The Courtyard School Handbook for Families

**

*Our Mission*

*The Courtyard seeks to create a rich and caring community of children, their families and faculty as we enrich the lives of our young learners. We work to strengthen parents and families by sharing the latest information on parenting and early childhood.*

The Courtyard School, Inc.

1270 S. East Avenue, Vineland, NJ 08360

(856) 692-0414

The Courtyard School Handbook for Families

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Welcome from the Director

As long time educators, we welcome our most recent member of the Vineland school community – your child. Your child is here because you believe that early childhood education is important. All the educational research proves that you are right.

For your child to get the most out of the school year, daily attendance and arriving on time are of course, important. Routine helps your child anticipate and be prepared – ultimately consistency builds trust. So, plan for your child to have early bedtimes, wholesome natural nourishment, and a stress-free and safe home. Little ones have only a few years of experience in their world – they try to make sense of what they see, hear and feel. It’s up to the adults in their lives to insure their safety and well-being. No other job is more important.

If you have concerns about your child’s well-being or development please contact me at your convenience. Let’s all begin this year with a commitment to work together for the best of our children – which also means for our families.

Sincerely,

Lewis M D’Ippolito

**About the Courtyard School**

Thirty-five years ago five people began to work on a dream. A place was important, the design should be special, it should feel comfortable, inviting and welcoming. Every room should be filled with windows and a door that opened to the outside. And so, The Courtyard School had its beginning. In 1983 The Children’s Courtyard opened with a real courtyard surrounded by fruit trees.

Today The Courtyard School is built on a 5-acre lot, which encompasses an enclosed courtyard designed for gross motor, games, science exploration, music, small group learning and exercise. In addition to the courtyard the school grounds also accommodate a swimming pool, playing fields and sensory and vegetable gardens.

The Courtyard School was founded by Ann G. D’Ippolito and remains a private school under the leadership of Lewis M D’Ippolito, Director; Anita D’Ippolito MacDonald, Vice-President and Family Worker; and Lisa D’Ippolito Sloan, Early Childhood Specialist and Head Teacher.

Since 1983, The Courtyard School’s most important mission has been to foster in students a lifetime love of learning. As learning grows, a student begins to acquire the confidence and creative skills necessary to form the question, rather than just to look for right answers. In the changing world in which we live, this is vital.

Through family outreach services, we provide resources with individual and group parent education and support tailored to the needs of our families. We seek to strengthen and support the larger community.

We participate with Grow NJ Kids, “New Jersey’s program to raise the quality of early care and education . . . across the state. New Jersey’s Departments of Children and Families, Education, Health and Human Services, have collaborated to create a program with two goals: to help all types of early care and education to continuously improve and to provide parents with information to help them select a high quality program.” \*

*\*Grow NJ Kids, Early Care and Education Programs Self-Assessment Tool p. 2*

Hours of Operation, School Schedule and Contact Information

**Hours of Operation (September to June)**

7:30 School Opens for Wraparound Program\*

8:00 Breakfast begins for children in Wraparound.

9:00 Breakfast ends for children in Wraparound

* 9:30-9:45 Breakfast for children in regular day program
* 9:45 Greeting Time (Educational Program begins)
* 12:15 – Lunch and Rest
* 1:30 Centers open for non-resting children
* 3:00 Snack
* 3:30 Educational program ends. Car riders are dismissed.
* 3:30 Children board busses and depart school.

3:40 PM Wraparound Program begins.

5:30 School Closes

**In case of Inclement Weather** – You will be notified by phone by the Vineland Board of Education of any school closings, late openings or early dismissal.

**\*Wraparound Care**

We offer before school care from 7:30-9:30 am and after school care from 3:30-5:30 PM. You may choose to use wraparound for just mornings, afternoons or both, or per day as needed.

You may qualify for tuition assistance through: Rutgers Southern Regional Child care Resource & Referral Agency at 415 W. Landis Avenue, Suite 202, Vineland (856) 462-6800. Contact the school’s main office and we can explain how to apply and give you the necessary paperwork.

Contact – Main Office (856) 692-0414

* General Information, change in your child’s dismissal arrangements, to call in your child’s absence, contact the main office.
* Classroom or curriculum information, contact your child’s teacher.
* Billing questions, contact the main office.
* Behavioral, parenting issues, contact your family worker at the main number.

Communication: Every child will be given a folder to carry papers and notices back and forth from home to school. It is important that you check your child’s folder daily and also use the folder to send notes to your child’s teacher.

What Your Child Needs for School

1. One book bag to transport clean and soiled clothes, news from your child’s classroom and important flyers from the school. **Never transport medication in your child’s book bag.**

2. Two complete sets of clean clothes and an extra pair of shoes. This will be kept at school. When weather changes, we will send home the clothing no longer appropriate for the weather – exchange the clothes for the season. Label everything!

3. Another bag for bedding – crib sheet (to cover the cot) and sheet or blanket to cover your child. Bedding will go home each week on Friday to be washed and returned on Monday. Label everything!

**DRESS CODE:** We do not require uniforms, however, children should dress comfortably, in clothing that fits well, and is easy for a child to unfasten for the bathroom. We prefer children not wear belts. Large body movements are critical to your child’s physical and mental development. The way you dress your child can either hinder or help that developmental process. Improper clothes can cause playground accidents. So, no high top boots, flip-flops (or open toe shoes), and no dressy clothes. Absolutely no jewelry should be worn to school due to safety concerns. Necklaces, earring and bracelets can get caught and injure your child. In cold weather, be sure to include hat, gloves and scarf (that is not too long and can be tucked in).

What needs to stay home

* Jewelry
* All toys (other than a plush toy for naptime)
* Coins
* Gum & candy
* Special or sentimental items
* Pacifiers and Sippy cups
* Food - We are a peanut free school and often we have a child who also has an egg allergy. Therefore no food from home, unless prior permission from administration.



Transporting Your Child

**Car Riders:**  Upon arriving:

* All cars must be parked in designated slots in the parking lot.
* Car engines must be turned off and no children are to remain in the car unless another adult is with them.
* If you are too ill or unable to leave your car, call the school number and we will bring your child out to you.
* Our school is a **no cell phone zone. Turn off our cell phone upon entering the building. You need to connect with your child and the front office.** Private conversations are just that and are not to take place in the building or where others can hear you.
* Remember to sign your child in upon arrival with the time and your legal signature. A staff person will take your child to the classroom.
* In the first weeks of school, make sure your child is wearing the ID badge provided.

**Picking Your Child Up from School**

No one can pick up your child unless we have your authorization on file and the person you have designated is at least 18 years of age. **Carefully read Division of Human Services Policy on the Release of Children,** which can be found in the appendix. When you come in remember no cell phones are to be used inside the building. You must also sign your child out with the time and your legal signature. A staff person will bring your child to you.

**Bus Transportation**

Busing is provided by **Sheppard Bus Company** (856-765-3812) and is regulated by the **Vineland Board of Education** (856-794-6700 ext. 2222).

* + - Wait at the pick-up spot and not inside your home.
* If the driver can’t see you, he will not stop.
* Buses can run late the first weeks of school.
* The bus will leave school at 3:30 PM. If you are not at your stop when the bus comes, your child will be taken back to school where you can pick him up.
* On inclement weather days, fewer children ride the bus; therefore expect that the bus will arrive sooner to your stop.
* If you know you cannot meet the bus, call the school **before 3:00 PM** and we will put your child in the wraparound program (fee required).
* **Bus drivers will not leave your child with unfamiliar people, unless you provide that in writing and speak to the driver in the morning.**

Safe, Healthy Learning Environment

*“A high quality learning experience can only be facilitated in a safe and healthy environment. An enriching environment must use appropriate classroom furnishings, maintain sanitary conditions, promote a healthy lifestyle, and have a teaching/caregiving team that works from a meaningful plan based on the developmental abilities and capacities of the children.” \*Grow NJ Kids, Early Care and Education Programs Self-Assessment Tool p. 3*

Your child’s health and safety is our primary concern. If your child is injured first aid will be administered and you will be notified with an OOPS slip. However, if a more serious injury occurs we will call you. Therefore we must have your current phone numbers, address, and place of employment in the office file. Every day a parent or someone you list as authorized, must be available by phone in case of emergency.

The Courtyard cooperates with all Department of Human Services (DHS) inspections and Division of Child Protection and Permanency (DCPP) investigations. DCPP personnel may interview both staff members and children, as they deem necessary.

* Each classroom is equipped with a First Aid Kit, and staff is trained in Pediatric First Aid and CPR.
* Food & Nutrition

We provide all nutritious meals for your child, which include fresh fruit, vegetables, milk and juice. We will post the menu on our website or send it home to you. An outside vendor provides lunch. The vendor’s and our kitchen are both inspected by the Vineland Health Department. We will also ask you about any dietary restrictions and needs for your child and provide any supplemental food necessary. If your child does not like the entrée offered, we will provide a healthy alternative.

Our school participates in the Federal Food Program and therefore all meals are free for your child. Each family must complete a Child and Adult Care Food Program Eligibility Application. (See the CACFP Nondiscrimination statement in the Appendix.)

We are a peanut and nut free school. Absolutely no peanuts, peanut butter or items made with nuts are allowed into school. Each year we have children with peanut or other food allergies. Therefore no food is allowed into school without prior permission from the administration. Cupcakes only (and with prior notification, with printed label of ingredients) may be brought to school for your child’s birthday.

**If your child has eaten peanut butter or nuts prior to coming into school,** make sure that his/her hands and face are washed thoroughly to remove any traces of peanuts, which could be transmitted to another child.

When you allow your child to bring in snacks from home that cannot be shared with others, it seems unfair and does not support the values of sharing and consideration of the needs and feelings of others. In short, special treatment backfires.

We offer breakfast to students each morning until 9:45. If you cannot arrive between 9:30 and 9:45, plan to feed your child at home. Also, remember to use ***best parenting practices*** when feeding your child a **nutritious breakfast** in the morning – low sugar, complex carbohydrates, unsweetened milk, whole fruit, eggs - these are all choices that will help your child do his/her best. Cookies, Pop-Tarts, high sugar cereals all lead to sugar crash, which leads to difficulty concentrating, lethargy, moodiness, allergy symptoms and acid reflux (all documented) in children.

* + Rest

We provide a cot for napping and resting at school. You must provide the bedding.

Naptime is usually about an hour, however, some children sleep a little longer. Please make sure you have a set bedtime and routine for your child. So have your child in bed by 8:00 pm, with story and special time with you. Turn off the TV – it stimulates the active brain wave patterns and will cause sleep disturbances in the young child.

A sleep-deprived child cannot function well, becomes more easily frustrated, will have difficulty focusing and will be more susceptible to illness.

* + Illness and When to Keep Your Child Home

Young children do get sick often, especially when it’s their first year of preschool and because they easily transmit illnesses to each other. For the care and comfort of your child, and to reduce the risk of spreading viruses, do not send your child to school with these symptoms:

* A fever of 101º or more in the past 24 hours, without fever reducing medications
* Vomiting or diarrhea
* Heavy nasal discharge
* Persistent cough or sore throat
* Skin rash
* Red and discharging eyes
* Head lice (must first be treated at home)

Until these symptoms have passed for 24 hours, or until we have a doctor’s note, keep your child at home.

**The Importance of a Medical Home** It’s important that you keep records on your child’s health care and treatments, immunizations, medications and illnesses, so that you have a complete record of your child’s health. Make sure that your child’s pediatrician is consistent, and if you used either urgent care or emergency facilities, that you inform your child’s pediatrician and bring any documentation of medical care your child received on the next business day. Follow-up with your child’s pediatrician after an emergency visit is necessary so that you obtain instructions on how to best care for your child, so that he completely recovers. We will make sure at your first visit to the school that if you do not have a copy of your child’s Universal Health Record, we will give you a copy.

* + If Your Child becomes Sick at School. If your child should get sick at school, we will keep him comfortable and call you. We do not have a nurse’s office. Therefore be prepared to pick up your child if any of the above symptoms are present. If you are not available, you must provide for another family member or designee to pick up your child.
  + All Medications
  + Only doctor prescribed medication may be administered for both prescription and over-the-counter medications.
  + **Medications must be hand delivered by you to the front office** **and you must give office personnel training on how to administer the medication.** Never bring medication to the classroom or put it your child’s bookbag. It is very dangerous for anyone other than your child to use the medication.
  + All medications must be in their original container with your child’s name.
  + We must have a signed **Medical Consent Form** (see form in Appendix)
  + Asthma Action Plan & Breathing Treatments – Children with asthma must have an Asthma Action Plan provided by the doctor with the Medical Consent form. We have a nebulizer for your convenience, but you must provide the tubing, cup and mouthpiece.

Finally, family workers will provide resources to you on such topics as: preventive health care, mental or behavioral health issue, nutrition and obesity, the dangers of second hand smoke, bicycle safety, healthy meals and sleep habits, preventive dental care, communicable disease prevention and information of when flu shots will be available at our school.

Curriculum and Learning

The Courtyard School’s program brings the best resources and faculty together to provide children with the necessary skills and experiences to be prepared for success in kindergarten. The integrated curriculum is filled with math, language, and literacy, writing and reading experiences as well as science exploration, and music and body movement, while providing positive social experiences throughout the day. In cooperation with the Vineland Board of Education, our school implements High Scope Curriculum.

Regular attendance and being on time for school are both essential in order to allow your child to develop social skills with peers, learn the school routine, feel part of the group and maximize the learning opportunities. Habitual tardiness interrupts the classroom flow and leaves your child feeling out of sync for the day. If your child is absent, please call the front office. We track and monitor attendance and submit it to the Vineland Board of Education. If your child is absent more than three consecutive days and we have not heard from you, you will be contacted.

***Your Child’s Day & the High Scope Curriculum***

***Large Group Time***

Large-group time brings children and adults together for action songs, cooperative games and projects, movement activities, group storytelling, and other planned learning experiences.

***Small Group Time***

Children explore, discover and experiment with familiar and new objects. As children describe and respond to their experience, language can develop.

***Worktime (Plan, Do, Review)***

Children put their activity plan into words. Then they carry out their plan, and afterwards share their experiences with the group. Children may share their plan verbally or by writing and/or drawing their experiences. An adult may begin plan time by asking, “What would you like to do today?” As children carry out their plans, adults observe and facilitate the play experiences and extend language.

***Playground***

Playground time gives children an opportunity to practice cooperative and independent play and exercise large muscles. Large muscle development is essential to a child’s ability to read and write.

***Our Teaching Staff*** – Teachers, assistants and the director all participate in ongoing professional development in Early Childhood, and family workers in parent education and social services.

Family & Community

*“Children learn in the context of their families. For some children, the term “family” includes a large number of people, and for other children, family consists of just a parent or grandparent. In either scenario, family and community have significant influences of young children through cultural background and local values.” \*Grow NJ Kids, Early Care and Education Programs Self-Assessment Tool p. 13*

Our Family Workers & the Family Development Program help families foster these strengthening factors:

* Parental resilience
* Social connections
* Knowledge of parent and child development
* Social and emotional competence of children
* Concrete support in times of need

As family workers we provide resources to our school community and your family, and visits with each family at least three times a year. Family visits can take place in your home, our school, or another agreed upon setting. Please see the Home Visiting Policy in the Appendix. In addition to the visits, we offer monthly parent events. All newly enrolled families will be given a Strengthening Factors Survey, adapted by our family workers to specifically address the needs of our school community’s parents.

**Family Visits** The heart of the family development program is the family visit. As credentialed parent educators, we share information on child development, offer age-appropriate activities in various areas of development for you and your child to do together, tackle daily parenting issues, and help families set and reach goals.

*Family visits need not be more than 15 minutes.*

**Family Workshops & Programs**

Throughout the year we offer parent and family events on such topics as literacy, positive parenting, multicultural events, parent- child activities (like Dancing’ with Dads) and others, which are tailored to your family’s needs and interests of our parents. We always provide Spanish translation and childcare by our own staff. Look for flyers in your child’s book bag and check out the Courtyard School website.

**Visiting the School** Parents or guardians of enrolled children may visit at any time. Visitors to the school must sign in at the front office and follow the protocol listed on the Visitors Sign In Sheet.

Parents or legal guardians are strongly encouraged to visit the school with your child before beginning school. Family workers will give you a tour, explain the program, and ask you questions to better prepare for your child. Both parent and child get a true sense of the environment and the welcoming feel of the school and the classroom. This mental image will help prepare your child before the first day.

**School Calendar**

At the beginning of the school year, we will give you a calendar of Special Events, Holidays, School Closings and Legal Attendance Days. However see our website for changes to the calendar. We will also text reminders and announcements to your cell phone.

**Parent Involvement**

* Volunteering at School

We welcome you to share a story, talent, interest and your assistance in the classroom and for special events.

* Courtyard Parent Support Association

CPSA meets quarterly to address the needs and concerns of the parents and to support the community of our school, including activities to promote multicultural learning.

* Cumberland County Council for Young Children

Through the Department of Children & Families, the council was established “to strengthen collaboration between parents, families and local community stakeholders with health, early care and education, family support, and other service providers. . .participants work together using the Strengthening Families Protective Factors Framework to develop mutual goals and recommend creative strategies/solutions that respect the views and priorities of diverse families in the community. For more information, see your family worker or contact Daisy Flitcraft, Project Specialist, at

(609) 579 - 4102 or www.InspiraHealthNetwork.org

* Vineland Early Childhood Advisory Council

VECAC meets quarterly to address the needs of our youngest learners in Vineland. VECAC also coordinates and plans the annual Little Folks Festival. For more information, contact your family worker or LeAnne B. DiAntonio, LSW, Community Parent Involvement Specialist [(856) 362-8844 ext. 6740](tel:%28856%29%20362-8844%20ext.%206740).

**Community Resources**

We have a quick guide to frequently used resources, which is located in the Appendix.

If you have a need, you can contact these agencies directly or with the assistance of your family worker. If you have a need or interest that is not listed, please see the comprehensive book of community resources located in our office and contact your family worker. We are here to support our families!

Our Staff

Administration

Executive Director: Ann G. D’Ippolito M.A. Human Development

Director: Lewis M D’Ippolito B.S. Business Administration/Treasurer

Head Teacher: Lisa D’Ippolito Sloan B.S. Early Childhood Education

Vice President: Anita D’Ippolito MacDonald B.A. Sociology/Family Services

Teachers – All Teachers are Early Childhood Certified (P-3)

Head Teacher: Lisa D’Ippolito Sloan B.S.

Erin Abbott, B.A.

Rachael Brattlie, B.A.

Danielle MacDonald, B.A., Certified Life Guard

Laura Michelon Schwegel, B.A., M.S. Education

Jessica Nees, B.A., M.A. Education & Special Education

Jacqueline Strzemieczny B.A., Substitute & Wraparound Program

Assistants

Nina Allen

Michelle Amarando

Jessica Burke, Associates Degree, Substitute & Wraparound Program

Amber Carroll, CDA Credential, Early Childhood Certificate

Kiara Galarza

Jasmin Guzman

Shannon McNiss, Associates Degree ECE, candidate for teaching degree

Aurea Torres

Family Development

Anita D. MacDonald, B.A. Sociology, Family Development Credential

Lourelle Woodson, Family Development Credential, Early Childhood Certificate

Support Personnel

Berenice Alicea – Administrative Assistant, Accounts Receivable

Hilda Rivera – Cook

Scott MacDonald, B.S. – Construction, Maintenance, Security, Certified Pool Operator



Summer Camp at The Courtyard

Our summer program welcomes preschool children (those who will turn 3 years by October 1 for the fall school year) and elementary children up through 12 years of age. We offer summer enrichment, flexible scheduling, free daily swim and lessons by an experienced certified lifeguard and swim instructor, and all meals. We have teachers and assistants who offer engaging and enjoyable activities for your child – they love it and we have many returning families year after year! The program is offered for July and August, for eight weeks. Please ask at the office for registration and tuition agreement forms. Remember, your family may qualify for tuition assistance through CCR&R.

Things to know:

* Camp hours are 8:00 AM to 5:00 PM daily.
* Hair must be pulled back into a ponytail.
* Sunscreen must be applied before camp. You may send in extra with your child’s name on the container, so that we can reapply as needed.
* Children should arrive dressed with swimsuit on, cover-up, and in sneakers with socks.
* Provide flip-flops for walking to and from the pool area only.
* Breakfast will be served at 9:00 am.
* All children must have a complete set of clothes.

Family Resources - Quick Guide

**\* Recall Website: Consumer Protection Agency** [**www.cpsc.gov/en/recalls/**](http://www.cpsc.gov/en/recalls/)

1. Complete Care Health Network 319 Landis Ave. Vld NJ (856) 451-4700

2. New Jersey Child Support Program 1-877-NJKIDS1 or [www.njchildsupport.org](http://www.njchildsupport.org)

3. Tiny Tim Foundation (Serving all counties) Leo Dequette (609) 501-0214

4. Board of Social Services 275 North Delsea Dr. Vld. NJ (856) 691-4600

5. Kinship Navigator Program (Serving Cumberland County) (609) 888-7400

6. Vineland Public Library 1058 E. Landis Ave. Vld NJ (856) 794-4244

7. The Salvation Army 733 Chestnut Ave. Vld NJ (856) 696-5050

8. Vineland Housing Authority 191 W. Chestnut Ave. Vld NJ (856) 691-4099

9. Cumberland County Guidance Center Millville NJ (856) 455-5555

10. One Stop Career Center 275 N. Delsea DR. Vld NJ (856) 691-4995

11. Robin’s Nest (serving all counties) (856) 690-0565

12. Cumberland County Family Support (FSO) (856) 507-9400

13. It Takes A Family 17 E. Commerce St. Bridgeton NJ (856) 378-7044

14. A Step Ahead Program 333 Irving Ave. Bridgeton NJ (856) 574-4196

15. TD Bank 1167 Chestnut Ave. Vld NJ (856) 205-0462

16. Perform Care (serving all counties) (877) 652-7624

17. NJ Family Care (serving all Counties) (800) 356-1561

18. Gateway WIC services (serving all Counties) (856) 451-5600

19. Habitat For Humanity (serving Cumberland County)(856) 563-0292

20. Cumberland County Family Shelter (856) 825-3144

21. Shots for Tots Vineland**:** 610 Montrose Street, Suite 1 (856) 794-4000 ext. 4806

3rd Wednesday each month - Time: 9AM -12 PM

**22. Rutgers Southern Regional Child Care Resource & Referral Agency**

Formerly known as Quality Care, Rutgers CCR&R provides funding for wraparound and summer programs for families who qualify. Inquire at the office for an application for your preschool child. Contact CCR&R for application for your elementary aged child or for further information at: 415 W. Landis Avenue, Suite 202, Vineland, or 856-462-6800.

**HOTLINES:**

* **Child Abuse Hotline** – 1-877-NJ ABUSE (1-877-652-2873)
* **Mobile Response & Stabilization Services** – 1-800-652-7624
* **Poison Control** – 1-800-222-1222
* **Parents Anonymous** – 1-800-843-5437
* **Addictions Hotline** – 1-800-238-2333
* **Autism NJ** – 1-877-914-6662
* **Domestic Violence** – 1-800-225-0196

Federal Non-Discrimination Statements

***“This is an Equal Opportunity Program”***

The Courtyard School is an equal opportunity program. No participant, employee or student, will be discriminated against because of race, color, religion, national origin, disability, genetics, retaliation, veterans, age or gender.

-------------------------------------------------------------------------------

The U. S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usdagov/complaintfilingcust.html>, or any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your *completed* complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

School Calendar 2015-2016

September

1 & 2 Staff Workshops – School Closed

3 & 4 First Days of School – Legal Attendance (1:30 dismissal; wrap until 3:30)

7 Holiday – School Closed

October

12 Columbus Day – School Closed

November

3 District In-service – School Closed

4 Veterans Day – School Closed

5 & 6 NJEA Convention – School Closed

23 & 24 Parent/Teacher Conferences – Legal Attn. (1:30 dismissal; wrap until 3:30)

25 Legal Attendance (1:30 dismissal; wrap until 3:30)

26 & 27 Thanksgiving Recess – School Closed

December

23 Legal Attendance (1:30 dismissal; wrap until 3:30)

25 – 31 Holidays – School Closed

January

1 New Year’s Holiday – School Closed

18 Dr. Martin Luther King Day – School Closed

February

8 &9 Parent/Teacher Conferences – Legal Attn. (1:30 dismissal; wrap until 3:30)

12 Staff Workshops – School Closed

15 Presidents Day – School Closed

March

24 Parent/Teacher Conferences – Legal Attn. (1:30 dismissal; wrap until 3:30)

25-31 Spring Break – School Closed

April

1 School Closed

May

30 Memorial Day – School Closed

June

2 Multicultural Family Day & Moving Up Ceremony (10 AM – 12:30 PM)

*3 Family Day – Rain Date*

13-16 Legal Attendance Days (1:30 dismissal; wrap until 3:30)

17 Last Day for Teachers

July 5 Summer Session Begins (Tuesday)

August 25 Summer Session Ends (Thursday)

The Courtyard School

Family Development Program

Family Visits & Home Visiting Policy

Our family workers are trained in the Comprehensive Curriculum of the Cornell Family Development and credentialed through the Rutgers School of Social Work.

**Family Visits** The heart of the family development program is the family

visit. As credentialed parent educators, we share information on child development, offer age-appropriate activities in various areas of development for you and your child to do together, tackle daily parenting issues, and help families set and reach goals. We also help families access specialized services. *Family visits need not be more than 15 minutes.*

Visiting with your family in your home has distinct advantages over visits in the school.

* First, we can come to you, when you are unable to come to the school.
* We can work with more of the family members.
* We can work with your family in your own setting, which may be more comfortable for you.
* We gain a better understanding of your family’s life and strengths.

As with any family visit, whether at school or in your home, we maintain confidentiality. We never come unannounced unless your child has been absent and we have not been able to reach you. We do not visit your home to inspect it, rather we find that the home setting is often more enjoyable and relaxing for the family. We have found that visiting in your child’s home makes him/her feel special and trusting! After home visiting, we have often heard one of the children smile and say, “Remember when you came to my house?”

If we do plan to visit your home, please secure your pets in another room of the house, and turn off the TV, so that we can focus on you and your family without any distractions. We prefer home visits during the school hours, because we must sign out of school, inform administration where and with whom the visit is, and then check back in at the end of the day.

The Courtyard School Expulsion Policy

Rarely do we find it necessary to suspend a child from attendance for a short term, or permanently expel a child from our school. We will do everything possible to work with your family in order to prevent the need to enforce this policy. The following are behaviors and reasons that would result in expulsion or suspension of your child from

The Courtyard School:

CAUSES FOR IMMEDIATE EXPULSION

Your child is at risk of causing serious injury to other children or to himself.

Parent threatens physical harm or acts to intimidate staff members.

Parent is verbally abusive to staff in front of enrolled children.

Other reasons determined by the Director.

PARENTAL ACTIONS FOR CHILD’S SUSPENSION OR EXPULSION

Parent/guardian fails to pay or habitual lateness in making payments.

Parents/guardian fails to complete required forms including the child’s health and shot records.

Frequent lateness picking up your child from school.

Other reasons determined by the Director.

CHILD’S ACTIONS FOR SUSPENSION OR EXPULSION

Child fails to adjust to school after a reasonable amount of time.

Child behaves with frequent uncontrollable tantrums or angry outbursts.

Child displays frequent physical or verbal abuse to staff or children.

Other reasons determined by the Director.

SCHEDULE OF SUSPENSION AND EXPULSION

If remedial actions have not worked, the parent/guardian will be notified verbally and in writing about the child’s or parent’s behavior which warrants suspension and the duration of the suspension. You will also be informed about the expected behavioral changes required in order for the child or adult to return to the school. A suspension period allows time for the parent/guardian to work on the behavior outside of the school setting or come to an agreement with the school. Failure of the child or parent to comply with the behavioral changes may result in permanent expulsion from the school.

The Courtyard School Medication Administration Policy

Our school must tell parents about our policy on administering medication and health care procedures to children. When we administer any medication or health care procedure to a child, we will follow these procedures.

When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to school, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child’s health care provider.

The first dose of any medication should always be given at home and with sufficient time before the child returns to school to observe the child’s response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to school. This is for the protection of the child who is ill as well as the other children in school.

Our school **will** give prescription and over-the-counter (non-prescription) medication or health care procedures to a child with a short-term illness.

Our school will provide reasonable accommodations for the administration of medication or health procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the school.

Parents must provide written permission before any medication or health care procedure is administered to a child. Written permission is also needed if a school-age child is permitted to self-administer medication or a health care procedure. The Medication Consent Form provided by The Courtyard must be used and signed by both the child’s health care provider and a parent/guardian.

Medication must be in its original container and labeled with the child’s name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for its administration. If a child may need a health care procedure while at the center (such as use of a nebulizer, glucometer, or Epi-pen), parents must let us know who can provide appropriate training for our staff, and how w can contact the health care provider.

Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider’s note is also needed for any type of non-prescription medication other than topical (skin) preparations such as sunscreen and diaper rash preparations.

Medication or health care procedures will only be given by authorized staff who are informed of the child’s medication and health care needs. If a child shows any adverse effects of the medication or health care procedures, parents/guardians will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child’s name and parental authorization;

2. The name of the medication;

3. The condition for which the medication or health care procedure is being used;

4. The instructions for administering the medication was administered to the child;

5. The time and by whom the medication was administered to the child; and

6. Any adverse effect the medication may have had on the child.

**Department of Children and Families Office of Licensing**

**10:122-3.6 Information to Parents document**

(a) The center shall give to the parent(s) of every enrolled child and to every staff member a written Information to Parents document designated by the Office of Licensing and indicating that the center is required to:

1. Be licensed by the Office of Licensing, Department of Children and Families;

2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;

3. Post its license in a prominent location within the center;

4. Retain a current copy of the manual and make it available for parents'

review;

5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Office of Licensing;

6. Make available to parents, upon request, the Office of Licensing's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;

7. Post a listing or diagram of those rooms and/or areas that have been approved by the Office of Licensing for children's use;

8. Comply with the inspection/investigation functions of the Department, including the interviewing of staff members and children;.

9. Afford parents the opportunity and time to review and discuss with the center director or sponsor/sponsor representative any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;

10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor/sponsor representative or director or to the Office of Licensing;

11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements;

12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;

13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;

14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request;

15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, is required by State law to report such allegations to the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) immediately, and indicate that such reports may be made anonymously;

16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the Department;

17. Inform parents of the center's policy on the release of children;

18. Inform parents of the center's policy on administering medication and health care procedures;

19. Provide parents with a copy of the center's policy on management of communicable diseases;

20. Provide parents with a copy of the center’s policy on the expulsion of children from enrollment; and

21. Inform parents that the center is required to provide reasonable accommodations for children and/or parents with disabilities and 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.), and indicate that 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 or (800) 514- 0383 (TTY); and

22. Inform parents that the center is required to maintain and update at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and make the list available to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/cpscpub/prerel/prerel.html>.

(b) The center shall provide the Information to Parents document to each child’s parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.

document.

2. The center shall maintain on file a copy of the Information to Parents

**Department of Children and Families Office of Licensing**

**10:122-6.5 Policy on the release of children**

(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 Department's State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child; and

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 an 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 Department's State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) to seek assistance in caring for the child.

(b) For school-age child care programs, the following shall apply: 1. No child shall be released from the program unsupervised except upon

written instruction from the child's parent.

**10:122-6.6 Discipline**

(a) The methods of guidance and discipline used shall:

1. Be positive;

2. Be consistent with the age and developmental needs of the children; and

3. Lead to the child's ability to develop and maintain self control.

(b) Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.

(c) Staff shall not withhold active play time as a means of discipline unless the child's actions or behavior present a danger to themselves or others.

(d) Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.

(e) The center shall maintain on file a written policy on the disciplining of children by staff members. The policy shall:

1. Reflect the provisions specified in (a) through (c) above and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc.);

2. Be distributed to every staff member; and

3. Be posted in a prominent location within the center.

(f) The center shall secure and maintain on file each staff member's signature, attesting to receipt of the policy on the disciplining of children by staff members.

(g) For school-age child care programs, the following shall apply:

1. The center shall permit children to participate in the development of the

discipline rules and procedures; or

2. The center shall establish procedures to ensure that children are aware of

the rules.

**10:122-6.7 Special requirements to prevent child abuse and/or neglect and inappropriate staff behaviors toward children**

(a) Staff members shall not use hitting, shaking or any other form of corporal punishment of children.

(b) Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.

(c) Staff members shall not engage in or inflict any form of child abuse and/or neglect.

(d) Staff members shall not withhold from children food, emotional responses, stimulation, or the opportunities for rest or sleep.

(e) Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.