s) or other person(s) authorized by the parent fails to pick up, or is late in picking up a child at the time of the center's daily closing:

1. At least two staff members shall remain with the child. The staff member will make every effort to contact the parent or any other person authorized by the parent to pick up the child.
2. **Late fee -after 6PM -\$1.00 per minute. Late fee due upon arrival, payable to the staff present.**
3. **At 7:00 PM, DCCP will be called in accordance with state regulations.**
4. If no one can be contacted who is authorized to care for the child, and it is **after 7:00 PM**, the staff member shall call the **24-hour Child Abuse Hotline** to seek assistance in caring for the child until an authorized person can be reached .
5. Fee for late pick up between 12:30 - 6:00 PM is **\$10.00 per hour for each additional hour**, due the next day.
6. Repeated late pick-up after 6:00 PM will result in a notice and conference with the Director.

Policy on Release of Children

In order to ensure the safety of the enrolled child, no child will be released to anyone other than the custodial parent(s). In the event that the custodial parent(s) gives permission for an alternate pick-up, it must be given in writing or through a phone call, followed up in writing. Proper identification will be requested by the center when the alternate arrives.

At the time of registration, parents must list at least **2 people** who are authorized to pick up their child (ren) in their absence. At this time, they may also list any person who should not be allowed to visit or pick up the child. Parents are requested to keep this information updated . Please keep emergency pick-ups within 15 minutes of CDS.

If a person who is listed as a "negative visitor" or "someone not authorized" comes to the center, attempts to notify the custodial parent will be made. If those attempts are not met, the child will NOT be released under any circumstances. The police will be called if necessary.

Release of children to individuals between 12 and 17 years of age will require a signed and dated "Release Form" to be signed by parent and director of SPBCDS. **No child** will be released to an individual younger than 12 years of age. (Please ask staff for "Release Form.") The following procedures will be followed by a staff member(s) if the custodial parent or person(s) authorized by that parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of that staff member, the child would be placed at risk of harm if released to such an individual :

1. The child may not be released to such an impaired person.
2. Staff members will attempt to contact an alternate person(s) authorized by the parent(s).
3. If SPBCDS is unable to make alternate arrangements noted above, a staff member will call **DCP&P's** 24-hour Child Abuse Hotline to seek assistance in caring for the child.

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 center 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 a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

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

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

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

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child' s parent(s).

MEDICAL and EMERGENCY INFORMATION

Emergency/Inclement Weather Closing

SPBCDS uses the Group Cast System to announce closings and emergencies.

You may also check the school's FACEBOOK page, website, Brightwheel App and Google Classroom Page.

In the event of an emergency or inclement weather that would affect the operation/opening of the school, a decision will be made by 6:30 a.m. We will make every effort to keep the school open whenever possible, keeping in mind the safety of both the staff and the children. It is always the responsibility of parents to make an individual decision, based on local driving conditions, as to whether or not to bring their child to school. We will rarely close early, but again parents should use their judgment in picking their children up early. Tuition reimbursements are not made for days missed due to snow and/or ice. Delayed opening is at 10:00 AM, with arrival times starting at 9:45 AM. Decisions regarding SPBCDS delays, inclement weather closings and some holiday schedules **do not always** follow Scotch Plains/ Fanwood School district , therefore it is imperative that we have up to date contact information from you.

In the event of a delayed opening, "class time only" children will follow an abbreviated schedule , and pick-up will be at regular time. Extended care children will follow regular pick-up time, by 6:00 PM.

Emergency contacts listed on registration form, should there be inclement weather or an emergency, should be easily reached while your child attends SPBCDS.

Emergency contacts will be notified if SPBCDS closes during our extended care program. Please encourage your emergency contacts to check answering machines/carry cell phones to check/respond to messages, ***and check the website, Brightwheel App, Google Classroom and Facebook page .***

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, children will be kept inside the school. Children may take walks in light rain, so please dress your child(ren) appropriately for the weather. Children will NOT be allowed to go outside during heavy downpours, lightning or thunder. In the event of an impending thunderstorm, children will be ushered indoors once lightning strikes or when the thunder is within a 10 mile radius. Children will not be allowed back outside until the weather has subsided for at least 30 minutes.

Accidents

All teachers and assistants are certified in child CPR and child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or Director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called.

Fire Drills

Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated to the Library on Bartle Avenue.

Lockdown Drills

Lockdown drills are held two times per year in order to familiarize the children with proper and safe procedures in the event of an unwanted intruder. During these times, students will be ushered to a designated safe space within the building, and are to remain completely silent. In the event of a true emergency, **please do not call the school**, as it could alert the intruder. An emergency responder or school official will inform the parents of the safe status of the school.

Evacuation

In the event of an emergency evacuation, children will be evacuated to the Library or Police Station, depending on the reason for the evacuation. Parents will then be contacted. The Library phone number is (908) 322-5007 and Police Station phone number is (908) 322-7100.

Child Abuse

The staff of the school is required by NJ state law to report any suspicion of child abuse.

Health

The Department of Health visits annually to review your child's immunization record. Parents should inform staff of any new immunizations or health situation or condition that may arise during the school year. (New vaccine requirement as of September 2004: varicella. Prevnar or PCV, Influenza Vaccine: every child 6-59 months, as of September 2008. Families are responsible for all other required immunizations as mandated by the state. An updated Universal Health Form must be completed every year. (Can be completed at their annual physical)

Absences

We plan our programs with the assumption that every child will attend every scheduled class. If your child is unable to attend, please notify the school. If your child is absent due to illness with a communicable disease, please let us know immediately. We are required to notify all parents, the County Health Department, and the Office of Licensing of communicable diseases.

Sick Children

State regulation 10:122-7.1 (Health Requirements) requires that there be daily observations of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the center will not be admitted.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children shall be notified immediately by the center. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at school, the parent or guardian will be contacted and the child must be picked up within 1 hour of notification. The child will be separated from the other children until the parent's arrival.

In the event your child tests positive for COVID, please follow the most up to date recommended guidance for quarantine and isolation from the CDC website.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

Out of consideration for your child, the other children, and the staff, please keep your child home from school if they are exhibiting any of these symptoms. If such symptoms occur at the school, the child will be removed from the group and someone will be called to take him/her home.

Severe pain or discomfort

Acute diarrhea (twice the usual bowel movements)

Acute vomiting (2 or more episodes within a 24 hour period)

Elevated oral temperature of 100.4 degrees Fahrenheit or above

Sore throat or severe coughing lasting more than 24 hours

Yellow eyes or jaundiced skin

Red eyes with discharge

Infected, untreated skin patches

Difficult or rapid breathing

Unexplained skin rashes or those lasting longer than 24 hours

Swollen joints

Visibly enlarged lymph nodes

Stiff neck

Blood in urine

Nasal secretions that are thick, yellow or green, and accompanied by fever, cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.

Cough accompanied by fever, chills, and the coughing up of green or yellow mucus, vomiting, or nausea

Child not feeling well, such as lethargic behavior and/or crying

Eye drainage of any type should be checked by a doctor to rule out infection.

Unusual rashes should be checked out by a doctor to rule out bacterial infection.

Once a child is symptom free for 24 hours without medication, or has a physician's note stating that he/she no longer poses a health risk to him/herself or others, he/she may return to SPBCDS.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

If a child contracts any of the following diseases, please report it to us immediately. He/she may not return to school without a doctor's note.

<u>Respiratory Illnesses</u>	<u>Gastro-Intestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Campylobacter*	Impetigo
German Measles	Escherichia coli*	Scabies
Hemophilus	Giardia Lamblia*	Ringworm
Influenza*	Hepatitis A*	Hand/Foot/Mouth Disease
Meningococcus*	Salmonella*	Shingles
Mumps*	Shigella*	
Tuberculosis*		
Whooping Cough*		
Strep Throat		
Measles*		

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

**Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days 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 the center, you will be notified in writing .

*****SPBCDS reserves the right to require a doctor's note for any medical situation that may arise that threatens the health and safety of the children, families and staff.**

The child may return to the school after illness when:

- Fever-Free for 24 hours without medication
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection (not to return until child is starting 2nd day of medication)
- Child is feeling well again and normal behavior has returned

Medication

NO medication, oral or topical, will be given. If you have any questions or concerns, please contact the Director. All requests will be carefully reviewed and approved at the Director ' s discretion.

Allergies

All allergies to medication and/or other substances must be stated on the emergency and medical forms. **Please notify the school immediately of ANY allergies that your child may have.** The physician must recommend alternative food choices for your child. Information about children with allergies will be posted in all classrooms . Please list any allergies SPBCDS should be aware of.

Health and Hygiene

We can accept only **WELL** children at SPB Christian Day School. Please refer to our Policy on the Management of Communicable Diseases, which you will find in this manual for more specific details. We are depending upon your help in maintaining this policy. SPBCDS is not licensed as a sick center by the state.

In the case of an accidental injury, we will make an immediate attempt to contact you. If you cannot be reached, we will call your physician. If necessary we will contact an ambulance and/ or the paramedics.

Please keep the school up to date on phone numbers and any other pertinent information about your child's health. An up to date immunization record appropriate to the child's age is to be kept on file at SPBCDS at all times. Please fill out allergy information and communicate any allergies your child may have immediately.

We encourage each child (who is required to be "potty trained") to be independent in his/her toileting habits. If someone is having difficulty cleaning him/herself, we will instruct the youngster as best we can, unless there is an obvious need for assistance. Children must be able to wipe themselves independently; staff will assist if your child becomes ill at school, and you will be called. Otherwise our policy is: HANDS OFF! (ONLY children in the "Little Bear Room" may wear diapers or pull-ups). Students must be potty trained to advance to the "Sunshine" and "Sea Otter" Rooms. **Otherwise, there is an additional \$50.00 fee per month for all children 3 years old and above that are not potty trained.** The fee will be discontinued as soon as your child is completely potty trained.

All children at the school are required to wash their hands with soap and water upon entry from outside, at bathroom time and before snack or lunch.

SCHOOL INFORMATION

The school activities revolve around a monthly theme. These themes include Bible-based character-building studies, open-ended art projects, and much more. All activities are presented in an age-appropriate manner. The A Beka Curriculum is incorporated into the weekly lessons for the Little Bear, Sunshine, Sea Otter, Church Mice and Caterpillar classes. Supplemental texts are utilized daily for further enrichment in the classes.

Role of the Director

The Director is responsible for the entire management and operation of the school.

Role of Pastor

The pastor of SPBC is available for prayer and counseling by appointment. Drop-ins can often be accommodated, or contact the church office, 908-322-5487.

Lunch

It is required that if your child is in attendance at our scheduled lunchtime, you provide him/her with a suitable lunch. We request that you send it in a sturdy container such as a lunchbox. All food not consumed will be returned to you unless otherwise requested. Each classroom has a microwave and refrigerator for your convenience. PLEASE NO GLASS CONTAINERS. Please talk to your child regarding foods they enjoy and food they don't. Make sure lunch boxes are sanitary and labeled. Our Lunch Bunch is from **12-12:45-PM**; cost is \$5.00 per day **to stay and eat lunch (provided from home)**. Prompt pick up by **1 p.m.** is mandatory. **WE ARE A PEANUT AND TREE NUT FREE SCHOOL! (Please check the ingredients and "processed in a facility" label before sending with your child.)**

Snacks, Birthdays, Parties

Mid-morning/mid-afternoon nutritious snacks are served each day. **We are a peanut/nut free environment.** SPBCDS provides both drinks and treats (crackers, pretzels, etc.) for all classes. If you would like to send a snack to school occasionally, it would be greatly appreciated. You can also sign up for snack donation on a weekly basis (healthy, nutritional snacks are recommended).

Birthday celebrations at school are always special. Teachers make an extra effort to see that the student celebrating a birthday feels "very important". (Time and format of the celebration is determined in each classroom.) Summer birthdays for those not attending year round programs will be celebrated prior to summer break. ***Please note that in an effort to be considerate of all children's feelings, NO INVITATIONS CAN BE GIVEN AT SCHOOL UNLESS ALL CHILDREN ARE INVITED.***

Special parties, programs, or activities are planned for the following: HARVEST TIME, THANKSGIVING, CHRISTMAS, VALENTINE'S DAY, and EASTER. Additional family programs include Special Breakfasts, Promotion and Graduation exercises, and End-of-the-Year Celebrations.

Halloween

The policy of our school is not to celebrate Halloween. However, we do celebrate HARVEST TIME with a party.

Clothing

Always dress your child in comfortable play clothes and sneakers or rubber-soled shoes.

A youngster should not feel restricted during art or playtime because of his/her clothing. We normally play outdoors on pleasant days, and large muscle equipment is available during the winter months in our large indoor, downstairs playroom. Sneakers are required for outside play. Platforms, flip-flops, or open-toed sandals are not permitted.

We encourage our students (especially the four and five-year-olds) to snap, button, and tie. Also, we ask that they try to put on their own coats, sweaters, boots, and mittens . Of course, assistance is readily available when needed!

Occasionally, children may spill their drinks at snack time, or they may have "accidents" which require clothing changes. Young boys and girls feel much more comfortable at such times putting on their own clothes rather than our "extras". We, therefore, request that during September you send in a change of clothing (shirt, pants, underwear, and socks) in a labeled plastic bag. Please update clothing according to the season and your child ' s growth. **Please label all extra clothing with your child's name.**

Rest/Sleep Time

Our center will provide opportunities for daily rest/sleep time. Each 2 ½-4 year old child will be provided with a resting mat. Parents are asked to provide a blanket and sheet to be used as a covering for your child. (NO SLEEPING BAGS - PLEASE.) These coverings **must** be taken home weekly for laundering and brought back to be available the next time your child rests at school. Pillows are not suggested unless needed for health reasons. All children who attend the center for more than four consecutive hours must rest for a minimum of 30 minutes. An alternate quiet activity will be provided for those children who have rested or slept for the required 30 minutes and do not appear to need additional rest or sleep. There is an \$8.00 fee per day for use of the school's bedding.

Parent Participation (visitation, assistance, conferences)

Parents play an enormous role in the daily operation of the school. They are encouraged to visit their children's classrooms whenever possible . Moms and dads also assist our teachers when either a staff member is absent or extra help is needed. They may also help with our Thanksgiving Feasts, Valentine and Easter parties, end-of-the-year school events, and lunch program.

Planned parent/teacher conferences take place during the **winter**. Open phone communication, emails, and before/after school discussions concerning our students occur throughout the year. The phone number for the school is (908) 322-9187.

Field Trips

Field trips are taken periodically throughout the school year. In most instances, we will hire a bus to take us where we need to go. Short walking trips may also be taken. Parents are most welcome and encouraged to join us on our trips . Written permission for all children is always required. All scheduled and able staff members attend the field trips. If your child is not attending the field trip, there are no classes in session during that time.

COMMUNICATION

We encourage you to direct any concerns and questions to our staff. Personal phone calls to your child are not permitted.

MONTHLY CLASSROOM NEWSLETTER

The teachers send home a monthly newsletter containing specific class information.

COMMUNICATION/CONFIDENTIALITY

Young children often exhibit behaviors of enthusiasm, excitement and frustration and may not use words to express themselves. These behaviors may occur at school or when your child has play dates.

Our policy is to resolve situations between children that may occur within each classroom setting. Maintaining each child's confidentiality is used in each situation.

Communication in person, by phone, or written notes will be used according to the circumstances of each situation.

Repeated negative behaviors exhibited by any child will be addressed by staff according to the "Discipline Policy" in the school's Parent Manual.

DISCIPLINE POLICY

Classroom and School Rules

1. Children are to remain in the classroom at all times , unless accompanied by a teacher.
2. Children are to walk in the halls in a quiet and orderly fashion.
3. No child is allowed to participate in a field trip unless the teacher has received written permission from the parent(s) for each and every trip.
4. ANY BEHAVIOR displayed by a child that is believed to be intentionally disruptive to other children and/or the school staff, or creates a dangerous situation for the child, other children and/or school staff will result in the immediate contact with the child's parent. Discipline procedures as defined in the parent manual will then be followed.
5. Other behavior disruptive to the normal school routine will not be permitted.
6. In the instance of "biting", the child will be removed from the group environment and the parent will be called. A suspension will take place until a Parent-Director conference is held.
7. Absolutely no hitting, punching, kicking, spitting, etc. is to be directed at any child , teacher, assistant, or volunteer.

Methods of Behavior Modification

All methods of behavior modification are taught consistently and in a loving manner. Director and teachers, where appropriate, are authorized to prescribe and implement any one or a combination of the following types of corrective disciplinary action in the case of students committing disruptive behavior:

1. Student conference
2. Separate child, within the room, from the rest of the group by having him/her sit in a "time out/think about it" chair for a few minutes -- follow up by having, a brief conference with this child
3. Deprivation of Privileges
4. Student - Director Conference
5. Parent Conference
6. Suspension
7. Other appropriate corrective actions deemed necessary in accordance with the law, and due process.
8. If a suspension results and upon returning to SPB Christian Day School the child repeats the behavior associated with the suspension, immediate dismissal will follow.

NO refunds of tuition will be given due to suspension.

At no time will a child enrolled at the Scotch Plains Baptist Christian Day School be 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 staff member.

Helpful Hints

Please drive *carefully and slowly* around the school area. For the safety of "our" children , never leave your engine running unattended.
We follow NJ No Idling Law N.J.A.C. 7:27-14,15.

Call and report when your child is going to be kept home from Christian Day School. It is not necessary to phone each day if you have called initially.

Label all removable clothing (coats, sweaters, hats, boots, mittens, book bags, and the like), with your child's name clearly visible.

Check the lost & found box if an item is lost.

Thoroughly read all notices that are sent home from Christian Day School.

Refer to this handbook frequently.

Sneakers are required. No sandals, flip-flops, open-toed shoes or platforms.

Dress your child comfortably and appropriately for the weather.

No personal electronic devices,(e.g. iPods, PSf" s, D5s, etc.) unless a special lesson is occurring.

Any updates that should be added to your child's immunization/health records should be communicated to the office and your child's teacher immediately, to keep health records current and accurate.

Prompt arrival and pick up is mandatory for your child 's adjustment, success and learning experience. After three late arrivals or pick-ups, a meeting will be required with your child's teacher and the Director.

Snack donations are greatly appreciated (Ask the teacher about our snack donation sign up).

Recyclable items (coffee cans, paper towel tubes, etc.) are useful for school projects. Review your child's monthly newsletter for items that may be needed.

INFORMATION TO PARENTS

NOTE: Under provisions of the Manual of Standards for Child Care Centers (N.J.A.C. 10:122), 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 may comply with this requirement: 1 - by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2 - by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Bureau of Licensing 609-292-1021

~ Our center is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services (DYFS). 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 Standards 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 Standards and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Standards for Child Care Centers, for a nominal fee, by writing to the DYFS Bureau of Licensing, One South Montgomery Street, CN 17, Trenton, NJ 08625.

~ 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 Standards. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, too.

~ Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/ Violation Reports on the center, which are issued after every State licensing inspection of our center. Let us know if you wish to review them and we will make them available for your review.

~ 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 offer parents of enrolled children ample opportunity 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.

~ 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 person, whether working at the center or not, is required by State law to report the concern to the DYFS Office of Child Abuse Control, Toll-Free at 1-800-792-8610. Such reports may be made anonymously.

~ Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, One South Montgomery Street, CN717, Trenton, NJ 0862.

HANDBOOK VERIFICATION FORM

Please sign and return this form to your child’s teacher or the Director.

I am in receipt of and have read the SPBCDS Parent Manual.

Child’s Name (Printed)

Class/Teacher

Parent’s/Guardian’s Name (Printed)

Parent signature

Date