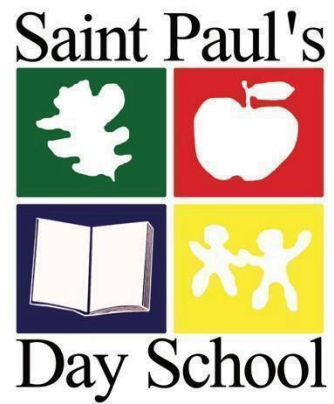




Parent Handbook
2026-2027 School Year
Updated May 2026



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Welcome to St. Paul's Day School! We are delighted to have your family join our community. This Parent Handbook has been thoughtfully prepared to familiarize you with our school's mission, policies, and procedures.

We encourage you to read through the handbook in its entirety. Please note that as part of the enrollment process, families are required to acknowledge receipt and review of this information in accordance with the New Jersey Office of Licensing (OOL) requirements.

CONTACT INFORMATION

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

Phone (908) 233-5417

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Administration Katrina Minno, Director
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Office
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Website stpaulsday.org

Social Media Facebook: facebook.com/stpaulsday
Instagram: instagram.com/stpaulsdayschool/
LinkedIn: linkedin.com/company/st-pauls-day-school

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

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

- Before Care 7:30 – 8:40 am
- School Instruction 8:40 am – 2:55 pm
- After Care 2:30 – 6:00 pm



MISSION STATEMENT

Our mission is to inspire caring and confident children as they develop emotionally, intellectually and spiritually, in an environment committed to learning and growth.

VALUES

Grounded in our Episcopal tradition, the values of St. Paul's Day School are:

Curiosity

nurture a lifetime love of learning

Character

cultivate honesty and integrity in all we do

Compassion

grow in love, care, and service

Community

gather in unity and belonging

HISTORY

St. Paul's Day School was founded by St. Paul's Episcopal Church in 1957 for the children of the parish. The program initially served children ranging in age from infancy through four years old. After five years of successful operation, the Day School expanded to include children from the entire Westfield area. Over the years the program has evolved and grown based on the needs of the community.

The Day School began its full day Kindergarten program in 1994, which now includes three classes. A full day Fours program was added in 2017, and full day Threes in 2022. Current enrollment is approximately 180 children, with an academic curriculum that also includes STEAM, Amazing Artists, Mini Musicians, Dance/Movement and Yoga classes. 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 up 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 parish Annual Meeting. 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") reports to the Rector. 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.

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.



CLASS OFFERINGS 2026–2027

	BIRTH DATE	# OF DAYS	DAYS OF WK	ARRIVAL	DISMISSAL
Kindergarten	5 by 10/1	5 full days	Mon - Fri	8:40-8:50 am	2:45-2:55 pm
Junior Kindergarten <i>Must have completed a 4s program.</i>		5 full days	Mon - Fri	8:40-8:50 am	2:30-2:40 pm
Preschool: Fours	4 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
Preschool: Threes	3 by 10/1	5 full days	Mon - Fri	8:50-9:00 am	2:30-2:40 pm
		5 day, extended	Mon - Fri	8:50-9:00 am	12:30-12:40 pm
		5 days, AM session	Mon - Fri	8:50-9:00 am	11:15-11:25 am
		3 days, AM session	Wed - Fri	8:50-9:00 am	11:15-11:25 am
Preschool: Two-and-a-Half	2 by 3/1 (2.5 by 9/1)	5 days, AM session	Mon - Fri	9:00-9:10 am	11:15-11:25 am
		3 days, AM session	Wed - Fri	9:00-9:10 am	11:15-11:25 am
		2 days, AM session	Mon, Tues	9:00-9:10 am	11:15-11:25 am
Preschool: Twos (Church Program)	2 between 3/2 and 10/1	3 days, AM session	Wed - Fri	9:00-9:10 am	11:15-11:25 am
		2 days, AM session	Mon, Tues	9:00-9:10 am	11:15-11:25 am
Before & After Care (Threes & Older)	3 by 10/1	1-5 days	Mon - Fri	Begins 7:30 am	By 6:00 pm

CURRICULUM

The program for all of 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 offers weekly Specials including Art, STEAM, Physical Education, Dance, and Music, which vary by age level and student schedule.

The Twos and Two-and-a-Halfs programs are 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 (Threes and Fours)** draws heavily from the Creative Curriculum and is aligned with NJ Early Learning standards. Our Preschool Program helps promote independence, self-confidence and self-control. Daily activities focus on 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 and Heggerty** for reading and writing, also used in the Westfield Public Schools. Opportunities for shared and independent reading are provided through Guided Reading, literacy centers and interactive lessons. The math curriculum is based on **Everyday Math**. Using a variety of manipulatives and activities such as the Kindergarten Mall, 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 in town location with weekly walks to the Westfield Memorial Library, observation walks to Mindowaskin Park and regular walks around the block.

Walking 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, service dogs, Quiver Farms, Lego Engineers, Creative Kids, and community workers.

SPIRITUAL GROWTH AND THE DAY SCHOOL

A Christian school rooted in the Episcopal tradition, The Day School welcomes students of all faiths and backgrounds and seeks to nurture the spiritual life of all students. The Day School is a member of The National Association of Episcopal Schools (NAES) and understands that spiritual growth is a critical part of developing the whole child. Students and teachers offer a prayer before snacks and meals and there are opportunities to attend worship services throughout the year; additionally, large gatherings for school events are held in the Sanctuary. In accordance with our Episcopal tradition, the Day School is an inclusive community that respects the God-given dignity of all people. The below prayer is used before most meals and snacks. Some teachers may also introduce additional prayers.

St. Paul's Day School Prayer

Thank you God for happy hearts

For rain and sunny weather

Thank you for the food we eat

And that we're all together

Amen

hands over heart

wiggle fingers for rain falling & encircle hands over head for sun

simulate eating

hug ourselves



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. Sneakers are strongly suggested.

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 coat, 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.
- In winter months, children must wear outerwear conducive for cold weather: a warm coat, hat, and mittens/gloves.
- 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 that will remain in the child's backpack daily.
- 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 to limit the possibility of special items getting 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, ethnicity, religion, or gender.



Pledging church members, currently enrolled families and SPDS alumni have the opportunity to register approximately one month prior to open enrollment. While we cannot guarantee placement in a first choice program or class, the School will make every effort to place all who wish to re-enroll. 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 have completed a 4s program and opt to delay entry into Kindergarten. All JK placements will be made in consultation with school personnel and families.

Full Day Threes students should be potty trained before school begins in September. We also ask that all students who attend Before or After Care be potty trained.

Children enrolling in the **Two and a Half Year Old** program must be two and a half years old 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.

St. Paul's Church offers a **Twos** program for children who turn two years old between March 2 and October 1 of that program year.

Twos and **Two and a Half** children do not have to be potty trained, and we will encourage them as you begin training.

REGISTRATION

The Day School holds Open Houses for families in early December and again in early January. During conferences/prior to registration, teachers will make recommendations on program placements for all current students. Equipped with this information, we encourage our families to attend the Open House information sessions to help make well-informed decisions about their child's next program placement. Registration takes place in December for current families, pledging Church members, and alumni. Applications for new families open in January and can be found on our website. All new student applicants for Junior Kindergarten and Kindergarten will be required to visit the school with their parent(s) or guardian and to provide a progress report from their current school.

If a family is placed on the waitlist, the waitlist does not carry over to the following school year. A new application must be submitted to be considered for placement in the following year.



TUITION & FEES

A \$125 non-refundable application fee per child is required upon registration.

If your child is offered a class placement, a non-refundable Placement Fee shall be required in order to secure the spot. Failure to pay the Placement Fee by the stated due date may result in your child's placement being withdrawn.

For the 2026-27 School Year, the Placement Fee will be determined based upon your child's grade level and class offering. The specific amount of the Placement Fee will be specified in your Enrollment Contract.

After payment of the Placement Fee, six **non-refundable** tuition payments shall be due July 1st, August 1st, September 1st, October 1st, November 1st and December 1st.

All invoices will be sent electronically via Blackbaud's Tuition Management System (BBTM). Payments may be made electronically in BBTM via ACH bank transfer, Credit Card, or by check made payable to "St. Paul's Day School." There is a mandatory flat fee of \$56 per family (regardless of number of enrolled students in the family or payment method) that will be incurred to support our Tuition Management System; BBTM will also be used by PODS (Parents of the Day School) to collect payments and fees for extracurricular activities in place of Membership Toolkit for the 2026/2027 school year.

Payment of Tuition via BBTM is strongly encouraged, but not required. Payments made via BBTM are subject to the following Platform Fees:

- For credit or debit card payments, 3.12% of the payment amount.
- For ACH bank transfer payments, 1.0% + \$.30 per transaction, with a maximum of \$2.50 per transaction. This \$2.50 cap is on any transaction of \$220 or more.
- No platform fee will be assessed for payments made outside of the BBTM platform, e.g., via paper check, a bank's bill pay service or wire payments.

Late payments are defined as any outstanding balance more than 10 days overdue. In the event you are more than 10 days overdue in making your tuition payment, a late fee in the amount of 5% of the outstanding balance plus \$40 will be applied to your account. SPDS will communicate with families after the 10 day grace period in regards to any outstanding balances. Reminders could also come from Tuition Management.

A \$30.00 bank fee is assessed for failed ACH automatic debit transactions or returned checks. Automatic debit and credit cards are not subject to a failed payment fee. The payor's own bank may charge additional fees.

Special Circumstance Payments

Special Circumstance Tuition Payment Schedules can be available upon request and approval by the Director. If no tuition payment is made by the 14th of the month and no accommodations have been made in writing with the Director, your child will be considered withdrawn and may not continue attending school.



Schedule Changes & Exits

Any requests to change to your child's class, Before and Aftercare or enrichments schedule must be made in writing 30 days prior to the requested change date. Change requests will be considered by the Director, and decisions will be made at the Director's discretion. Schedule changes are not guaranteed, even if there is space available in the requested class.

If your child exits the school after payment of the Placement Fee (Enrollment Deposit), but prior to June 1, 2026, you will be responsible to pay 50% of the total tuition for the year. In the event of an exit, either voluntary or involuntary, June 1st, you will be responsible for the full year's tuition.

Mandatory Tuition Insurance

For the 2026-27 School Year, we are implementing a Tuition Refund Plan administered by A.W.G. Dewar, Inc. If your student withdraws or exits the School (LINK BROCHURE), the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation. The cost of the Plan is 1.2% of your annual tuition obligation, and is mandatory unless you pay tuition in full prior to the first day of school. If you do pay tuition in full prior to the first day of school, be advised that the annual tuition is non-refundable after June 1.

Please review the A.W.G. Dewar, Inc. brochure for complete coverage, restrictions, exclusions and limitations. Copies are available in the School office, if needed.

Before/After Care

Before/After Care payments are prepaid, due by the first of the month for the upcoming month of care (e.g., September 1 for September care).

Enrollment in Before/After Care is based on a reserved schedule, and staffing is planned accordingly. As such, any changes to a child's extended care schedule—including withdrawal or reduction in days—require a minimum of 30 days' written notice. Billing will continue based on the existing schedule during this 30-day notice period and is not prorated based on attendance.

For example, if a family notifies the school on January 15 that they are reducing their schedule from 5 days per week to 2 days per week, they will still be responsible for the full 5-day tuition for February. The updated 2-day schedule and corresponding billing will take effect on March 1.

Requests to increase days may be accommodated based on availability but are not guaranteed.



Drop-in Care

Drop-in Before/After Care is available on a limited basis and cannot be guaranteed. Requests must be submitted in writing at least one school day in advance by 6:00 p.m. (e.g., Monday requests must be submitted by Thursday at 6:00 p.m.). Same-day requests and weekend requests for Monday care may not be accommodated.

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 MANAGEMENT & DISCIPLINE POLICY

At St. Paul's Day School, we promote a positive approach to classroom management by establishing consistent rules and routines. When children understand what is expected of them, they gain a sense of security and safety which in turn encourages them to be good citizens of their classroom communities.

Classrooms are designed to promote the safe exploration of materials as well as meaningful interactions between peers. Grounded in the Episcopal tradition, classroom rules are based on three main principles: love, learning and growth. Based on these principles, we expect our students to be respectful of themselves and others, keep one another safe and lead with kindness.

When a problem arises, we view it as an opportunity for growth. Teachers work with students to understand what happened and why it was not acceptable. They also work with students to help process feelings, recognize the consequences of actions, explore alternative solutions or outcomes and develop internal self-control.

If a child is continually disruptive or is physically aggressive towards other students or staff members, and all other strategies have been ineffective, the teacher will consult with the Director who will assess the situation and determine if temporary removal from the classroom is warranted. In some cases, the Director will decide that a child needs to be sent home for the remainder of the day. A Behavior Incident Report that outlines what happened and any other important information will be shared with the parent and the parent will need to acknowledge in writing that they have received and reviewed the report. If these behaviors persist, a Behavior Intervention Plan will be created (see below).

Behavior Intervention Guidelines

The child's adjustment to the program and the appropriateness of this program for the child is of critical importance. Reasonable effort will be made to accommodate each child's individual needs within the program. If a child consistently exhibits behaviors that pose a challenge to either the safety of other children or the smooth running of the program, the Director and Classroom Teacher will meet with the Inclusion Team to



develop a Behavior Intervention Plan to help support the child. The plan will outline what supports and interventions will be provided by the school and suggestions for the family for ways to support the child. The plan will clearly state next steps and milestones that need to be met. The Director will share the Behavior Intervention Plan with the family and the family must sign to acknowledge that they have received the plan, as the child will not be allowed to return to school without a signed Behavior Intervention Plan.

Please note, as part of a Behavior Intervention Plan, and at the sole discretion of the Director, a student may have a change in classroom placement or in his/her schedule which could have tuition implications. In the event that your child moves to a class with a lower tuition, you will still be responsible for the full amount of the original tuition unless the open spot in the original class can be filled.

If, after a Behavior Intervention Plan has been created and implemented for a reasonable amount of time and there has not been improvement, the Director may determine that a child's needs cannot be met within the educational environment. In this instance, the school reserves the right to exit your child from the program. Such action will be considered a Dismissal, subject to the Tuition Policy outlined above.

Child behaviors that will prompt a Behavior Intervention Plan, include but are not limited to:

- Uncontrollable tantrums/angry outbursts
- Physical (spitting, excessive biting, kicking, etc.) or verbal abuse to staff or other children
- Failure of a child to adjust to the program after a reasonable amount of time

As per the State's requirement, reasons to prompt Dismissal from the program include:

- The School has determined that a child poses a risk of causing serious injury to other children or himself/herself
- A child continually violates the rights of others to learn or feel safe at school
- The family breaks school policies (including habitual tardiness when picking up the child), or engages in any form of threatening or intimidating behavior towards a staff member, or verbal abuse of staff in front of enrolled children

Parental Behaviors that will prompt a child's Dismissal from the program:

- Nonpayment of tuition in a timely fashion (and the family will not abide by an agreed upon payment plan pre arranged by the Director and the parent(s))
- Failure to complete required forms including the child's universal health form and immunization records (a child may participate in the program once all necessary forms are returned to the school)

A child will not be Dismissed from the program if a child's parent(s):

- Made a complaint to the Office of Licensing regarding a school's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the program.
- Questioned the school regarding policies and procedures.



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.

The School reserves the right to Dismiss a student permanently or temporarily at any time, for any reason, including without limitation the failure to abide by any rule or regulation of the School.

CLASS ARRIVAL TIMES

We ask that families adhere to arrival times as stated above; Children who arrive late to school may miss valuable learning and classroom community activities.

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.

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.
- Car seats for students should be placed on the driver's side of the vehicle when possible to eliminate the need to open car doors and walk in the area where cars are driving.
- For the safety of our community, **please remain off of your cell phones while in the car line** and slow down when driving through the St. Paul's parking lot.
- **Do not** park or exit your vehicle until a staff member has approached your car; sometimes the line will continue to move. Children should remain secured in their seats until they are ready to exit the vehicle.
- Children are to remain in their car seats until the car comes to a complete stop and exit their vehicles onto the sidewalk. Children are not to stand in the driveway between cars.
- When exiting the carline, please move to the far right side to allow cars that are dropping off to pass.
- **Families who choose to walk are discouraged to park within 10ft of the driveway exit on E. Broad Street** as it can make it difficult for exiting cars to have visibility and to make turns out of the parking lot.
- During winter months, if your child's class starts their day indoors, please refrain from putting on hats, gloves, and jackets before entering the building if they are not already being worn. Children may carry these items inside and will put them on before going to the playground.
- **Staff members are responsible for walking children to and from your car at arrival and dismissal.**



Walking Drop Off

For those who walk their children to school, or park and walk up to the building: please escort your child to the middle double glass doors. The only exception is Twos students who enter via the wooden church doors along the driveway closest to East Broad Street.

DISMISSAL POLICIES

Late Pick Up

It is crucial that children are picked up at the proper time. Late arrival for pick up 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 \$10.00 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. **All families must have a parent or an authorized contact listed who is able to reach the school within 20 minutes in case of illness or an emergency.**

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

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

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.



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 follow Westfield in delayed openings and early dismissals unless a specific situation dictates otherwise. Westfield Public School closings are posted on Westfieldnj12.org. Staff and parents will be notified of SPDS closings via email through our Student Management 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

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

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

Kindergarten & Jr. Kindergarten

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. Communications for early dismissal (or closure of Aftercare) will be sent via Blackbaud or Email, if needed.

BIRTHDAY & HOLIDAY CELEBRATIONS

SPDS is happy to celebrate these important occasions with you. You are welcome to celebrate your child's birthday with us by providing a simple treat and/or coming in to read a story to the class.

- 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. All treats will be checked in the office prior to classroom distribution.
- **St. Paul's is a nut-aware school; therefore, parents are not permitted to bring in foods containing nuts or made in a facility that also processes nuts. Please check all labels before purchasing.**
- **Homemade baked goods and treats are never permitted for distribution** as we cannot guarantee that cross-contamination has not occurred. *Homemade goods are allowed to be sent for individual consumption during lunch but we ask that they are nut free.*
- Examples of allergy-friendly treats: School Safe mini cupcakes, Abe's mini muffins, Oreos, fresh fruit
- Home birthday parties may 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.
- Decorations (including balloons), party hats, noisemakers, etc., are not permitted in the classroom. Children will be provided a birthday crown in class.
- 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:



Newsletters

Teachers will send newsletters to families at least bi-weekly. Newsletters will include information about what children are learning in class, reminders about upcoming events, and some photos from the classroom. The Director will send a school-wide newsletter monthly. Please be sure to read through each newsletter thoroughly for important information and reach out to your child's teacher or Katrina Minno at kminno@stpaulsday.org with any questions.

Conferences

Parent/teacher conferences are scheduled for preschool and Kindergarten children in the fall to share observations, discuss concerns, and to assist parents in making appropriate choices for the upcoming registration process. Conferences also occur in the spring to discuss progress made throughout the school year. In addition to scheduled conferences, parents, teachers or the administration 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. For specific questions related to current enrollment, tuition, or program concerns, please email the Director at kminno@stpaulsday.org. For topics including attendance, child records, or general questions, please email the Office Administrator at stpaulsday@stpaulsday.org. For all inquiries related to curriculum, student progress, or special events, please email your child's teacher.

Teachers are not available to take phone calls during the day; should you need to speak with someone, please call the office at (908) 233-5417. The office staff will get a message to the teacher and arrange a time for the teacher to return your call. Teachers are discouraged from sharing personal phone numbers with parents.

Accident/Injury Report

If an injury occurs at school, parents will receive an Accident/Injury Report via backpack mail which must be returned with a signature. 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 other minor accidents/injuries will be communicated either via email, Blackbaud message or verbally at dismissal. All reports are to be signed by a parent within 48 hours.

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.

Social Media

You are encouraged to follow us on social media. SPDS uses the following social media platforms: [Facebook](https://www.facebook.com/stpaulsday), [Instagram](https://www.instagram.com/stpaulsday) and [LinkedIn](https://www.linkedin.com/company/stpaulsday). We will post updates about school events and highlights about school events on Facebook and Instagram. LinkedIn is used exclusively for networking and advertising purposes. Children's photos will never be posted without parent permission; you may opt in or out of photo permissions on your child's enrollment form. Names will never be included on posts for children's privacy.



We ask that you be respectful of other families' photography decisions by refraining from taking photos of any children but your own when you visit your child's classroom or attend special events. Posting of photographs or videos of children, other than your own, is prohibited including, but not limited to, photographs or videos of children obtained through hand held devices, computers, or any other electronic device or transmission.

STAFF CHILD CARE POLICY

Staff Members are discouraged, but not prohibited, from providing babysitting, nannying, tutoring, or other services ("Services") for Day School families. **Any Services provided by Staff to Day School Families outside of school hours and off school premises are not in any way endorsed by or affiliated with the Day School.**

Providing any Services (i) to students currently enrolled in such Staff Member's class or the class to which they are assigned; or (ii) during the school's operating hours (including hours in which before and after care is available through the Day School) is prohibited.

Staff members are not permitted to transport Day School students to or from school unless they have a direct familial relationship.

If a Staff Member does elect to provide Services to a Day School family, they are not permitted to make arrangements or otherwise discuss the details of the Services on school property or using any Day School communication methods such as Blackbaud, the school phone, or a St. Paul's Day School email address.

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)

The Parents Organization of the Day School (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.

PODS will use Blackbaud to organize volunteers, conduct fundraisers, and distribute school-wide information. In order to volunteer and sign up for PODS-sponsored events all families must join and pay the yearly, non-refundable fee of **\$25 per family via Blackbaud's Tuition Management System**. For more information, email the PODS 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. 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.

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.

HEALTH & SAFETY

To ensure the well-being and safety of all students, our preschool requires comprehensive health documentation for every child.

Physical Examination Records

We are required by the State of NJ to have an up-to-date Universal Child Health Form, including immunizations, on file for each child. Students must have had a health examination by a licensed physician within one year prior to the start of the school year. The Universal Child Health Form must be updated and provided to the School annually, typically in the child's birth month. An immunization record only needs to be provided when there are updates.

Immunizations

All enrolled students are required to be up-to-date on all mandatory immunizations as prescribed by [New Jersey State regulations](#). We follow guidance issued from the Episcopal Church, which emphasizes the importance of loving our neighbor through comprehensive immunization in order to prevent the spread of communicable diseases within our preschool community. As a result, **exemptions from New Jersey State immunization requirements are not permitted for religious, philosophical, or personal reasons.**



An exemption from immunization is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. In instances where immunizations are medically contraindicated for a child, families must provide official documentation from their child's healthcare provider. This documentation should clearly state the medical reason for the contraindication and the specific time period for which the immunization is medically advised against. If you need a medical exemption for your child, the physician's certification is required to be submitted to the Day School by the same date the immunization record would have been due, and must be submitted on an NJDOH Medical Exemption Form. Failure to submit the physician's certification will result in your child being suspended from school until valid proof is provided.

Each year, flu vaccines are required for all children 6-59 months. **Proof of vaccine is required no later than November 25th of each school year.** We reserve the right to suspend the child from school until valid proof is provided.

At any time, if your child's health status changes, it is your responsibility to notify the SPDS office immediately. The contents of each child's health and safety file are confidential but are immediately available upon request to: administrators and teaching staff who have consent from a parent or legal guardian to access the records; the child's parents or legal guardians; and regulatory authorities.

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. All emergency contacts shall use best efforts to arrive at the school within 20 minutes of notification. It is the family's responsibility to ensure that emergency contacts are available, reachable, and able to provide timely pick-up when needed.

State regulations do 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 office and your child's teacher via phone or email** when your child will be absent and the reason why, even if your child is mildly ill.

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 hrs *without medication*)



Vomiting - Able to keep food and liquids down for 24 hours, no other symptoms. After a student vomits they should remain home for 24 hours (and also able to eat/drink) with 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, they must receive a full 48 hours of prescription eye drops before returning to school. If strep throat is diagnosed, they must be 24 hours on antibiotics and fever free before returning.

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.

Head Lice

According to the CDC, Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen. The risk of getting infested by a louse that has fallen onto a carpet or furniture is very small. Head lice survive less than 1–2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as those found close to the scalp.

SPDS has a no-nit policy. No children with an active lice infestation or nits (eggs) are permitted to attend school until all lice and nits have been cleared. Parents are expected to notify the office immediately if their child is confirmed to have head lice. The school will immediately cease sharing helmets and dress up clothes as an added precaution, and will keep coats and backpacks separated when possible. The Director will notify all families in that child's age-level (*names never included*) to begin lice checks.

If lice or nits are found, your child must be treated and confirmed nit-free before returning. You may opt to treat your child with a lice shampoo recommended by your healthcare provider, or seek professional lice treatment. We recommend that you have your child professionally checked and/or treated. Local options include: "NJ Lice Lady" (908-548-4480) or "Bye-Bye Pesky Lice" (732-641-0619).



Notify the school office when you believe your child to be nit-free. You will be asked to bring your child to the main office after the morning car line. An SPDS administrator will perform a check of your child's hair. If we suspect your child to have lice/nits you will be asked to take your child back home and return with a doctor's note or note from a lice-treatment professional indicating that your child has no remaining lice/nits.

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, and over the counter medication. Parents must administer nebulizer and inhaler treatments. Sunscreen may be applied during summer camp only with a signed parent permission form.

EpiPens, inhalers, and emergency response medication, 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 AWARE POLICY & PROHIBITED FOODS

St. Paul's Day School is a nut-aware school. No child, staff member or parent may bring food containing peanuts, tree nuts or other nut products to school. Tree nuts are defined as almonds, Brazil nuts, cashews, chestnuts, filberts, hazelnuts, hickory nuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

Teachers will check children's food daily. Lunches that are packed from home may not contain nuts, however, products that state they are processed in a facility that manufactures peanuts, tree nuts, or other nut products are acceptable. Children are never allowed to share food. St. Paul's Day School cannot assure that all foods within the building are allergen free.

Office staff will check snacks brought by families for special occasions before they are served to a class. All food distributed (other than fruit) must have an ingredient label. Snacks and special occasion treats (provided by families or SPDS) will not contain nuts or explicitly state that it is processed in a facility that does use peanuts, tree nuts or other nut products.

The following foods are not allowed for children in the Twos, Two and Halfs and Threes programs, as they pose a choking hazard for young children: grapes, string cheese, marshmallows and popcorn.



The following foods are not allowed in school: Gum, lollipops, candy, any food containing nuts as noted above.

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.

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.



Mandated State Licensing Policies

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), 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 and is located outside the main school office.

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 N.J.A.C. 3A:52-7.1)

3A:52-7.1 Illnesses and 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 provisions of N.J.A.C. 3A:52-8.
- (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)i 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:
 - (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
- (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.
- (3) 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. 3A:52-7.1(c) 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.
- (4) 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:
- (5) 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*

Gastro-Intestinal Illnesses

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

Contact Illnesses

Impetigo
Lice
Scabies
Shingles



Mumps*

Shigella*

Strep Throat

Tuberculosis*

Whooping Cough*

*Reportable diseases, as required by N.J.A.C. 3A:52:7.1(d)).

POLICY ON THE RELEASE OF CHILDREN

(From Manual of Requirements for Child Care Centers 3A:52:6.5)

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. 3A:52-6.8(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.