

ST. ALBAN'S PRE-SCHOOL

1 Church Lane, Oakland, NJ 07436
201-337-5928 * FAX 201-651-9456

GENERAL INFORMATION LETTER

Dear Parents:

The staff and I look forward to welcoming you and your child to our school. We look forward to a great school year. This letter will inform you of the school policies and procedures.

In order to provide the best age appropriate education, children will be admitted to classes according to the following cut-off dates:

1's class -	Must be 1 to start program
2's class -	Must be 2 to start program
3's class -	Must be 3 by October 31
4's class -	Must be 4 by October 31
Transitional K-	Must be 5 by December 31

The director and faculty reserve the right to evaluate and recommend placements that deviate from the above policy.

You will receive a monthly tuition invoice. Your tuition is due on or before the first of each month. Our grace period is extended to the 5th. We hope that each parent honors this so late fees will not be necessary. If you have any questions or concerns about your tuition please feel free to discuss this with me.

Extended care will be billed separately each month. You will be billed for extended/extra care on quarter hour intervals. (For example: If you pick up your child at 1:05 PM, you will be billed for 1:00 PM to 1:15 PM. If you drop off your child at 8:10 AM, you will be billed for 8:00 AM to 9:00 AM.) Extended care will be provided between 7:00 – 9:00 AM and 4:00 - 6:00 PM. If you have not informed us of this need, please do so immediately so that we have adequate supervision. Please be prompt in picking up your child. Keep in mind that it has been a long day for both your child and the staff. There will be a \$1.00 per minute late charge for *Club Care* students picked up after 6 PM or school day students picked up after 4:00 PM who have not arranged for additional hours.

In order to make your child's adjustment to school a smooth one, we ask that you walk your child to his/her class where the teacher will greet him. Remain cheerful, kiss your child good-bye, promise him/her that you will be back to pick him/her up and that you will be anxious to hear all about his/her exciting day at school. Remember every child is different and some take longer to adjust to the routine of school. We will work with you and your child to make adjustment as smooth and comforting as possible. Please refrain from bringing toys from home. Your child will be very upset if they are broken or misplaced.

All children will need a complete change of clothes, which are labeled. (Remember to change this supply as the seasons change.) This includes socks, underwear and outerwear. Please remember to dress your child appropriately for different weather conditions. We advise that you dress them in clothes that will enable them to be free to explore and play without the worry of soiling their clothes. Please label all outer clothing, such as coats, jackets, boots, etc.

Full day children will need to bring lunch in an insulated bag or box with their name on it. Due to limited space in our refrigerator, please send your child's food in a hot/cold container. Our staff will not be warming any food since this will take valuable time away from the children. Please do not send in glass bottles. The school will provide snacks mid-morning and mid-afternoon. Children who will be staying for the lunch/rest time will need a small crib sheet and beach towel with their name on it. For diaper wearers, send in a small bag of diapers and wipes with his/her name on them.

We will be videotaping/photographing your child's school activities at times throughout the year. These video/photos will be used for advertising, projects, or displays. Should you object to your child being videotaped or photographed, please discuss it with the director or teacher. Your child will then be excluded from this activity.

Please remember that the school is in a residential area, which has many children. Please observe the speed limits. *Do not park in front of the school*; there is ample parking in the lot. We have parents and children who walk from Winton Gait Estates along the blacktop. Please be alert to these walkers. Be prompt in delivering and picking up your child. We would be disappointed if your child missed an activity, and children may get upset when parents do not arrive on time to pick them up. If you will be late in picking up your child please call the school.

We will not release any child to anyone not listed on the permission sheet. If you plan to have someone pick up your child or for him or her to go home with a classmate please give us written permission.

Parents will be informally notified of children's progress on a daily basis through parent/teacher discussions. Parents can also expect two formal evaluations from the teacher. We strongly encourage you to schedule semi-annual parent conferences if you or the teacher request them.

We always urge parents to keep children home if they are sick. Call the school if your child will be absent. If a child gets sick at school, we will call you or one of the emergency phone numbers listed on your application and expect the child to be taken home. Any medication to be given will need written permission and it must be in the original container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated, and the directions for its administration. Non-prescription over-the-counter medication may only be given according to the directions on the label. Check the recommended dosage for the age and weight of the child, as well as the time interval between doses. We may give antihistamine/decongestants, cough suppressants,

acetaminophen (aspirin substitutes), or topical (skin) ointments with a note from the child's parent. Other types of non-prescription medication may only be given with a doctor's note, as they may have harmful side effects. It is especially important not to give aspirin unless a doctor orders it, because it is associated with a life-threatening illness called Reye's syndrome. If a child shows any side effects of medication, we will report them to the parent. We will keep medication in a secured area that is inaccessible to the children. Non-prescription medication should be stored in a labeled container with a childproof cap. If your child needs to take medication, please make the necessary arrangements at the front desk.

If a child is injured while at school, we will give the necessary first aid and record it in a logbook. The teacher will report to you any minor cuts and scrapes. Any allergies or medical information should be brought to our attention. It is the policy of our school to notify parents of enrolled children when there has been a possible exposure to a communicable disease within the school.

The policy of discipline, which our school follows, is *positive discipline*:

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.

Positive discipline is different from punishment. Punishment tells children what they should *not* do; positive discipline tells children what they *should* do. Punishment teaches fear; positive discipline teaches self-esteem.

We use positive discipline by planning ahead:

- ◆ Allow the child to grow socially, emotionally, physically and intellectually.
- ◆ Anticipate and eliminate potential problems.
- ◆ Have a few consistent, clear rules that are explained to children and understood by adults.
- ◆ Have a well-planned daily schedule which focuses on the process of a child's work, not the product.
- ◆ Plan for ample elements of fun and humor.
- ◆ Include some decision-making.
- ◆ Provide time and space for each child to be alone.
- ◆ Make it possible for each child to feel he/she has had some positive impact on the group.
- ◆ Provide the structure and support children need to resolve their differences.
- ◆ Share ownership and responsibility with the children. Talk about our room, our toys.

We use positive discipline by intervening when necessary:

- ◆ Re-direct to a new activity to change the focus of a child's behavior.
- ◆ Provide individualized attention to help the child deal with a particular situation.

- ◆ Use time out by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb.)
- ◆ Divert the child and remove from the area of conflict.
- ◆ Provide alternative activities and acceptable ways to release feelings.
- ◆ Point out natural or logical consequences of children's behavior.
- ◆ Offer a choice only if there are two acceptable options.
- ◆ Criticize the behavior, not the child. We don't say ``bad boy" or ``bad girl." Instead we say, ``that is not allowed here."

We use positive discipline by showing love and encouragement.

- ◆ ``Catch the child being good." Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- ◆ Provide positive reinforcement through rewards for good behavior.
- ◆ Use encouragement rather than competition, comparison or criticism.
- ◆ Overlook small annoyances, and deliberately ignore provocations.
- ◆ Give hugs and caring to every child every day.
- ◆ Appreciate the child's point of view.
- ◆ Be loving, but don't confuse with license.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

It is extremely important that you keep the school informed of any allergies or medical issues that your child may have. Some of our students have severe asthma and/or allergies therefore it is necessary that you check with the director or teacher before bringing items to school (i.e.: food or animals). We ask that you refrain from sending peanut butter/ nut products due to life threatening allergies. If we all follow these policies, it will help to keep our students and staff healthy. Thanks for your cooperation!

Once again, feel free to contact me should you have any questions or concerns. My door is always open and I urge you to share your ideas with me.

Sincerely,

Teresa M. Ercan
Director