



Appletree Preschool

620 Kinderkamack Rd. River Edge, NJ 07661

Tel (201) 576 - 9600

PARENT’S HANDBOOK

Dear Parents,

Welcome! We would like to thank you for choosing Appletree Preschool and ensure you that our commitment is that all children will receive quality education and loving care.

You will find many of school policies and operating procedures explained here. By reading this handbook you will feel more confident in your family’s adjustment into our program.

We suggest that you keep this handbook for reference throughout the year.

Please remember that we are only a phone call away to address any questions you may have.

Sincerely,

May Kim / Director

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PHILOSOPHY

The motto of Appletree Preschool is

“Children are a gift from the LORD; they are a reward from him (Psalm 127:3)”

Appletree Preschool believes that the early development of basic skills provide a solid foundation for future learning capabilities. Our approach, therefore, is to encourage physical, cognitive, emotional and social development of each child through imaginative play and creative learning. This is accomplished by offering a broad spectrum of hands on activities and age appropriate experiences using a variety of educational principles. Each child can grow physically, intellectually, emotionally, socially and spiritually, and do so at his/her own pace through exploration.

Our school offers a safe, loving, nurturing and creative environment, which encourages each child to blossom. We encourage children to experience the joys of learning as well as the spontaneous delights of childhood. Children’s work is their play!

CENTER OPERATIONS

We are open for operation between the hours of 6:30 A.M. and 7:00 P.M, Monday through Friday. We maintain these child / adult ratios in accordance of with NJ state regulation.

Age	Teacher/Child
Under 18 months	1 : 4
18 months ~ 30 months	1 : 6
30 months ~ Prepper	1 : 10
Pre-K 4 ~ School age	1 : 12

AN OVERVIEW OF OUR PROGRAM

Appletree Preschool offers a home-like yet professional early childhood education program. We offer full day and partial day service for children over 3 months of age through preschool. Excluding the Pre-K 4 class, all children’s parents receive daily update.

In academic area, We believe that the language is the most powerful vehicle to acquire new knowledge. Appletree Preschool curriculum is primarily focused on language art skills and development.

For nursery and prepper classes, we aim to develop children’s multiple intelligence through play and activities. We utilize many different and fun materials around our daily life, so children can easily match their words and usage. In this class, we try to boost their independence and social manner as well. The other goals are independence and self-regulation: such as wait until their name is called, they can control stop and go, they will follow three words instruction.

Nursery and Prepper 2 class teachers develop creative lesson plans based on the New Jersey Preschool Teaching and Learning Standards. Our curriculum allows children to explore in a fun and valuable learning environment.

For the Prepper 3 & Pre-K 4 class, children gain age-appropriate social, physical, language and literacy skills while they explore various activities and materials. Prepper 3 classes use McGraw Hill Preschool curriculum and Pre-K 4 class uses the Scott Foresman Preschool curriculum system to prepare all academic skills for the public kindergarten.

There will be 2 times of parent-teacher conferences in a school year.

TEACHERS & STAFF

We are proud of our warm and nurturing staff who understand child development and apply their knowledge in the classroom with respect to individual child’s needs. Our teachers and staff value working as a team with parents and colleagues.

Each staff has two written references from previous employers and/ or supervisors, along with a police background check, and a physical examination.

All teachers are CPR & First Aid certified.

In compliance of NJ state regulation, all of our teachers and staff mandatorily attend the professional trainings. They study in various areas - child growth and development, positive guidance and discipline, health and safety procedures, early childhood teaching methods, and child abuse prevention and recognition. Since we open for 12 hours, there are early morning teachers and late afternoon teachers for early care and extended care.

PARENT INVOLVEMENT & COMMUNICATION WITH SCHOOL

While children are in our school, they will receive all their personal attention not only for basic needs- feeding, sleeping, and playing, but also various learning skills.

We need parent’s active participation for the best educational outcome.

Parents and teachers must work together to make children’s best early childhood experience.

Please pay close attention to below:

1. **Read all letters that teachers send home. It is the best way to send a message to many parents at once.**
2. **Check your e-mail regularly.** Special announcements, monthly lunch menu or monthly lesson plans will be sent by e-mail.
3. Emergency i-text message will be sent from the director.

Teachers will respond to parents’ e-mails or phone calls ONLY during children’s nap time or after the class time.

Please use the school phone number. If nobody answers the phone, please leave your message. We will get back to you as soon as possible.

We use the "Shutterfly.com" website to upload our children's school days pictures. It will be updated once in a month. In order to access the website, the school ID and Password are required. Please ask your class teachers for the ID and PW.

SCHOOL CALENDAR

Post the school calendar in a visible place and be aware of any school events or closing days.

We do have an **intersession break** between end of the school year (most likely end of June ~ before Independent day) and the beginning of the new school year (most likely end of August ~ before the Labor day) Please make plans in advance.

In this period, there is no class and only limited day care will be provided. The day care service is available for limited number of children who have both working parents. During day care, some teachers stay with children. Children will have free plays, watching movies, and art & craft. Other teachers will focus on wrapping up the current class and preparing the new coming class. Teacher's training might be placed during this time to be updated with the NJ state regulations and early childhood education.

DISCIPLINE POLICY

Each child is expected to act in a manner, which is both age appropriate and respectful of others in the class. No child will be permitted to willfully harm another child. Frequent violations of this code will be dealt with by dismissal of the child from the school. According to New Jersey State, child care centers should get consent from parents about the expulsion policy. **Appletree Preschool has an expulsion policy for those children who "bite" or exhibit other socially unacceptable behavior such as constant kicking, hitting or hurting other children or teachers.**

If your child bites or hurts other child by kicking or hitting once or twice, we will talk with the child and parent about this occurrence. Under normal conditions this will take care of the problem for the rest of the school year.

However, If any child bites or hurts another child on "three separate occasions" there will be parent's meeting required. If the same incidents happen repeatedly, the child will be asked to stay home a couple of days or leave the school. In this case, Neither advance payment nor the security deposit will be returned.

ENRICHMENT PROGRAMS (Extra Curricular)

From time to time, we offer extracurricular activities such as Dance, Tae kwon Do, Indoor soccer. These programs are optional and do require an extra fee. The detailed information will be sent home when the schedule has been set.

DAILY MEMO

Parents of children in Nursery, Prepper classes will receive a daily memo from their child's teacher to inform about a child's day. We believe communication between parents and teachers are a vital part of ensuring your child the best education possible.

NO TOY POLICY

Please do not allow your child to bring toys from home unless instructed by teacher. (For example, "Show and Tell")

CHILD'S FOLDER

Please check your child's folder daily. Share their artwork, check for newsletters, notes from the teachers and homework. **PLEASE READ ALL LETTERS from school.** It must have an important message to deliver. With parents' cooperation, the school can maintain this valuable program.

ARRIVAL & PICK-UP

We strongly suggest that all children must be in school by latest 9:30a.m.
The most important learning experience happens in the morning circle time (around 9:30a.m.)
Please do not disturb their precious learning time.

The children's drop off & pick up schedule has been pre-set and discussed at the registering time. Please adhere to your registered hours and days.

It can only be changed on a monthly basis. Please discuss with the director.

There is no switching or make up days for any absence.

If a child comes to school on a day they are not assigned, it will be considered as "one day care". Occasional lateness is understandable, but please make every effort to observe your child's arrival and pick up time.

Please call us if there would be an unusual lateness. Children are very sensitive to the events of the day and are quick to realize if the time has passed that they usually go home. The grace time is 15 minutes for late pick up.

There is an early drop off charge for any children who arrive at school before 8:30 a.m.

SIGN IN & OUT SHEET

Appletree Preschool keeps a record of your child's drop off and pick up times for their safety. It is a mandatory record by the State of New Jersey.

Please find your child's name on the Sign in & out sheet. It is posted on the wall right next to main entrance door. Parents must write in drop off and pick up times and sign or initial beside the time you wrote. If someone drops off or picks up your child other than parent, she or he will be asked to show photo ID and the school will make and keep a copy of the ID.

CHILD RELEASE POLICY

Please tell us specifically who may or may not pick up your child. Your child will not be released to any unauthorized person without written or telephoned instructions. The school will make that person's photo ID.

No one under 16 years of age will be permitted to pick up a child. No child will be released to a person who is suspected of being under the influence of drugs or alcohol.

MEDICATION LOG

Appletree Preschool reserves the right to refuse to dispense medications, non-prescription as well as prescription medicines without clearly written doctor's care plan.

All parents must give the consent to communicate with their child's doctor.

A dated medicine log sheet is maintained in the office. All medicine transactions must be entered in log and signed by both the parent and teacher.

*** If any child has allergy, appropriate EPI pen and a doctor's action plan must be provided.**

*** The flu shot proof by a pediatrician must be submitted by 2nd week of January in every year.**

SICK CHILD - CHILDREN SHOULD NOT BE AT SCHOOL

PLEASE KEEP IN MIND, if we have one sick child in school, that sickness could be spread into entire school. All of our teachers pay extra caution to keep the classroom clean and sanitized. However, we are not capable of taking care of a sick child.

If your child shows the symptoms below in previous day, s/he should not come to school:

***A fever over 100F° or has had one during the previous 24 hour period.**

(24 hours FEVER FREE)

*Constant cough from the chest, sore throat or difficult and rapid breathing.

*Diarrhea or vomiting.

*Red eyes with discharge.

*Skin rash lasting longer than 24 hours, headaches, abdominal pain, blood in urine, and stiff neck.

*Exhibits any communicable diseases

When the child comes back to school from the communicable disease, parent should submit a doctor's note to the school office.

If your child becomes ill during the day, he/she will be removed from the group and stay at the office until the child is picked up by a parent. Parents' immediate cooperation is appreciated.

ACCIDENT POLICY

Since young children's physical development is ongoing, they cannot control their body completely yet. So children often got bumped, tripped, or fell down. The First aid kit is kept accessible distance from the classroom.

All accidents or incident will be reported to parent and parent will sign it and return to school.

In a serious emergency, we will call to parent first. Then call the 911 or Hackensack hospital if necessary. When going for treatment to the hospital, the child's complete file including parent's emergency treatment consent and injury report form (if applicable) is taken.

In the case of an accidental injury, we will make an immediate attempt to contact a parent using the information provided on the Registration form. The school will maintain a parent's signed consent form authorizing a doctor to perform emergency medical procedures. If we are unable to reach you, we will call the child's physician and emergency contacts listed on form. It is to your child's benefit to keep the school up to date on emergency phone numbers, physicians' numbers, medications and other pertinent information.

SAFETY FIRST

1. **Door Security-** Entrance doors in our school are auto locked and have a key pad system, parents must always make sure **close the door completely when you come in and out.**
2. **Parking Lot safety-** In the parking lot parents must hold their child's hand. When there is no parking space or you have a baby sleeping in your car please call the school.
3. **Do not leave any child (even your older one) unattended in your car.**
If your baby is sleeping in your car, please call to school. Our teachers will bring your child to the parking lot.
4. **Provide age appropriate car seat and secure your child all the time.**

EMERGENCY CONTACT – school closing due to the inclement weather or power failure.

We realize that parents need to work and we try to open even in bad weather. However, it may be very difficult for our staff to reach the school on very snowy or other inclement weather.

The school will decide early dismissal, late opening, or closing day based on the weather advisory, alert, or Hackensack public school's decision.

Teachers will send an e-mail and the school director will send mobile text message to each parent early in the morning or previous night for complete closing day.

If weather authority alerts the severe weather during the day, Please contact to school and check the situation and try to pick up children early.

For the emergency message, our school website home page will be used as well. www.appletree-preschool.net

NUTRITION and PERSONAL UTENSIL

Our school provides nutritionally balanced meals and cooking activities. Parents can pack own lunch for their child or order school lunch on a monthly basis. Lunch menu is posted in each classroom and copies are available the week before the coming month.

We encourage children to have their own morning and afternoon snack. Late afternoon snack will be served around 5p.m. We limit sugars and prefer fruit, yogurt, juice or other natural snack. Candy, gum, soda, and chocolates are not allowed at the school.

If your child is allergic to any food, parent must pack his/ her own lunch. Please provide written information about the allergy to your child's teacher. (Action plan form) Although we try to make the school lunch for all children, it is hard to personalize it.

If parents know that their child does not like any specific food on the menu, please pack own lunch for that day.

All children must bring their own cup, spoon and fork. If your child is eating the school lunch, Please bring empty lunch box with at least two components. Children's lunch bag, lunch box, cups, snack containers must be labeled.

SNACKS and BIRTHDAY PARTIES – CANDY & PEANUT FREE School

Appletree does not allow any candy or peanut for snack in any time.

If you bring any food for the class in any occasion, the food must be ready-to eat. (No frozen food or canned food)

Choking is the fourth leading cause of unintentional death in children under the age of 5.

All parents and teachers must pay attention what our children are eating.

There are some choking hazard foods such Hot dogs, chunks of meat or cheese, whole grapes, chunks of raw vegetables. Infant/Toddler/Prepper 2 class parents must cut the foods into smaller than thumb size and send them to school. Please mind to sending whole fruit.

Birthdays are the most special day for all children. We love to celebrate birthdays together. Please let us know in advance of the date you plan to celebrate. You are welcome to send in little goody bags or treats and celebrate with us. However, any chocolate, hard candy, gums or soft gel candy will NOT be allowed to bring to school or in goodie bags.

Parties are usually taking place during morning or afternoon snack time.

NAP TIME

For the children who attend school on a full day basis, a nap period in the afternoon of approximately one and a half hours is provided. We supply cots. Personal blankets are provided by parents and are sent home for laundering once a week.

All blankets, sheets and pillows must be labeled. All parents know their own child's belongings however, teachers are dealing with many children's belongings. Labeling is the only way to avoid confusion. Parent's cooperation is deeply appreciated.

POTTY TRAINING

Potty training is one of the biggest tasks for toddlers. We do not force children to go potty, however, we believe that children need to get used to using a potty. The most important part of potty training is collaboration with parental guidance.

According to research, early potty training is beneficial for child's physical freedom, promote independence, maintain personal hygiene, and reduce sickness due to diaper wet.

Older Prepper class (36 months old as of September) children must be potty trained before the school year starts.

FINANCIAL ARRANGEMENTS

A non-refundable registration fee and deposit must be paid at the time of enrollment in order to be accepted. The deposit will be credited to the last month's tuition only, No cash value. Thus when parent decides to leave the school, they must submit a written notification at least one month prior to the last day of the school.

Tuition and fees will not be adjusted due to cancelation of class, holidays, weather conditions, vacation or absences. There will be no make-up days for absence.

The tuition and deposit must be paid in full by the first day of the school. Payments must be paid in advance.

Tuition is sole income source to run our school. The payments received after the 5th day of the month will be charged an additional \$25 Late Payment Fee. If the tuition is 30 days overdue, cancellation of your child's enrollment may be necessary.

There is a \$25 fee for returned check for any reason.

VACATION Policy

One week (25% of the previous month tuition) vacation credit per family will be applied for the vacation week. The vacation period will be during July, August, December or January within calendar year. The vacation credit notification form must be submitted 1 month before the actual vacation date starts.

Vacation credit eligibility: at least 5 consecutive months attendance prior to vacation month.

Other than this vacation policy, there will be NO refunds or credits for student's absences, holidays or emergency school closing days due to inclement weather or power outage. If you take prolonged vacations more than one month, you must leave the security deposit for your child's place to be held your child's spot. Please talk to the director in advance for any absence.

CLOSING STATEMENT

All children are wrapped gift and all parents and teachers have privilege to enjoy them, and we also have great responsibility to help them grow in a right way.

One day, there will be exciting moments when they will unwrap and prove themselves to us.

Although children might not recognize our work, we could proudly say that our teachers and parents best effort will be the solid base of their lives.

Dear Parents, For this great commitment, let's work together.

Thank you so much for your continuing support.

Things to Bring on your "First Day of school" LIST – Toddlers & Preschoolers

Please prepare the following to school within the first week of enrollment, and

please make sure everything is labeled with your child's name

(including jacket, extra clothes, cups, bottles, snack containers and snack bag)

It is very important to keep your child's personal things safe and clean.

- 1) Family pictures
- 2) Seasonal change of clothes in a zipper bag (Shirt, pants, underwear, socks, hat(infant))
- 3) Nap time materials: No pillow, Blanket or sleeping bag, Bed sheet
- 4) Healthy Snack (No chocolate, No Peanut products, No candies, No gum..)
- 5) **Must bring own cup, spoon, fork and Empty lunch box with two components and lid -if your child order school lunch. We try to limit the disposable utensils and dishes to be Earth-friendly school.**
- 6) Indoor shoes, sandals with strips (no slippers)
- 7) Diapers and wipes (Enough for 2 weeks)

Things to Bring on the "First Day of school" LIST – Infant

- 1) Family pictures (mom and dad, possibly whoever might pick up your child)
- 2) Seasonal extra clothes: at least 2 pairs of Pants, shirts, socks, hat...

**Infant clothes list:

			
At least 2 inner Onesies	At least 2 layer body suit& pants	2 Swaddle Wrap for sleeping	Hat & mitten

- 3) Nap time materials: Fitted sheet for crib (No blanket during sleeping time by NJ state regulation)
- 4) Diapers and wipes for 2 weeks
- 5) Bottles for a day, spoons, formula, baby food, baby cereal powder etc..., pacifier(if needed)
(We will send used bottles, spoons and any containers back home every day, and parents will sterilize them)