



St. Alban's Episcopal Church
1 Church Lane
Oakland, NJ 07436
201-337-4909
stalbansofl@optimum.net

Dear Pre-School Parents,

On behalf of the people of St. Alban's Episcopal Church, we welcome you to our preschool! Our church has long been committed to providing excellence in early childhood education and nurture that is open to all.

We know that you and your children will thrive under the leadership of our wonderful director, Teresa Ercan, and the incredible, loving and talented staff that she has built and who hold the same high standards and abundant joy in the children entrusted to us. Our wonderful facilities make our programs accessible to all and the big windows and bright colors make it a place into which generations of preschoolers have run with excitement.

St. Alban's Pre-School is administered by the St. Alban's Episcopal Church Vestry, the elected leadership of our church.

The Vestry and parish join Teresa and staff in welcoming you to our school and invite your comments and suggestions. Your input is one of our most valuable resources in maintaining the standard of excellence that is the cornerstone of our reputation.

We look forward to a joy-filled year of growing together.

Sincerely yours,
St. Alban's Episcopal Church Vestry

MISSION STATEMENT

St. Alban's Pre-School is committed to excellence in early childhood education and care for children ages 1 to 6 in a loving, non-sectarian setting. It is our goal to provide a program that allows every child to grow socially, emotionally, physically and intellectually.

INFORMATION TO PARENTS

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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 OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

ST. ALBAN'S PRE-SCHOOL

1 Church Lane, Oakland, NJ 07436

201-337-5928

GENERAL INFORMATION LETTER

Dear Parents:

The staff and I look forward to welcoming you and your child to our school. We look forward to a great school year. This letter will inform you of the school policies and procedures.

In order to provide the best age-appropriate education, children will be admitted to classes according to the following cut-off dates:

1's class -	Must be 1 to start program
2's class -	Must be 2 to start program
3's class -	Must be 3 by October 31
4's class -	Must be 4 by October 31
Transitional K-	Must be 5 by December 31

The director and faculty reserve the right to evaluate and recommend placements that deviate from the above policy.

You will receive a monthly tuition invoice. Your tuition is due on or before the first of each month. Our grace period is extended to the 5th. We hope that each parent honors this so late fees will not be necessary. If you have any questions or concerns about your tuition please feel free to discuss this with me.

Extended care will be billed separately each month. You will be billed for extended/extra care on quarter hour intervals. (For example: If you pick up your child at 1:05 PM, you will be billed for 1:00 PM to 1:15 PM. If you drop off your child at 8:10 AM, you will be billed for 8:00 AM to 9:00 AM.) Extended care will be provided between 8:00 – 9:00 AM. If you have not informed us of this need, please do so immediately so that we have adequate supervision. Please be prompt in picking up your child. Keep in mind that it has been a long day for both your child and the staff.

To keep families better connected with important information and exciting news going on in our school community, St. Alban's Preschool uses two social media outlets.

The first is our website. On it you will find useful information such as contact information, enrollment forms, the school calendar, tuition rates and health requirements. Please go to <http://stalbansflow.org/> and click on the 'Pre-School' link at the top of the page.

The second is our Facebook page. This will be a way to keep you informed about upcoming school events and weekly information. There will also be postings about inclement weather delays and closings. We have been writing up the weekly specials schedules and add pictures of our wonderful students in action. Please 'Like' our page by searching for St. Albans Pre-School' on Facebook or go to <http://www.facebook.com/stalbanspreschl>

In order to make your child's adjustment to school a smooth one, we ask that you walk your child to his/her class where the teacher will greet him. Remain cheerful, kiss your child good-bye,

promise him/her that you will be back to pick him/her up and that you will be anxious to hear all about his/her exciting day at school. Remember every child is different and some take longer to adjust to the routine of school. We will work with you and your child to make adjustment as smooth and comforting as possible. Please refrain from bringing toys from home. Your child will be very upset if they are broken or misplaced. Birthday invitations must be mailed home. The only exception will be if the entire class is invited. In that case, invitations may be placed in cubbies.

All children will need a complete change of clothes, which are labeled. (Remember to change this supply as the seasons change.) This includes socks, underwear and outerwear. Please remember to dress your child appropriately for different weather conditions. We advise that you dress them in clothes that will enable them to be free to explore and play without the worry of soiling their clothes. Please label all outer clothing, such as coats, jackets, boots, etc. Sneakers are the best footwear for your child. Students are not allowed to wear Crocs or flip flops to school. We also ask that children do not wear any jewelry to school to avoid distraction especially if it becomes lost or broken.

In an effort to be ecofriendly and cut down on single use cups, we are asking for each student to send in on a daily basis a reusable filled water bottle labeled with their full name. We will use it during snack and lunch time. Since it is important for children to learn to drink from cups, we ask that the sealable lid have a regular opening and not a straw / sipper lid.

Full day children will need to bring lunch and water in an insulated bag or box with their name on it. Due to limited space in our refrigerator, please send your child's food in a hot/cold container. Our staff will not be warming any food since this will take valuable time away from the children. Please do not send in glass bottles. The school will provide snacks mid-morning and mid-afternoon. Children who will be staying for the lunch/rest time will need a small crib sheet and beach towel or two beach towels with their name on it. For diaper wearers, send in a tote bag with a supply of diapers and wipes with his/her name on them.

We will be videotaping/photographing your child's school activities at times throughout the year. These video/photos will be used for advertising, projects, or displays. Should you object to your child being videotaped or photographed, please discuss it with the director or teacher. Your child will then be excluded from this activity.

Please remember that the school is in a residential area, which has many children. Please observe the speed limits. *Do not park in front of the school*; there is ample parking in the lot. We have parents and children who walk along the blacktop. Please be alert to these walkers. Be prompt in delivering and picking up your child. We would be disappointed if your child missed an activity, and children may get upset when parents do not arrive on time to pick them up. If you will be late in picking up your child please call the school.

We will not release any child to anyone not listed on the permission sheet. If you plan to have someone pick up your child or for him or her to go home with a classmate please give us written permission.

Parents will be informally notified of children's progress through parent/teacher discussions. Parents can also expect two formal evaluations from the teacher. We strongly encourage you to schedule semi-annual parent conferences if you or the teacher request them.

We always urge parents to keep children home if they are sick. Call the school if your child will be absent. If a child gets sick at school, we will call you or one of the emergency phone numbers listed on your application and expect the child to be taken home. Any medication to be given will need written permission and it must be in the original container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated, and the directions for its administration. Non-prescription over-the-counter medication may only be given according to the directions on the label. Check the recommended dosage for the age and weight of the child, as well as the time interval between doses. We may give antihistamine/decongestants, cough suppressants, acetaminophen (aspirin substitutes), or topical (skin) ointments with a note from the child's parent. Other types of non-prescription medication may only be given with a doctor's note, as they may have harmful side effects. It is especially important not to give aspirin unless a doctor orders it, because it is associated with a life-threatening illness called Reye's syndrome. If a child shows any side effects of medication, we will report them to the parent. We will keep medication in a secured area that is inaccessible to the children. Non-prescription medication should be stored in a labeled container with a childproof cap. If your child needs to take medication, please make the necessary arrangements at the front desk.

If a child is injured while at school, we will give the necessary first aid and record it in a logbook. The teacher will report to you any minor cuts and scrapes. Any allergies or medical information should be brought to our attention. It is the policy of our school to notify parents of enrolled children when there has been a possible exposure to a communicable disease within the school.

The policy of discipline, which our school follows, is *positive discipline*:

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.

Positive discipline is different from punishment. Punishment tells children what they should *not* do; positive discipline tells children what they *should* do. Punishment teaches fear; positive discipline teaches self-esteem.

We use positive discipline by planning ahead:

- ◆ Allow the child to grow socially, emotionally, physically and intellectually.
- ◆ Anticipate and eliminate potential problems.
- ◆ Have a few consistent, clear rules that are explained to children and understood by adults.
- ◆ Have a well-planned daily schedule which focuses on the process of a child's work, not the product.
- ◆ Plan for ample elements of fun and humor.
- ◆ Include some decision-making.
- ◆ Provide time and space for each child to be alone.
- ◆ Make it possible for each child to feel he/she has had some positive impact on the group.

- ◆ Provide the structure and support children need to resolve their differences.
- ◆ Share ownership and responsibility with the children. Talk about our room, our toys.

We use positive discipline by intervening when necessary:

- ◆ Re-direct to a new activity to change the focus of a child's behavior.
- ◆ Provide individualized attention to help the child deal with a particular situation.
- ◆ Use time out by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb.)
- ◆ Divert the child and remove from the area of conflict.
- ◆ Provide alternative activities and acceptable ways to release feelings.
- ◆ Point out natural or logical consequences of children's behavior.
- ◆ Offer a choice only if there are two acceptable options.
- ◆ Criticize the behavior, not the child. We don't say "bad boy" or "bad girl." Instead we say, "that is not allowed here."

We use positive discipline by showing love and encouragement.

- ◆ "Catch the child being good." Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- ◆ Provide positive reinforcement through rewards for good behavior.
- ◆ Use encouragement rather than competition, comparison or criticism.
- ◆ Overlook small annoyances, and deliberately ignore provocations.
- ◆ Give hugs and caring to every child every day.
- ◆ Appreciate the child's point of view.
- ◆ Be loving, but don't confuse with license.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

It is extremely important that you keep the school informed of any allergies or medical issues that your child may have. Some of our students have severe asthma and/or allergies therefore it is necessary that you check with the director or teacher before bringing items to school (i.e.: food or animals). We ask that you refrain from sending peanut butter/ nut products or items processed in a plant with nuts due to life threatening allergies. If we all follow these policies, it will help to keep our students and staff healthy. Thanks for your cooperation!

Once again, feel free to contact me should you have any questions or concerns. My door is always open and I urge you to share your ideas with me.

Sincerely,
Teresa M. Ercan
Director

August 8, 2023

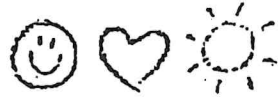
ST. ALBAN'S PRE-SCHOOL
1 Church Lane, Oakland, NJ 07436
(201) 337-5928 * FAX (201) 651-9486

TOILET - TEACHING

1. According to a recent study, the average age for learning to use the potty or toilet reliably for bowel and bladder is 28 months. Although it is important to remember that each child is an individual and develops at his own rate, generally speaking you can expect a child to achieve daytime control sometime between the ages of two and three, and nighttime control between three and four and a half.
2. Toilet teaching is best started around the time the child becomes ready to learn and able to control his elimination. Most children do not have the physical ability to control their bowels before about eighteen months, and they do not achieve bladder control until sometime later. Beginning toilet teaching early simply causes frustration for the caregiver and puts unnecessary pressure on a young toddler. Too-early toilet teaching can actually delay progress rather than encourage it.
3. A toddler may show some - but not necessarily all - of the following signs as he becomes ready for learning: pausing and making sounds or grimaces while having a bowel movement; being regular in bowel movements; staying dry for an hour or two in the daytime; waking up early from a nap; complaining when wet or soiled; being aware that urine and feces come from his body; telling the caregiver when he has had or is having a bowel movement; generally liking to be neat and tidy; and wanting to imitate adults and be grown up.
4. Toddlers need to know what caregivers expect of them. You should not push or pressure the child, but do watch for signs of readiness, prepare him/her gradually by teaching him/her about toileting over a period of time, and communicate very clearly that you have confidence that he/she will learn to use the potty and toilet when he/she is ready.
5. In the course of your everyday activities point out when the child is having a bowel movement or is urinating; teach children that urine and feces come from their body; teach them the words you want them to use for bathroom functions; allow them to observe others using the toilet and explain what it is for; read them a children's book about toilet learning; mention the advantages of staying clean and dry; get a potty chair and introduce it as their own possession; let them practice using the potty and praise them for success; mention that when they are bigger they will start using the potty all the time and will wear underpants "like a big girl/boy."
6. When a toddler is between the ages of two and three, has shown some signs of readiness, and has had an ample period of preparation; you can expect him/her to become interested in giving up diapers. Switch from diapers to pants for waking activities if he/she (1) occasionally asks to have his/her diaper removed to use the

potty; (2) tells you he/she wants underpants and doesn't want to wear diapers anymore; or (3) has shown clearly that he/she is physically able to control elimination.

7. Expect a child to have accidents for a while after beginning and be relaxed about them. Express no anger or disapproval; don't scold, shame, or punish the child. Clean up calmly, and reassure them that "next time they'll remember to use the potty." During the day, give gentle reminders to use the potty to help them be successful.
8. Regressions to wetting and/or soiling are not uncommon in toddlers and are usually a reaction to stress. Look for sources of pressure in the child's life - separation from a parent, a new baby, starting nursery school, moving, etc. - and try to ease tension by providing reassurance. Don't punish him/her for the loss of control. Staying patient, understanding and calm is the best way of dealing with regressions, which usually go away by themselves in a short time.
9. Staying dry while sleeping usually comes several months after daytime control is established, but some normal children, especially boys, take longer to achieve dry nights. The best way to handle night wetting is to be patient and wait for the child's bladder to mature. Punitive methods are definitely harmful: don't punish or shame a bed wetter. Instead, praise the child for any dry nights he may have; make no comment about wet beds; and express your confidence that he/she will be having more dry nights, as he/she grows older.
10. If a child has not achieved daytime control by three and a half to four or is not making progress in controlling night after age five, it is wise to consult your physician to rule out any physical causes, and then a child psychologist to help the child overcome the difficulties.
11. Psychologists say that parents whose children learn to use the toilet most easily are calm and patient and show matter-of-fact attitude toward toilet-teaching; communicate clearly what behavior is expected of the child; anticipate gradual, rather than instant, success; do not use negative tactics like punishment, scolding, or shaming; observe the child and try to wait until he/she expresses interest in toilet learning; encourage and praise the child for successes and are understanding about failures; switch from diapers to pants when the child is ready; send a clear message that they have confidence in their child's ability to learn.
12. We are here to assist parents in toilet training. Please let us know what methods you are using at home. We will not use any methods, which will conflict with licensing regulations set by the state.



St. Alban's Pre-School

1 Church Lane
Oakland, New Jersey 07436
(201) 337-5928
Teresa M. Ercan, *Director*

POLICY ON THE RELEASE OF CHILDREN

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

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

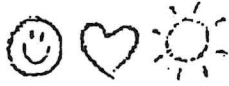
If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

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

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

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

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



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POLICY ON COMMUNICABLE DISEASES AND ILLNESS MANAGEMENT

10:122-7.1 Illnesses and Communicable Diseases

(a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provisions of N.J.A.C. 3A:52-8.

(b) Under no circumstances shall any center serve or admit any child who has any illnesses, symptoms of illness or diseases that a physician has determined require the child to be:

1. Confined to home under a health care provider's immediate care; or
2. Admitted to a hospital for medical care and treatment.

(c) The following provisions relate to illnesses and / or symptoms of illness:

1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c) li through xiii below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

- i. Severe pain or discomfort;
 - ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea.
 - iii. Two or more episodes of acute vomiting within a period of 24 hours;
 - iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or auxiliary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
 - v. Lethargy that is more than expected tiredness.
 - vi. Yellow eyes or jaundiced skin;
 - vii. Red eyes with discharge;
 - viii. Infected, untreated skin patches;
 - ix. Difficult rapid breathing, sore throat or severe coughing;
 - x. Skin rashes in conjunction with fever or behavior changes;
 - xi. Weeping or bleeding skin lesions that have not been treated by a health care provider;
 - xii. Mouth sores with drooling; or stiff neck.
 - xiii. Stiff neck.
2. Once the child is fever/symptom-free for more than 24 hours, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)l above, the center shall remove the child from the group of well children to a separate room or area, as specified in *N.J.A.C. 3A:52-5.3(q)4*, until:

- i. He or she can be taken from the center; or
- ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

4. The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.

(d) The following provisions relate to excludable communicable diseases:

1. The center shall not permit a child or staff member with an excludable communicable disease, as specified in the Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, revised July 2011, and available at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf, incorporated herein by reference, as amended and supplemented to be admitted to or remain at the center, until:
 - i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself or to others; or
 - ii. The center has contacted the Communicable Disease Program in the State Department of Health and Senior Services or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
 - iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.



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EXPULSION POLICY

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

IMMEDIATE CAUSES FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

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

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

SCHEDULE OF EXPULSION

- ❖ If after the remedial proactive actions below 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 of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.
- ❖ The parent/guardian will be informed regarding the length of the expulsion period.
- ❖ The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.
- ❖ The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on the risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the school.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

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

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- ❖ Staff will try to redirect child from negative behavior
- ❖ Staff will reassess classroom environment, appropriateness of activities, 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
- ❖ Child's disruptive behavior will be documented and maintained in confidentiality
- ❖ Parent/Guardian will be notified verbally
- ❖ Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- ❖ The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- ❖ The parent will be given literature or other resources regarding methods of improving behavior
- ❖ Recommendations of evaluation by professional consultation on premises
- ❖ Recommendation of evaluation by local school district child study team



St. Alban's Pre-School

1 Church Lane
Oakland, New Jersey 07436
(201) 337-5928
Teresa M. Ercan, *Director*

Screen Time Policy

St. Albans Preschool takes pride in the care and well-being of all young children. We provide an active learning environment that focuses on the development of the whole child through hands-on learning experiences, interactive conversations and sensory exploration.

We acknowledge the recommendations established by The American Academy of Pediatrics:

During their time at St. Albans Preschool:

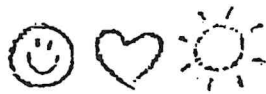
- Children age two(2) years and younger shall not have access to television viewing (including DVDs/Videos), playing with video games and using the computer.
- Children age two (2) and older who are in care four (4) or more hours each day, screen time is limited to 60 minutes per day and no more than 45 minutes at a time. Computer use is limited to 15 minute increments per child.
- Children age two (2) and older who are in care less than four (4) hours per day, screen time is limited to 30 minutes per day. Computer use is limited to 15 minute increments per child.

Additional Information:

- Smart Boards, IPADS, Ebooks, etc. shall follow the above limitations.
- Interactive media is the optimal choice for young children since it promotes active learning and encourages social interactions with adults and other children versus non-interactive media which can lead to passive viewing.
- Children with special needs will be entitled to assistive technology when it is specified in the IEP or at the advice of a physician.
- A checklist will be utilized by staff to monitor quality of software, DVDs, etc.
- DVDs used in the classrooms are intended to introduce or reinforce developmentally appropriate themes, such as safety issues, health/ nutrition concepts, school readiness skills, etc.
- DVDs will be shown for the educational/enrichment purposes and viewed as a special event, not an everyday occurrence.
- Only DVDs with a "G" rating will be viewed by the children.
- The director and teachers will monitor the use of DVDs in all classrooms.
- Physical Education DVDs may be used during our music and movement or physical education class.

The following is a position statement of NAEYC (National Association for the Education of Young Children) and Fred Rogers Center that:

"Technology and interactive media tools that can promote effective learning and development when they are used intentionally by early childhood educators, within the framework of developmentally appropriate practice (NAEYC 2009a), to support learning goals established for individual children."



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POLICY ON THE USE OF TECHNOLOGY, SOCIAL MEDIA AND METHODS OF PARENTAL NOTIFICATION

St. Alban's Preschool communicates with parents through email, Facebook and telephone. On the St. Alban's Preschool Facebook page, the Preschool Director has the sole authority for approving information posted.

We will be videotaping/photographing your child's school activities at times throughout the year. These video/photos will be used for advertising, projects, displays and on our St. Alban's Preschool Facebook page. Should you object to your child being videotaped or photographed, please discuss it with the director or teacher. Your child will then be excluded from this activity.

We realize that parents may be taking pictures/videos of their child at school functions. Posting of photographs/videos of children, other than your own, is prohibited including, but not limited to photos/videos of children obtained through hand held devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission. This policy applies to parents and staff.

The computers located at St. Alban's Preschool are the exclusive property of St. Alban's Preschool. The Preschool staff have no right of private use on these computers, including personal email and social media activity. The staff are strictly forbidden from participating in any illegal or inappropriate activity on the school's computers. This would include accessing adult content websites, websites with the intent of gambling, and expressing opinion or witness that could be construed as harassment. The computers may be inspected at any time by the Director, Church governing board or their assigns for any reason. The staff are prohibited from accessing personal, non-work email accounts while on St. Alban's Preschool computers to participate in any of the above-mentioned banned activities.

Employees are not permitted to post, discuss, or in any way, communicate St. Alban's Preschool business and activities on social media websites such as, but not limited to, Facebook, Twitter, My Space, etc. School business includes, but is not limited to, parent information, staff information, student information and activities, and policies and general administration.

ST. ALBAN'S PRESCHOOL HEALTH SCREENING POLICY

In accordance with the Department of Health Executive No. 21-004, issued May 26, 2021, the following is St. Alban's Preschool's Policy for Health Screening, updated COVID-19 Standards for Child Care Centers from the State of New Jersey, as required by the Department of Children and Families.

Parents are asked to perform a temperature and symptom screening of their child before coming to school. Children who have a fever of 100.4 (38.00C) or above, or other signs of illness including at least two of the following — chills, fever, muscle aches, headache, sore throat, nausea / vomiting, diarrhea, fatigue, congestion / runny nose or at least one of the following — cough, shortness of breath, difficulty breathing, or new loss of taste or smell, will not be admitted to the school building. Additionally, students will not be admitted if they have been exposed to COVID-19 or are awaiting COVID test results-

At drop off, parents will verbally indicate that their child does not have an elevated temperature (above 100.4) or symptoms of illness. If a parent is unable to verify this information. Preschool staff will screen the child. Parents will also confirm that their child has not been exposed to COVID-19 or are awaiting COVID test results. All Preschool staff and visitors will be screened upon arrival to school.

We encourage all families to keep their children home when they are exhibiting symptoms of illness and consult your doctor prior to coming to school.

Children may return to school when they are fever free for 24/48 hours or more and symptoms of illness are resolving.

If a child has been exposed to COVID, they may return to school following the State of New Jersey recommended quarantine period. Please contact the school and they will advise you of what the Health Department requires.

As of March 7, 2022, the state mandate requiring universal masking in childcare centers expired. Masks and facial coverings will no longer be mandated for students, staff, or visitors in schools and childcare centers. Effective March 7, 2022, St. Alban's Preschool will allow each staff member or parent the option to make the best decision for themselves, their child and family regarding mask wearing. Please note that there may be times when the NJDOH or the Office of Licensing may require centers to reactivate mask wearing. Therefore, we require that you have at least two extra masks in your child's backpack at all times so that they can be used if necessary. Reactive mask wearing may occur due to the following circumstances:

- During periods of elevated community transmission – when Covid-19 Activity Level Index (CALI) is elevated
- During an active outbreak or a general increase in cases

- After returning from isolation or quarantine
- When illness occurs in childcare

We respect a staff or family's decision to wear masks if they choose. If you wish to have your child continue to wear a mask then we ask that you email the preschool regarding your decision.

St. Alban's Preschool will continue to monitor the childcare licensing requirements regarding Covid in an effort to keep all of our students, staff and families healthy and safe. Thank you for your cooperation regarding this matter.

Should you have any questions, please feel free to contact the preschool.

Your cooperation and adherence to these guidelines is greatly appreciated.

September 2022