



**TADPOLE VILLAGE
PRESCHOOL**
at Frogbridge

**PARENT
MANUAL
2018-2019**

Tadpole Village Preschool
7 Yellow Meeting House Road
Millstone Township, NJ 08510

Main Office (609)208-2114
Fax (609) 208-9052

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PARENT MANUAL

The following information is presented to provide you with answers to many of the questions you will have as your child prepares to attend Tadpole Village Preschool. Many of the necessary procedures to prepare for school are carefully explained. Further information can be obtained from the preschool office and/or your child's teacher. It is important that you familiarize yourself with the items in this brochure.

Going to preschool is a child's first and most important opportunity to learn about adjusting to the outside world. At Tadpole Village Preschool, your child will learn to participate as part of a group, conform to rules, strive to meet expectations, and develop their own relationships. The skills and attitudes internalized at this time will remain with them throughout their lives and influence their perceptions about school in both the present and the future. We realize the importance of such a task and take our jobs very seriously.

Tadpole Village Preschool serves children ages 2 ½ through 6 years including Kindergarten. All of our programs presented are modified to fit the specific needs of each age group. We are annually inspected by the New Jersey State Licensing Bureau, fire department, and health department. In keeping with New Jersey state law, fire drills are conducted on a monthly basis.

Arrival and Departure of Children

Teachers get to school thirty minutes before the arrival of children in order to set up their classrooms and prepare for the day's activities. We ask that children arrive no earlier than five minutes before your scheduled arrival time. Please be prompt and considerate of the teacher's time at arrival and dismissal. Parents dropping off a late student should sign in and drop off in the preschool main office. Written permission is required if anyone other than the parent or guardian is picking up the child. See the policy on release of children for details. A note naming the person, their relationship to your child, and what your child calls them is necessary. The note must be dated and signed by the parent. The person picking up your child must have valid photo identification and know your password. In the event that you are more than five minutes late to pick up your child, we will charge a late fee of \$1 per minute.

Attendance

If your child will be absent, please notify the director by calling the preschool office before 9:00 a.m. at (609) 208-2114.

Birthdays

Birthdays are important to all children. The birthday child is given special attention at school on that day. Parents may wish to contribute special treats to be shared with the class on that day. Please make arrangements in advance with your child's teacher regarding upcoming birthdays so that she may properly plan the day. Please keep in mind that we are a nut aware school and there may be a child with severe allergies in your child's class. Items that have nuts or nut allergens are not permitted in the School. Items that contain nuts or have been processed in a facility that processes nuts may not be distributed for class consumption. Birthday party treats must be prepackaged and should say peanut and tree nut free on the package.

In the event that you are planning a birthday party for your child and you would like us to give out invitations in school, the ENTIRE class must be invited.

Bullying

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the school year seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Tadpole Village Preschool, bullying is inexcusable, and we have a firm policy against all types of bullying. Our school philosophy is based on our mission statement of "children first", which ensures that every student has the opportunity to make new friends, learn through new experiences, grow personally and socially, and create memories that will last a lifetime in a safe and fun atmosphere. We work together as a team to ensure that students gain self-confidence and self-esteem, make new friends, and go home with new memories. At Tadpole Village Preschool, every student and team member deserves to be treated with respect and to feel safe, included and valued.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their school experience. Our leadership team addresses all incidents of bullying seriously and trains our staff to promote communication with staff and students so both staff and students will be comfortable alerting us to any problems during their school experience. Every person has the right to expect to have the best possible experience at school, and by working together as a team to identify and manage bullying, we can help ensure that all students and staff have a great school year together at Tadpole Village Preschool.

Calendar

We will follow the Millstone elementary school calendar in regard to days off, however there may be slight variations. We will be following the Millstone primary/elementary school guidelines for school closings and delayed openings due to inclement weather. Automated phone calls will also be sent to notify you of closings/delays. Parents can also call the School voicemail (609-208-2114) regarding school closings and/or check with News 12 New Jersey by logging onto News12.com.

Clothing & Essentials

All parents are asked to send in a large zip-lock bag clearly labeled with the child's first and last name. This bag should contain an extra set of clothes including socks and underwear or diapers/pull-ups and wipes if applicable. These items will be kept in school for the duration of the school year. (Please do not forget to change the clothing as the seasons change.) I suggest that your child wear comfortable play clothes to school. This enables them to fully participate in all activities (even the messy ones) without worrying about soiling good clothes. Please label all clothing with your child's name.

Weather permitting the children will go outside for recess. If you wish to put sunscreen on your child, it should be applied to your child before they come to school. A staff member will apply sunscreen to your child only if written permission has been received. In addition, sneakers are the only official and acceptable footwear to be worn while participating in recess and any sports activities while at school. The children have recess each day, so please be sure to send them in sneakers.

All students should bring the following items to school:

- 1 back pack (it should be large enough to hold a folder)
- 1 folder
- a change of clothes (to remain at school)
- a smock (to remain at school)
- diapers/pull-ups & wipes if applicable (to remain at school)

Half day students should also bring:

- a snack bag (labeled with their first and last name) with a snack and a drink

Full day students should also bring:

- a lunch bag (labeled with your child's first and last name) with lunch, snack and a drink
- a separate snack bag (also labeled with first and last name) with a snack and a drink
- a sleeping bag for rest time

Please don't send your child to school with cell phones or electronic devices. Tadpole Village Preschool is not responsible for any cell phones, games or any personal items that are lost, damaged or stolen on Tadpole Village grounds.

Curriculum

Our curriculum is planned so as to provide for the social, emotional, academic, and physical development of each child. It is designed to stimulate a child's physical, mental, academic, and verbal curiosity. Our younger child curriculum is designed to introduce and familiarize, whereas our curriculum for the older children will enhance, enrich, and prepare for the school years ahead. Our goal is to have our children experience success while they learn, develop confidence as they grow, and internalize lifelong values. We believe that a positive nursery school experience lays the groundwork for a positive school career. We are here to create happy, successful, and productive children.

Parent-teacher conferences are offered bi-annually. The first is in the form of a written assessment, which takes place in November. You will have a chance at the spring conference to speak privately with your child's teacher. There are no regularly scheduled classes on the day of the parent-teacher conferences. Parents are always encouraged to contact teachers regarding any questions or concerns. Teachers will always ask to meet with a parent if they have any concerns about a child. We do not wait for conferences to discuss problems.

Early Pick-Up

Parents who wish to pick up children early should call the preschool office at 609-208-2114 or send a written note in with your child to make these arrangements. All students who are picked up early must be signed out in the preschool. Proper identification as well as the correct family password is required.

Emergencies

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency room facility (typically CentraState Medical Center). Parents or emergency contacts will be notified to meet an accompanying staff member at that facility if such circumstances occur. A child cannot be transported for care, or receive emergency care at school unless the waivers for emergency care have been signed. The waiver for emergency care is on the enrollment agreement.

You should discuss all individual concerns with the Director and Teacher prior to the first day of school. Please do not wait to correct a situation. Act immediately. We do our best when we are able to deal with the matter immediately. The school Director will be available throughout the day to discuss any issue that you may have.

Extended Hours

Extended hours are available each morning and afternoon at an additional cost. Children may be dropped off at school no earlier than 7:30 a.m. each day and picked up no later than 5:00 p.m. each day. Please contact the preschool office 48 hours prior to the morning of drop off.

Food Policy

Due to extreme health allergies; including nuts, peanut butter and any and all peanut butter by-products (peanuts, chocolates with peanuts, etc.) these foods are BANNED by Tadpole Village Preschool at Frogbridge. These products may not under any circumstances be brought to school. Did you know that even items such as Dunkin Donuts have traces of peanut elements? Thank you for your help, understanding and cooperation in this very serious matter. We apologize for any inconvenience that this may cause.

Graduation and Stepping Up Ceremonies

At the end of each year the children participate in either a stepping up or a graduation ceremony. A mandatory additional fee is required each year to purchase the sash and/or cap and gown which are ordered by the preschool and will be worn at the ceremony.

Health Policy Guidelines & Welfare

The medical form must be filled out carefully and completely by the physician and parent, and then returned to the preschool office BEFORE your child's first day of school. This form may not be brought to school by your child. This is in compliance with NJ state law.

•Policy on Communicable Disease Management

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

Severe pain or discomfort, Acute diarrhea, Episodes of acute vomiting, Elevated oral temperature of 101.5 degrees Fahrenheit, Lethargy, Severe coughing, Yellow eyes or jaundice skin, Red eyes with discharge, Infected, untreated skin patches, Difficult or rapid breathing, Skin rashes in conjunction with fever or behavior changes, skin lesions that are weeping or bleeding, Mouth sores with drooling, stiff neck, etc.

(If the child is not picked up within one hour from the time of notification, the emergency contact will be called. Children who are sent home from School will not be readmitted until they are symptom free for 24 hours. The exception to this requirement would be if a licensed physician has indicated in writing that the child does not pose a health threat to others and is able to participate in all school activities. It is the policy of this school not to administer medication to sick children.)

Under no circumstances will a child with a fever be allowed to attend school. If a child arrives in the morning showing symptoms of ill health, the School will be unable to accept him/her. In the case of certain contagious diseases, (but not limited to) such as chicken pox, pink eye, strep throat, flu, etc. please notify the school within 24 hours.

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

•Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. Note: If a child has chicken pox, a note from the parents stating that all sores have dried and crusted is required.

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

•Communicable Disease Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

If Epi Pens are required for your child, they must be in the original packaging, labeled with your child's name and must be accompanied by a doctor's note/doctor's orders outlining and detailing their use. We must also have permission from the parent to administer the EpiPen. Please do not ask the teachers to make exceptions. All EpiPens must be left in the preschool office. Do not give the medication directly to your child to bring to school or put it in their back pack.

Holiday Shows and Performances

Parents of students participating in these events (times and dates to be announced) are invited to attend these special events. Please arrive for seating at any of our shows not earlier than 30 minutes prior to the performance. Guests arriving earlier than 30 minutes prior to our performance will be held in our parking area. No lines of any kind will form until 30 minutes prior to the performance. No exceptions will be made. Doors will open promptly 30 minutes prior to show time. All performing students must be signed out immediately following the show.

Injuries

Should a child become injured at School, the parent will be notified via an accident report form. The parent will be asked to sign this form stating that he/she has been notified, and a copy of the form will be included in the child's record. If the injury is of a serious nature, a parent will receive a phone call from the School at the time the accident occurs.

Insurance

The preschool, students and staff are covered by an extensive comprehensive insurance program while at preschool. Bills resulting from school related accidents are to be sent to the preschool office. Please be aware that there will be delays in payment while the insurance company investigates and processes the claim. You are encouraged to use personal insurance plans to assure prompt payment.

Late Drop Off

Parents dropping off a student late may do so in the preschool office. All students who are dropped off late must be signed in.

Newsletters

Newsletters will be posted on www.tadpolevillagepreschool.com each month throughout the school year. The intent is to keep you posted about school activities. Please read them carefully.

Parental Notification

Parents will be notified of school events via email and/or automated phone calls. With regard to School closings and delayed openings, parents can also call the school voicemail at 609-208-2114 or check News12 New Jersey by logging onto News12.com. See Staff Contact for policies on communications with our staff.

Parent Volunteers and Visitation

Parent volunteers are encouraged to make arrangements with the teachers, so they can share their area of expertise or interest during pre-planned scheduled times. Although parents may visit at any time, an appointment is necessary in order to observe the children in their classroom setting.

Personal Items

All personal property belonging to the children such as coats, jackets, sweaters, book bags, lunchboxes, toys, etc., should be marked clearly with the child's name. Do not send cell phones, electronic devices, books, toys, games, stuffed animals, money or other personal belongings to school unless officially requested. In any case, never send anything to school that is so valuable that its loss would cause serious unhappiness. **Tadpole Village Preschool is not responsible for any child's belongings, cell phones, games, personal items or equipment that is lost, damaged or stolen while at school or on the grounds of Tadpole Village Preschool.**

Pictures

Pictures will be taken two times during the school year (times and dates are to be announced). The first picture day will be held in the fall. The second picture day will be held during the spring. During the spring picture day, students in Pre-Kindergarten and Kindergarten will have their pictures taken in their caps and gowns! All other students will have their pictures taken in the outfit that they are wearing. **Parents are not permitted to visit on Picture Day**, so that we can ensure a quick and efficient picture taking process. There are no make-up days for pictures.

Policy on the Release of Children

Since the safety of your children is of our utmost concern, Tadpole Village Preschool maintains a strict policy regarding the individuals to whom we will release a child. You are asked to specify a security password for the release of your child, along with the names of emergency contacts, which are those persons with whom you entrust the care and welfare of your child.

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 persons 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 (1-877-652-2873) 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 judgement 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).

Advanced written notice is required for an individual to be authorized to pick up a child. In the case of an emergency, the Director or Office Staff may be notified by phone as to the name, address, phone number and brief physical description of the person who will be picking up the child. The Director will then call the parent back to verify this authorization. Once this individual arrives at the school, a staff member will need to verify the individual's identity by reviewing two forms of identification and the password before the child is released. The authorized individual must then sign and note the time of the child's release.

Should an unauthorized individual arrive to pick up a child, a parent or emergency contact person will be immediately notified via a phone call. If the Director or Office Staff is unable to reach a parent or emergency contact person, the child will not be released. Should an unauthorized person become uncooperative with the school's policies regarding the release of a child, the local police will be notified.

Positive Guidance and Discipline Policy

We understand that children can sometimes exhibit inappropriate behavior. It is our policy to keep disciplinary issues minimized and to help children monitor their own behavior. The staff of Tadpole Village Preschool present and model age appropriate behavioral guidelines and reflective communications to encourage children to express their emotions. The staff encourages self-control, self-direction, responsibility and cooperation.

At Tadpole Village, the staff is trained in the process of 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. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control. Any violation of the School's discipline policy should immediately be brought to the Director's attention.

Positive discipline is different from punishment. Punishment tells the children what they should not do; positive discipline tells children what they should do. An example of positive discipline is saying: "We walk inside the building", versus, "No running!" Punishment teaches fear; positive discipline teaches self-esteem.

Children will be shown positive alternatives rather than just being told no. The child will first be reminded of appropriate behavior. Then the child will be redirected toward other activities and/or other friends. The child will be asked to sit with the teacher at the teacher's table and lastly brought to the Director's office. "Time out" may be used so that the child may gain self-control (one-two minutes for each year of the child's age), especially if the child is at risk of harming themselves or others. During the "time-out" a staff member will visually observe the child. Parents are notified of any continual inappropriate behaviors. If necessary, a conference will be arranged, and a behavioral modification plan will be discussed. Aggressive physical behavior such as fighting, biting, hitting, etc. by a child toward another child or staff member is unacceptable. Staff members will intervene immediately should this type of situation occur in order to protect all of the children and encourage more acceptable behavior. Physical restraint will not be used except as necessary for control of the situation.

If a child's behavior is uncontrollable, extremely disruptive, and/or harmful to him/herself or others, a parent may be asked to remove the child for the day. Open communication between home and school is a very important aspect of discipline.

You can use positive discipline by planning ahead:

- 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.
- Plan for ample elements of fun and humor.
- Include some group 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.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of child's behavior.
- Provide individualized attention.
- 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. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can 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 you know 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 loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting, shaking, or any other form of corporal punishment.
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- Engaging in inflicting any form of child abuse and/or neglect.
- Withholding food, emotional response stimulation, or opportunities for rest or sleep.
- Requiring a child to remain silent or inactive for a long period of time.

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.

Policy on the Use of Technology and Social Media

I/We grant permission for the usage of photo/image/likeness/voice of my child and/or his/her work to be published on the school's public Internet Site, social media sites, newspapers, television, video, web-casts, magazines, online news outlets, and any other form of print/electronic media and/or print/electronic outlet.

Permission is hereby given for my child's use of technology including, computers and I-pads as a teaching tool.

Registration

At Tadpole Village Preschool, registration is an on-going process. A specific day in January is set aside for the parents of registered children to register for the following year. You are the only person that is allowed to register your child. You may not give your application to anyone else. All other registrations will be accepted at a later date. A registration fee and one month's tuition must accompany all applications. Registration fees are non-refundable. The tuition payment is not refundable after April 1st.

Staff Contact

We urge you to call the preschool office at any time to discuss any and all matters that will be helpful to our team in dealing with your child. Please do not hesitate to call.

The preschool can only communicate with and provide information to one student's family; that being the one whose address is on the official registration form. Parents living outside the home of the child must obtain information from the child's legal parent/guardian. Only one invitation, picture form, etc., can be provided for each student.

Toilet Training

While toilet training is not a requirement, it is greatly appreciated. Please take your own child to the bathroom before classes begin. If your child does not use the toilet yet, please send him/her wearing a clean, dry diaper/pull-up. Extra diapers/pull-ups and wipes should remain in your child's classroom.

Tuition

Tuition payments are due on or before the first of every month. Please make all checks payable to Tadpole Village Preschool. A \$25 late fee shall be charged for any monthly tuition payments received after the fifth of the month.

If monthly tuition fees (including any applicable late fees) are not received at the School by the fifteenth of the month, the child will not be readmitted to the School. There is a \$35 fee for returned checks.

The tuition fees are paid monthly and are not representative of the number of school days in any one-month period. The school year begins in September and ends in June.

There is no credit given during the school year due to scheduled holidays, illness, family vacations, transportation delays, inclement weather, etc. Missed days cannot be made up or refunded. If you wish to withdraw your child, we require thirty days written notice. Tuition will still be due until the end of the thirty days. All registration fees are non-refundable.

Since the school may have to turn away students, no refunds will be made after April 1, 2018.

Any requests for changes must be put in writing. After July 1, 2018, any request if granted, will result in a \$25 transaction fee.

This School reserves the right to dismiss, in its sole discretion, any child whose condition, conduct, influence, or behavior is deemed unsatisfactory or detrimental to the best interest of the School or his/her fellow classmates or who violates School rules and regulations. This School also reserves the right to dismiss, in its sole discretion, any child whose parent or guardian's condition, conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interest of the School or their child's classmates, or who violates School rules or regulations.

Unsafe Children's Products

The Department of Law and Public Safety (LPS), Division of Consumer Affairs (DCA), list of unsafe children's products is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For additional information about this list, call the DLPS, DCA, toll-free at 1(800)242-5846.

We hope that we have successfully answered many of your preschool concerns or questions. If there is anything further you would like assistance with, or there is a question that you find has not been addressed within these pages, please call us without hesitation. We look forward to hearing from you. Enjoy your school year!

All policies and procedures are subject to change at the discretion of Tadpole Village Preschool.