

# WESTWOOD RECREATION PRE-SCHOOL

## DATES TO REMEMBER

### 2019

Friday, Sept 6	First Day of School (2nd payment due)
Monday, Sept 30	School Closed-Religious Holiday
Wednesday, Oct 9	School Closed
Monday, Oct. 14	Columbus Day (Borough Holiday)
Friday, November 8	School Closed Teacher Convention
Friday, November 29	School Closed - Thanksgiving Recess
Monday, December 23	School Closed - Holiday Recess

### 2020

Friday, January 3	Return from Holiday Recess (Final Payment Due)
Monday, January 20	School Closed Martin Luther King Holiday
Monday, February 17	School Closed - Presidents' Day
Mon-Fri, April 6-10	School Closed - Spring Recess
Monday, May 25	School Closed - Memorial Day
Friday, May 29	Last Day of School

### PLEASE NOTE:

*We follow the Westwood School System calendar.  
If the Westwood School System is closed for any reason,  
the Recreation Pre-School will close as well.*

*School closures are listed on [WWRSD.ORG](http://WWRSD.ORG)*

**“ A PARTNERSHIP IN CARING ”**

# WESTWOOD RECREATION



## 2019-2020 PRE-SCHOOL PARENT HANDBOOK

## POLICY ON THE RELEASE OF CHILDREN

*Dear Parents,*

*Welcome to the Westwood Recreation Pre-School. I know a great deal of thought and consideration has gone into your choice of a Pre-School for your child and we are happy to become a part of their educational journey.*

*Our mission is to provide a caring and nurturing environment where your child can learn and develop through chronologically and developmentally appropriate activities.*

*Our school is licensed by the State of New Jersey and meets all of their requirements. Our Director, Natalie Boes, and her staff are highly qualified and dedicated to give your child an educational foundation which is so important for today's early childhood advancements.*

*As we build our programs together, please feel free to share any new ideas with us. We value the need for close communication between parents and teachers. We look forward to getting to know you, so we can offer your child a safe, caring, fun and discovery-filled environment.*

*Parents are an integral part of our program and we seek to form a partnership with you to foster the learning and healthy development of your child.*

*If you have any questions concerning this program, please speak with our Pre-School Director, Natalie.*

*Sincerely,*

*Gary Buchheister  
Recreation Director*

*gbuchheister@westwoodnj.gov  
201-664-7882*

- A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the custodial parents cannot be reached. The provision that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorized the center to allow such visits or release in writing. This written authorization, including name, address and phone number shall be maintained in the file. Circumstances may require staff members to seek additional confirmation and/or verification of consent before releasing a child from the center. Authorized persons must be able to present valid identification prior to release of the child. Authorized persons must be 16 years of age or older to assume custody of the child from the center.
- B. Staff members are required to follow written procedures if the parent(s) or person(s) authorized by the parent(s), as specified in (A) above, fails to pick-up a child at the time of the center's daily closing: These procedures include that;
  1. The child is supervised at all times.
  2. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
  3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline 800-792-8610 to seek assistance in caring for the child until the parents or persons authorized by the child's parent(s) is able to pick up the child.
- C. Staff members are required to follow written procedures if the parent(s) or person(s) authorized by the parent(s), appear 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 procedures require 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 alternate person(s) authorized by the parent(s); and
  3. If the center is unable to make alternate arrangements, as noted above, a staff member will call the Department of State Registry Hotline at 1-877-NJABUSE - 1-877-652-2873 to seek assistance in caring for the child.

**POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, he or she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and the parent(s) will be called to take them home. Once the child is symptom free and/or fever free for 24 hours, or has a physician’s note stating that he or she no longer poses a serious health risk to themselves or others, he or she may return to school. These illnesses include, but are not limited to, the following:

- Severe pain or discomfort
- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Elevated oral temperature of 101.5 degrees Fahrenheit or 101.5 degrees of axillary temperature with behavior changes
- Acute diarrhea: Twice the child’s usual frequency of bowel movements, looser than usual bowel movements or bloody diarrhea
- Lethargy that is more than just tiredness
- Two or more episodes of acute vomiting within a period of 24 hours
- Skin rashes with fever or behavior changes
- Weeping or bleeding skin lesions not treated by a health care provider
- Red eyes with discharge
- Yellow eyes or jaundice skin
- Visibly enlarged lymph nodes
- Mouth sores or drooling

The Westwood Recreation Pre-School shall not permit a child or staff member with an excludable communicable disease, as set forth in the Department of Health’s Reporting Requirements for Communicable Diseases and Work-Related Condition Quick Reference Guide, revised July 2011, and available at [http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](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 Westwood Pre-School, until:

1. 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;
2. The Westwood Pre-School has contacted the Communicable Disease Program in the State Department of Health, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
3. If the child or staff member has chicken pox, the Pre-School obtains a note from the parent or staff member stating that all sores have dried and crusted.

\* Reportable diseases, as specified in N.J.A.C. 10:122-7, 10 (a).

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

If your child is going to be absent on a given day, please notify the staff not to expect your child. If your home, work or cell phone numbers change, kindly inform the office.

**WESTWOOD RECREATION PRE-SCHOOL**

*Our program is available to Westwood children between the ages of three and five as of October 1, 2019.*

*Proof of residency and birth certificates are required for registration.*

*Our Pre-School is located at the Westwood Recreation Department in the Westwood Community Center at 55 Jefferson Avenue, 201-664-7882.*

**ALL CHILDREN ENROLLED IN THE PROGRAM MUST BE POTTY TRAINED!**

**2019-2020 School Year-Hours of Operation**

**School Begins - Wednesday, September 4, 2019**

**School Ends - Friday, May 29, 2020**

*(Please see “Dates to Remember” on the back cover)*

**4-5 year olds - Monday, Wednesday and Friday — 9:00am-12:00pm**

**3 year olds - Monday, Wednesday and Friday — 12:30pm-2:30pm**

**Registration begins on Tuesday, April 23, 2019 at 9:00am**

**Registration Fee: \$25.00 (non-refundable)**

**Tuition:**

**4-5 year olds - \$1600.00**

**3 year olds - \$1300.00**

**Payment Schedule:**

*1st - Tuesday, April 23, 2019*

*2nd - Monday, September 4, 2019*

*3rd - Friday, January 3, 2020*

**4-5 yr olds**

**\$550.00**

**\$550.00**

**\$525.00**

**3 yr olds**

**\$450.00**

**\$450.00**

**\$425.00**

**Tuition payments must be made on time.**

*Please contact the Recreation Director if you have any special situations.*

## PHILOSOPHY OF CHILD DISCIPLINE

### Pre-School Objectives

- The objective of the Westwood Recreation Pre-School is to provide the necessary preparation for Kindergarten in a warm and caring environment.
- To provide opportunities for sharing toys, equipment, and ideas with others.
- To assist in understanding and following simple directions and routines.
- To develop self-help skills, such as buttoning, zipping, tying, and bathroom independence.
- To develop gross motor and fine motor skills through varied and active learning activities.
- To develop the ability to recognize and identify colors, shapes, numbers, and letters.
- To develop listening skills & appreciation of literature through poetry, stories and drama.
- To develop music appreciation through rhythmic activities, singing, listening, and drama.
- To assist in recognizing and writing their own name.
- To enhance an understanding of numbers and relationships between numbers.
- To develop an understanding of time: clock, days of the week, months of the year, calendar, and seasons.
- To provide simple nutritional concepts.
- To introduce science awareness, such as the five senses, plants, animals, magnets, and measuring

### School Day

The four year old morning class begins at 9:00am and ends at 12:00pm. Children are dismissed promptly at 12:00. The three year old afternoon class begins at 12:30pm and ends at 2:30pm. Children are dismissed promptly at 2:30pm. Please make sure you have your child at school on time. We begin our lessons as soon as the children arrive. When children are late it becomes disruptive to the other students. If you are going to be late picking up your child, please call the office at 201-664-7882. If you are chronically late to pick up your child, a fee will be charged.

### Allergies/Snacks

Westwood Recreation strives to be a "NUT FREE" school. Please do not send in any snack that contains any type of nut ingredients. This includes Nutella. Please send in a healthy snack, water and/or juice box.

### School Closings

The Westwood Recreation Preschool follows the Westwood Regional School District's vacation schedule and inclement weather procedures. If the school district is closed due to inclement weather, then our school is closed. If we are on a delayed opening, the morning class will start at 10:30 and end at the regular time. This would not effect the afternoon class. The class parents will also make phone calls. If you are not sure, please check the school district website at wwrsd.org. There may be an occasional weather closing if the Borough closes and you will receive a phone call.

*"Discipline is...to train or develop by instruction, especially in self-control."*  
— Webster new Collegiate Dictionary

The philosophy of this Center is to help children grow emotionally and intellectually, to help children succeed, to feel good about themselves, and to express their feelings in a positive and constructive manner.

Our policy is that discipline should be positive. Discipline is not a punishment, it is a way of helping children learn to identify socially acceptable behavior.

Within our Center, limits and rules are clearly defined, consistent, and in accordance with the appropriate development and age of each child and the program in general. We focus strongly on reinforcing acceptable behavior and preventing undesirable behavior by being responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Center consist of:

- \* Redirection of activities to change the focus of a child's behavior
- \* Individualized attention to help the child deal with a particular situation.
- \* Time out...by removing a child for a few minutes from the area or activity so that he or she may gain self-control.
- \* "Catch the child being good", to respond to and reinforce positive behavior. We acknowledge or praise the child to let them know that we approve of what he or she is doing.

*"Discipline should not be isolation without supervision, the withholding of food or attention. No child will be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that might intimidate, frighten or endanger a child, or his/her self-image."*

— New Jersey Department of Children and Families  
Child Care Centers

## INFORMATION TO PARENTS

Our center must have a policy concerning the expulsion of children from 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 Bureau of Licensing's Inspection/Violation Reports which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. If you wish to review them, we will make them available.

Our center must cooperate with all DCF inspection/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 and to discuss with us any questions you may have about it.

Our center must post a listing / diagram of the areas approved by the Bureau for the children's use. Please ask us if you have any questions about these rooms or spaces.

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.

## PRE—SCHOOL EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to suspend 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 terminate or suspend a child from this center:

### 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
- Physical or verbal abuse to staff

### CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums / angry outbursts
- Ongoing physical or verbal abuse to staff or children
- Excessive biting, hitting, spitting or kicking
- Children are to be toilet trained—failure to meet this requirement will result in temporary expulsion until the child has mastered this skill

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

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, 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
- A brief time-out will be given so child can regain control
- Child may lose certain privileges
- 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 / guardian will be given literature or other resources regarding methods of improving behaviors
- Recommendation of evaluation by professional consultation on premises
- Recommendations of evaluation by local school district child study team

### SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked the child's parent / guardian will be advised verbally and in writing about the child's or parents' behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent / guardian may work on the child's behavior or come to an agreement with the center.
- 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 center.
- The parent / guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety)
- Failure of the child / parent to satisfy the terms of the plan may result in permanent expulsion from the center

### 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 (1-800-667-9845).
- Reported abuse or neglect occurring at the center (1-800-215-6853) or 1-800-792-8610 (after 5 PM)
- Questioned the center regarding policies and procedures
- Without giving the parent an adequate amount of time to make other child care arrangements

### INFORMATION TO PARENTS

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director who can advise you 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 is required to comply with the New Jersey 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 N. J. Dept. of Law and Public Safety for information about filing an L.A.D. claim at 609-292-4605, TTY users may dial 711 for the N. J. Relay Operator and ask for 609-292-7701, or contact the U. S. Dept. of Justice about filing an A.D.A. claim at 800-514-0301 or 800-514-0383 (TTY).

Under provisions of the Manual of Requirements for Child Care Centers (N.J. A.C 10:22), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parental visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters.

The center may comply with this requirement either by:

1) reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Department of Children and Families (DCF) or 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his / her receipt of the information.

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### INFORMATION TO PARENTS

Our center is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Department of Children and Families. A copy of our current license must be posted in a prominent location at our center. Look for it when you are 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 to 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 for Child Care Centers, **by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing it to:** State of New Jersey, Department of Human Services, Licensing, Publication Fees, P.O. Box 18500, Newark, New Jersey, 07191.

We encourage parents to discuss any questions or concerns with us about the center's policies or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange an opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing at 1-609-826-3980. Of course, we would appreciate your bringing these concerns to our attention also.

Our center must have a policy for the release of children to parents or people authorized by the 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 the center. Please review this policy so we can work together to keep your child in our center.