

Madison Community House Nursery School

25 Cook Ave. * Madison, NJ 07940-1824

973-377-0244 * 973-660-0121 Fax

This is the only Parent Handbook you will receive while your child is at the Madison Community House Nursery School. If there are any updates during your child's time with us we will send out notices to be attached at the back of the handbook.

Revised: 6/2010

Owned & Operated by Thursday Morning Club, Inc.

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Welcome to the Madison Community House Nursery School. We want to make this year a positive, happy experience for you and your child. Our staff is warm and friendly and provides a cheerful environment. Our goals are for each child to gain self-confidence and independence, to find his or her special talents, and to learn the readiness and cognitive skills necessary for kindergarten. We plan to accomplish this through varied learning experiences, both on an individual basis and in-group situations. We are all looking forward to a rewarding year with each child.

The *TMC-MADISON COMMUNITY HOUSE NURSERY SCHOOL* is a state-licensed, non-profit pre-school. It is sponsored by the Madison Community House, which is owned and operated by the Thursday Morning Club.

Our typical day would follow something like this:

9:00 a.m. to 10:00 a.m.	Free play
10:00 a.m. to 10:10 a.m.	Clean-up time
10:10 a.m. to 10:30 a.m.	Music, story time
10:30 a.m. to 10:45 a.m.	Snack
10:45 a.m. to 11:10 a.m.	Project
11:10 a.m. to 11:30 a.m.	Get ready to go home & then play in the gym or the play yard.

There is also a two-week “camp session” in June. This program is available if there is sufficient interest. The fee for this program varies every year but will be determined and announced when the official sign-up is posted in the spring of each year.

Please feel free to visit us anytime, the Time for 2's meets on Monday. The three year olds meet on Tuesday, Wednesday and Friday. The four year olds meet on Monday, Tuesday, Wednesday and Friday. It is suggested that you call first to make sure that the class is not on a field trip or that the school is closed for a vacation.

A well-balanced nursery school program is provided with both indoor and outdoor activity. The Community House has its own fenced in play area, which includes a play scape, a sandbox, water play area, bike paths and children's garden. During inclement weather, the children have use of the Community House gym.

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Basic Requirements for Every Child

The child must be potty trained before entering either of the classes.

There is an age requirement: Your child must be 2 by April 1st for the Time for Two's Program. Your child must be 3 years old by October 1st for the 3 year old class or the child must be 4 years old by October 1st to be eligible for the 4 year old class. This requirement follows the Madison Public Schools.

The school has a Teacher/Director, a head teacher and three (3) group teachers. There is a maximum of 16 children per class. The Time for Two's has 2 "teachers" responsible for the class with a maximum of 10 children. Time for Two's meets Mondays 9:00 – 11:00 AM beginning in October. The 3-year-old class has two/three "teachers" responsible for the class. The 4-year-old class has two "teachers" responsible for the class. The 4-year-old class meets on Monday, Tuesdays, Wednesday and Friday. The 3-year-old group meets on Tuesday, Wednesday and Friday. The school hours are from 9:00 a.m. to 11:30 a.m. Every Tuesday, Wednesday & Friday there will be an extended day with the "Enrichment Program" which meets from 11:30 to 1:00 p.m. for the 4-year-old group only. The children bring their own lunch and drink to be eaten at the Nursery School. This is a completely optional program and an additional fee is charged for those who wish to participate.

The Nursery School year begins in September and continues to the end of May. We generally follow the calendar established by the Madison Public Schools. There are some differences, however, and so a calendar is given out at the beginning of each school year. In case of school closings: if Madison Public Schools are closed due to inclement weather – the Nursery School will be closed. If there is a "delayed opening" in the Madison schools there will be no nursery school for that day.

Philosophy of the Nursery School:

The Nursery School has a socially oriented program. Group interaction and socialization are stressed. We provide many different art project, music experiences and field trips. We try to make the children aware of the world around them through daily discussions and stories.

The three year olds are introduced to shapes, colors and seasonal themes. This is done through projects, songs and games in a very relaxed atmosphere. Listening skills are developed through the teachers and following directions in songs.

The four year olds continue working with shapes and colors. The children are exposed to numbers and the alphabet through games, songs and art experiences. We help those who are ready to write their own names. Some fine motor practice is provided through pencil grip work, scissor projects and gluing. We talk about child safety and work on learning the child's address and phone number. Again, there is a lot of free play, music time, games and either gym or outdoor time provided.

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Nursery School Guidelines and Information

1. A record of all inoculations and an Annual Universal Health Record are NJ State requirements for all pupils. The completed form should be returned to the main office before **September 1st**.
2. Children must be potty trained before entering the 3 & 4 year old programs and meet the age requirements by October 1st of the year.
3. Please be considerate of others when your child is ill; do not send him/her to school. According to NJ Department of Health requirements regarding early childhood, a child should **NOT** come to school if he/she shows any of the following symptoms: rash, fever, vomiting, diarrhea, earache, sore throat, eye infection, swollen glands, or persistent cough.
4. **THE TEACHERS MAY REFUSE TO ADMIT A CHILD IF THEY FEEL HE OR SHE IS NOT WELL ENOUGH TO ATTEND.** In addition, parents may be called to pick up a child who arrives at school too sick to function in a group.
5. Children should come to school dressed suitable for indoor crafts and outdoor recreation. Please label all outer clothing, lunch boxes and book bags.
6. **IF YOUR CHILD IS TO BE PICKED UP BY ANYONE OTHER THAN A REGULAR DRIVER, PLEASE SIGN HIM OR HER OUT ON THE CLIPBOARD HANGING ON THE 4's CLASSROOM DOOR SO WE ARE AWARE OF IT.**
7. Children are **not** to be delivered to school before **8:55 A.M.** Teachers need the time before class to prepare for the day. Children must be delivered to the teacher at the classroom door / class line up.
8. Progress reports will be issued in the Fall & Spring. Parent conferences will be held for all children in the Spring. If a problem or concern should arise, the teacher or parent may request a conference at any time.
9. Always feel free to call your child's teacher or director if any questions should arise.
10. Please don't forget to tell us any health problems, allergies, or unusual happening at home that will help us better understand your child.
11. A calendar is distributed monthly to all parents. This will contain events for the month, as well as, other pertinent information and announcements. Please keep informed and mark all dates on your calendar at home.
12. Outside the 4's classroom door there is a communication boards where individual class notices will be posted. Please read notices & pass on information among carpool families.
13. Snow closings follow the Madison Public School system. Closings are heard on WMTR or WOR radio and on TV Channel 12 news. They are also on the internet on Madison's school website www.madisonpublicschhols.org. Also, classroom mothers will either make phone calls or e-mails depending on your preference. If there is a delayed opening in the Madison Public School the Nursery School will **NOT BE OPEN**.
14. Parents are welcome to learn about and be involved in the licensing process.
15. All tuition payments are due by the 15th of every month, payable to **TMC-Madison Community House**. September's tuition is due at registration and October's tuition is due by September 15th. Both tuition months are non-refundable if your child drops out. If your child becomes ill, tuition is still required.
16. Please do not walk through the playground when the teachers have the nursery school class outside.

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Emergency Procedures for Disasters and Lockdowns

The Madison Police Department and Madison Office of Emergency Management has on file all the Madison Community House Nursery School identifying information, including locations where the center children will be evacuated.

In the event of an EVACUATION, staff would:

1. Notify director / director designee of the emergency.
2. Notify Madison Police Department at 973-593-3000 / 911.
3. Take class attendance books, all family and emergency telephone numbers, all allergy information, emergency medical consent forms, first aid supplies and medical tags.
4. The director / director designee will carry cell phones to contact families or designated emergency contacts.
5. Arrange for transportation or walk to the designated evacuation location.
6. The designated evacuation location is: First Baptist Church of Madison located at 34 Cook Ave., Madison.
7. Staff will count and roll call children before leaving the center, while walking or being transported to the designated location and while at the new site.

In the event of a LOCKDOWN, staff would:

1. Notify director / director designee of the emergency.
2. Notify the Madison Police Department at 973-593-3000 / 911.
3. Take children into an area away from windows and doors.
4. Staff will count and roll call children.
5. Lock all doors and pull down window shades or blinds.
6. Bring in emergency non-perishable food and water supply available.
7. Bring in battery-powered radio, flashlight, extra batteries, and cell phone.
8. Take class attendance books, all family and emergency medical consent forms, first aid supplies and medical tags.
9. Bring quiet activities such as paper, crayons, and books to keep the children occupied.
10. Remain in this room until the police notify you that it is safe to leave.

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Rules of Safety for Field Trip Drivers

Drivers must be sure to comply with the following safety regulations when driving on our field trips. It is for the safety of your children that we ask that you remember these few safety rules. Thank you.

1. Never leave children unattended in vehicle.
2. Load and unload children from the curbside of the vehicle.
3. All passengers are to wear seatbelts and children are required to be in a car seat or booster seat as specified by NJ State Motor Vehicle Laws.
4. Only one child is allowed per seat.
5. All passengers must remain seated when vehicle is moving.
6. The driver shall ensure each child is received by his/her parent or person designated at the end of the field trip.
7. An adult chaperone must accompany the driver.

The children take a number of field trips during the year. We regularly schedule trips to the Madison Pet Shop, a local dentist, the Morris Museum, the Madison Public Library, the Madison Fire Department, a pumpkin farm, The Turtle Back Zoo – just to give you an idea of most of the places the children will visit. The fee for field trips for the children is \$20.00 for the year to be paid with September's tuition bill. Parents are requested to volunteer to drive / chaperone the children on some of the field trips. Parents are responsible for their own admission fees.

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Enrichment Program

Days: Tuesday, Wednesday and Friday
Hours: 11:30 AM – 1:00 PM
Cost: \$100.00 per month October - May
Dates: Program begins in October through May

The program begins in October and continues through May. The cost of the program is divided into 8 monthly payments. Parents may register in September for the full year OR for February – May.

The Madison Community House Nursery School Enrichment Program is an exciting educational program designed for four year olds. It is a continuation of our traditional nursery school program, extending the day from 11:30 am to 1:00 pm. The children bring their lunch, participate in an outdoor playtime and attend an age appropriate enrichment class. The goal of the program is to provide fun and educational experiences and prepare children for Kindergarten.

Enrichment classes are planned in *Reading Readiness, Art, Science and Handwriting.*

Reading Readiness: Children will be introduced to pre-reading skills through children’s literature and the “Pre-K Weekly Reader Magazine”. Children will have “hands on” reading time by following teacher prompts, interpreting pictures, listening to text and discussing magazine themes. Children’s literature will be selected to support and connect the topics.

Art: Children will explore a variety of art mediums, techniques and styles of art. We will explore paint, chalk, crayon, collage, colored pencils, clay and dough. Creative expression will be emphasized and encouraged!

Science: Children will have fun conducting experiments, predicting outcomes, exploring nature and cooking. The hands on science experiences will relate to the child’s life and the world around them.

Handwriting: Children will be using personal chalkboard slates, roll-a-dough letters, wipe and erase letter cards and letter formation worksheets. We will focus on proper pencil grip, letter formation and fine motor skills necessary for good handwriting. Letter sounds will be introduced along with writing practice activities.

*Every effort will be made to make up classes missed due to snow day closings.

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Snack Information

Each day the children will have snack time. The Nursery School provides the juice and parents supply the snack on a rotating basis. Your snack day will be assigned and printed on our monthly calendar. Each family will be responsible for a snack.

Snack for the 2 year old program will be supplied.

Each class has 16 or 17 students. Some snack suggestions are:

Homemade muffins	Cereal treats	Mini bagels
Fresh fruits	Cheese & crackers	Popcorn (4 Yr. Old Class)
Dried fruits	Carrot/celery sticks	
Homemade bread	Graham Crackers	

We are trying to keep our snacks as nutritional as possible. Please avoid overly sweet items. Pretzel nuggets, popcorn, baby carrots and whole grapes should be avoided for the 3 yr. old class as they pose a choking hazard.

You will be assigned to bring in a snack as close to your child's birthday as possible. Cupcakes or something similar are fine on these special days. If your child has a summer birthday and you would like to designate a "Special Day" during our school year, please talk to Suzanne in the office. She will be sure your child is given a day of your choice.

If your child is sick on your assigned day, the Nursery School will have something on hand (i.e., cereal treats or crackers) to substitute for your snack. When your child returns to school, please send a snack that can be kept on the shelf (i.e., crackers, graham crackers) to replenish our stock. This way we will always have something on hand for the children even when someone is not able to be at school on his/her assigned day.

The Nursery School celebrates the following holidays with a party:

Halloween (children can come to school dressed in costume), Thanksgiving, Christmas, Valentine's Day (Valentine cards may be exchanged), and Easter. Parents are given an opportunity to sign-up to bring in special refreshments in honor of your child's birthday.

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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);
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 Division's 24 hour Child Abuse Hotline (1-800-792-8610) 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 too 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 Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

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

Patty Driscoll
Nursery School Director

Revised 6/05

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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 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.
- 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 immunizations records.
- Habitual tardiness when picking up your child.
- 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 of other children.
- Excessive biting.

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 parent's 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 to come 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 sufficient 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.

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Statement of Policy on Discipline

The children enrolled in the Madison Community House Nursery School are disciplined with an emphasis on a positive approach. Acceptable behavior is encouraged by giving a positive verbal reward. In the case of unacceptable behavior, a teacher will divert the child by offering a more positive verbal reward. In the case of unacceptable behavior, a teacher will divert the child by offering a more positive activity or the teacher will discuss the situation with the child.

If the situation escalates, or if the behavior is repeated, the child may be directed to a “time out” area for a few moments. They will rejoin the group in a satisfactory manner.

For repeated behavior problems, we request a conference with the parents. Every effort would be made to correct the situation by working with the child and parents.

The Madison Community House Nursery School is a private non-profit school program and may not be suitable for all children. Madison Community House Nursery School teachers or director or the child’s parents reserve the right to remove a child from the program if the parties feel it is not a suitable fit for the child.

Office of Licensing Information to Parents Document

In keeping with New Jersey’s child care center licensing requirements, we are obligated to provide you, as the parents of a child enrolled at our center, with this informational statement. The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; 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’s DHS Child Abuse / Neglect Hotline Toll Free at 1-877-NJABUSE (1-877-652-2873).

Please read the above carefully and if you have any questions, feel free to contact me at the Madison Community House office at 973-377-0244.

Patty Driscoll
Nursery School Director

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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 may comply with this requirement:

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

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Our center is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. 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 participations; 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 to 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 for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, NJ 08625-0717, telephone (609) 292-1021 or (609) 292-9220.

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. 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 standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, too.

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

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Information to Parents (cont'd.)

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

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

Our center must cooperate with all DYFS inspections/investigations. DYFS 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 room and areas approved by the Bureau 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 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 parents.

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

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by an adult, whether working at the center or not, is required by state law to report the concern immediately to the Division of Youth and Family Services office of Child Abuse Control at 1-800-792-8610 or to any district office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, NJ 08625-0717.

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Medication and Communicable Disease Management

The Madison Community House Nursery School will not administer medication to children, either prescription or non-prescription. The parent is free to come to the Community House at any time if medication is needed. Advance notice would be appreciated but is not necessary.

The following contagious diseases seen in children must be reported to the Madison Board of Health and the NJ Bureau of Licensing:

German Measles	Whooping Cough
Hemophilus Influenzae	Giardia Lambliz
Measles	Hepatitis A
Meningococcus	Salmonella
Mumps	Shigella
Tuberculosis	

Other communicable diseases commonly seen in children are:

Chicken Pox (6 Day Time Frame)	Lice
Strep Throat (1-2 Day Time Frame)	Scabies
Impetigo	Lethargy
Shingles	Fifth's Disease

Please advise the teacher or director if your child is ill with one of these diseases. Children having these diseases should not attend Nursery School until they are no longer contagious. Children having a fever for whatever reason may not attend school until the child is fever free for 24 hours without medication. Your cooperation in these matters is greatly appreciated.

Children with Allergies

The Madison Community House will assist and support children with allergies as best to our ability. Our foremost concern is the health and well being of all our children. We may not be able to accommodate all children. Children at risk of anaphylactic shock may leave medication to be used at school in an emergency with a doctor's directive for administration and dosage. Our staff is trained in CPR/ First aid and will administer medication in emergency situations only. Please see the director to review procedures. Allergy / Asthma action plans must be completed and on file for children requiring emergency medication.

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These pages are left blank for additional notices & notes