

Our Savior Nursery School 2023-2024 Parent Handbook



The Lutheran Church of Our Savior

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Stanhope, New Jersey 07874

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OUR SAVIOR NURSERY SCHOOL
143 BROOKLYN ROAD, STANHOPE
973-347-1818 WWW.OURSAVIORNURSERY SCHOOL.ORG
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WELCOME

Welcome to Our Savior Nursery School! We are pleased that you have chosen our program for your child. Choosing the best program for you and your child is a difficult task. We hope that this handbook will answer your questions. We are also available to meet with you personally or by phone to answer any questions you may have about our program. We will be keeping you and your family in our prayers.

SPONSOR

Our preschool is a part of the educational program of the Lutheran Church of Our Savior. The director, teachers, assistants, and program are under the responsibility of the Board of Christian Education and our Pastor. Suggestions, questions, or problems should be presented to the **Director**, Colleen DeVito, who is responsible for presenting to the board.

OUR SAVIOR NURSERY SCHOOL BOARD MEMBERS

Per Tuneblom, Chairman	Donna Cuff, Financial Secretary	Karen Naedler, Secretary
Bob Hoover, President	Heinz Torster, Treasurer	Joan Papendick, Member at Large

STATE LICENSED

At the present time, Our Savior Nursery School maintains a license from the Division of Licensing of New Jersey. We follow all state regulations. Teachers exceed state requirements and the area of indoor and outdoor space per child is more than state required. Our building has been inspected by health, fire, and building authorities and meets all state and local requirements.

If for any reason the state determines to suspend, revoke, or refuse to renew our license you will be notified in writing by us and by the state within 20 days of our notification to surrender our license with the reasons why the state made the decision.

ELIGIBILITY

Our Savior Nursery School admits children of any race, color, nationality, or ethnic group. All children in the community, regardless of religious affiliation, are welcome to enroll in our preschool. Children must be 2 ½ or older by October 1st to be in their respective classes.

HISTORY, LOCATION, AND FACILITIES

Our Savior Nursery School was started in 1971 as a service to bring Christian education to our surrounding communities. It has done this with great success for the last 53 years. It is an integral part of the ministry of The Lutheran Church of Our Savior, The Lutheran Church Missouri Synod, and the National Lutheran School system of over 2,000 schools. We are in the town of Stanhope at the intersection of Sparta – Stanhope Road (County Route 602) and Brooklyn Road (County Route 605). The school has 4 spacious classrooms and a fenced in play yard. We have a secure facility that is always locked and cameras at all entrances for the safety of our children and staff.

MISSION STATEMENT

As a ministry of The Lutheran Church of Our Savior our purpose is to share the love of Jesus with children and their families in a caring, Christian learning environment.

Our Savior Nursery School's emphasis is on nurturing the whole child and seeks to foster growth in the following areas: **Social, Emotional, Intellectual, Physical, and Spiritual.**

In a Christian atmosphere, we encourage creativity and self-expression to develop a feeling of security and self-worth and to appreciate the daily presence of Christ. We endeavor to maintain the highest standards of early education exceeding state requirements.

PHILOSOPHY

We believe that children thrive in an age-appropriate program, within a safe and nurturing environment. We offer a curriculum designed to foster growth, stimulate their curiosity, and challenge their mental and physical needs. We encourage the development of socialization skills, spiritual growth, and the building of self-esteem, while recognizing each child's uniqueness as an individual. Play is an important phase in child development. Through play, children explore their world and learn to grow socially, physically, spiritually, emotionally, and intellectually, and we enhance their play through books, language, music, art, cooking, dramatic play, outdoor play, and various learning centers to promote fine and gross motor skills.

ADMISSION POLICY

Our Savior Nursery School does not discriminate based on race, color, creed, nationality, or ethnic origin. We encourage the enrollment of children and families who represent diverse backgrounds and families and children with special needs. We welcome children of all religious and ethnic backgrounds, as we work with them towards the following goals:

- To establish and maintain a safe, healthy learning environment.
- To advance physical and intellectual competence.
- To support social and emotional development and provide positive guidance.

Our Savior Nursery School staff makes every effort to communicate with children and families whose home language is not English. Parents are asked to share words or phrases in their home language that may help to make their child more comfortable. Non-English-speaking parents are also encouraged to bring with them someone who can help translate questions, concerns, and information. Teachers will label many of the classroom materials in the Home Language. Parents are encouraged to share books and other materials in their home language.

EDUCATIONAL GOALS AND CURRICULUM

We endeavor to maintain the highest standard of early childhood education. Working in partnership with the home, our school nurtures each child in Christian faith in an atmosphere of love and care. The sharing of God's love is Bible based & age appropriate, building a foundation for living as a child of God and sharing His love.

The curriculum used at Our Savior Nursery School is Teaching Strategies Creative Curriculum. It is an early education curriculum that is designed by child development theorists and is based on current research as to how children learn. The curriculum is designed to allow teachers to plan and implement a developmentally appropriate program for our students. The activities planned are to encourage large and small muscle control, language

development, and reading and number readiness through art, science, music, dramatic play, manipulatives, audio and visual aids and other educational toys and supplies. The children are encouraged to actively participate and develop a positive attitude towards self and others. Trained teachers guide the children in many activities that aid and enrich their physical, cognitive, social/emotional and language development. Using Creative Curriculum as our foundation provides a thorough curriculum that supports infants through prekindergarten age children. Throughout the Creative Curriculum, the partnership between the family and the teachers is the most important component to the successful foundation for the children to best prepare them for future learning.

Child observations and assessments are an ongoing piece of this curriculum. Teachers document children's progress by using Teaching Strategies GOLD Assessment System. Individual child assessments are used to guide teachers in addressing children's educational goals and outcomes, the preparation of the daily lesson plans, and monthly reviews of children's progress. Each child's development and learning are then shared with parents twice a year at parent teacher conferences or at any additional parent or teacher requested meeting.

DEVELOPMENTAL SCREENING POLICY

At Our Savior Nursery School, we believe parents are experts on their children. Parents may not be child development specialists, but they are experts on their child. Research has shown that parent concerns are accurate predictors of developmental delays. To ensure that the needs of each child can be met through our learning program, a developmental screening is offered to our parents. The Screening tool that is used is the Ages & Stages Questionnaires, Third Edition (ASQ-3). It pinpoints developmental progress in children between the ages of one month and 5 ½ years. Its success lies in its parent-centric approach and inherent ease-of-use. This combination has made it the most widely used developmental screener across the globe. Evidence shows that the earlier development is assessed the greater chance a child will reach their potential. Together we can see that every child has this opportunity.

ASQ-3 PROCEDURE

The Director will offer every newly enrolled family a copy of the ASQ-3 Questionnaire for them to complete. Each questionnaire is specific to your individual child's exact age at screening. The ASQ-3 will be scored by the Director and discussed at a meeting convenient with the family. This report will serve as a baseline screening. A copy will be given to the parents and a copy will be in the child's records. Based on information in the report, teacher observations, and the family meeting, individual learning goals for each child will be created and implemented in lesson planning by the classroom teacher. If needed, referrals to community resources will be given to the family. Children under the age of three will be referred to Early Intervention and children three years and up will be referred to their home school district. The parent may opt to pursue outside services; if this is the case, more resources can be found in the Parent Handbook. Additionally, the Director will follow up with the families within two weeks to ensure that they have been able to access community resources. Teachers will continue to monitor any child identified with potential special needs or learning difficulties. If warranted, additional updates on the child's progress will be scheduled with the family within 4-6 months as recommended by the ASQ-3 as a follow up. Otherwise, the child's progress will be shared at the next regularly scheduled conference.

HOURS OF OPERATION

Our Savior Nursery School is open from 7:30am – 1:00pm

Our program operates as follows:

- Extended Day AM: 7:30am – 9:00am
- Regular Day: 9:00am – 12:00pm
- Extended Day PM: 12:00pm – 1:00pm

To provide the safest environment and the least amount of anxiety for your child, we strongly suggest that you arrive on time for arrival and dismissal. Continuously arriving late adds to the anxiety of leaving your child and it is a disruption to the class schedule. In addition, arriving late for dismissal creates anxiety in your child as she/he waits for you. Please do your best to adhere to Our Savior Nursery School hours.

DAILY SCHEDULE – PRE-K

8:45 – 9:00	Arrival, Attendance, Tabletop Activity
9:00 – 9:15	Circle Time
9:15 – 10:15	Free Choice/Center Time
10:15 – 10:25	Hand Washing
10:25 – 10:40	Snack
10:40 – 11:10	Gross Motor/Outside Time
11:10 – 11:20	Hand Washing
11:20 – 11:35	Small Group/Story Time/Teacher Instructed
11:35 – 11:45	Pack Up/Dismissal

DAILY SCHEDULE – PRESCHOOLERS

9:00 – 9:10	Arrival, Attendance, Tabletop Activity
9:15 – 9:25	Circle Time
9:25 – 9:55	Gross Motor/Outside Time
9:55 – 10:05	Hand washing
10:05 – 11:05	Free Choice/Center Time
11:05 – 11:10	Hand Washing
11:10 – 11:25	Snack
11:20 – 11:30	Hand Washing
11:30 – 11:50	Small Group/Story Time/Teacher Instructed
11:50 – 12:00	Pack Up/Dismissal

All teachers and assistants do their best to stay on schedule and closely adhere to our Daily Schedules. However, there is always room for flexibility, changes, class parties, projects, etc. If your class schedule changes dramatically, your teacher will notify you as soon as the change goes into effect. We believe that flexibility is a necessary part of a preschool environment and aides in the development of all children.

ACADEMIC CLASS OFFERINGS

- **Preschool 2 ½ & 3-Year-Old Classes:** (Must be 2 ½ by October 1st)
 - 3 day offered Monday/Wednesday/Friday
 - 4 day offered Monday/Tuesday/Thursday/Friday
 - 5 day offered Monday through Friday
- **Pre – K 4-Year-Old Class:** (Must be 4 by October 1st)
 - 3 day offered Monday/Wednesday/Friday
 - 4 day offered Monday/Tuesday/Thursday/Friday
 - 5 day offered Monday through Friday

(If a session or program does not have enough children enrolled you will be given the option to have a combined class with mixed ages, move to a different session, or a refund if we cancel your class. This decision will be made by August 15.)

REGISTRATION FEE

A \$90.00 **non-refundable** registration fee plus a **non-refundable 1/10 payment (one month) of your year's Tuition Fee** will be due at the time of registration along with your forms to secure your child's enrollment.

TUITION

Regular Program

\$3,620.00 per year for three sessions per week (\$362/month)
\$3,900.00 per year for four sessions per week (\$390/month)
\$4,500.00 per year for five sessions per week (\$450/month)

Two Tuition Payment Options

Payment in Full

Registration fee and one tenth of tuition is due with your registration forms. The balance of the annual tuition would be due September 1.

9 Scheduled Payments

The registration fee and one month tuition payment are due with your registration forms and are **non-refundable**. The **9 additional payments** are due on the 1st of each month starting with September and ending with May. This is not a monthly fee, but simply a year's tuition fee broken into 10 payments for your convenience. **There will be no reduction in tuition for absences (child), school holidays and weather closings.**

Late Fee

Tuition payments made after the **10th** of the month are past due, and a **\$15.00 late fee** should be added to the payment unless prior arrangements have been made by calling the school office. Any account delinquent more than 60 days will be caused to drop student from our program. **Please let us know if you are having difficulty with payment so arrangements can be made, and your child can remain in school.**

WITHDRAWAL OF STUDENT

Tuition is nonrefundable unless the child is not accepted into the program. If you are moving, a 30-day advance notice of departure in writing to the school office would be appreciated.

MULTIPLE FAMILY MEMBERS ATTENDING PROGRAM

When two in a family are registered there is a 10% discount on the tuition of the second child, or subsequent siblings in the same academic year. Each child will require a non-refundable registration fee of \$90.00.

ACTIVE CHURCH MEMBER DISCOUNT

A 10% discount for the children of communicant members of The Lutheran Church of Our Savior who faithfully give of their time, talents, and offerings to support the church and are active in their membership.

ARRIVAL AND DISMISSAL

School starts at 8:45 and ends at 11:45 for Pre-K Class and starts at 9:00 and ends at 12:00 for Preschool Classes. Doors will be opened promptly at the start and end of each session. **If you are late picking up your child by 10 minutes or more, your child will be placed in our lunch bunch program, and you will be charged \$15.00.**

No one other than legal guardians or designated drivers will be allowed to pick up your child unless the preschool is notified in writing by a parent. Emergencies are the only exception. **If we do not know the person picking up your child, we will check their driver's license so please let them know.**

A child will not be released to a legal guardian or designated driver if that person is deemed unfit to drive. Other arrangements will have to be made before the child is released.

CHILD CUSTODY

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

ABSENTEE POLICY

Please inform the office in advance if you have family plans and your child will be out of school. If your child is absent for 3 consecutive days without notification, we will call to determine the nature of the absences.

Please call the office at 973-347-1818 if your child will not be coming to school or will be arriving late. We will call you after 10:00am if we have not heard from you.

SCHOOL CLOSINGS AND DELAYED OPENINGS

Emergency closings can be due to weather or any emergency in which the school needs to be closed for the safety of the children or staff, or usage by the church for an event that would not be conducive for school to be in session.

Delayed openings will be at the discretion of the Director. Our Savior Nursery School follows the local school districts closely. If public school buses do not feel safe enough to drive during regular school hours, we will have delayed opening. Our delayed openings will be one hour delayed start time. The school day will be 10:00am – 12:00pm.

All closings and delayed openings will be announced on Class Dojo, Facebook, and on the front page of the website; www.oursaviornurseryschool.org.

EMERGENCY PLANS AND PROCEDURES

Our Savior Nursery School will be using the Standard Response Protocol to respond to emergency events that may occur at the school. We are always locked from the outside and from the hallway entrances to the classrooms when children are in attendance. There are cameras at each entrance to the building. We want to keep the children in our care safe. In an emergency evacuation or lock down when parents come to pick children up, they must sign their child out with their child's teacher. Children will only be released to a parent or designated person on their release form. No exceptions will be made. The Director and or staff will stay with all children until they are picked up.

Fire Drills are practiced once/month. This frequency prepares the children for proper protocol in a real emergency. The children become very comfortable with drills and get out of the building with ease and have much less anxiety about the drills over time.

Standard Response Protocol Procedures

Staff will be notified by the Director or designated staff member in charge. They will announce one of the four codes to all staff.

LOCKOUT

- Is called when there is a threat or hazard outside of the school building.
- Students return inside of the building and do business as usual.
- Staff will recover students and staff from outside the building, take attendance and account for all students in their care, be on alert, and continue doing business as usual.

LOCKDOWN

- Is called when there is a threat or hazard inside the school building.
- Students move away from all sight lines and maintain silence.
- Staff will lock classroom door, turn off lights, move out of sight lines, take attendance and account for all students in their care, maintain silence, and wait for first responders only to open their door.

EVACUATE

- Is called to move students and staff from one location to another. Director or person in charge will announce location if different than back far parking lot.
- Students will leave all items behind, form a single line, take the hand of person in front and behind them and be silent and ready for alternative instructions.
- Staff grab evacuation/emergency bag, lead students to evacuation location, take attendance and account for all students in their care. Listen for further announcements.

SHELTER

- Is called when the need for personal protection is necessary for a severe storm, tornado, bomb, or hazmat conditions.

- Students and staff will move to designated safe areas, drop, cover, and hold, and seal, in silence while waiting for all clear call.
- Designated areas are the following: Room 1B: Kitchen floor; Room 1A is Girls Bathroom; Room 2 is Boys Bathroom; Room 3: Hallway Pastor's office.
- Students will use appropriate methods for situation called.
- Staff will inform students of methods to use, will account for all students and occupants in their care, and use appropriate methods.

No one will be able to enter the premises except for the police. This includes parents.

Teachers will always have evacuation bags ready.

If emergency is to go beyond the end time of session:

- Parents will be notified by the Director and office staff not to come to school until they are notified.
- We will combine classes in room one and/or in room three to help staff.

Only the Director or Director Designee, after being notified by authorities, may deactivate the emergency procedure.

Emergency Medical Plan

Emergencies are handled by dialing **911**. All staff are trained in adult/child First Aid and CPR. If a child appears to be ill or has a fever, your child is to be isolated from the other children by waiting in the Director's or Secretary's office accompanied by a staff member. The parents are to be called immediately to pick up the child. Medication is only administered to children in life threatening situations. A medical plan of action per child will be on record in the secretary's office with a locked medicine box.

If a child requires emergency medical attention the following will be done:

- The teacher will stay with the student.
- Assistant will take the rest of class to the telephone, push intercom to inform office or Director of problem. Assistant will keep other children distracted and calm.
- Director Designee/Office Manager will immediately call 911 and the parents. If parents can't be reached, then emergency contact person. Director or staff member in charge will go to help teacher and assistant after obtaining child's file.
- If neither of the above can be reached the Director or head teacher will accompany the child for treatment. Medical forms and permission for emergency medical treatment, found in the child's permanent file in the director's office, will be taken with to the Doctor or hospital.

In case of fire or evacuation of Building

- Teachers will lead students out of the fire exits to the rear parking lot. Teachers will have evacuation bags with them.
- **Room One** will exit from rear door, through playground, to parking lot. In foul weather they will exit from front doors, down sidewalk, to parking lot.
Room Two will exit room to front doors, down sidewalk, to parking lot. If that way is blocked, they will exit the room, turn right and exit out to playground through rear hallway exit, out to parking lot.
Room Three will exit out rear classroom door, through playground, to rear parking lot. In foul weather they will exit door to hallway, through front entrance doors, down sidewalk to rear parking lot.
- Secretary/Person in charge will call 911.
- Parent will sign out child with the child's teacher.

When we must evacuate premises

- Follow evacuation procedure above.

- The secretary will call 911 and Lenape High School to tell them we are evacuating, cause of evacuation, and that we are evacuating to Lenape High School.
- After all the children and staff have been accounted for and police have arrived, we will walk up route 605 north to Lenape High School.
- We will walk on the left side of road with the teacher at the head of each class and the assistant at the end of each class.
- Police will be called to escort us and block traffic as we cross route 602.
- We will enter the high school by the main entrance and wait quietly in a single row against the wall and wait for directions.
- All communication will be sent via the Class Dojo, with parental instructions.

PARENT PARTNERSHIP AND PARTICIPATION: STRENGTHENING FAMILIES

Parent participation is a priceless tool for building strong bridges between home and school. There is much research that shows children become much more confident and motivated to do well in school when a parent or family member takes interest in the child's school.

Our Savior Nursery School believes that communication between home and school is essential to a happy school experience. We provide many forms of communication to our families. We encourage parents/guardians to read our calendar, monthly newsletters, and classroom bulletin boards. In addition, your individual teachers will email you updates and happenings within the classroom.

Our Savior Nursery School has many opportunities to be involved and participate within the school. We participate in **Strengthening Families** through NORWESCAP and the NJ Division of Youth and Families. In addition, we have a Parent Advisory Board that meets multiple times throughout the year. The Parent Advisory Board is a wonderful way to get involved and know the direction of the school.

CLOTHING

We urge all parents to dress their child comfortably and appropriately for school. Although we are very careful, accidents happen! While we do use washable supplies, some articles of clothing stain more than others. Our children sit and play on the floor, go outside, and run. They need to be in loose fitting, independent clothing. All children should wear rubber-soled shoes, such as sneakers. We ask that all parents refrain from dressing their children in flip flops, crocs, sandals, dress up shoes, or shoes with no backs. If worn, they will not be allowed on the outside play equipment. Children should not wear clothing with drawstrings. These present a choking hazard. For the same reason necklaces should not be worn. If a child is not properly dressed, they will not be allowed on the equipment for that day; their safety is important to us.

- Each child needs to have a change of clothes in case of toileting accidents, spills, etc.
- **Every article of clothing must be labeled with your child's name.**
- Keep in mind seasonal changes when providing spare outfits.

DIAPERING AND HANDWASHING: FOR PRESCHOOL ONLY

Diapering Procedure

1. Before beginning the diapering procedure, clean your hands by using proper hand hygiene (handwashing or use of hand sanitizer according to directions).
2. To minimize contamination, prepare for diapering by getting out all the supplies needed for the diaper change and placing them near, **but not on**, the diapering surface, for example:
 - Enough wipes for the diaper change, including cleaning the child's bottom and wiping the teacher's and child's hands before putting on the clean diaper (wipes must be taken out of their container)
 - A clean diaper
 - A plastic bag for soiled clothes and a set of clean clothes (if soiled clothing is anticipated)
 - Non-porous gloves (if used)
 - A dab of diaper cream on a disposable paper towel (if used)
 - Changing table paper (if used) to cover the table from the child's shoulders to feet (in case it becomes soiled and must be folded over to create a clean surface during the change)
3. Place the child on the diapering table. Remove clothing to access diaper. If soiled, place clothes into a plastic bag.
4. Remove soiled diaper and place into a lined, covered, hands-free trash container.
5. Use wipes to clean the child's bottom from front to back (one wipe per swipe) and throw it away into trash container. The diaper can also be left open under the child during the cleaning step and then discarded with the soiled wipes before continuing with Step 6. If gloves are used, they must be discarded at this time.
6. Use a wipe to remove soil from your hands and throw it into trash container.
7. Use another wipe to remove soil from the child's hands and throw it into trash container.
8. Put on a clean diaper and redress the child.
9. Wash the child's hands following the proper handwashing procedure (use of hand sanitizer is also acceptable for children 2 and older). Return the child to the play area without touching any other surfaces.
10. Clean the diapering surface by spraying it with a soapy water solution and drying with a paper towel or by wiping it with a water-saturated paper towel or wipe.
11. Disinfect the diapering surface by spraying it with disinfectant-strength bleach-water solution ($\frac{1}{2}$ – $\frac{3}{4}$ cup bleach per gallon of water) and wait at least 2 minutes before wiping (or allow to air dry). Another EPA approved disinfectant, used according to directions, can be used instead of bleach and water.
12. Clean your hands by using proper hand hygiene (handwashing or use of hand sanitizer according to directions)

Handwashing Procedure

1. Moisten hands with water and use liquid soap.
2. Rub hands together away from the flow of water for 20 seconds.
3. Rinse hands free of soap under running water.
4. Dry hands with a clean, disposable paper towel or air dry with a blower.
5. Turn off faucet using paper towel.
6. Throw the used paper towel into a hands-free trashcan.

Information taken from *Caring for Our Children: The National and Safety Performance Standards for Out-of-Home Care, 3rd edition*, American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Childcare (2011).

TOILET TRAINING POLICY: *ALL 4-YEAR-OLD CHILDREN MUSY BE POTTY TRAINED

Our Savior Nursery School requests that parents bring their children to school clean and dry. Our staff will then make every effort to see that they remain clean and dry throughout the school day. The most important factor in making the toilet training successful is family/teacher partnership. This will help support your child and make training as stress free as possible. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

During this process, please provide us with clean underwear and several changes of clothes.

DIAPERS, DIAPER RASH CREAM, SUNSCREEN, AND BUG SPRAY

Our Savior Nursery School requires all parents of children wearing diapers to provide diapers and necessary creams to help keep your children dry, healthy, and comfortable. In the event your child develops a rash, parents are asked to bring in their own diaper cream, clearly marked with their child's name.

During warmer months, parents are urged to put sunscreen on their child prior to coming to school. We do NOT apply sunscreen at school.

FOOD AND NUTRITION

Healthy snacks are provided daily. In order to reduce any stresses caused by life threatening food allergies, we are a nut free school. Nuts, peanuts, peanut products, including peanut or nut butters and products manufactured in a facility that may contain nuts are not allowed in our center. Please make us aware if your child has any dietary restrictions or special requirements due to health or religious reasons.

Nutrition Policy

Goals and Objectives:

- A. Help children and families make healthy food choices.
 - B. Reduce likelihood of childhood obesity.
 - C. Serve healthier snacks.
- A. Help children and families make healthy food choices.
1. Offer healthier snacks and party foods with less fat and more fiber. Snacks or treats high in sugar, fat and low in nutritional value (donuts, cookies, candy, etc.) are discouraged. Healthy snacks (fruits, veggies) are encouraged.
 2. Serve water to all children throughout the morning and at snack time.

3. Offer fruits and vegetables daily.
4. Parents will receive newsletters that contain information on nutritional value.

B. Reduce likelihood of childhood obesity

1. Serving sizes will reflect an appropriate serving as recommended by the “Child and Adult Food Program Guidelines”.
2. Offer seconds only after the child has finished and has asked for more.
3. Water will be served with snacks to all children.
4. Children will play outdoors daily unless prevented by inclement weather.
5. All children will have a minimum of 20 minutes of active gross motor play.

C. Serve healthier snacks

1. Teachers and children will sit together during snacks.
2. Teachers will model healthy choices by not eating unhealthy foods in front of the children.

Family Engagement

The families of the children cared for at Our Savior Nursery School will be involved in all aspects of their child’s wellness program. We encourage parents to follow through with and reinforce our positive health messages by serving as role models for their children.

- Nutritional and physical activity information and educational opportunities will be provided to parents throughout the year.
- Families are encouraged to communicate their concerns regarding their child’s eating, activity level, and general health.
- Teachers will respond to and take note of all requests made by parents regarding their child’s health and wellness.

To reduce the likelihood of childhood obesity, Our Savior Nursery School staff is committed to have children play outdoors daily unless prevented by inclement weather. In times of inclement weather, the children will engage in indoor play such as, dancing, walking, and gross motor games.

MEALS AND SNACKS

Our Savior Nursery School acknowledges and recognizes the importance of good nutrition in the healthy growth and development of young children. The eating practices developed in childhood tend to shape food choices in the future. Presenting healthy food to children in a positive and consistent manner begins the lifelong process of nutrition management. Children often require repeated exposure to new foods, sometimes up to 15 times, before acceptance. As such, our school has established recommendations for parents to follow when packing their child’s lunch:

Include at least one fruit and vegetable per meal. Avoid fruits packed in sugar-based syrup. Avoid foods that are high in fat, sugar, trans fat, and sodium. Water or milk is recommended for children. Select breads and crackers with a high proportion of whole grains. Limit 100 % fruit juice to six ounces per day, and avoid all sugar sweetened beverages. Bananas, apples, oranges, grapes, mangos, as well as cubed melon make wonderful dessert choices.

If your child stays at school for lunch bunch, please label all food containers with your child’s name. Any food items that are not finished will be returned to parents.

Meal Guidelines – Ages 1-12

Source: Child and Adult Care Food Program, USDA Food and Nutrition Service (www.nal.usda.gov/childcare/Cacfp/index.html)

BREAKFAST

Food Components	Ages 1-2	Ages 3-5	Ages 6-12
1 milk Fluid milk	½ cup	¾ cup	1 cup
1 fruit Juice, fruit and/or veg	¼ cup	½ cup	½ cup
1 grains/bread Bread or Cornbread or biscuit or roll or muffin or Cold dry cereal or Hot cooked cereal or Pasta or noodles or grains	½ slice ½ serving ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup ½ cup ½ cup

LUNCH OR SUPPER

1 milk Fluid milk	½ cup	¾ cup	1 cup
2 fruits/vegetables Juice, fruit and/or veg	¼ cup	½ cup	¾ cup
1 grains.breads Bread or Cornbread or biscuit or roll Or muffin Cold dry cereal or Hot cooked cereal	½ slice ½ serving ¼ cup	½ slice ½ serving 1/3 cup	1 slice 1 serving ¾ cup

BREASTFEEDING POLICY

At Our Savior Nursery School, we support breastfeeding families. Support includes a quiet space in a small classroom as well as an electrical outlet nearby. We also offer the school office or the church for those mothers who need more privacy. Additional information on the benefits and the supports for breastfeeding families can be found at the CDC website: <http://www.cdc.gov/breastfeeding/pdf/BF-Guide-508.PDF> and the La Leche League website at <http://www.llli.org>

BIRTHDAY PARTY POLICY

At Our Savior Nursery School, we enjoy celebrating your child's birthday. Birthday treats are served during regular snack time. Please use the following guidelines to ensure equally "Happy" birthdays for all children:

- Do not send invitations into school for distribution unless all boys, all girls, or the entire class are invited.
- Do not send in party favors or goody-bags to school.
- Do send in healthy "treats" such as fruit kabobs, yogurts, cheese, and crackers, etc.

FAMILY-STYLE DINING POLICY:

To encourage family style dining, Our Savior Nursery School staff:

- Place snacks in serving bowls, plates, or baskets.
- Provide serving utensils in graduated sizes.
- Encourage preschool and pre-k children to serve themselves in amounts as recommended by "Child and Adult Food Program Guidelines."
- Provide water in child sized pitchers for self-pouring.
- Sit with children during snack time.
- Use conversation as a means for teaching the children good habits, appropriate manners, and language development.
- Model healthy choices by not eating unhealthy foods in front of the children.
- Never use food as a reward or punishment
- Allow children who are finished eating to participate in engaging activities while others continue eating.

HEALTH CARE POLICY: MEDICAL HOME

Our Savior Nursery School believes that children are best cared for in an environment that supports the sharing of information about a child's growth and development with their parents/guardians.

The American Academy of Pediatrics specifically recommends that hospital emergency departments should not be the place for a child's usual source of getting care. Emergency room visits should be used for emergency situations only. An emergency room, urgent care center, minute clinic, or even a specialist seen regularly (i.e., allergist) cannot be considered a Primary Care Physician since they cannot take on the role of primary care for a child or adult. Our Savior Nursery School recognizes the importance of families establishing and maintaining a relationship with a Primary Care Physician who knows you and your child individually and knows your medical history each time you visit.

Before the school year begins, each child is required to have a health examination by a licensed health care provider. All children up to 2 ½ years old must have had an examination within 6 months prior to admission. All children ages 2 ½ to 5 must have had an exam within 1 year of school start date.

The enrollment packet contains a Universal Health Care Form to be completed by your child's licensed health care provider. This form must be returned to the school along with their Immunization Records.

You are required to complete a new Universal Health Form and updated Immunization Form each year your child attends Our Savior Nursery School.

No child will be permitted to attend school without these forms.

HEALTH AND MEDICAL EMERGENCIES

Before a child attends, their immunization record and health form, including the flu vaccine, must be complete and on file in the school office. This is a state law, and no exceptions will be made. For your information free immunizations may be obtained at various clinics in our area. Please call your town hall for times and locations.

Parents will be notified immediately when the child becomes ill, has an accident, or has been exposed to a communicable disease. If the parents or emergency contacts cannot be reached and the staff deems it necessary, the child will be taken to the pediatric ER at **St. Claire's, Denville, New Jersey.**

ILLNESS POLICY

A child should NOT be sent to school unless they are well enough to participate in our total program. This policy protects everyone. In accordance with State Law 10:122-7.1, any child with the following illnesses, or symptoms of these illnesses, is not permitted to remain in school on any given day. Once the child is symptom free for **48 hours** or a licensed physician indicates that the child is no longer contagious, the child may return to school:

- Severe pain or discomfort
- Acute diarrhea; twice the child's usual frequency of bowel movements with a loose consistency in a 24-hour period.
- Two or more episodes of vomiting within a 24-hour period
- Oral temperature of 101.5 F* or Axillary temperature (ear or forehead) of 100.4 F* or higher

- Lethargy that is more than expected tiredness
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult, rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavior changes (excluding diaper rash)
- Weeping or bleeding skin lesions that have not been treated by a family health care provider
- Mouth sores with drooling
- Stiff neck
- Lice and/or nits

In addition to the above, parents must notify the school if their child contracts a communicable disease as listed below:

<u>Respiratory</u>	<u>Gastro-intestinal</u>	<u>Contact Illness</u>
Covid-19	Covid-19	Covid-19
Chicken pox	Giardia Lamblia	Impetigo
German measles	Hepatitis A	Lice/nits
Hemophilus Influenza	Salmonella	Scabies
Meningococcus	Shigella	Shingles
Tuberculosis	Campylobacter	
Measles	Escherichia coli	
Mumps		
Whooping Cough	**any additional illness may be found on the Dept. of Health’s Website	
Strep Throat		

Any child contracting one of the above-mentioned communicable diseases will not be readmitted to the school unless he/she is accompanied by a written statement, from the child’s licensed family health care provider, that he/she is no longer a health risk to other children.

NOTE: All families will be notified by email of any exposure to a communicable disease.

COVID-19 POLICY:

Our Savior follows **ALL** protocols and guidelines that are set in place by the Office of Licensing and the Department of Health. If a child contacts COVID, they must stay home from school, and quarantine, for 5 days. On days 6-10, they will wear a mask at school. If a staff member contacts COVID, they too, will quarantine for 5 days and mask for days 6-10.

ALL new guidelines and protocols will be updated and sent home as soon as the school receives them. All changes and adjustments that the school is asked to implement and enforce will be made, to remain open. Parents and families will be notified of updates as soon as we receive them.

MEDICATION POLICY:

We prefer not to administer medication. We will make exceptions for matters of life-or-death situations, such as EpiPen for allergies. If administering medication is essential the following is required:

1. Parents need to **obtain a medical permission form from the office** to be completed by parent and doctor and returned signed to the office before medication can be given.
2. **Doctor's script** with child's name, date of prescription, time to be administered, dosage, and any other pertinent information.
3. Medication must be in **ORIGINAL CONTAINER** with date, child's name, prescription, dosage, time to administer and duration of administering. The medication will be stored in
4. your child's classroom in a locked cabinet.

PHYSICAL ACTIVITY POLICY

Our Savior Nursery School understands the importance of physical activity in a child's life. Exercise reduces the likelihood of childhood obesity, develops lifelong healthy habits, and supports developing motor skills for all children. Our staff promotes developmentally appropriate physical activity to help children and themselves practice lifelong healthful habits. The children will play outdoors, weather permitting, for at least 30 minutes per day. This time will include teacher planned activities and games, as well as free, unstructured time to run, climb, and play. Physical activity will never be withheld as punishment.

HANDWASHING POLICY

The most effective way to avoid sickness is by washing your hands.

We ask for your help in teaching your child the importance of hand washing. We ask you to help us in encouraging your child to wash their hands multiple times throughout the day.

Teachers, assistants, and children will wash their hands:

- Upon arriving in the school
- After sneezing, coughing, blowing their nose
- Before and after eating
- After using the bathroom or changing a diaper
- After using a tissue to blow/wipe nose
- After coming in from the playground
- When noticeably soiled

ACCIDENT/INJURY POLICY

Our Savior Nursery School will maintain on file a record of accidents and injuries sustained by children while under our supervision. The record will include:

- Name of the child involved in the accident/injury

- Date, time, and location of injury
- Written description of the accident, the injury to the child, names of witnesses, and the follow-up action taken by the school such as first aid, consultation, or treatment by a physician

The same shall apply for any unusual incidents such as violent temper tantrums, biting, serious confrontations among children, etc.

Parents will be asked to sign and return a copy of each report.

RELEASE OF CHILDREN POLICY

Our Savior Nursery School will release children to the custodial parent(s) or person(s) authorized by the custodial parents(s) to take the child from the school and to assume responsibility for the child in an emergency if the custodial parent cannot be reached. If a non-custodial parent has been denied access or been granted limited access by a court order, the school must have a copy of this document on file and comply with the terms of the court order. If a child is not picked up by the end of the school day (12:00pm), the following procedures will be followed by staff members:

- The child will be always supervised
- A staff member will attempt to contact the authorized parents and persons
- One hour after the closing of school, the Director will call the 24- hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

If a parent or authorized person appears to be physically or emotionally impaired to the extent that the staff feels that releasing the child would place the child at risk, the procedures below will be followed:

- The child will not be released to the impaired person
- Staff members will attempt to contact the other parent or authorized person
- If the staff is unable to reach another authorized person, the Director will call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

TRANSITION POLICY

Transitions are a process for undergoing change. All children handle transitions differently. Our job is to make it as easy and understandable as possible.

Our Preschool and Pre-K transition from class to class based on completion of a school year. All age groups transition up to the next classroom after the regular school year ends in June. This allows children to move with their age group consecutively and begin aligning with the public-school kindergarten age requirement.

Transition visits take place prior to the child's official move into the next age group. The child can visit the room that they will be transitioning into at the end of the current school year. When possible, the child also can meet with their new teacher before starting the new school year.

Transition folders are kept for each child. Children's pieces of work, assessments, ASQ-3 scores, and each developmental anecdotal will be in a folder. These folders will go directly to the child's next teacher. This allows the opportunity for the teachers to become familiar with each child and understand where each child is developmentally.

DISCIPLINE POLICY

Our Savior Nursery bases discipline on Christian Principles. Each child is a special child of God, loved and forgiven by Him. We model this love, forgiveness, and reconciliation with each other, child and staff, in daily living. We also adhere to the state guidelines found in The Manual of Requirements for Childcare Centers. This manual can be found in the school office. The methods of guidance and discipline used shall be positive and consistent with the developmental needs of the child. First, the child will be shown the proper behavior which is expected of them, and an explanation given about why their behavior is inappropriate. When a behavior continues, or if a child is unable to calm down, the teacher may step outside of the classroom to speak with the child. The parents will be notified of this action.

Director, teachers, and school staff **WILL NOT** hit, use abusive language, ridicule, humiliate, frighten, withhold food, isolate a child without supervision, or withhold emotional response or stimulation.

AT ALL TIMES, WE WILL DO OUR BEST TO EXHIBIT THE LOVE OF OUR SAVIOR, JESUS CHRIST.

EXPULSION POLICY

Our Savior Nursery school will make every effort to work with each child at his/her individual level of development. As our discipline policy states, we use a positive discipline approach. Unfortunately, there are some instances where expulsion is deemed necessary. We will do everything possible to work with the family of the child to prevent our expulsion policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

The child is at risk of causing serious injury to other children or himself/herself.

Parent threatens physical or intimidating actions toward staff members.

Parents exhibit verbal abuse to staff in front of enrolled children.

PARENT ACTIONS FOR CHILD EXPULSION

Failure to get the child vaccinated and receive the flu shot by 12/31.

Failure to pay/habitual lateness in payments.

Failure to complete forms including the child's immunization records.

Habitual tardiness when picking up your child.

Verbal abuse to staff.

Failure to follow through with agreed upon plan to seek diagnostic help for a child.

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 when related to other disruptive behaviors.

SCHEDULE OF EXPULSION

If remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting expulsion. An expulsion action is meant to be a period so that the parent/guardian may work on the child's behavior or to come to an agreement with Our Savior.

The parent/guardian will be informed regarding the length of the suspension/expulsion period.

The parent/guardian will be informed about expected behavioral changes required for the child or parent to return to Our Savior Nursery School.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare. Generally, one week's notice will be given depending on the risk to the other children's welfare and safety. The failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the school.

A CHILD WILL NOT BE EXPELLED IF A CHILD'S PARENT(S)

Make a complaint to the Office of Licensing regarding alleged violations of the licensing requirements.

Report on abuse or neglect occurring at Our Savior Nursery School.

Question Our Savior Nursery School regarding policies and procedures.

Without giving the parent sufficient time to make other childcare arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

Staff will try to redirect children from negative behavior.

Staff will reassess the classroom environment, appropriateness of activities, and supervision.

Staff will always use positive methods and language while disciplining children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to regain control.

Parents will be notified verbally and will be given copies of documented behavior reports.

The director, classroom staff, and parent/guardian will have conferences to discuss how to promote positive behavior.

Parents will be given literature and other resources regarding methods of improving behavior.

Recommendations for evaluation by professional consultations and local school district child study teams will be given.

BITING POLICY

Biting is a common stage of development among toddlers and sometimes preschoolers. When biting happens, our response will be to help the child who was bitten and to help the biter find a more appropriate behavior. The focus at Our Savior Nursery School will be on addressing the specific reason for biting. We will not put emphasis on punishment.

The Director will discuss the biting incident with both sets of parents and work closely with the family to get through this stage. Every case of biting is individual and will be treated accordingly. If a more effective behavior cannot be found and this becomes an ongoing problem, outside sources may be contacted.

TECHNOLOGY AND INTERACTIVE MEDIA FOR YOUNG CHILDREN

Children between the ages of 2.5 and 6 years are developing a sense of initiative and creativity. They have a natural curiosity for learning and the world that surrounds them. At this age they are exploring a variety of ways to express this curiosity and use a variety of media to accomplish their task. Since Technology and Media is a part of all our lives and increasing in usage, we are seeing the benefits in the early childhood classroom for extending children's learning and creativity using technology and interactive media. Our staff will use developmentally appropriate practices to guide their decisions on when to use technology and interactive media in their classrooms. As a school staff we are following the recommendations made by the American Academy of Pediatrics, The National Association for the Education of Young Children, and The Fred Rogers Center for Early Learning and Children's Media as a guide for our use of Technology in our classroom.

Screen time includes television, videos, digital media, video games, mobile media, cell phones, tablets, computers, and the internet. There is also a difference between interactive media and non-interactive media. Non-interactive media does not promote active engagement and interactions and can lead to passive viewing and overexposure to screen time for preschoolers. Passive viewing can contribute to health concerns and overall lack of development of a child.

For Children under the age of two all the above sources discourage any amount or type of screen media and screen time for children. They feel social interaction between parents or caregivers with the child is vital in developing a well-rounded child.

For children aged two through five years, in a half day program screen time should be less than 30 minutes per week per child and we encourage parents to limit total screen for their preschooler to less than two hours per day. Two hours of screen time should be interactive media designed to be active and creative, as well as to encourage social engagement with other children and adults.

We will be using technology and interactive media tools in a variety of developmentally appropriate ways. Those tools will be hands-on, engaging, and empowering for the child. It will connect with what they are learning in the classroom and enhance their feeling of success. We will use it to capture photos or videos of your child interacting and being creative in the classroom. It will be used to celebrate your child's accomplishments, record their stories about their drawings and their play, and used by the teacher to document your child's progress throughout the year. (This documentation will be shared with you at Parent/Teacher conferences.) Children will use the technology for experiences they may not otherwise encounter in their environment. (Such as animals, weather/science experiences, places or environments, video chats with children in schools outside of our immediate area to compare similarities and differences) The use of all types of technology and the use by your child will be closely monitored, but the use will allow your child to become comfortable with the tool so they can explore and create.

As a staff, we will not post pictures of a child's face on our website, Facebook page, or written media without permission of the parent/guardian. Staff will not post about your child in any form unless they have your permission. All such postings will only be school related and on official school communication media. Staff will not be using technology or media tools for their personal use while in care of your children. (Such as making personal calls, texting, Facebook, emailing or internet use). If they are, it is considered neglect and they will be removed from the classroom and care of your child. All staff will conduct themselves in a responsible and professional manner when using technology, keeping your child's welfare at the forefront of all they do.

HOME LANGUAGE POLICY

Given the steady increase in the number of families and children whose home language is different from English, Our Savior Nursery School is responsive to serving culturally and linguistically diverse populations to ensure a high-quality program for all children and families. We are supportive of other languages through labeling centers throughout classrooms and by providing access to classroom materials in the home language. We also provide pictures, when necessary, around the classroom, and our children will benefit from learning basic sign language. We maintain an open line of communication with parents of bilingual children by asking for a list of words used and recognized by the child at home. We incorporate and use these words in the classroom as often as possible, with both the child and classmates.

PARENT INVOLVEMENT

We encourage parents to become active in our program and to attend as many special events as possible. Volunteers are welcome at Our Savior Nursery School. God has blessed you with many talents that will help enrich our program. Some ways that you can share your time and talents are read to the children, share a special skill or craft, share what your job is with the share your love of music or tech experience, be a photographer or videographer for special events so parents who can't be there can see the events. Volunteers are expected to sign in at the office and receive a badge each time they enter the building. Volunteers are to report immediately to the teacher or administrator if they observe inappropriate or abusive behavior. Volunteers are to maintain strict confidentiality when helping at school. Volunteers are expected to be free of any convictions of child abuse (sexual, physical, and/or emotional). Volunteers who are scheduled on a regular basis are required to have background checks and be fingerprinted. Volunteers will be role models for children in behavior, speech, and dress, and always exhibit a Christ-like manner.

PARENT COMMUNICATION

We will communicate with families directly through Back to School Night, Handbook, Parent/staff meetings, emails, newsletters, phone calls, our website, calendars, letters, Facebook, surveys, One Call Now notification system and every morning and afternoon, as we greet you at our front door.

PARENT CONFERENCES, OBSERVATIONS, and ASSESSMENTS.

Formal Parent Conferences are held in December and in May. During these conferences we will discuss where your child is at in their Social & Emotional, Gross Motor, Fine Motor, Cognitive & Language, and Spiritual growth. The staff will also be keeping a portfolio on each child in their class to show the growth from the beginning to the end of the year on each child. You are welcome to request a conference with your child's teacher or with the director at any time during the year. Your child's teacher may request a conference with the parents at other times if they feel they have concerns about your child's development. At this meeting the teacher will discuss a plan based upon their observation and assessment of your child that will best help your child attain growth. When the staff feels there are concerns regarding your child's development, and the education plan does not seem to be helping your child make significant growth, we may ask your permission to call the Child Study Team of your child's public school.

PARENT WORKSHOPS

Our Savior Nursery School offers parent education workshops throughout the school year. These workshops are on many topics including, but not limited to, nutrition, mental health, emotional development, safety, and kindergarten awareness.

SCHOOL TRIPS

Trips may be taken on or off the school premises. The children will travel by parent cars to all trips. If we are going off the school premises a permission slip will be sent home with your child prior to the trip. The permission slip, with the trip information, must be signed by the legal guardian of the child and returned to the school by the date indicated on the form. If a payment is due for the trip, it must be paid by the date indicated on the permission slip. Payment is non-refundable because tickets are reserved. **THE PERMISSION SLIP MUST BE COMPLETED, SIGNED, RETURNED, AND FEE PAID BEFORE YOUR CHILD CAN ACCOMPANY THE CLASS.**

Parents volunteering to drive/chaperone must have a valid driver's license, registration, and insurance card in the vehicle, and enough seat belts and car seats for the number of children and adults in the car. Staff may not transport children in their car unless it is deemed an emergency. **In the event of an emergency, two staff will transport a child in a vehicle.**

NO CHILD MAY BE TRANSPORTED IN THE FRONT SEAT OF THE CAR.

HIB POLICY

It is state mandated that all schools including preschools have a policy on Harassment, Intimidation, and Bullying.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

Our Savior Nursery School and Church supports a secure environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of bullying behavior. Students may not engage in any act of bullying while at school, or at any school function.

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, and put-downs, including ethnically based or gender based verbal put-downs and extortion of money or possessions.

Succinctly stated: A person is being bullied or victimized when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Students who are caught in the act of bullying will be subject to the following discipline process as summarized below:

- A. Warning – When an incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus’ example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self-control (Galatians 5:22-23).
- B. A second occurrence would require the teacher to inform the parents of their child’s actions and the principal.
- C. A third incident mandates a parent meeting with teacher(s) and administration and a plan for positive behavior to be developed by the student and parent.
- D. A fourth episode would mandate a suspension from class from 1 – 3 days and a behavioral contract between home and school.
- E. When every effort to correct inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and Board of Education, the student may face expulsion.

Law enforcement will be notified when criminal intent is obvious. Each incident is unique. Should the incident be of such severity, steps A – C or A – D could be omitted.

Conflict is normal. Bullying is not normal conflict.

Normal Conflict	Bullying
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is safe

Teasing compared to Taunting by a bully

Teasing	Taunting
Swaps roles with ease	Based on an imbalance of power
Not intended to hurt	Intended to harm
Maintains dignity	Meant to humiliate, demean
Pokes fun in lighthearted clever ways	Comments or acts are bigoted or cruel
Innocent in motive	Sinister in motive
Only part of friendship interaction	Continuous action against others
Discontinued when person teased becomes upset or objects	Continues, increasingly when target becomes distressed or objects

Bullying, as prohibited by this policy and NJ State Law, will not be tolerated.

BEHAVIORAL EXPECTATIONS OF PARENTS/GUARDIANS

Our Savior Lutheran Nursery School is a Christian organization that expects anyone who registers a child to accept the precepts of Christian living. This includes one's own behavior in the school and during all school-related functions, whether held on the Our Savior premises. Behavior such as being disruptive, disrespectful, uncooperative, or other conduct that contradicts Christian living by the parent/guardian may be viewed as contrary to these expectations and the parent/guardian will be held accountable for their behavior. Following the example set forth in Matthew 18, the Director will first set a conference time with the offending parent/guardian to discuss the situation and possible consequences. Our prayer is that contrition, forgiveness, and reconciliation will resolve the matter. Our Savior Nursery School retains the right to dismiss the student(s) and family from the school, unused tuition refunded, based on the behavior of the parent/guardian or to not accept re-enrollment of family for the next school year.

PARENT CHAPELS

Parent chapels are held for the families by the Pastor, Staff, and children. The Children lead the chapels through songs, finger plays, Role play, and Bible verses. They are held for Thanksgiving, Christmas, Easter, and Graduation. All family members are invited to attend the chapels.

CHILD ABUSE SUSPICIONS AND REPORTING POLICY

- They are to immediately bring it to the attention of the Director/ Person in Charge who will help the staff members determine if abuse or neglect has happened.
- They are to document and maintain a file with Child's records of all incidences and behaviors that make them suspect a child is being abused or neglected.
- With the Director they are to advise parents of any unusual incidents that occurred during the day that might indicate possible abuse or neglect:
 - Unusual sexual activity
 - Violent or destructive behavior
 - Withdrawal or passivity
 - Significant changes in personality, behavior, or habits
- If they have reasonable cause to believe that a child has been abused or neglected, they must by law report the information immediately to the **Abuse Hotline at 1-877-652-2873**. It may be done anonymously. Please inform the director that you have reported an incident.
- Director will inform Pastor and Board of Ed of all suspected abuse and neglect cases.
- Failure by staff to report and document suspected abuse or neglect may subject them by law to a \$1000 fine or up to 6 months imprisonment or both, as well, as loss of their teaching license.
- When a staff member is suspected of abusing or neglecting a child, they are to be immediately reported to **1-800-652-2873**. They will be removed from the children; Pastor and School Board will be called in and it is reason for immediate dismissal of staff member from their job.

STRUCTURED CLASSROOM OBSERVATION

A complete, structured scored tool (ECERS – Early Childhood Environmental Rating Scale and ITERS – Infant Childhood Environmental Rating Scale) will be completed yearly in all our programs. This tool concentrates on all curriculum areas such as Literacy, Math, Science, Diversity, etc. We use the results of this tool to develop an action plan.

VISION, HEARING, AND DENTAL VISIT

Our Savior Nursery School conducts annual vision and hearing screenings for each child. In addition, we provide a visit from a dental professional. More information regarding dates and times will be provided closer to the screening/visit dates.

ASSESSMENTS AND CHILD STUDY TEAM REFERRALS

Teaching Strategies GOLD is an observational assessment system to evaluate children’s development and learning from birth to kindergarten. It is designed to help teachers discover what children know and can do as well as their strengths, needs, and interests. The assessment is grounded in 38 research-based objectives that include predictors of school success and are aligned with state early standards in the United States. Teaching Strategies GOLD covers diverse aspects of the curriculum and involves a range of activities.

Each teacher at OSNS is formally trained in the proper use of Teaching Strategies GOLD assessment tool. They observe the children daily and keep anecdotal notes in the child’s transition folder that is kept in the classroom. The notes and observations are then shared with the families two times per year in parent teacher conferences. If the teacher, director, and parent feel that there is a need for extra evaluations, the teacher and director will write a referral to either the pediatrician, the local child study team, or the Early Intervention.

CHILDREN’S FACEBOOK/INSTAGRAM PHOTO RELEASE POLICY & PERMISSION

I/We hereby grant permission to Our Savior Nursery School to take my child’s picture during any class trips, events, or daily routines. Such photos, dates and events will only be displayed in public places such as school bulletin boards, newsletters, websites, local newspapers, and Facebook. I/We recognize that interactive media is a part of today’s society. By granting permission to have my child’s photo taken, I/We understand that the staff at Our Savior Nursery School will do so with the highest regard of respect and discretion.

Furthermore, I recognize that Our Savior Nursery School will not, under any circumstances, release names, addresses or any other personal information about my child. I/We will not hold the Board responsible for any claim relating to the public display of my child’s name, address or personal information in any public photo.

SCHOOL POLICIES

Our Savior Nursery School policies are reviewed annually and updated as needed. Additional policies may be added from time to time. They will be made available for parents to review.

SAFETY RECALLS

Recalls by the Consumer Product Safety Commission will be posted in the school hallway as well as sent home in your child's blue school bag. They may also be accessed by visiting their website at <http://cs.cpsc.gov/ConceptDemo/SearchCPSC.aspx?SearchCategory=Recalls%20-%Toys&category=995,1098&subcategory=786>

RESOURCES FOR PARENTS AND FAMILIES

Family Success Center

Sussex County Family Success Center at Project Self-Sufficiency
127 Mill Street Newton, NJ 07860
(973) 940-3500

Sussex County Board of Health

201 Wheatsworth Rd, Hamburg, NJ 07419
973-579-0570

Health (Division of) – Sussex County

www.sussex.nj.us

Kinship Navigator Program Care Plus, NJ

17-07 Romaine Street Fair Lawn, NJ 07410
(201) 797-2660 or (201) 398-9110

Domestic Abuse & Sexual Assault Intervention Services (DASI)

PO Box 805 Newton, NJ 07860
(973) 579-2386 (office) (973) 875-1211 (24 hour hotline)

Home Visitation

Project Self Sufficiency
Healthy Families - TIP Parents as Teachers
127 Mill Street Newton, NJ 07060
Phone: (973) 940-3500

Strengthening Families

NORWESCAP Child & Family Resource Services

186 Halsey Road, Suite 1 Newton, NJ 07860
(973) 383-3461

School Based Youth Services Program

Sussex County Technical School
105 N. Church Road Sparta, NJ 07871
(973) 579-7725

Adolescent Pregnancy Prevention Initiative

Sussex County Technical School
105 N. Church Road Sparta, NJ 07871
(973) 579-7725

Child Assault Prevention

NJ Child Assault Prevention Network Sussex County CAP, LLC
PO Box 525 Vernon, NJ 07462
(973) 702-0602

Sussex County Division of Social Services

83 Spring Street Box 218 Newton, NJ 07860
(973) 383-3600

CHILD ABUSE/NEGLECT HOTLINE

1-877-NJ ABUSE (652-2873)

1-800-835-5510 (TTY)

24 hours a day - 7 days a week

Any person having reasonable cause to believe that a child has been abused or neglected has a legal responsibility to report it to the Division of Child Protection and Permanency (formerly DYFS). Calls can be made anonymously.

FAMILY HELPLINE

1-800-THE-KIDS (843-5437)

24 hours a day - 7 days a week

If you're feeling stressed out, call the Family Helpline and work through your frustrations before a crisis occurs. You'll speak to sensitive, trained volunteers of Parents Anonymous who provide empathic listening about parenting and refer you to resources in your community.

CHILDREN'S SYSTEM OF CARE

1-877-652-7624

24 hours a day - 7 days a week

Call this number to find out about services for children and teens with emotional and behavioral health care challenges and their families.

2NDFLOOR YOUTH HELPLINE

1-888-222-2228

www.2ndfloor.org

24 hours a day - 7 days a week

This is a youth helpline serving all youth and young adults in New Jersey. Youth who call are assisted with their daily life challenges by professional staff and trained volunteers. Anonymity and confidentiality are assured

except in life-threatening situations. Youth that would rather type than talk can also get support via 2NDFLOOR's anonymous message board service.

SAFE HAVEN INFANT PROTECTION HOTLINE

1-877-839-2339

24 hours a day - 7 days a week

This is a toll free hotline for distressed parents who wish to give up an unwanted infant anonymously, with no fear of arrest or prosecution. While information will be requested, no names or records are required.

KINSHIP NAVIGATOR PROGRAM

211

24 hours a day - 7 days a week

Kinship caregivers are people who have taken on the responsibility for raising their relatives' children. Grandparents and other relatives can call this number to find out what services may be available to them.

NJ DOMESTIC VIOLENCE HOTLINE

1-800-572-SAFE (7233)

24 hours a day - 7 days a week

This hotline serves domestic violence victims and others seeking information about domestic violence services.

NJ COALITION AGAINST SEXUAL ASSAULT (NJCASA) HOTLINE

1-800-601-7200

24 hours a day - 7 days a week

NJCASA is the collective voice for victims of sexual violence, their loved ones and rape crisis centers across NJ. Its member centers represent each of NJ's 21 counties. This hotline connects individuals affected by sexual violence with professionals that provide assistance and referrals. Calls will be routed to the individual's closest rape care center.

WOMEN'S REFERRAL CENTRAL

1-800-322-8092

24 hours a day - 7 days a week

This hotline provides referrals and basic information in areas such as discrimination, housing, displaced homemakers, divorce, violence and other areas of concern.

FOSTER HOME RECRUITMENT LINE

1-877-NJ-FOSTER (653-6783)

9 a.m. - 5 p.m. Monday - Friday

Many children in New Jersey need temporary homes until their parents are able to care for them or until a permanent home is found. Call to learn how you can open your heart and your home by becoming a foster parent.

ADOPTION HOTLINE

1-800-99-ADOPT (992-3678)

9 a.m. - 5 p.m. Monday - Friday

If you have love to share, consider adopting a child into your family. Call to learn how you can give a child a permanent home by adopting a child with special needs.

DCF INFO LINE

1-855-INFO-DCF (1-855-463-6323)

8:30 a.m. - 4:30 p.m. Monday - Friday

This helpline provides callers with general information about DCF programs and services.

DCF OFFICE OF ADVOCACY

1-877-543-7864

8:30 a.m. - 4:30 p.m. Monday - Friday

This helpline provides a timely response to issues and concerns regarding programs and services provided by DCF.

Other Important Hotlines for Families

NJ 2-1-1

2-1-1 or www.nj211.org

This number can connect you with various social services in your community

ADDICTIONS HOTLINE OF NJ

1-800-238-2333

CATASTROPHIC ILLNESS IN CHILDREN RELIEF FUND

1-800-335-FUND

(1-800-335-3863)

COMMISSION FOR THE BLIND & VISUALLY IMPAIRED (CBVI) HOTLINE

1-877-685-8878

CHILD CARE HELP LINE

1-800-332-9227

CHILD SUPPORT HOTLINE

1-877-NJ KIDS1

(1-877-655-4371)

DENTAL/ORAL HEALTH

973-967-9171

www.dentallifeline.org

DISASTER MENTAL HEALTH

1-877-294-HELP

(1-877-294-4357)

1-877-294-4356 TTY

(voice callers use 7-1-1 NJ Relay)

DIVISION OF THE DEAF AND HARD OF HEARING (DDHH)
1-800-792-8339 V/TTY

DIVISION OF DEVELOPMENTAL DISABILITIES (DDD)
1-800-832-9173

DIVISION OF DISABILITY SERVICES (DDS)
1-888-285-3036
1-609-292-1210 TTY

DIVISION OF FAMILY DEVELOPMENT (DFD)
1-800-792-9773

DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES
1-800-356-1561

DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
1-800-382-6717

EARNED INCOME TAX CREDIT (EITC)
Federal: 1-800-929-1040
State: 1-888-895-8179

NJ SNAP (formerly Food Stamps)
1-800-687-9512

GAMBLING ADDICTION
1-800-GAMBLER
(1-800-426-2537)

GOOD NEIGHBORS - COMMUNITY LIVING FOR PEOPLE WITH DISABILITIES
1-877-DHS-LINE
(1-877-347-5463)

HEALTH BENEFITS IDENTIFICATION (HBID) CARD UNIT
Call if your plastic HBID card is lost or stolen
1-877-414-9251

LOW INCOME HOME ENERGY ASSISTANCE (LIHEAP)
1-800-510-3102

MEDICAID FRAUD AND ABUSE HOTLINE
1-888-937-2835

NJ FAMILYCARE/MEDICAID CALL CENTER
1-800-356-1561

NJ DISASTER MENTAL HEALTH HELPLINE
1-877-294-HELP

(1-877-294-4357)
1-877-294-4356 TTY
(voice callers use 7-1-1 NJ Relay)

NJ FAMILYCARE

1-800-701-0710
1-800-701-0720 TTY

NJ HOUSING RESOURCE CENTER (HRC)

(for accessible, affordable housing)
1-877-428-8844
www.njhousing.gov

PPMD (Postpartum Mood Disorders) HOTLINE

1-800-328-3838

STATE DISABILITY INSURANCE

(Department Of Labor & Workforce Development)

1-609-292-7060
TDD – 1-609-292-8319
NJ Relay for Deaf, Hard of Hearing, or Speech-Impaired Text Telephone User
1-800-852-7899

SUPPORT FOR WORKING FAMILIES

(Transitional Supports Hotline)
1-877-951-9514

TRAUMATIC BRAIN INJURY FUND

1-888-285-3036
TDD – 1-609-292-1210
(from 9:00 a.m. to 5:00 p.m. Mondays thru Fridays)

UNIVERSAL SERVICE FUND (USF)

(Help with utility bills for low-income families and individuals)
1-866-240-1347

COMMUNITY ORGANIZATIONS

We encourage all families to be active members of the community. Furthermore, if you are a member of a local or regional community club or activities please let us know and we will happily add it to our list.

Below is a list of names, phone numbers and /or websites for several local organizations:

- BOY SCOUTS OF AMERICA

www.scouting.org

- GIRLS SCOUTS OF AMERICA

WWW.GIRLSCOUTS.ORG

- STANHOPE SCHOOL DISTRICT

www.stanhopeschools.org

- STANHOPE MUNICIPALITY OFFICE

- WWW.STANHOPENJ.GOV

- Women's Wellness

Contact: Colleen Grzywac – www.womenswellnessnj.com

- Stanhope School - Home & School Association (HSA) – Jen Palermo President

www.stanhopeschools.org/hsa

- Lenape Valley Soccer Club President – Chris Palermo

www.lenapesoccer.org

- Mom's Club of Mt. Olive

President: Ricki Clark

- Stanhope/Netcong American Legion Ambulance Corps

www.stanhopnetcong.com : Rebecca Southard

- Girls Scout Leader (Brownie Troop 87181)

www.gsnnj.org - Kelly Wilson

- Morris County Council of Education (MCCEA) rep

www.mccea.com – Kelly Wilson

- Education Association of Education (EAMO): Executive Newsletter Editor

Kelly Wilson

- St. Therese Church Member

www.stthereserobury.org – Kelly Wilson

- Boy Scout Leader (Pack 62)

Dan Clark

- Lakeland Little League Coach

www.eteamz.com/lakelandlittleleague/index/cfm: Billy Eaves

- Girls Scout Leader

www.gsnj.com: Michele Hipp

- Andover PTA – Lauren Seeger

www.andoverregionalpta.org

- Branchville Church – Lauren Seeger, volunteer

www.fpcbranchville.org

- Ledgewood Baptist Church – Salmon Family

www.ledgewoodbaptist.com

- Byram PTA – Adrianna Allen, President Ghislaine LaMorte, membr

www.byramnj.memberhub.com; byrampta@gmail.com; Facebook@ByramPTA

- For Goodness Bake – Danielle Wilkinson

www.forgoodnessbake.org

- Netcong Fire Dept. – Jack Sylvester, Chief

Facebook@Netcong Hilltop Fire Co. #2

- Blessed Kateri Church, Danielle Wilkinson, Social Media Coordinator

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. 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 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 secure 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 Office of Licensing'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.

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 comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing 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 to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

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 Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. 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.nj.gov/dcf and select Publications.

OOL4/17/08

Sharing the love of Christ with children and their families since 1971

Our Savior Nursery School

143 Brooklyn Road, Stanhope, NJ 07874

973-347-1818

973-347-5060 (FAX)

www.oursaviornurseryschool.org

osns_om@yahoo.com



Dear Parent;

In keeping with New Jersey's Child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry and Child Abuse Hotline. (1-877-NJ ABUSE)(1-877-652-2873)

Please read this statement carefully and, if you have any questions, feel free to contact me at: 1-973-347-1818.

Sincerely,

Colleen DeVita

Director

.....

Please complete and return this portion to the center with your registration papers. (Please Print)

Name of Child: _____

Name of Parent: _____

I have read and received a copy of the parent handbook which contains a copy of the Information to Parents statement prepared by the Office of Licensing, Child Care and Youth Residential Licensing, in the Department of Human Services. Also contained in this handbook is our policy on the release of children, our expulsion policy, our discipline policy, our tuition policy and our policy on the management of communicable diseases.

Signature: _____

Date: _____