

## SCHOOL POLICIES

The following list contains procedures we follow at school. We ask that you keep it handy for quick references. If there is something that needs further explaining please feel free to contact the school. Thank you in advance for your cooperation.

1. Tuition is due on or before the 1<sup>st</sup> of each month. **SEPTEMBER tuition and ALL PAPERWORK must be received by August 20th.**
2. An updated Universal Child Health Record, and current list of all immunizations must be submitted to RNS prior to the start of the school year. <https://www.state.nj.us/health/forms/ch-14.pdf>
3. All children under the age of 5 MUST receive a flu shot, and provide documentation of such before December 31<sup>st</sup>
4. Drop off/Pick up times are as follows:
  - a. Before care drop off is between 7am-8:30am, parents are to ring the bell
  - b. Regular drop off
    - i. Infants through YPK (ages 0-3) 9:00am
    - ii. PreK and TK 9:15am
- iii. A staff member will be at the door to assist your child into the building.

**In order to limit parking lot traffic we ask that you please adhere to the above drop off times.**

**\*\* Please make a note that drop off ends at 9:25, we ask families to make every effort to be on time so the doors can be closed and staff report to their assigned classes.**

- c. Half day dismissal 12:30pm, staff will escort children to the main entrance, parents are to wait outside.
  - d. PreK dismissal 2pm, staff will escort children to the main entrance, parents are to wait outside.
  - e. Full day dismissal 3:45pm, staff will escort children to the main entrance, parents are to wait outside.
  - f. For ALL Aftercare/Extended day dismissals parents are to ring the bell and children will be brought to the door
5. Children are dropped off at the main entrance, located at the back of the building.
  6. **Late pick up of more than five minutes, for any pick-up time, will incur a charge of \$1 per minute.** In order to receive the \$15 an hour rate, notification of lateness must be made, **by phone, within three hours** of pick up. EMAILS ARE NOT GUARENTEED TO BE READ IN TIME, PLEASE PHONE AHEAD.
  7. Please contact us in writing, email is fine, at least 24 hours prior, if someone other than yourself will be picking up your child. If this is a last-minute change notify us **by phone** before your child's pick-up time. Identifications will be checked. **NO CHILD WILL BE RELEASED TO PERSONS NOT LISTED ON EMERGENCY CARD OR THAT DO NOT HAVE APPROPRIATE ID.**
  8. All snow closings or weather-related delays will follow Waldwick Board of Ed closings. News 12 reports all Board of Ed closings. If there is a **delayed opening, early morning drop off is cancelled and regular drop off will begin at 10:00am.** For any **weather closing not following the Waldwick School District** or for **early dismissal, parents will be emailed regarding closure or pick up time.**
  9. Full day children, ages 1-3, will need a nap sack or crib sheet and blanket for sleeping. Nap sacks are available at Bed, Bath and Beyond or Amazon. **NO PILLOWS.** A "lovie" or small stuffed animal is allowed for sleep, please plan to leave this at school during the week. All sleep items will be sent home weekly for cleaning.
  10. For those children toilet training, we suggest you send your child in pullups with extra clothes and wipes to remain in the classroom. Any schedule or special instructions should be shared with the classroom teachers.

11. Children ages 3 and up must be fully toilet trained to enter the YPK class.
12. Parents should provide a snack and lunch. If your child's lunch needs utensils be sure to include disposable utensils. Please send items that do not need to be heated or refrigerated, no glass bottles or containers.
13. WE are a nut safe environment, Please **DO NOT send NUTS OR NUT PRODUCTS OF ANY KIND**.
14. **ALLERGY POLICY**- known allergies must be disclosed to RNS with a written doctor's note and clear plan of action listing any/all possible symptoms, necessary medications, dosing and administering directives. This would include food or other allergies (such as bee stings). **A PARENT LETTER IS NOT SUFFICIENT DOCUMENTATION OF ALLERGY.**
15. In order to help RNS keep both children and staff safe and healthy we ask that you read and adhere to the Health Guidelines.
16. If your child will be out sick please **call the school** and let us know the reason for the absence.
17. **ILLNESS POLICY**-Children with ONE OR MORE of the following symptoms may NOT be dropped off at RNS or will be sent home once symptoms develop;
  - a. Severe coughing
  - b. Runny nose displaying yellow or green mucus
  - c. Pinkeye like symptoms such as; tears, redness of eyelid lining, any irritation, or swelling of the eye, evident discharge
  - d. Diarrhea: More than one abnormally loose stool
  - e. Headache or stiff neck
  - f. Unusually dark, tea colored urine
  - g. Difficult or rapid breathing
  - h. Gray or white stool
  - i. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.
  - j. Fever over one hundred degrees Fahrenheit (100 F) by mouth or ninety-nine degrees Fahrenheit (99 F) under the arm
  - k. An infected skin patch(es)-crusty, bright yellow, dry or gummy areas of the skin
  - l. Unusual spots or rashes
  - m. Vomiting
  - n. Sore throat or trouble swallowing
  - o. Yellowish skin or eyes
  - p. If child is taking an antibiotic prescribed within the last 24 hours – children must be on antibiotics for 24 hours before returning to school.

**Children sent home due to illness shall not return to school the following day.**

If children develop a fever while at school they will be isolated and cared for until the parent or emergency contact person can pick them up. Children may return to school once they are symptom free for 24 hours without medications. Children returning to school the following day, or who display any of the above symptoms will be sent home immediately. This decision is at the discretion of the staff. Your child's physician may be called if staff members have questions concerning your child's condition.

18. **GUIDANCE AND DISCIPLINE** Our goal, at RNS, is to help children develop a positive self-image while encouraging them to be self-directed, exhibit self-control, become problem-solvers and prepare them for the expectations in Kindergarten. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors, guides the staff in their interactions with children. We are adopting the Conscious Discipline Philosophy, which is developed based on the idea that children must be taught, through

modeling what TO DO rather than be punishment for behaviors they should not do. Children are re-directed and given choices to encourage appropriate behaviors. The staff works with children to help them develop an appropriate understanding of their feelings and the actions or words they can use to communicate those feelings.

19. Strategies used by RNS staff include

- a. Maintaining realistic expectations of children based on knowledge of child development.
- b. Providing clear and simple limits.
- c. Planning an environment that facilitates a caring atmosphere.
- d. Providing appropriate activities that keep children engaged to help prevent and address challenging behaviors.
- e. Modeling appropriate and respectful behaviors.
- f. Redirecting inappropriate behaviors toward desired outcomes.
- g. Giving children choices between two appropriate alternatives.
- h. Encouraging children to work together to solve problems.
- i. Encouraging children to use their words to solve problems or to elicit peer cooperation.
- j. Providing logical and natural consequences for children's actions.
- k. Guiding children away from the situation until they are able to calm down, recognize and understand their feelings and work through a plan to address the problem.

When there are ongoing behavioral concerns, teachers will contact the child's parents. Communication may be in the form of informal or formal parent-teacher conferences or written behavioral reports. If a conference is scheduled, the parent and teacher will discuss strategies to promote appropriate behavior, and develop a plan for change. If the behavioral concern continues after implementation of a specific plan, a child may be asked to leave the program for a short period of time (1-5 days). If the problem is not resolved, the child may be removed from the program.

It is our intent to work together with families to promote a positive experience for their child. However, we do realize that there may be circumstances where our program may not be equipped to deal with all circumstances underlying certain behavioral issues.

20. **OUTDOOR PLAY** is an important part of the RNS curriculum, we consider the outdoors an extension of the indoor classroom and incorporate the time into our everyday schedule. Toys, materials, and activities are also available outdoors to enhance the children's play experience. Children visit the playground every day, weather permitting.

21. When temperatures are below 35 degrees F, or over 85 degrees F, children may be kept indoors or other accommodations will be made for outdoor time such as reduced playtime, or modifications to activities such as the addition of water play in the warmer months, or a short outdoor walk during colder months. Staff will also take into account playground wind factor, rain and snow fall accumulations. Please make sure your children are dressed appropriately for outdoor play each day. During the winter months, warm coats, mittens, hats, scarfs and, boots should always be sent into school.

22. **PLAYGROUND**, RNS welcomes our families to enjoy our playground at pickup. However, it is important that the following Playground Guidelines be follow in order to help establish consistency and minimize confusion for the children:

- a. **Do not sit on the retaining walls in the playground area, or on the umbrella stand**
- b. **Children may not walk up the slides (we use the following language)**
  - i. **"We walk up the steps and slide down the slide."**
- c. **Parents MUST actively supervise their children on the equipment**
- d. **Children may not run up and down the walkway**

e. **Food is not allowed on the playground**

23. **CLOTHING, for children ages 2 and up** in order to foster independence and self-help skills, we ask that you send your child to school in clothes that he/she can manage independently. Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Because the children work with paint, clay and other messy materials, they should wear clothes that can be laundered easily.
- a. Tennis shoes or shoes with rubber soles are required. For your child's safety, we ask that you do not send your child in flip flop shoes.
  - b. A change of clothing is essential for preschool messes, please send in one complete set of clothing in a large Ziploc bag marked with your child's name. **Be sure to label all your child's belongings.**
24. **Toys** are NOT allowed in school unless they are part of a school related event
25. Please be mindful of sending your child to school with items such as plastic jewelry, sunglasses, dress up clothing, rain gear when it isn't raining, soccer balls etc. these often cause situations that may add unnecessary stress to your children. Please use your best judgment in deciding what is actually needed for school.
26. **PARENT PARTICIPATION** Parents/Guardians are invited to observe anytime (COVID restrictions allowing). Observing allows you to note age and individual related behavior patterns and to watch your child as he/she interacts in a school environment. Families and culture are often celebrated at RNS. Family involvement and connectedness are an important part of our program. Family members are always welcome to visit the classroom to sharing life experiences, cultural practices or simply to read a fun book to the children. Your participation is eagerly welcomed in our programs. Your involvement can take many forms, and we hope that all parents will find meaningful ways to participate in their child's early school experience. Some ways in which you may choose to participate include, but are not limited to:
- a. Visiting the class for the purpose of a demonstration, book reading, holiday celebration or to share an experience or cultural custom
  - b. Assistant teaching (classroom teachers will reach out with requests for help) or with school wide function
  - c. Leading or assisting in special projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.)
  - d. Construction or collection of materials for RNS to use such as paint aprons, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.
  - e. Attending or planning parent workshops
27. **FAMILY ARRANGEMENTS** at RNS we recognize that families are not all structured similarly. RNS teachers and staff are sensitive to the varying needs of our families and support all families in whatever capacity necessary. We welcome any and all information you may feel necessary for the staff to support your child in the highest capacity. We encourage you to share any concerns, family history, medical/developmental needs, etc. to help achieve this goal.
28. **PARENT COMMUNICATION** A newsletter will be emailed to families at the beginning of each month. Newsletters are meant to let families know what topics/lessons are being introduced each month as well as keeping parents abreast of school events and reminders. "Ask me about..." folders, containing topics discussed in class are also sent home each week with a conversation prompt. These offer a great opportunity to begin a conversation with your child about his/her day. The teachers mainly use email to stay in touch with families. RNS also hosts a page on Facebook where happenings and pictures will be posted, as well as HOMEROOM, which is an app only available to current families.

29. **PARENT AND TEACHER CONFERENCES** will be offered once during each school year, typically in late January, early February. During the conference, you will review and receive a copy of your child's progress report. The RNS report card was specifically created as a tool to help staff observe and assess each child's growth and development during the school year. The goals presented follow the Developmental Continuum and are meant as a guideline to help both staff and parents nurture the individual child's social, emotional and academic development as is appropriate for their specific age. Ongoing, informal communication between parents and staff is encouraged throughout the year to help keep everyone up to date and on the same page.
30. For **Birthday parties**, parents may send in a small snack such as cupcakes or cookies. Ask your child's teacher for a list of allergies in the class. Please do not send in invitations for private parties as they will not be distributed at school.
31. If your child needs prescription or over-the-counter **medication administered** during school hours, you will need to fill out a Permission to Administer Medication form (attached) which must be signed by your child's doctor.
32. **Emergency/Safety Procedures** -To ensure the most optimal learning environment for children and provide a model program for families and staff, RNS is licensed and inspected by the NJ Department of Children and Families (DCF) – Office of Licensing (OOL). We also receive annual inspections by the Waldwick Fire, and Health Departments. These inspections ensure that all fire, health, and safety regulations are met and that RNS adheres to high quality standards regarding staff requirements, adult/child ratios, curriculum, and other administrative practices. If RNS staff or a routine inspection by the representative of the DCF- Office of Licensing authority identifies a concern, RNS's director will contact the correct authority for repair or resolution of said concern. RNS makes every effort to ensure the safety of students from environmental hazards and pollution through the use of environmentally friendly supplies and cleaning agents. Furthermore, any spraying for insects is done when students are not present. All chemicals and cleaning agents are kept out of the reach of children.
- a. Emergency phone numbers are clearly posted by all phones.
  - b. The parent/guardian provides, in writing, the names and phone numbers of persons to contact if the parent/guardian cannot be reached.
  - c. In case of an emergency, a faculty/staff member may go with the child to the emergency room and remain until a parent/guardian arrives.
  - d. Teachers report and document any injuries that may occur while the child attends RNS.
  - e. Teachers notify the parent/guardian, in writing, of any injury requiring first aid treatment.
  - f. Teachers report serious injuries to the Director immediately, and parents/guardians are phoned immediately.
  - g. Fire/evacuation drills are practiced once each month and lockdown/shelter in place drills are held at irregular intervals throughout the year.
  - h. Emergency evacuation plans are posted in each room, the hallway, and outside the RNS office.
  - i. Background screenings are conducted for all teachers, and volunteers
  - j. All staff members are mandated to report any suspicion of child abuse/neglect.
  - k. Children are supervised at all times and appropriate child: staff ratios are maintained.
  - l. Authorized pick-up information is kept on file in the main office and the child's classroom
  - m. Each room is equipped with a first-aid kit.
  - n. Teachers take attendance and monitor the number of children in their care each time they leave and enter a new location in or around the building.
  - o. Teachers move throughout the playground to ensure adequate and appropriate supervision.
  - p. The playground is regularly inspected for safety and improvements.
  - q. All staff is trained in CPR, First Aid, Choke Saving/Rescue Breathing and EpiPen use.
  - r. Medicines are stored out of children's reach and administered only with the written permission of a physician.

- s. Teachers follow universal precautions for blood-related accidents and incidents.
- t. Latex “free” gloves are available in each room for emergencies.
- u. Toys are checked frequently and broken toys are discarded.
- v. Teacher-child ratio is adjusted for field trips to ensure that there is a higher ratio of adults to children.
- w. Health and safety information is incorporated into the curriculum and taught to the children on a regular basis.

A strong home and school environment is essential in the development of young children. The RNS staff promises to do our very best to keep you informed and involved in our preschool program. Clear, ongoing communication and support from both families and staff make the connection between home and school successful. Please do not hesitate to share information about your child or to report any changes, especially during a major crisis, to staff. Anything you share with us will be held in confidence. We hope to continue to nurture mutual trust and respect with all our families. We look forward to getting to know you all and completing another successful year at RNS.