



Christian Nurturing Center

*A Community Mission Program of
The Neshanic Reformed Church*

P.O. Box 657, Neshanic Station, NJ 08853

908-369-5215

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The Christian Nurturing Center

A state licensed nursery school sponsored by
The Neshanic Reformed Church

Parent Handbook

Effective Date: September 1, 2011 – June 30, 2012

MISSION STATEMENT:

The mission of The Christian Nurturing Center is to provide a Christian environment where children will have the opportunity to learn and practice social and developmental skills through games, crafts, music, literature, free play and age appropriate educational lessons. We hope the children will come to realize the importance of God and worship in their lives.

SCHOOL HOURS, ARRIVAL & DISMISSAL POLICY:

School hours are from 9:00am to 11:30am and 9:00am to 1:00pm for the morning sessions Monday through Friday. Afternoon sessions meet from 12:30 to 3:00 pm. Please try not to arrive prior to 5 minutes before the start of class. The staff needs time to set up and prepare for the day's activities.

Please bring your child to his/her classroom and pick him/her up from the classroom at the end of the day. Be sure to sign in each day upon arrival and sign out at dismissal. Dismissal will begin at 11:25a.m. for the 9-11:30 a.m. session, at 12:55 p.m. for the 9-1 pm session, and 2:55 p.m. for the afternoon sessions. If you need extra time to discuss any issues and/or concerns with your child's teacher, she will be glad to set up a conference time.

We realize that emergencies happen, so please call us at (908) 369-5215 as soon as possible, if you know you will be late. If you are unable to contact us, we will make every effort to locate you using the emergency contact numbers that you have supplied us with. We will care for your child until you arrive. If, after 1 hour, no contact has been established with a parent or emergency contact, the local police authorities as well as the New Jersey Division of Youth and Family Services will be notified and they will dictate what further action will be taken for the benefit of your child.

Late Fee Schedule:

<i>Arrival Time:</i>	<i>Late Fee Charge</i>
<i>10 minutes late</i>	<i>\$10</i>
<i>15 minutes late</i>	<i>\$15</i>
<i>30 minutes late</i>	<i>\$30</i>
<i>After 30 minutes</i>	<i>\$30 plus \$10 for each additional 5 minutes late</i>

LOCKED DOOR POLICY:

We will lock all doors at approximately 9:30am, 11:45am and 12:45pm. If you are late for drop-off or pick-up please ring the bell and/or call the office for assistance. Doors will be opened approximately 5 minutes prior to pick up time. If you need to enter sooner, use the suggestions listed previously.

POLICY CONCERNING THE RELEASE OF CHILDREN:

Each child may be released only to the child's parent or person authorized by the parent to take the child from the center and to assume responsibility for the child in an emergency if the parent 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 or person authorized by the parent 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 or person authorized by the parent and;
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent or person authorized by the parent, have failed and the staff members 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 or person authorized by the child's parent is able to pick-up the child.

If the parent or person authorized by the parent 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 authorized by the parent 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.

PARKING:

Please use the lower parking lot and the downstairs entrances (by the playground) for children attending classes in the lower level Brookside Hall and Nurture Center. If your child is attending class in the upper level of Brookside Hall or the Link, you may park in the upper level parking lot. **Parking lot speed is 5 mph, please!** Always watch for children in the parking lot. **PLEASE STAY ON WALKWAYS AND DRIVE WAYS AT ALL TIMES WHEN DROPPING OFF AND PICKING UP YOUR CHILD(REN). DO NOT ALLOW CHILDREN TO PLAY ON THE HILLS OR LANDSCAPED AREAS ADJACENT TO THE PARKING LOTS.**

POLICY REGARDING TOYS OR GAMES FROM HOME:

The staff has a great deal of responsibility each day and keeping track of toys or games from home is impossible. *Please do not send toys or games in with your child* except if they are to be shared during show and tell time. All show and tell items are to be stored in the classrooms' show and tell basket or the child's backpack. Absolutely no toys that resemble weapons or are of a violent nature are allowed at any time.

POLICY REGARDING HAZARDOUS TOYS/TOY RECALL UPDATES:

The Center has the responsibility to keep up to date regarding current listings of hazardous toys and toy recalls. Any items in the classroom that are referred to on this list shall be disposed of immediately. For an updated list, refer to <http://www.cpsc.gov/cpscpub/prereel/category/toy.html>

POLICY REGARDING INFORMATION POSTED ON SOCIAL MEDIA SITES:

The Staff is NOT permitted to post any information regarding Center activities including but not limited to photos and comments on any open social media site at any time. We encourage parents using social media sites to be aware of the risks involved to our children with posting such information related to school-sponsored events and ask that this policy is followed by all.

POLICY REGARDING THE USE OF THE PLAYGROUND FACILITIES:

Every day your child will have time on the playground, weather permitting. Playground use is permitted strictly for CNC students during CNC hours, supervised by CNC staff. The playground is not open for public use at any time. The Christian Nurturing Center cannot be held liable for any accidents that occur on our grounds after dismissal. The CNC staff will not be available for any accidents and/or mishaps on the playground that happen outside of regular CNC activities.

POLICY REGARDING CHANGE OF CLOTHING

Please keep a complete change of clothing for your child in their backpack. Label each article of clothing and place in a Ziploc-style bag with your child's name in clear sight. As the seasons change try to replace the clothing as appropriate for the weather. Anytime a change of clothing is used the parent will be notified.

POLICY REGARDING PRESCHOOL ATTIRE

The preschool requires the children to wear closed-toe shoes at all times. This is for your child's safety to prevent tripping and/or outside materials from harming your child's feet and toes. Please have your child wear clothes that are proper for painting and playing every class. Additionally, because we will be going outside on a daily basis throughout the entire year, please be sure to send in appropriate outer wear for your child; this may include boots, hats, mittens, snow pants and coats as the weather dictates.

POLICY CONCERNING TOILET TRAINING

According to the State of New Jersey, Department of Children and Families, all children entering a preschool should be potty trained prior to starting school, however, we understand that your child may have setbacks. If your child does soil him/herself, we will change him/her, using the extra set of clothes that are provided from home. If clothes are not available, we will contact you immediately to ask for you to return to CNC and change your child. If we cannot reach you, we will contact your spouse and/or other emergency contacts listed. Thank you for your cooperation and understanding.

According to the American Academy of Pediatrics' Practicing Safety Project, below are STRATEGIES TO PROMOTE SUCCESSFUL TOILET TRAINING:

1. A partnership is needed between parent and childcare provider. All of the child's regular caregivers should be involved.
2. Non-punitive, reward-based techniques are more effective. Recognition and affection are the best rewards.
3. Setbacks are common. Caregivers need to understand that the process of learning self-management may not be a quick one. Occasional relapses should not be seen as failures, but as a natural step toward success.

In summary, putting these suggested strategies into routine use in the childcare setting will help reduce these situational triggers and help prevent child abuse and neglect.

POLICY REGARDING PARENT VISITATIONS

Parents are allowed to visit the center at any time without prior approval.

POLICY REGARDING PARENT INVOLVEMENT

There are many ways to be involved with your child's education at the Christian Nurturing Center:

- Classroom Liaison
- Special Events Assistance
- General Program Assistance
- Volunteer Substitutes
- Fundraising

If you would like to become involved, please contact the director. Volunteers are required to attend a training session prior working in the classroom. Volunteers working directly with the children are also subject to the required background checks for staff members (see requirements detailed below under "Background Check for Staff Members").

POLICY REGARDING TUITION PAYMENTS

We operate on a tuition basis. As a non-profit mission outreach of the Neshanic Reformed Church, tuition is set as low as possible to provide the opportunity for families to enroll their children in our program. Since no other source of revenue is available and salaries, materials, and other operating cost need to be covered, no credit will be given for holidays, in-service, child illnesses or absences, vacations, closing due to inclement weather, and/or any other unforeseen situations. No switching of days is allowed.

POLICY REGARDING LATE PAYMENT FEE

A late fee may be assessed in the amount of \$10 if payment has not been received 10 days after the payment due date. Payments not received after 20 days of the payment due date will be assessed a \$20 late fee. Please be sure to contact the office if you are having difficulties making tuition payments in a timely fashion.

POLICY REGARDING FUNDRAISERS & SPECIAL EVENTS

Throughout the year there will be fundraising opportunities as well as special events for CNC students, families and friends. These fundraisers and events help to support the on-going mission of the Christian Nurturing Center. If financially possible, we appreciate your support of these programs, however participation is never required.

POLICY REGARDING BACKGROUND CHECK FOR STAFF MEMBERS

1. All staff members must have a CARI (Child Abuse Record Information) check by the state of New Jersey at the time of hiring and then every three years when the school applies for re-licensing.
2. All staff members must have a CHRI (Criminal History Record Information) Fingerprint background check at the time of hiring.
3. All staff upon hiring are informed that any inappropriate behavior will lead to immediate dismissal.
4. All staff will be trained in how to recognize and report any child abuse or neglect.
5. All staff must sign a statement that they know and understand the discipline policy of The Christian Nurturing Center.

POLICY REGARDING THE PREVENTION OF CHILD ABUSE AND NEGLECT

Whenever there is a reasonable cause to believe that a child has been abused or neglected by any person, staff **must** notify the Child Abuse Hotline at (877) NJ ABUSE **immediately**. Failure to do so will be considered a violation of NJ Division of Children and Family Policy and CNC will be subject to citation.

POLICY REGARDING COMMUNITY EMERGENCIES AND SITE EVACUATIONS

In the event of a “Red Alert”, meaning an unsafe situation is occurring in the local area outside of the school facility during school hours, we will implement the following procedures:

1. All classes will move to The Nurture Center Building.
2. There will be an immediate lockdown of all buildings.
3. Staff members will discretely listen for radio announcements. We will make every attempt to try to not alarm the children.
4. All dismissals will take place from The Nurture Center building using only the playground area door or the upstairs door facing the church.
5. If we have to keep the children for any length of time we have water, cups, dry cereal, cereal bars, juice, flashlights and battery operated radios.
6. All teachers will have the emergency contact information that parents have provided easily accessible at all times. Please notify your child’s classroom teacher of any changes.
7. In addition to the nursery school phone number you may try to call us on the church line: 908-369-4542

In the event of the occurrence of an emergency requiring the CNC site to be evacuated, we will implement the following procedures:

- a. Facility is deemed unsafe by a staff member, local authority or other personnel
- b. Local police authorities and/or ambulance services will be notified to provide transportation services for all children. Evacuation of facilities must include ALL children and staff to the designated safe meeting site.
- c. Designated safe meeting site will be the Hillsborough Municipal Complex, located at the corner of New Amwell Road and Beekman Lane in Hillsborough unless it is deemed unsafe. In this event, another predetermined site will be communicated to staff and parents.

In any emergency situation, we will try to maintain a “nursery school” routine and atmosphere as best we can. We will adapt our procedures as needed based on information we might receive from the local officials.

POLICY REGARDING THE ADMINISTRATION OF MEDICINE TO A CHILD

It is the center's policy NOT to administer medication to a child. This policy shall include all prescription and non-prescription medication related to a short-term illness.

POLICY REGARDING HEALTH AND IMMUNIZATION REQUIREMENTS FOR CHILDREN

The center will maintain on file and update annually a Universal Child Health Record, immunization record and special care plan (if applicable) for each child enrolled. Parents must provide this information to the center prior to the start of the school year and at the time updates are made. A student shall not be permitted to attend class if this information is not provided.

POLICY RELATED TO INJURY TO A CHILD WHILE IN THE CENTER'S CARE

The center shall **immediately** notify the parent's verbally (and maintain a record on file) when one of the following occurs while the child is in care:

- A child is bitten and the skin is broken
- A child sustains a head injury
- A child falls from a height greater than the height of the child
- An injury requiring professional medical care occurs

The center shall notify the parent verbally by the end of the day (and maintain a record on file) for bites and injuries other than those specified wherein immediate notification is required. Upon request by the child's parent, the center shall provide a written incident report by the end of the next operating day.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and you will be called to take the child home:

Severe pain or discomfort	Lethargy
Acute diarrhea	Sore throat
Episodes of acute vomiting	Severe coughing
Yellow eyes or jaundice skin	Red eyes with discharge
Infected, untreated skin patches	Difficult or rapid breathing
Mouth sores with drooling	Stiff neck
Skin rashes in conjunction with fever or behavior changes	
Elevated oral temperature of 100.0 degrees Fahrenheit	
Skin lesions that are weeping or bleeding	
Any other symptom that seems unusual and is a cause of complaint to the child	

Once the child is symptom free, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school. **A child must be symptom free for 24 hours before returning to school.**

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

If a child contracts any of the following diseases, please report it to us immediately. **The child may not return to school without a doctor's note stating that the child presents no risk to himself/herself or others.**

Respiratory Illnesses

Chicken Pox**
German measles*
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep throat
Tuberculosis*
Whooping Cough*

Gastro-intestinal Illnesses

Giardia Lamblia"
Hepatitis A"
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies

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

**NOTE: If a child has chicken pox, a health care provider'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 has elapsed since the onset of the rash and that all sores have dried and crusted.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

