PLEASE KEEP THIS BOOKLET & USE IT AS A REFERENCE

Contact Information:

Palisades Country Day School
212/248 Herbert Avenue
Closter, NJ 07624
201 784-7600
Ext.1: upper school – 4 & 5-year old's
Ext.2: lower school – Toddlers, 2 and 3-year old's
Ext.3: camp
Fax: 201 784-1885

School Website: www.palisadescountryday.com
Mary Ann Hubschman, Owner/Director:
Mhubschman@aol.com
Amy Ramirez, Administrative Director:
upperschool@palisadescountryday.com
Linda Meyer, Admissions Director:
Laura Hubschman, Camp Director:
PCDCoffice@palisadescountryday.com

Hours of Operation:

7:30 am	Before-Care
8:45 am	**Classes begin**
11:30 am	**Dismissal – Half Day Students**
11:30 am-12:15 pm	Lunch Program
2:45 pm	**Dismissal Full Day Students**
3:00 pm-6:00 pm prompt	After-Care

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Mission Statement, Philosophies and Goals:

- To give the child time to grow.
- To help the child develop a strong sense of self allowing them to "blossom from within".
- To provide an environment rich in equipment and materials, in which experiences are direct and concrete building a foundation for more abstract experiences.
- To provide movement experiences for the development of both physical and motor skills.
- To promote growth in visual, auditory and tactual perception, in turn sharpening their senses.
- To provide an opportunity to learn and practice patterning of various kinds (visual, auditory and kinesthetic)
- To provide listening activities.
- To provide many and varied opportunities for oral expression.
- To build a foundation for sophisticated math concepts through manipulation of concrete materials.
- To build a foundation for chemistry, physics and biology through discovery and play with blocks; as well as, natural materials including as water and sand.
- To help the child relate to one another socially becoming part of a group.
- To help the child develop problem-solving techniques through open ended question and creative thinking.
- To promote creative expression through art, dance, music, cooking and story-telling.
- To help the child develop the habit of success.
- To help the child establish an environment of beauty, order and stability.

We are a school that encourages each and every child to develop and grow to their full potential and at their own pace.

Thank you for your trust in us!

School Calendar:

- A calendar for the academic year is developed by the administration and provided to families of children enrolled in Palisades.
- Whenever possible, we try to follow the local Public School schedule for: snow days, early dismissals, delayed openings, etc.
- A classroom calendar, provided by the teachers - goes home monthly detailing the day-to-day events in the classroom.

Admission Policy:

- In the Toddler program the child must be 18 months by September 1st.
- In the Pre-School program, the child should be turning 3 by October 1st
- In the Pre-Kindergarten program, the child should be 4 by October 1st
- To enter the Jr./K program, the child must be 5 by October 1st and **must** have completed a Pre-Kindergarten class.

Palisades will determine what we believe is the best placement for your child. We do not make any changes to classroom assignments. We do not honor any requests for teachers.

Enrollment:

- To enroll at Palisades, a complete application and enrollment form, along with a non-refundable registration fee is required.
- Within 30 days of registering - one (1) month's tuition must be paid with a signed contract. That tuition payment acts as a deposit and will be applied to the following June's tuition.
- A 2nd month's tuition will be billed in August. That payment is applied to the following May's tuition.
- **Enrollment is not complete until all the necessary paperwork is submitted and all fees are paid.**

Confidentiality:

- All employees shall, to the best of their ability, ensure confidentiality and privacy in regards to history, records, discussions, budgets, other financial information, documents and reports of its families. Disclosure can only be made under specified conditions (with written consent) or for reasons related to law enforcement or as required by law.
- Palisades shall follow the guidelines for protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Expectations for all Palisades Faculty and Staff:

- Staff will behave as appropriate role models for the students.
- Staff will adhere to Palisades Policies and Procedures.
- Staff will maintain positive and respectful attitudes.
- Staff will communicate regularly with parents.
- Staff will help children use language and develop verbal skills through frequent conversations and a language rich environment.
- Each staff member will use only positive techniques to guide the behavior of the children *(see Discipline Policy).*

Staff Organizational Chart:

Owner/Director (Mary Ann Hubschman):

- Oversees all programming
- Oversees all schedules
- Oversees all staff – including specialty and other
- Approves curriculum and monthly calendars
- Handles parent concerns and requests

Administrative Director and Admissions Director:

- Reports to Director
- Liaison to parents, staff and all other personnel
- Oversees arrivals and dismissals
- Oversees buildings and grounds
- Orders supplies and materials
- Records staff absences and provides for substitutes
- Observes teachers and students' daily
- Maintains all records

Head Teacher (Co-Teacher):

- Reports to Administrative Director and/or Director
- Liaison to parents, students and assistant teacher
- Plans daily and monthly curriculum
- Implements teaching of curriculum
- Manages classroom behavior
- Manages classroom rules/school policies
- Manages classroom maintenance

Assistant Teacher:

- Reports to Administrative Director and/or Director
- Assists head teacher in implementing all of the above (see Head Teacher responsibilities)

Specialty Staff:

- Reports to Administrative Director and/or Director
- Plans specialized curriculum
- Manages classroom behavior during specialty class
- Maintains space used for specialty class

Diversity:

- Palisades does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status.
- We celebrate the traditions of the children and families we serve and those of the diverse world we live in.

Tuition:
As per your signed contract-

- Tuition is an annual fee.
- **For your convenience**, the tuition may be made in 10 equal monthly payments.
- Payments may be made by check, money order, bank check or cash, Master Card, Visa or American Express.
- Tuition is due no later than the 10th of the month.
- Payment received after the 10th of the month will incur a $20.00 late fee.
- Students will not be permitted in school when tuition remains unpaid past 30 days.

Kids Club:

- The school day begins at 8:45 am.
- If you need before-care, your child may be dropped off (for a fee) as early as 7:30 am
- The school day ends at 2:45 pm.
- If you need after-care, your child may stay until 6:00 pm prompt (for a fee)
- A fee of $20.00 for the first 15 minutes and $1.00 per minute after that will be charged for pick-up after 6:00 pm, with payment required within 24 hours.

Schedule Change Policy:

- If you have already enrolled and need to request a schedule change, please contact the office as soon as possible.
- Changes will only be made if there is availability.
- Changes will be made at the beginning of the month ONLY.
- One free schedule change is permitted per school year.
- An additional Administrative Fee of $20.00 will be charged for each additional schedule change made thereafter.
- Refunds, if required, will be applied to your next month's tuition. If the scheduled days or sessions are increased, an additional payment will be required in order to adjust the prepaid original May and June payments.

Communication:

Your child's growth and progress is important. We encourage you to have an open dialog with your child's teacher so that all concerns can be addressed.

- The office is available for question/concerns during school hours
- Teachers are available through email for constant communication
- The teachers will e-mail you weekly to keep you up-to-date.
- Class calendars go home monthly to inform you of the day-to-day class activities, specials and "show & tell".
- Check your child's backpack daily for notices, notes from teachers, projects, etc.
- Parent/Teacher Conferences are held in late January.
- Progress Reports go home prior to the conference so that you have time to prepare for your meeting with your child's teachers.
- Final Progress Reports go home in late May.
- During the course of the school year, Parents/guardians may schedule a conference at any time, should you feel the need.
- Teachers will request a conference should they feel it is necessary.
- Notify the office of any changes in: address, phone numbers, pick- up authorization, health care concerns.
- When your child receives new immunizations, inform the office to update their file.

Drop Off and Attendance:

- Daily attendance is very important.
- Please make every effort to have your child in school on time every day so that he/she can gain the full benefit of our learning experience. It is often difficult for a child to enter an on-going group or leave an activity that they are engaged in.
- If your child: arrives late, is picked up early or you are visiting - you need to sign in/out of the visitor's log. This is a legal document required by the State of NJ Division of Licensing.

Pick-Up/Release Policy:

- Palisades will release your child only to a custodial parent/guardian or an adult person authorized by the custodial parent/guardian to take the child from the school.
- All people you authorize to pick up your child MUST be named on the child's PICK-UP release form and carry PHOTO ID.
- We will not release a child to any person who is NOT on the pick-up release form and does not have a photo ID with them.
- In addition, we will not accept a phone directive to release a child to someone who is not listed on the pick-up release form nor will we accept a letter or note written by a parent but brought to us by a person who is not the parent.
- Please make sure that the people you select to pick up your child are available and within a 10-mile (half hour) distance to help you should the need arise and that we have the correct phone numbers for them.
- An hour or more after closing time, 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

Department's 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; and

- If in our judgment, the parent or authorized person picking up the child appears to be physically and/or emotionally impaired or impaired by drugs or alcohol, Palisades will not release the child to that individual. We will attempt to contact an alternative person on the child's pick-up release form or emergency contact form. If we are unable to make alternative arrangements for the child's safe pick-up by closing time, we will contact the Child Protective Agency to make child care arrangements until the parent(s) or an authorized alternate person is able to pick-up the child.

Visitation:

- Parents are always welcome to visit their child's class. To optimize your visit, please follow these rules:
  - Sign-in at the office.
  - Observe from the one-way mirror outside the classroom. By entering the room, you may become a distraction. If you would like to come into the room for a visit, please let the teacher know - so that you can coordinate a convenient time to do so.
- We welcome parents to share story-time, craft-time, birthday snack time, etc.
- If you have a special holiday; custom, food, craft, talent, skill, etc. that you would like to share with the class, please arrange a convenient time to visit.
- We also welcome you to share your customs, traditions and costumes at the time of your special holiday or in the month of May when we celebrate our "International" month.
- See the information to Parents document for further information (which can be found in the back of the manual)

Emergency Contact Information Form:

- Palisades **MUST** be able to contact a parent, guardian or caregiver at any time during the school day.
- It is the parent's responsibility to provide the school with current, working phone contact information.
- If any information on the Emergency Contact form or the Permission to Pick-Up form changes, the school must be notified immediately.

School Closings Due to Bad Weather or Emergency Cancellation of Classes:

Palisades may need to be closed due to bad weather.

- We will notify you via; a "reverse 9-1-1" call, group e-mail and Channel 12 ticket tape.

- If necessary, this same method will be used to notify you of an early dismissal.
- We make every effort to call as early as possible.
- If Palisades has a delayed opening or closes early, there will no "Before" or "After-Care" program.

Discipline Policy:
Palisades believes that positive guidance, redirection, choices and clear-cut limits are the effective methods to discipline children.

- At Palisades, teachers facilitate the children's development of respect for self and others and taking responsibility for their own actions.
- The discipline methods used will be consistent with the age and developmental needs of the child.
- Teachers will guide children in developing self-regulation, impulse control and empathy in their relationships with peers and adults.
- Children are taught to more effectively and appropriately deal with situations and disappointments.
- We do not discipline children for failing to eat, sleep or soiling themselves.
- We **never** yell, scream or use a threatening voice or demeanor when addressing any child or withhold active play time; unless the child's action or behavior present a danger to themselves or others.
- Staff members will not discipline a child by hitting, shaking or using any other form of corporal punishment.
- Palisades maintains on file a written policy on disciplining

Suspension of Enrollment:

- Students who do not have a current vaccination record have thirty (30) days from admission to get the necessary immunizations. After that time your child will be excluded from school until the necessary forms are submitted - as required by law.
- If your child requires an EPI-PEN for allergies, an EPI-PEN and Emergency Action Plan must be completed and signed by your child's physician and returned to us on the 1st day of school along with <u>two (2) EPI-PENS</u> (required for your child's protection) in order for your child to attend school.

Expulsion Policy:
There are circumstances that result in our having to terminate a child from our program either on a short term or permanent basis.

The following are reasons that we may have to terminate or suspend a child from Palisades…
<u>Immediate Causes for Expulsion:</u>

- 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 the staff.
- Any potentially dangerous behavior by a child or parent will result in immediate expulsion.

<u>Parental Actions for Child's Expulsion:</u>

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain).

Child's Actions for Expulsion:

- Failure of child to adjust after a reasonable amount of time (6-8 weeks).
- Uncontrollable tantrums/angry outburst.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

Schedule of Expulsion:

- If after the remedial actions above have not worked, the child's parent/guardian will be advised 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 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 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.

A child will not be expelled if the child's parent(s):

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

Proactive Actions That Can Be Taken in Order to Prevent Expulsion:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings and given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or resources regarding methods of improving behavior.

- Recommendation of evaluation by professional on premises.
- Recommendation of evaluation by local school district child study team.

A copy of the Manual of Requirements for Child Care Centers issued by the State of NJ (Chapter 122, Sub-chapter 7) is available in the office should you wish to see it, as required by law.

Medication:
Medication will only be administered as follows:

- In the event that your child needs medication during the day, please ask your child's teacher for a "permission to dispense medication" form.
- The form must be completed and signed by both you and your child's doctor.
- All medication (including: creams, sunscreens, Benadryl [liquid or topical] must be in its original container with your child's name printed by the pharmacy on it, along with any paperwork that addresses side-effects, a future expiration date, etc.
- Please include the medication dispensing spoon, dropper or syringe with the medicine.

Our staff has been trained in the proper administration of an EPI-PEN. We are not trained to use a nebulizer. Staff will assist a child with an inhaler.

Custody Issues:

- If a non-custodial parent has been denied access or granted limited access to your child by court order, you must provide us with a copy of the court order, which will be kept confidentially in your child's file.
  - Palisades will comply with ALL the terms of this order once we have received the court order in writing.
  - It is the responsibility of the custodial parent to keep Palisades advised of any changes in the terms of this order.
- If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the order. Otherwise both parents will be provided with all information about their child.
- In the absence of a court order to the contrary, the school will provide the non-custodial parent access to all records relating to information regarding the child.

Food Policy:

- If your child has any dietary restrictions, we must be notified before your child begins school.
- If your child has food allergies, you will be responsible for providing snacks and treats for him/her.
- **Palisades "strives to be peanut, tree nut and seed free".**
  - All foods brought in by the parents must be consistent with this policy.
  - Special treats brought in by parents must have a list of ingredients

(including bakery items).

- Palisades provides a healthy snack (i.e.: carrots, apples, oranges, raisins, assorted crackers and occasionally pretzels), 1% milk and/or water.
- Parents provide lunch (if your child is attending class during lunchtime)
  - Please send in healthy foods that are "ready to eat" – fruit cut (if necessary), crust removed (if fussy eater), etc.
  - Please send in appropriate utensils, napkins, etc.
  - Please do not send in new foods for your child to "try" while in school.
  - Send hot in a heat thermos. We do not cook or re-heat food.

Birthdays:

Everyone loves to celebrate and we are no exception!

- Please coordinate with your child's teacher about bringing in a special treat.
- **Remember that we are "striving to be peanut, tree nut and seed free".**
- Parents are welcome to share snack time with the class.
- Party invitations are not permitted to be distributed through the school.
- Consider coming in to read to the class for his/her birthday.
- Please keep it simple… no costumed characters, elaborate cakes, etc.

Parking:

The parking lot can get very congested during the drop-off and pick-up times.

- Please drive slowly and with caution.
- Never leave children in the car unattended.
- Always cross the parking lot with your child in your hand.
- Do not leave your car running or leave it unoccupied on the car line.
- Cell phone use is prohibited while on the car line.
- Your child must be securely fastened in their car or booster seat when car is in motion.

Outdoor Play:

- Weather permitting (35^0 and up), all children will play outdoors every day.
- Each child must be dressed appropriately for the weather (including hats, scarves and gloves/mittens).
- If they are not well enough to go to the playground, then they are not well enough to be in school.
- Please send your child in closed shoes – preferably with rubber soles and laces (not flip flops or clogs) so that they can enjoy riding the trikes, climbing on the jungle gym, etc.

Clothing:

- We ask parents to supply an extra set of clothing. Please include socks. Please label them with your child's name and make sure it is appropriate for the season.
- Please dress appropriately for the weather (layers are good for adjusting to the changes in the weather). We go outdoors when it is 35^0 and above.
- When dressing your child for school, please do not send your child in with treasured clothing as stains happen when having fun!

Napping:

- The State requires all full day preschool children nap/rest for at least 30 minutes every day.
- We will provide a mat and a sheet for each child.
- You need to provide a small blanket.
- The blanket and sheet will be sent home at the end of each week for you to launder. Please return the cleaned items on the following Monday.
- We will provide an alternate activity for each child who has rested for 30 minutes and does not appear to need additional rest.

Valuables:

Children are not permitted to bring jewelry, money or other items of value to school.

Photo Release Policy:

- At Palisades, we use photographic images to record children's progress and development during their time at our school.
- We also use photos for publicity and promotion, Facebook, class projects, end of year DVD's, etc.
- Photographs or likenesses may be released without written consent unless the parent provides Palisades with written notification, immediately.
- A professional photographer visits the school once a year to take individual and class photos that are available for purchase. Your child WILL BE in the class photo unless otherwise instructed.

Directory Policy:

- Class Directories are compiled to assist you in contacting classmates for play dates and birthday parties.
- Class directories are distributed shortly after orientation.
- The phone (e-mail) directory is the property of Palisades and shared with currently enrolled Palisades families.
- The sole purpose of this phone (e-mail) directory is for the families of Palisades to communicate with other families **within** Palisades. The content may only be used for personal communication purposes and never for marketing, soliciting or public and/or commercial purposes. The content may not be distributed, sold or republished. Any person found to use this directory in any other way will be prosecuted to the full extent of the law.

Media Viewing Policy:

- Palisades provides an activity-focused learning environment; in which the children learn best though hands-on experiences, participation, conversations, and exploration.
- Following the American Academy of Pediatrics, which has found that too much media/tv viewing is linked to poor school performance and unhealthy habits. Therefore, children under the age of two in our school will not be permitted to watch videos, play video games, or use the computers.

- Children ages two and older who are in school full time are limited to thirty minutes of screen time; unless they are utilizing the media to complete class/homework or supervised enrichment activities.

NJ Department of Health– Age Appropriate Vaccinations for Pre-Schools:

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

- Severe pain or discomfort;
- Acute diarrhea, or bloody diarrhea;
- Two or more episodes of acute vomiting within a period of 24 hours;
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Lethargy that is more than expected tiredness;
- Yellow eyes or jaundiced skin;
- Red eyes with discharge;
- Infected, untreated skin patches; Mouth sores with drooling
- Difficult rapid breathing or severe coughing;
- Skin rashes in conjunction with fever or behavior changes;
- Weeping or bleeding skin lesions that have not been treated by a health care provider;

Palisades shall maintain an official State of New Jersey School Immunization Record for every pupil. This record shall include the date of each immunization and shall be separated from the child's other medical records for purpose of immunization record audit.
Each parent will submit these documents and update any ongoing immunizations within the 30-day time frame. Also, Palisades children are required by the state of NJ to have a flu shot by December to continue in our program.

Palisades Country Day School
248 Herbert Avenue
Closter, NJ 07624
201 784-7600
Fax 201 784-1885

Child's Name: _____.

Parent's Name: _____.

Class #: _____.

Date: _____.

Please initial that you have read each of the following documents…

____ I have read and understand the Palisades procedures and policies included in the "Parent Handbook".

____ Palisades Pick Up/Release Policy.

____ Palisades Expulsion Policy.

____ Palisades Food Policy (striving to be peanut, tree nut and seed free)

____Department of Children and Families Office of Licensing "Information to Parents".

____ Palisades Photo Release Policy/Social Media

____ "Manual of Requirements for Child Care Centers issued by the State of NJ" with regard to Illnesses/Communicable Diseases and Age Appropriate Vaccinations.

Parent's signature: _____.