

Parent Handbook

Updated September 2022



Table of Contents

Contact Information & Hours of Operation	2
Mission Statement, Logo Symbolization & History	3
Organizational Structure & Governance	4
Licensing	5
Class Offerings	5
Curriculum & Creative Statement	6
Spiritual Nature of the Day School	7
Outdoor Play.....	7
Children’s Clothing & Belongings	7
Enrollment & Admission Policies.....	8
Registration	8
Tuition & Fees.....	9
School Calendar	9
Behavior Guidance & Discipline Policy	10
Expulsion Policy	10
Class Arrival Times & Car Line Procedures	11
Class Dismissal Times & Pick Up Policies	12
Weather Related Closings	13
Birthday & Holiday Celebrations	14
Communication Between School & Home	14
Parental Involvement	15
Feedback & Suggestions.....	16
Illness.....	16
Nut Safe Policy & Prohibited Foods.....	18
Privacy	18
Day School Staff.....	19
Day School Board.....	20
Mandated State Licensing Policies	21
Information to Parents	21
Policy on Health Requirements of Communicable Diseases.....	23
Policy on the Release of Children	25
Policy on the Use of Technology	26



Welcome to St. Paul's Day School. The purpose of this Parent Handbook is to give every family an orientation to the mission, policies and procedures of our fine school. We invite you to read through all of it as you will also need to acknowledge in your enrollment forms that you have received and read the information, as required by the New Jersey Office of Licensing (OOL).

CONTACT INFORMATION

Address St. Paul's Day School
414 E. Broad Street
Westfield, NJ 07090

Phone (908) 233-5417

Fax (908) 232-9723

Email stpaulsday@stpaulsday.org

Directors Amanda Reardon, Director
areardon@stpaulsday.org

Galadriel Hasbrouck, Assistant Director
ghasbrouck@stpaulsday.org

Website stpaulsday.org

Social Media Facebook: facebook.com/stpaulsday
Instagram: instagram.com/stpaulsdayschool/
LinkedIn: linkedin.com/company/st-pauls-day-school
Yelp: yelp.com/biz/st-pauls-day-school-and-kindergarten-westfield

PODS Parents Organization of the Day School
podsstpauls@gmail.com

HOURS OF OPERATION: 7:30am to 6:00pm

Before Care 7:30-8:50 am

School Instruction 8:40-2:55 pm

After Care 2:30-6:00 pm



MISSION STATEMENT

The goal of St. Paul's Day School (SPDS) or the "Day School" is to provide an enriching experience for our Preschool and Kindergarten children. We strive to enhance a child's emotional, social, intellectual, spiritual and physical growth in a Christian setting of nurturing and love. We encourage individual growth through a variety of developmentally appropriate experiences.

Our mission is to be responsive to the needs of children and their parents and provide a safe and nurturing environment that empowers students to develop as confident and caring children.



LOGO SYMBOLIZATION

The St. Paul's Day School logo symbolizes the building blocks of a quality preschool and kindergarten program.

OAK LEAF represents growth from strong roots and developing physical strength

APPLE represents nurturing teachers and the important relationship between teacher, parent & student

BOOK represents intellectual growth and opening minds

TWO CHILDREN represent the importance of social interaction, cooperation and friendships

HISTORY

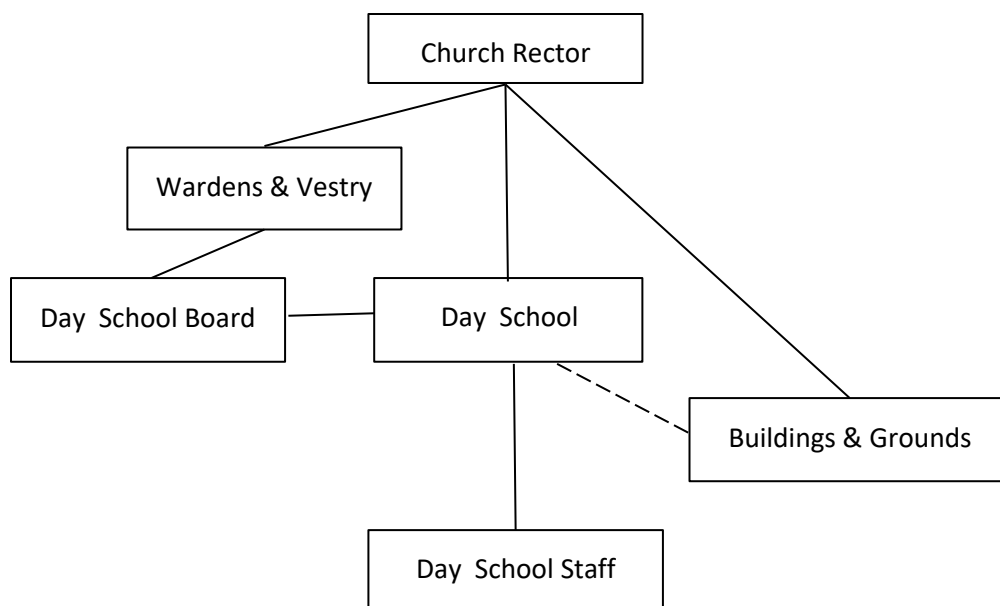
The Day School was founded as a service to the community of St. Paul's Episcopal Church in 1957 by women of the parish. The program served children ranging in age from infancy through four years old. After five years of successful operation, needs were reassessed and the School was expanded to include children from the entire Westfield community.

The Church Vestry recognized the success of the School's service to the community and decided to expand the two-year-old program and give up the infant segment to another town-sponsored program. The Vestry created afternoon classes for three and four year olds and a supervised play option was added to extend the time available to parents and the children.



In September 1994, St. Paul's Day School began its full day Kindergarten program, which now includes three classes, and a full day Fours program was added in 2017. Enrichment classes were another addition to the Day School to enhance the quality of the children's education. Current enrollment of the School exceeds 200 children, with an academic curriculum that also includes physical education, art, music and Spanish. Before Care, After Care and Summer Camp are offered as well.

ORGANIZATIONAL STRUCTURE



GOVERNANCE

The Day School is owned and operated by St. Paul's Episcopal Church and is subject to the canon laws of the Episcopal Diocese of New Jersey. As established by Canon 51, the Rector of St. Paul's Church has spiritual direction and control of all educational associations of the parish. The Rector is therefore the titular head of the Day School.

The Day School Board is responsible for developing the educational philosophy, policies and procedures of the Day School. The Board is made of church members and parents of children attending the Day School. Potential new members of the Board are vetted through the nominating committee of St. Paul's Church, and are presented on the slate for election at the relevant parish Annual Meeting along with other officers of the parish. The Board informs the parish governing body (the "Vestry") of its programs and presents the Day School budget to the Vestry for approval each year. A list of current board members appears later in this document.

The Director of the Day School (the "Director") serves on the Rector's staff and reports directly to him. He/She is responsible for the oversight and administration of the Day School and for carrying out the goals and objectives established by the Board. The Day School employs an office administrator, head teachers, teachers, assistant teachers, lunch teachers and floaters.



LICENSING: Information for Parents from the NJ Office of Licensing

St. Paul's Day School is licensed by the New Jersey Office of Licensing (OOL), Child Care & Youth Residential Licensing in the Department of Human Services (DHS). Our license and a diagram indicating areas of use in the building is posted outside the school office.

St. Paul's must comply with the Manual of Requirements for Child Care Centers. Regulations cover areas such as physical environment/life safety; staff qualifications, supervision and staff/child ratios; program activities and equipment; health and nutrition; rest requirements; parent/community participation; and administrative and recordkeeping requirements, among others.

The school has a copy of the Manual of Requirements available to parents for review. If you would like to secure a copy, you may download one from the State of New Jersey Department of Children & Families (DCF) website under "Office of Licensing - Child Care Licensing." All of the required parent communications from the State of New Jersey are included at the end of this Parent Handbook. When you sign the Enrollment Contract and forms, you are agreeing that you have read all of these required documents (see pages 21-25).

CLASS OFFERINGS

	Birth Date	# of Days	Days of Week	Arrival	Dismissal
Kindergarten	5 by 10/1	5 full days	Mon – Fri	8:40-8:50 am	2:45-2:55 pm
Junior Kindergarten	5 by 10/1	5 full days	Mon – Fri	8:40-8:50 am	2:35-2:45 pm
Fabulous Fours	4 by 10/1	5 full days	Mon – Fri	8:40-8:50 am	2:35-2:45 pm
		5 days, AM session	Mon – Fri	8:40-8:50 am	11:15-11:25 am
		5 days, PM session	Mon – Fri	12:20-12:30 pm	2:30-2:40 pm
Three Year Old Adventures	3 by 10/1	5 full days	Mon – Fri	8:50-9:00 am	2:30-2:40 pm
		5 days, AM session	Mon – Fri	8:50-9:00 am	11:15-11:25 am
		5 days, PM session	Mon – Fri	12:20-12:30 pm	2:30-2:40 pm
		3 days, AM session	Wed, Thurs, Fri	8:50-9:00 am	11:15-11:25 am
		3 days, PM session	Wed, Thurs, Fri	12:20-12:30 pm	2:30-2:40 pm
Two and a Half Year Old Adventures	2 by 10/1	5 days, AM session	Mon – Fri	8:50-9:00 am	11:05-11:15 am
		3 days, AM session	Wed, Thurs, Fri	8:50-9:00 am	11:05-11:15 am
		2 days, AM session	Mon, Tues	8:50-9:00 am	11:05-11:15 am
Enrichment* (Fours & Threes)	3 or 4 by 10/1	1-5 days, PM session	Mon – Fri	Follows AM class & lunch or 12:20-12:30	2:25-2:30 pm
Before & After Care^ (Threes & older)	3 by 10/1	1-5 days	Mon – Fri	Begins 7:30 am	By 6:00 pm

Santa Stay & Play 9:00 am – 1:30 pm

Summer Camp 8:30 am – 12:00 pm; *2:30 pm option the first two weeks



CURRICULUM

The program for all our students is based on developmentally appropriate practices, goals and objectives of preschool and kindergarten children. Individual progress is stressed as well as learning to cooperate and share in peer group situations. Our program also includes weekly Specials in Spanish and physical education for full-day students; art for Threes through Kindergarten; and music for Twos through Kindergarten.

Our Twos program is designed to give children their first learning experience in a Preschool setting that enables them to develop a sense of independence and autonomy as well as socialize with peers. In general, **the Preschool program** uses goals and objectives within four main categories of **The Creative Curriculum** which are social/emotional, physical, cognitive and language. This curriculum follows NJ State standards. The social/emotional stage helps promote independence, self-confidence and self-control. Included in daily activities are pre-reading and pre-math skills, early science, social studies, physical play, and dramatic play. Through hands-on studies and project-based investigations, teachers help build children's confidence, creativity and critical thinking skills to promote positive outcomes.

Kindergarten's academic program utilizes **Wilson Foundations** for reading and handwriting, also used in the Westfield public schools. Opportunities for shared and independent reading are provided through Guided Reading, Daily Five literacy activities, big books and interactive poems. The math curriculum is based on **Big Math for Little Kids**. Using a variety of manipulatives and activities, the children develop an understanding of number sense. Hands-on science experiments and experiences facilitate learning and understanding of the world. Character education lessons are woven in throughout the year. We take advantage of our ideal location with weekly walks to the Westfield Memorial Library, observation walks to Mindowaskin Park and daily walks around the block.

Field trips provide supplemental learning opportunities. Parents will be informed in advance of field trips, outings or special events away from school. We must have written permission from a parent before taking a child on any such trip.

Additionally, special visitors lend an air of excitement to our classrooms and create an opportunity for enhanced learning and teachable moments. Previous visitors have been guest authors, Quiver Farms, Lego Engineers and community workers.

CREATIVE STATEMENT

Some of the projects the children bring home (and work on in school) will be teacher directed, but for the most part we will strive to provide activities that involve the children in discovery, exploration and free expression. We are concerned with the process – the giving of one's self to drawing, painting and construction – rather than the end product.

Please help us by not expecting each piece of artwork to be a representation of something recognizable. We never ask "What is it?" of a child. Children's artwork is often nothing more than an exploration of the materials. It is much more important that art be a means of self-expression rather than a realistic representation.



A good response to a child's work is "Can you tell me about it?" Asked in that manner, the child does not feel a loss of self-esteem if by chance the product is not meant to "be" anything. You might mention the colors used and the lines. We hope this statement helps you understand our aims and the "masterpieces" you will be receiving this year.

SPIRITUAL NATURE OF THE DAY SCHOOL

The Day School is a member of The National Association of Episcopal Schools (NAES) and seeks to provide an enriching experience for preschool and kindergarten children to enhance their physical, emotional, intellectual, spiritual and social growth. Children of all faiths or no faith are welcome and will be treated with respect within a caring and loving Christian setting. While we teach children to pray before snacks and meals and we have Christian holiday church services, parents are invited to have their children opt out of any religious activities. Our prayers are interdenominational and there is no effort to push membership in the Episcopal Church. The below prayer is used before most meals and snacks. Some teachers also introduce additional prayers.

St. Paul's Day School Prayer

Thank you God for happy hearts	<i>hands over heart</i>
For rain and sunny weather	<i>wiggle fingers for rain falling & encircle hands over head for sun</i>
Thank you for the food we eat	<i>simulate eating</i>
And that we're all together	<i>hug ourselves</i>
Amen	

OUTDOOR PLAY

Daily outdoor activity is developmentally important for children and is a regular part of the curriculum. Our playground is equipped to fit the needs of all our students. It is our policy that children who are well enough to come to school are well enough to go outdoors. If children are dressed properly, weather conditions should not pose any health risk.

Please dress your child appropriately for the weather in clothing that will facilitate active outdoor play. If your child is not dressed properly, it may prevent the class from playing outdoors. In the winter months, a warm jacket, hat, gloves/mittens must be worn in order for a class to play outside.

CHILDREN'S CLOTHING & BELONGINGS

Children should be dressed in comfortable, seasonable play clothes and outerwear.

- Clothing needs to be manageable for the child so bathroom tasks are able to be handled in an independent fashion; therefore, children **should not wear belts, suspenders, overalls, leotards or all-in-one jumpers to school.**
- Elastic waistbands are easier for younger children to pull up and down.



- Shoes with rubber soles are necessary for proper footing on playground surfaces and equipment. Open-toe or open-back sandals, clogs, crocs, flip-flops, etc., are not allowed for safety reasons.
- Children should refrain from wearing hanging beads and necklaces to school for safety reasons.
- “Party” clothing/shoes prevents a child from fully participating in daily activities; children should be dressed for play inside, on floors, for rest time and outdoors.
- Children must wear outerwear conducive for cold weather: a warm coat, hat, scarf and mittens. Mittens keep fingers and hands warmer than gloves and are easier for children to manage when dressing themselves.
- Parents are to provide an extra set of seasonal clothes (shirt, shorts/pants, underwear, socks) in a bag clearly marked with the child’s name.
- All clothing including jackets, hats, mittens and boots must be labeled with the child’s full name.
- A backpack **without wheels** should be large enough to hold a folder, snacks/lunch box, extra set of clothes and art projects.
- Toys and items of value should not be brought to school as problems arise when a special item is left behind, misplaced or lost. We do not assume responsibility for any items brought from home. Exceptions to this may be: “show and tell” days or teacher-requested items from home, or security/comfort items which may be needed, especially for two year olds, during the adjustment period at the beginning of the year. Please label any items sent to school with your child’s full name.
- Umbrellas are not allowed in school.
- Weapon and war-like toys are never allowed in school.

ENROLLMENT & ADMISSION POLICIES

Enrollment is open to any child, provided the school can meet the needs of that child. Enrollment will be granted without discrimination or regard to race, color, religious beliefs, or gender. .

Children enrolling in the Two and a Half Year Old Program must be two and a half by September 1 (two by March 1). Children in all other programs must be three, four or five years of age by October 1 in order to register for that age class. Any exception must be reviewed and approved by the Director after consulting with the child’s teacher.

Currently enrolled children are guaranteed a preschool class for the following year, but not necessarily their first choice. We cannot guarantee a spot in Kindergarten and we cannot accept requests for specific teachers or classmates.

Junior Kindergarten (JK) is a bridging year for children who narrowly miss the Kindergarten cutoff or who opt to delay entry into Kindergarten. All JK placements require Director’s approval. **Two and a Half Year-Old Adventures** children do not have to be potty trained, and we will encourage them as you begin training.

St. Paul’s Church offers a **Time for Twos** program for children who turn two years old between March 2 and October 1 of that program year. Please reach out to timefortwos@stpaulsday.org for more information about this church-sponsored program.



REGISTRATION

The Day School holds Open Houses for new families in early December and again in early January. Registration takes place in December for current families, pledging Church members, and alumni, and in January for new families. JK and Kindergarten presentations are held prior to registration. Waiting lists are kept for all classes in the order in which they are received.

TUITION & FEES

A \$75 non-refundable application fee is required upon registration (\$55 for each additional child). Ten equal tuition payments are **non-refundable** and are due as follows:

- Kindergarten & Junior Kindergarten: Payment #1 upon registration
- Preschool: Payment #1 upon acceptance of class assignment in January
- Payment #2 May 6 along with signed enrollment packet
- Payment #3 August 1
- Subsequent payments the first of each month September 1 through March 1

Payments made after the **5th of the month** are subject to a 5% late fee. Returned checks are subject to a \$50 fee. If no tuition payment is made by the 14th of the month, without discussion with the Director, your child will be considered withdrawn and may not continue attending.

All invoices will be sent via Procare, our student information management system. Payments may be made via ACH bank transfer or by check, made payable to St. Paul's Day School.

Additional Fees

A yearly nonrefundable Parents Organization of the Day School (PODS) **administrative fee of \$25 per family** is due by October 1. This helps PODS conduct events and activities throughout the school year as detailed in the calendar. Please sign up for [Membership Toolkit](#) to pay this fee, sign up for volunteer events, and more.

Withdrawals & Schedule Changes

Withdrawals that take place after enrollment, but prior to July 1 will result in the forfeiture of tuition payments made to date. Since we base our hiring in the spring on the number of students enrolled at the school, families who elect to withdraw after **July 1** will be responsible for 50% of the tuition for the school year, and those who withdraw after **August 15** will be responsible for the full year's tuition. Any requested changes to your child's class/enrichments schedule must be provided in writing 30 days prior to the change date and can only be made if space is available.

Before/After Care

Before/After Care payments are due by the first of the month of care (e.g. September 1 for September care). If you plan to withdraw from Before or After Care or change days, please provide two weeks' notice as this may affect our staffing.



SCHOOL CALENDAR

The current and upcoming year's School Calendars are available on our website at stpaulsday.org/calendar. Tuition is not prorated for school holidays, unscheduled closings, early dismissals, student illness or vacations, etc. Families are expected to be aware of all school closings, including Christmas, Winter, Spring and Summer breaks, holidays, and parent/teacher conference days.

BEHAVIOR GUIDANCE & DISCIPLINE POLICY

Our program promotes a positive approach to managing the behavior of all children. When a situation arises, we always strive to find as smooth a solution as is possible. We do so by working with the children involved to help them process feelings, recognize the consequences of their actions, explore alternative solutions or outcomes and develop internal self-control. We accomplish these goals by using age appropriate techniques such as anticipating trouble, giving positive redirection, limit setting, gentle reminders, problem solving and managing behavior (renewal time). Children are never shamed for any reason. The teachers and staff implement our guidance procedures with love and positive reinforcement.

At St. Pauls' Day School, setting limits and establishing rules give children a sense of security. In learning rules, children know what is expected of them. When the rules are broken or a child's behavior is unacceptable, the teacher will gently remind the child of the rules. If the action continues, the teacher will redirect the child to an appropriate behavior and apply related consequences when necessary (such as rebuilding a block tower intentionally knocked down or leaving the sandbox after repeatedly throwing sand).

When behaviors cause continuous disruption to the larger group, the child will be asked to take a break from the group activity. An assistant teacher will support the child in recognizing their feelings, using strategies to calm down (such as belly breathing), and making a plan to return to the group.

In any situation in which a child might be endangered, our first concern will be to stop the dangerous activity and provide a safe alternative for the child or children involved.

If a child is disruptive or physically aggressive towards another child or staff member, and all other strategies have been ineffective, the teacher will call the Director who will assess the situation and determine if temporary removal from the classroom is warranted. As a last resort, and in the most extreme cases, we will call a parent to take the child home for the day.

In accordance with NJ State requirements, any form of corporal punishment by any adult toward any child will not be allowed while the child is in the care of St. Paul's Day School. This includes a parent with their own child.

EXPULSION POLICY

As stated previously, the child's adjustment to the program and the appropriateness of this program for the child is of critical importance. If the Director and staff determine that a child's needs cannot be met within the



educational environment, the school reserves the right to terminate the enrollment on a timeline that is sensitive to the child. Other reasons which may result in the termination of enrollment are as follows, as mandated by the State.

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- Parents threaten physical or intimidating actions toward staff members
- Parents exhibit verbal abuse to staff in front of enrolled children

Parental Actions for Child's Expulsion

- Nonpayment of tuition in a timely fashion (special situations can be arranged between the Director and the parent)
- Failure to complete required forms including the child's universal health form and immunization records
- Habitual tardiness when picking up the 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 or other children
- Excessive biting

Proactive Actions That Will Be Taken in Order to Prevent Expulsion - Staff will:

- Try to redirect children from negative behavior
- Reassess classroom environment, appropriateness of activities, supervision
- Always use positive methods and language while disciplining children
- Praise appropriate behaviors
- Consistently apply consequences for rules

Child will be given:

- Verbal warnings
- Time to regain control

Additionally:

- Child's behavior will be documented and maintained in confidentiality
- Parent/Guardian will be notified verbally
- Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion via Behavior Incident Reports
- The Director, classroom staff and parent or guardian will have a conference to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior. A recommendation for an evaluation by a professional consultant or by a local school district child study team would be encouraged.



CLASS ARRIVAL TIMES & CAR LINE PROCEDURES

AM Session Arrival

Kindergarten Begins at 8:40 am & ends at 8:50 am

All other age groups Begins at 8:50 am & ends at 9:00 am

PM Session Arrival

4s PM & 3s PM Begins at 12:20 pm & ends at 12:30 pm

Car Line Procedures

Proper car line procedure is essential for the safety of children and staff and maintaining a consistent flow of traffic. Please make every effort to pull down in the driveway and eliminate gaps in the line so that we can fit more cars in the driveway, thus avoiding backups onto South Euclid Avenue. ALWAYS enter the parking lot via South Euclid Avenue and exit the lot, right turn only, to East Broad Street.

Door service is provided along the driveway adjacent to the sidewalk. When in the car line, **do not leave your vehicle**; a staff member will walk your child to and from the building. Procedure for the car line is dependent on State Covid directives for schools and will be one of the following scenarios:

- If temperature or questions are not required, unbuckle your child as quickly as possible and wait by the car for a staff member to escort the child into school.
- Parents are asked about their family health status and the child will receive a temperature scan prior to entry of the building.

To ensure that we maintain a safe and efficient car line, we do remind you of the following “best practices:”

- Please adhere closely to arrival and dismissal times. Kindergarten families that have younger siblings with a later “drop off” time may arrive at the earlier arrival time.
- Families are discouraged to park on E. Broad Street as it can make it difficult for exiting cars to turn out of the parking lot, and to have visibility while trying to exit the carline.
- Slow down when driving through the St. Paul’s parking lot (and through the car line)
- When exiting the carline, please move to the far right side to allow for cars that are still dropping off the ability to pass.
- Do not exit your vehicle until a staff member has approached your car; sometimes the line will continue to move.
- If there is a need to put on a jacket, mask, or backpack, please do so on the sidewalk.
- **Staff members are responsible for walking children to and from the building at arrival and dismissal.**

CLASS DISMISSAL TIMES & PICK UP POLICIES

AM Session Dismissal

2.5s Begins at 11:05 & ends at 11:15 am

3s AM & 4s AM Begins at 11:15 & ends at 11:25 am



Full Day & PM Session Dismissal

PM Enrichment	Begins at 2:25 & ends at 2:30 pm
3s & 4s	Begins at 2:30 & ends at 2:40 pm
JK	Begins at 2:35 & ends at 2:45 pm
Kindergarten	Begins at 2:45 & ends at 2:55 pm

Late Pick Up

It is crucial that children are picked up at the proper time. Late arrival causes stress for children and is an inconvenience to a staff member who must remain with the “late” student. If you are unavoidably detained, **please call the school office** and let us know you are on the way. The fine for late pickup is \$9.00 for every 15 minutes (or any portion of 15 minutes) past the appropriate pickup time. (A grace period will be allowed in cases of car line back up due to unforeseen circumstances, such as road construction.) If the parent, or person authorized by the parent, fails to pick up a child at the time of closing, we will attempt to reach an alternate authorized pickup person.

Persons Authorized to Pick Up Child

At the time of enrollment, parents must provide us with the names and telephone numbers of persons authorized to pick up their children or person(s) authorized by the parent(s) to take the child from the school and to assume responsibility in an emergency if the parent(s) cannot be reached. It is the parent’s responsibility to notify us in writing of any changes in this authorization.

The school will keep documentation of a court order on file and will comply with the terms of the court order if a non-custodial parent has been denied access or granted limited access to the child.

If your child is going home with someone other than the usual carpool driver, we must receive these instructions **by email to Galadriel Hasbrouck, ghasbrouck@stpaulsday.org, at least 30 minutes prior to dismissal time.** All authorized pick up information must be kept current in Procure, our student information management system.

Staff members have been instructed not to release a child to a parent or authorized person if they appear to be physically and/or emotionally impaired to the extent that, in the judgment of a staff member or Director, the child would be placed at risk of harm if released to such an individual. The Director or Assistant Director will attempt to contact the child’s other parent or an alternate person authorized by the parent to come for the child. If we are unable to make alternative arrangements, we shall call the NJ State Child Abuse/Neglect Hotline to seek assistance in caring for the child.

It is the parents’ responsibility to inform the school office and their children’s teachers of changes in:

- Address
- Home and cell phone numbers
- Workplace phone numbers
- Name, address, telephone number of child’s physician
- Name and telephone number of persons authorized to pick up the child



WEATHER-RELATED CLOSINGS

Although the Director and Rector reserve the right to close anytime it is deemed unsafe, St. Paul's generally follows the Westfield Public School system with regard to storm closings. We are always closed when Westfield schools are closed. We follow Westfield in delayed openings and early dismissals unless a specific situation dictates otherwise. Westfield Public School closings are announced on WHS TV36, 101.5 FM, News 12 and at Westfieldnj12.org. Staff and parents will be notified of SPDS closings via email through our Procure system. In the event of a delayed opening, there will be no before care; in the event of an early dismissal, there will be no after care.

Delayed Opening Arrivals

Kindergarten & Jr. Kindergarten

Begins at 10:00 and ends at 10:10 am

Full Day 4s, 4s AM, 3s AM, 2.5s

Begins at 10:10 and ends at 10:20 am

Early Dismissal

Early dismissal will be used for emergency circumstances as determined by the Director and the Rector.

BIRTHDAY & HOLIDAY CELEBRATIONS

SPDS is happy to celebrate these important occasions by parents providing a simple, healthy snack to note the day or sending in a special book to be read at snack time.

- It is the teacher's responsibility to coordinate with parents sending in food for a holiday, birthday or special snack day to ensure that food choices take into account children with allergies in the classroom.
- St. Paul's is a peanut and tree nut safe school; therefore, parents are not permitted to bring in foods containing such.
- Acceptable snacks for these occasions are foods that are easy for children to eat and are not messy such as fresh cut-up fruit, mini muffins, cookies, etc. Iced cupcakes, chocolate brownies and crumbly foods are not allowed due to the time it takes to wipe children's faces and hands and clean up tables and floors.
- Home birthday parties should not originate from school; teachers will not distribute invitations to classmates and parents are not permitted to send in gifts with their children to be exchanged at any time during the school day.
- Decorations, party hats, noisemakers, etc., are not permitted in the classroom. Children will be provided a birthday crown in class.
- Treat bags and/or small gifts from parents for birthdays or other special occasions are not permitted. Likewise, teachers are not allowed to distribute treats or gifts to children. Our no treat policy is established to protect children with food allergies, avoid choking hazards of small toys, and to respect dietary restrictions of individual households.
- Holiday celebrations are a special part of our Day School program. Classes will celebrate with age appropriate lessons and activities. When warranted, teachers will reach out to parents for any items needed to enhance activities for the classroom.



COMMUNICATION BETWEEN SCHOOL & HOME

Open communication between parents and staff is essential. Your child will benefit from regular parent-teacher communication. The school encourages this interaction through the following:

Conferences

Parent/teacher conferences are scheduled for preschool and Kindergarten children in November to share observations, discuss concerns and to assist parents in making appropriate choices for the upcoming registration process. Conferences also occur in April to discuss progress made throughout the school year. In addition to scheduled conferences, parents or teachers may request a meeting at any time throughout the year for updates or to review progress.

Verbal & Written Communication

The staff will notify parents via phone or email whenever a situation arises that we determine needs to be communicated. We request that parents keep teachers informed of their needs, concerns and feelings.

Accident/Injury Report

If an injury occurs at school, parents will receive an Accident/Injury Report for signature and return. If a child sustains a bump to the head, the parent will be notified by phone within the hour with an Accident/Injury Report to follow. All original reports are to be signed by a parent and returned to school the next day.

Website "Parent Page"

The Day School website page stpaulsday.org/parents provides useful information such as registration forms available for download, tuition information and the school calendar.

PARENTAL INVOLVEMENT

Parents are encouraged to actively participate in their child's school experience. It is expected, as a parent and volunteer, you will uphold the integrity of the classroom and respect children's differences.

Parents Organization of the Day School (PODS)

PODS is a parent volunteer organization that sponsors a variety of programs, events and fundraisers throughout the school year. Its mission is to provide additional enriching experiences and tools for the children of St. Paul's. Parent participation in PODS is an opportunity to meet other parents and form a stronger tie to the school community. PODS collaborates with a wide array of individuals and organizations to broaden the ability to serve all children and families of the school. Vital partnerships are formed to bring programs, presentations and items to the student population that ultimately enhance education as well as support the staff. For more information, email the PODS Co-Chairs at podsstpauls@gmail.com.

Back to School Night

St. Paul's Day School holds a Back to School Night at the beginning of the year to give teachers and parents an opportunity to meet and share information about the children, classroom expectations and events, and to allow for any questions or concerns to be addressed.



Classroom Participation/Volunteering

The Day School encourages parents and members of the community to join us for special programs and class activities with the approval of the Director. Parents are always welcome to visit classrooms to help with a project, share an area of interest or expertise, participate in a special event or read a story. All families are encouraged to select at least one PODS event to support during the school year.

Day School Board

Members of the Day School Board must either be a member of the Church or have a child presently enrolled for attendance at the Day School. Members shall serve a term of two years, with a maximum of three consecutive terms. A list of current Board members appears later in this document.

FEEDBACK & SUGGESTIONS

At St. Paul's, we feel that the most positive emotional environment exists when parents and school work together as partners. Throughout the years parents have provided us with valuable input. We encourage and respect parent feedback so that we can provide the best program for our children. Please feel free to communicate suggestions, comments or concerns to teachers and the Director at any time. Conferences with the Director and/or Rector are always welcome.

ILLNESS

Although we hope each child will have a healthy year, it is our policy to serve only children who are well. If a child is not feeling well at home, please do not send the child to school. It not only fails to enhance the learning environment but it puts other children and staff at risk of becoming ill. Children who come to school sick or who become ill while at school will be sent home. If a parent cannot be reached, one of the emergency contacts will be called.

State regulations will not permit a sick child in school. If a child is absent for 3 or more days and/or is diagnosed with a serious illness, he or she will not be permitted to return to school without a note from a physician stating that the child has been treated and presents no risk to others. Please notify the school when your child will be absent and the reason why, even if your child is mildly ill. This enables the teacher to plan accordingly.

Excludable illness includes but is not limited to: Covid-19, chicken pox, head lice, strep throat, severe pain or discomfort, acute diarrhea, acute vomiting, elevated temperature, yellow eyes or jaundiced skin, infected or untreated skin patches, difficult rapid breathing or severe coughing, mouth sores with drooling, stiff neck or red eyes with discharge.

How to Determine if a Child is Well Enough to Return to School

Fever - 24 hours fever free and no other symptoms (temperature below 100.4 F for 24 hours without medication).



Vomiting - Able to keep food and liquids down for 24 hours, no other symptoms.

Infection/Antibiotics - 24 hours on medication, 24 hours fever free, 24 hours symptom free.

Diarrhea - 24 hours diarrhea free, no other symptoms.

Runny Nose / Cough - Children with symptoms must be able to wipe their nose and cover their mouth by catching a cough in their sleeve. If a child is experiencing discomfort or is unable to participate in activities, the child will be sent home.

Earache / Red Eyes / Sore Throat - Children should be kept home. If any of these symptoms develop during school hours, children will be sent home. If conjunctivitis is diagnosed, full 48 hours of prescription eye drops before returning to school. If strep throat is diagnosed, 24 hours on antibiotics and fever free.

Rashes - Note from the healthcare provider is required stating diagnosis and rash is not contagious.

New Medication - Keep children at home for the first 24 hours to monitor for adverse symptoms or allergic reactions.

Allergies - Note from the healthcare provider is required stating symptoms are allergy induced.

Covid-19 - A child exposed to or exhibiting symptoms must produce a negative test result or note from a healthcare provider. Please see the Covid-19 Protocols & FAQ available on our website at stpaulsday.org/documents.

★ If a child is absent for 3 or more consecutive days and/or is diagnosed with a serious illness, he or she will not be permitted to return to school without a note from a physician stating that the child has been treated and presents no risk to others.

Medication and Treatment

Staff members are not permitted to administer medication to a child. This includes, but is not limited to, anti-sting medicine, ointments or sunscreen. Parents must administer nebulizer and inhaler treatments.

EpiPens, inhalers and over-the-counter medications, such as Benadryl, must be in the original box with prescription label affixed or clearly labeled with the child's name, physician's name and phone number. 911 will be called if an EpiPen or inhaler is administered in an emergency and a parent will be notified immediately by the Director in these instances.

Minor cuts or scratches are treated with soap and running water for 90 seconds. A band aid will be applied to keep the area clean and for visual comfort.

Bumps are treated by applying a cold compress to the area affected for 10 minutes. Bumps to the head will be reported to the Director immediately and the parent will be contacted.

Staff Emergency Training



Staff members are trained in CPR, AED, first aid and EpiPen use. 911 will be called if CPR, AED or an EpiPen is administered or if other serious medical situations occur. In such instances, parents will be notified immediately by the Director.

NUT SAFE POLICY & PROHIBITED FOODS

St. Paul's is a peanut and nut safe school, meaning measures are taken to eliminate the presence of peanuts and tree nuts and products containing the same. **No child or staff member is permitted to bring snacks or lunch food containing nuts of any kind.** Sandwich spreads made with nut products or food items manufactured or packaged in a facility that processes foods containing nuts are prohibited as well. Parents must read ingredient lists to ensure these products are not contained in food children bring from home.

Tree nuts are defined as almonds, Brazil nuts, cashews, chestnuts, filberts, hazelnuts, hickory nuts, macadamia nuts, pecans, pine, pistachios, and walnuts.

The following foods are not allowed for children in the 2.5s and 3s program, as they pose a choking hazard for young children: grapes, string cheese, marshmallows and popcorn.

The following foods are not allowed in school (except for teacher-initiated special occasions): Gum, lollipops, candy and any food containing nuts as detailed above.

PRIVACY

Every child enrolled in the Day School has the right to confidentiality and staff members are obligated to protect the right to privacy of every school family. Teachers will discuss children with respective parents and the Director only. Parents and visitors are expected to support this school principle. A child's personal records can only be reviewed by his or her parents, authorized school personnel, the County assigned nurse or a State agency examiner. Information will not be given to any other individual without written consent. We will not discuss with parents any child other than their own or verify any child's enrollment without parental consent.



DAY SCHOOL STAFF ~ 2022-2023

Church Wardens	Elisa Gallagher Andy Rovito
Director	Amanda Reardon
Assistant Director	Galadriel Hasbrouck
Finance Office	Arlett Pichado
Maintenance	Carlos Guzman
Kindergarten Head Teacher	Betsy Belden
Kindergarten Teacher	Rachel Manzo
Kindergarten Teacher	Carol Fahrenthold
Junior Kindergarten Teacher	Barbara McMahon
Fours Head Teacher	Lisa Mola
Fours Teacher	Colleen Ceraso
Fours Teacher	Karen Lack
Fours Teacher	Lynn Pritti
Threes Head Teacher	Jane O'Donnell
Threes Teacher	Susan Koket
Threes Teacher	Marlene Kalaigian
Threes Teacher	Carolyn Melillo
Twos Head Teacher	Maryann Hill
Twos Teacher	Carolyn Melillo
Enrichment Teachers	Annie Okas Consuelo Guzman
Kindergarten Assistant	Maggie Jairdullo
Kindergarten Assistant	Stephen Papa
Kindergarten Assistant	Susan Cocco (AM)
Kindergarten Assistant	Lisa Pasternak
Kindergarten Student Teacher	Holly Stefanik
Junior Kindergarten Assistant	Amy Cabral
Fours Assistant	Kelly Webber
Fours Assistant	Melanie Towne
Fours Assistant	Ritchy Ladouceur (AM)
Threes Assistant	Laura Higginbotham
Threes Assistant	Kelly Costelloe (AM)
Threes Assistant	Barbara Yuhás (AM)



Enrichment Assistants	Liz Pinheiro (M-W, PM) Carolyn Melillo (M-T, PM) Regina Colasanti (Th-F, PM)
Floaters	Trish Mosco, 2.5s & Building (AM/PM) Susie Jones, Building (Mon-Wed AM) Regina Colasanti, Building (Thurs-Fri AM)
Art Teacher	Alpha Hamann
STEAM Teacher	Diane Lopez
Music Teacher	Glen Brown (NJ Workshop for the Arts)
Spanish Teacher	Consuelo Guzman
Stretch-n-Grow Teachers	Diane Circelli Linda Circelli
Time for Twos Lead Teacher	Liz Pinheiro

DAY SCHOOL BOARD *as of September 2022*

Board Co-Chairs	Katrina Minno Theresa Wright
Board Members	Pamela Aslin Bill Carrington Michael Chao Chinedo Chinwuba Matthew Janson Donna Laterza
Warden of St. Paul's Episcopal Church	Elisa Gallagher



Mandated State Licensing Policies

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 school must comply with this requirement by reproducing and distributing to parents this written statement prepared, by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the school must secure every parent's signature attesting to his/her receipt of the information. Our children are our most precious gift and we want you to know that we are committed to their health, happiness, and safety while in our care.

Our school is required by the State Child Care Center Licensing Law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the school.

To be licensed, our school 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 participation; administrative and record keeping requirements; and others.

Our school must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers by sending a check or money order for \$5 payable to the Treasurer, State of New Jersey," and mailing it to: State of New Jersey, Department of Children and Families, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the school or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our school may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1(877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

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

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



Our school must have a policy concerning the expulsion of children from enrollment at the school. Please review this policy so we can work together to keep your child in our school.

Our school must have a policy concerning the use of technology in the classroom. Please review this policy and discuss with us any questions or concerns you may have.

Parents are entitled to review the school's copy of the Office of Licensing's Inspection/Violation Reports on the school, which are every State licensing inspection of our school. If there is a licensing complaint Investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the school during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our school must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our school 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 school must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the school's space.

Our school must offer parents of enrolled children ample opportunity to assist the school in complying with licensing requirements; and to participate in and observe the activities of the school. Parents wishing to participate in the activities or operations of the school should discuss their interest with the school director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our school at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

Our school is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for Information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).



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 any adult, whether working at the school or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. 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, PO Box 717, Trenton, New Jersey 08625-0717.

POLICY ON HEALTH REQUIREMENTS OF COMMUNICABLE DISEASES **(From Manual of Requirements for Child Care Centers 10:122-7.1)**

10:122-7.1 Illnesses/communicable diseases

- (a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provision of N.J.A.C. 10:122-8.
- (b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a healthcare provider has determined requires the child to be:
 - (1) Confined to home under a health care provider's immediate care; or
 - (2) Admitted to a hospital of medical care and treatment.
- (c) The following provisions relate to illness and/or symptoms of illness:
 - (1) A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c)1i through xiii 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:
 - (2) Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.
 - (i) Severe pain or discomfort;
 - (ii) Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency with a period of 24 hours, or bloody diarrhea;
 - (iii) Two or more episodes of acute vomiting within a period of 24 hours;
 - (iv) Elevated oral temperature of 101.5 degrees Fahrenheit or over axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
 - (v) Lethargy that is more than expected tiredness;
 - (vi) Yellow eyes or jaundiced skin;
 - (vii) Red eyes with discharge;



- (viii) Infected, untreated skin patches;
 - (ix) Difficult rapid breathing or severe coughing;
 - (x) Skin rashes in conjunction with fever or behavior changes;
 - (xi) Weeping or bleeding skin lesions that have not been treated by a health care provider;
 - (xii) Mouth sores with drooling; or
 - (xiii) Stiff neck
- (3) Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.
- (4) If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 10:122-5.2(p)4 until:
- (i) He or she can be taken from the center; or
 - (ii) The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.
- (5) The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.
- (d) The following provisions relate to excludable communicable diseases:
- (6) The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center, until:
- (i) A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
 - (ii) The center has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
 - (iii) If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses

Chicken Pox
German Measles*
Hemophilus Influenzae
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*

Gastro-Intestinal Illnesses

Campylobacter*
Escherichia coli*
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies
Shingles



Whooping Cough*

*Reportable diseases, as required by N.J.A.C. 10:122-7.10(a).

POLICY ON THE RELEASE OF CHILDREN

(From Manual of Requirements for Child Care Centers 10:122-6.5)

- a) The center shall maintain on file and follow a written policy on the release of children, which shall include:
1. The provision that each child may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached;
 2. The provision that, if a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order;
 3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a) 1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:
 - i. The child is supervised at all times
 - ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
 - iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline 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
 4. Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a) 1 above, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:
 - i. The child shall not be released to such impaired individual;
 - ii. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - iii. If the center is unable to make alternative arrangements, as noted in (a) 3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.



POLICY ON THE USE OF TECHNOLOGY

(From Manual of Requirements for Child Care Centers 3A:52-6.1)

At SPDS, technology is used to extend learning in the classroom and to integrate and enrich the curriculum. Children may have the opportunity to access and build skills using various learning platforms including but not limited to Google, SeeSaw, and Raz Kids. The following guidelines apply to the use of technology.

For children under the age of 2:

The use of technology is prohibited for children under the age of two.

For children over the age of 2:

The use of television, computers, and other video equipment will be limited to educational and instructional use and will be age and developmentally appropriate. Technology will not be used as a substitute for planned activities, active play, engagement with other children, or interaction with adults. Teachers will preview all media in advance and will document planned use of technology in their weekly lesson plans. Per state licensing requirements, children will not be inactive while using technology for more than 30 minutes. Technology will not be used for passive viewing.

Screen time for children attending half day programs (less than 4 hours) will be limited to 30 minutes or less. Screen time for children attending full day programs (more than 4 hours) will be limited to 60 minutes or less.