

## **HOWLEY SCHOOL LLC PHILOSOPHY**

The Howley name has been associated with the learning process of children for more than sixty years. What we have learned is an inherent understanding of and sensitivity to what makes children tick. Our philosophy is based on active learning. It is our belief that the work of young children is play, and it is through play that children learn. Through active learning children are able to experience growth in the areas of language, cognitive, emotional, physical, and social development, which make up the whole child.

Our classrooms provide the environment for active learning and children are given the opportunity to work at their own pace and level to achieve a high level of self esteem and accomplishment. We want each child's experience to be filled with both challenging and rewarding experiences. The staff will help provide and maintain a classroom environment that is emotionally secured, supportive, and planned for independent growth.

**It is our goal to nurture each child in the areas of social, emotional, physical, and cognitive development that make the whole child. With the wide variety of materials used in the learning centers, children will be free to explore, experiment, communicate, and problem solve, which stimulates the learning process. Children will learn to assume responsibility and learn self discipline as well as a strong sense of self worth.**

It is important that parents and teachers work together to ensure the success of each child. There is no more efficient way to encourage preschoolers to adopt a humane posture that will blaze a trail to a successful school career.

Howley School LLC is an equal opportunity employer. Howley School LLC abides by the state and federal guidelines regarding equal opportunity employment.

## **LICENSING**

Howley School LLC is licensed by the State of New Jersey, Department of Children and Families and accredited by NAEYC (National Association for the Education of Young Children).

## **CALENDAR**

Our school calendar runs from September to August. The academic component runs from September to June. Wrap around includes 7:30 to 8:45am and 3:15 to 5:30pm, as well as extended wrap hours for the months of July and August. Howley School LLC follows the Trenton Board of Education calendar regarding closings and early dismissals. All parents/guardians are given a calendar regarding the closing and early dismissals and must sign that they have received the calendar. This sign in sheet will remain on file in the administrative office.

### **SNOW DAYS**

In case of inclement weather Howley School LLC follows the Trenton Board of Education for closings and delayed openings. Such announcements are posted on the Trenton Board of Education website, Howley School website and local radio stations and Comcast cable television channel 19. And the Board of Education weather alert hotline (609) 656-5444

### **EMERGENCY CLOSINGS**

**Cause for emergency closings include but are not limited to:**

- Severe weather
- Power outages lasting longer than two hours
- Water main break (flood)
- Terrorist attack
- Fire
- State declaration of emergency

Parents will be notified of the emergency by telephone using the emergency number provided on the registration form and will be asked to pick up their child within a half (1/2) hour of contact. If a parent or other authorized designee cannot or does not pick up the child within a half an hour the child will be removed from the danger on the premises and remain with the program administrator at the designated location until picked up. Parents will also be notified of alternative pick up location if the City of Trenton is in need of evacuation. This pick up location will be one of the surrounding townships such as Ewing, Hamilton, or Lawrenceville. Parents will be notified accordingly.

### **HOURS OF OPERATION**

Hours of operation are 7:30am to 5:30pm

Academic day 8:45am-3:15pm      Wrap Services 7:30-8:45am and 3:15pm-5:30pm

### **The Trenton Board of Education requires that your child be in school at 8:45 sharp.**

This is not a Howley School rule. If you have any questions regarding this rule, please call the Trenton Board of Education, Early Childhood Dept. We will now be required to pass along to the Board of Education the names of those parents who are constantly late.

We cannot emphasize enough the importance of your child arriving to school on time. Please remember we are **NOT** a daycare service, we are a preschool contracted and in partnership with the Board of Education to provide the necessary skills needed for your child to enter Kindergarten. We must follow the same curriculum and time schedule as that of the elementary schools. If your child is not present at the beginning of the academic component they are missing very important skills that are enforced throughout the day. Morning meeting/circle time begins at 9:00am. If you arrive after this time you will be asked to wait until 9:15am to enter the classroom.

**Also, we must stress that you do not ask any of the staff to sign your child into their designated classroom. This is your sole responsibility as their parent.**

#### **LATE FEES**

For any late pick-up there is charge of **\$25.00** for the first five minutes and \$1.00 for each additional minute thereafter.

#### **WRAP AROUND SERVICE CHARGE (co-pay)**

If you are interested in Wrap around services for your child, you will be required to fill out a **State of New Jersey Child Care and Early Education Service Eligibility Application**. Wrap service are from 7:30 am to 8:45 am for morning and from 3:15pm to 5:30pm for afternoon.

The information provided to Child Care Connection will determine whether your family qualifies for wrap and the amount of co-pay you are ***required*** to pay.

If you are required to pay co-pay, this amount needs to be paid to Howley School LLC by the first day of the preceding month of service (example: you would have to pay in September for October and so on).

Parents who do not qualify for wrap, but would like their child to participate in wrap around service, must pay the set amount to Howley School LLC.

Please be advised payment is based on enrollment not attendance. There will be no prorating or refunds if student is absent or does not attend the remainder of month paid.

#### **CELL PHONE USAGE**

There is to be no cell phone usage in the building at any time. Please turn off all cell phones before entering the building. Our staff needs your attention when dropping off and picking up your children. There may be important information that needs to be given and we need to speak to you without any unnecessary distractions.

#### **CHILD DROP OFF AND PICK UP**

Children must be dropped off and picked up by a parent or a person authorized by the parent/guardian who is **eighteen years of age or older**. This person must accompany the child to the classroom when arriving at the school, give the child to the care of the teacher or assistant, and sign the child in and /out on the classroom log.

On arrival the parent or authorized person must accompany the child into the school, remove and hang up any coats, hats, lunch boxes, backpacks, etc. Write the child's name, time arrived on the sign-in sheet, and sign their own name on the sign-in sheet in the child's classroom. Authorized person(s) must make sure the teacher or assistant knows the child is in the classroom.

On departure, the parent or authorized person must sign their name and departure time on the same line of the sign-in sheet. Check the child's cubby for any "take-home" papers, clothes, or bedding to be washed, etc.

### **TRANSPORTATION**

Parents or other authorized individual(s) transport children to and from the school each school day in their own vehicles or method of transportation. Howley School LLC offers no transportation other than school buses that are contracted for the sole purpose of taking the children on field trips.

### **SECURITY DOOR**

Our door is always open to parents, but not to strangers. EVERYONE must ring the red buzzer for admittance and explain the nature of their visit. All visitors will be escorted by a staff member to their destination. There is always a staff member present to insure the safety of the children.

### **POLICY ON THE RELEASE OF CHILDREN**

- See appendix of handbook

### **PASSWORD FOR ALTERNATE PICKUP**

Release of children to non-authorized persons is forbidden, unless the parents call to authorize the pickup, and identify themselves on the phone.

On file is written authorization from each child's parent/guardian to release the child to certain responsible adults when the parent/guardian cannot be here at dismissal time. Since the parent/guardian has pre-approved these people we will release the child to them, and if the person is not known to us we will ask for photo identification before releasing the child.

However, there may be emergency situations when neither the parent, nor one of these pre-approved adults can pick up the child, and the parent must send someone who is not on the authorized list. On these occasions, a phone call from the parent is required giving verbal authorization for the person arriving to pick up the child.

If parents must send someone who is not on their pre-approved list, they must call the school before dismissal time to authorize this person. They will be given a password to give to the person picking up the child. They will be asked the password and also asked to show identification before the child is released into their care.

## **INFORMATION TO PARENTS**

Under the provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:22). Every licensed Child Care center in New Jersey must provide to parents of enrolled children information concerning requirements for licensing. In keeping with this requirement, the school must secure every parent's signature, attesting to his or her receipt of the information.

The "Information to Parents" statement is included in each enrollment packet, and every parent must sign (on our Application Agreement) attesting to their receipt of this statement.

## **VISITORS AND OBSERVERS**

Only staff and parents have free access to the children at the school. All others will be escorted at all times by the Howley School LLC staff. Anyone wishing to observe children in classes must contact the Administrator for approval. Observations or interaction with individual children requires written permission from the parents.

## **WHAT TO BRING THE FIRST DAY**

Parents must provide:

- One full change of clothing along with 2 pairs of underwear
- One CRIB SIZE sheet and one small blanket for rest time. NO PILLOWS. These items will be returned each Friday for laundering to be returned Monday or the next day the child is in school.
- A small **nylon** bag to hold bedding and a small **canvas** bag to hold a change of clothes will be provided by Howley School. These bags are the property of Howley School and is not to be removed from the premises.

## **NAP/REST TIME**

The Department of Children and Families requires all children to have a nap of rest period. Howley School LLC provides a sleeping mat used for your child ONLY. Children who need added reassurance that they are safe may bring in a "security" item for naptime such as a small stuffed animal. This item is to be kept in the child's cubby and used only at nap/rest time.

## **DRESS CODE**

The Board of Education is promoting the use of uniforms in Early Childhood classrooms. We are suggesting parents dress their children in uniforms to get them acclimated to the Trenton public schools uniform mandate. However, parents who do not partake in the uniform promotion are asked to dress children in comfortable play clothes so that they can be part of all the activities without any worry. Dress children appropriately for the weather conditions. **Label all clothing and rest items with permanent marker.** Children should be able to remove their clothing easily, therefore NO belts, suspenders, overalls, or any other form of clothing that will frustrate the child as they try to use the bathroom facilities. NO open toed shoes are permitted. These will hinder a child from running with ease. These types of clothing will help develop independence and self-reliance. Howley School LLC is not responsible for any personal items such as but not limited to: clothing, jewelry, or bedding that is lost, stolen or damaged.

## **PERSONAL ITEMS**

Parents are requested to leave their child's toys at home. It is recognized that children may have a special toy that is very important to them on a particular day; therefore, the exception to this is "Show & Share" day. "Show & Share" items (on special days which will be posted by the child's teacher) include a special book, picture, or videotape relating to the weekly theme that can be shared with the class. These items must be in a bag that is labeled with the child's name (children often forget or don't recognize what is and isn't their own.)

## **BIRTHDAYS**

If parents wish to acknowledge their child's birthday at school, they are to provide store bought **mini (bite size)** cupcakes (12 in a package) ONLY. This acknowledgement of a child's birthday will take place during snack time in conjunction with the child's snack and juice (which was brought from home as part of lunch). No other decorations or activities will commence during this time. Parents will not need to be in attendance since this will only take a few minutes during the academic portion of the day. Teachers and students may sing the celebratory song "Happy Birthday" and continue with the academic events that are part of the lesson plan for that specific day. Due to strict guidelines from the Department of Agriculture Adult and Child Food Program if any cupcakes are larger than bite size they will not be served and will be returned to the parents.

\*Please be reminded cupcakes **MUST** be store bought for the purpose of being able to read all ingredients due to the severe allergies of some children.

## **HEALTH AND SICK POLICY**

In the event your child is absent from the Howley School LLC due to illness, we ask that you notify us that morning. Any contagious disease must be reported immediately and a doctor's note is required for your child to return to school. Please do not send your child to school if he/she is too sick to participate fully in our daily activities. If your child becomes ill during the school day, you will be notified immediately and you will need to pick up the child within ½ hour of the call.

## **INTERMEDIATE CARE AND EXCLUSION OF ILL CHILDREN**

Parents are called to pick up the child if he/she becomes ill at school. Sick children must remain at home until well enough to return. Children too sick to participate in the full program, including outside play, must be kept home. A child will not be permitted to school if a physician determines that a child's illness requires home care or the child needs to be admitted to a hospital for medical care and treatment or if the child poses a health risk to others.

Parents are called to pick up the child if the child displays any of the symptoms of illness listed:

- Acute diarrhea (2 instances in a school-day)
- Two (2) or more episodes of vomiting within 24 hours
- Elevated oral temperature of 101.5F or auxiliary (under the arm) temperature of 100.5F
- Sore throat, severe coughing, upper respiratory infection or acute cold
- Red eyes with discharge
- Skin rashes
- Weeping or bleeding lesions that has not been treated by a physician
- Blood in urine, swollen joints, or visible lymph nodes, or stiff neck
- Chicken pox, croup, scarlet fever, and other contagious diseases

Until parents arrive, ill children are removed from the general area of other children and await parent's arrival. Parents are expected to keep sick children out of the school unless written communication from a physician indicates the child poses no health risk to other children. Children absent due to a contagious disease will not be re-admitted to Howley School LLC without a signed statement from a physician indicating the child is no longer contagious.

If a child has any of the following communicable diseases, he/she will not be admitted to Howley School LLC until he/she presents no health risk to others.

### **Respiratory Illnesses**

### **Gastro-Intestinal Illnesses**

### **Contact Illnesses**

Chicken pox	Giardia Lamblia *	Impetigo
German Measles *	Hepatitis A*	Lice
Hemophilus Influenza*	Salmonella*	Scabies
Measles*	Shigella*	Ring Worm
Menigococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping cough*	* Reportable diseases, as required by N.J.A.C. 10:122-7.10(a)	

**\*\*Please see Medication Administration in Child Care Policy and Procedures in Appendix of handbook**

### **RE-ADMISSION OF SICK CHILDREN**

Sick children may not return to school until well, or unless they are taking medication that prevents the spread of illness. Children must meet the criteria listed below before returning to school:

- Fever... must be free of fever for 24 hours without the use of fever reducers such as; ( Tylenol, Motrin, etc)
- Upper respiratory Infection or acute cold... symptoms must have subsided, or you must provide a doctor's note indicating that the child does not pose threat of contagion to other children
- Diarrhea... the child may return 24 hours after diarrhea has stopped accompanied with a doctor's note
- Vomiting ... the child may return 24 hours after vomiting has stopped accompanied with a doctor's note
- Inflamed Eye or Discharge... the child may return only if he/she has a note from the doctor and/or prescribed eye drops to given (minimum of 24 hours)
- Skin Infection... will be re-admitted with a doctor's note and /or appropriate treatment under a physician's care
- Contagious Disease... will be re-admitted only with a doctor's note using the "*Medical Treatment Verification Form*" indicating the period of contagion has passed and the child poses no threat to others

**\*Please see appendix in back of handbook**

### **DISPENSING MEDICATION**

Designated trained staff members are the only persons authorized to administer medication. This will only occur with written instructions from parent and signed medical form from the physician.

For the safety and well being of the children, as a service to parents, and for Howley School LLC protection we will administer medication **ONLY** when it is in it's original container, labeled with the child's name, dosage, and times for giving the medicine is logged in the medication logbook and signed by the parent and accompanied with the medication form signed by the physician. These medication include but are not limited to any over the counter remedies as well as sunscreen, lotions, etc.

Medication may not be left over night at the school and must be brought in each day and placed in the classroom refrigerator or locked in the teacher's cabinet out of reach of children.

- **See appendix in back of handbook**

### **CONFIDENTIALITY**

All staff members are required to support the confidentiality policy. This policy includes information on families and children that is recorded on forms, or obtained by staff members during intake, interviews, home visits, conferences, meetings, or conversations with any parent/guardian or staff member is confidential and **MUST NOT BE RELEASED OR SHARED** with any other unauthorized person (including staff members outside the teacher/family classroom relationship). Information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information. Permanent records of children are stored in individual folders and locked in filing cabinets. No material is taken off site. Request for specific information from any person or agency about a child or family must be made in writing to the school Administrator. Written permission will be obtained from the parents before any information is given out, either in writing or in discussion. Parents may have copies of any written material provided to others, and may receive summaries of discussions held.

### **CHILD ABUSE REPORTING**

Any person 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 center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services Office if Child Abuse Control, Toll-Free at: 1-800-792-8610 or to any DYFS District Office. Such reports may be made anonymously.

### **INJURY REPORTS**

You will be notified by phone or note if there is an injury resulting in a bruising, bump or cut. A log of all injuries is in each classroom.

### **CHILD DISCIPLINE**

Any form of hitting, corporal punishment, abusive or harsh language, ridicule, humiliation, neglectful or frightening treatment is illegal, and is against our philosophy, and shall not be used by the staff of Howley School LLC under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or others. Removal of a child from the group for disciplinary or health reasons shall be to a location where visual supervision by staff shall be maintained.

Parents shall be notified in writing of each instance of unacceptable behavior on the part of their child. Parents are expected to work with the teacher to help the child express his/her feelings in a non-destructive manner. Unacceptable behavior consists of, but is not limited to: physical attacks on others, biting others, consistent disruption of classroom activities.

What this means in practice is that reason and understanding underlie our dealings with children. Generally, a teacher will take a child aside and speak to him/her about the unacceptable behavior, and utilize:

1. “redirection” of the child’s attention to another activity,
2. separation to reduce aggression,
3. “Let’s Work it Out Table” by asking the child to sit briefly with their classmate to discuss a resolution to the conflict. This is facilitated by the teacher.
4. removal if necessary to preserve classroom order (a supervisor may step in to assist).

Unacceptable behavior, which continues after these measures, has a high degree of intensity, or results in injury to other children, is cause for concern and intervention. A parent-teacher conference to enlist the parent’s assistance in working with their child is the next step, and, in some cases, outside professional assistance may be recommended. Our staff is able, by education and experience, to identify behavior which is causing a child to be unhappy, to participate at less than the usual level, or to be stressed. These symptoms ask for patience, understanding, and intervention, which is not punishing. It is always imperative that home and school cooperate with mutual goals and procedures.

\*Biting is a special concern and staff will follow *Methods for Dealing With Biting*

### **TOILET LEARNING GUIDELINES**

Children need not be toilet trained in order to attend Howley School LLC; however, children must be able to communicate with the staff when they need to use the bathroom. Parents must provide the necessary wipes, training pants and extra underpants during the toilet training process. Please remember we are here to assist parents, it is not our sole responsibility to potty train. All efforts to train the child should begin at home and should be reinforced at home on a daily basis for a successful outcome.

### **FIELD TRIPS**

Parents will be informed in advance of any field trips, outings or special events involving transportation of children away from the school, and written permission must be given. School buses are provided for carrying children to the field trip destination.

Before taking a field trip written consent forms must signed by the parents must be obtained. School bus drivers must provide proof of their licensure to drive a school bus and the school will keep a copy on file. Parents are encouraged to attend field trips as chaperones when needed. There will always be enough adults to provide adequate supervision of the children. Parents who are not chaperones can follow in their car and must pay the entry fee.

### **MEALS**

Parents are required to feed their child breakfast at home and send in lunch and snacks. A sandwich, fruit, 2 (100 %) juice boxes and 2 snacks are required. One (1) snack and 100 %juice box is for lunch and one (1) snack and 100 % juice box is for snack time .Children are provided opportunity to set the table, pour liquids and to serve themselves. Teachers will sit with the children as role models and engage in appropriate discussion. Children are not rushed through their meals, and are given enough time to socialize and digest their food. When serving and eating, proper health and safety practices must be followed.

### **INAPPROPRIATE BEHAVIOR AND CHILD REFFERAL**

If the child consistently exhibits developmental delays and/or inappropriate behavior, the classroom teacher will work with the family and appropriate school staff to review the circumstances and work out a plan of action taking into consideration the child, the family, the school, and the other children in the class.

## **WITHDRAWALS AND DIS-ENROLLMENT**

As part of the New Jersey State Abbott program each child is entitled to a full free public preschool education at Howley School LLC and the expectation is that each child is here each day to receive this education. As stated before, admittance is from 7:30 AM until 8:45 AM (if qualified for wrap services) when the educational program begins. It is expected that each child begin the educational day with us at 8:45 AM and end the educational day with us at 3:15 PM.

If a child is absent from our program for more than 10 consecutive days without medical excuse he/she will be dis-enrolled and his/her Abbott slot will be filled with another Abbott eligible child. If for any reason, you must withdraw your child from the Abbott program please provide the Howley School LLC with two (2) weeks advance notice, and a letter stating the reason for withdrawal. The exception to this is in emergency situations.

- **See appendix in back of handbook regarding expulsion ( per Office of Licensing)**

## **IMMUNIZATIONS AND EXEMPTIONS**

Howley School LLC requires the immunization of children against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health. It is required by NJ law that all three and four year-olds are required to have a flu immunization if they are participating in preschool.

## **OUTDOOR ACTIVITIES**

All gates including parking lot gate are to be closed at 9:00 and are to remain closed until 3:00pm. To ensure the safety of the children, the teacher from the classroom will check to see that all gates are securely closed, before allowing the children to proceed outside. There will be at least two staff members on the playground with children at all times.

## **CURRICULUM**

Howley School LLC follows The Creative Curriculum (Teaching Strategies Gold), which has been recommended by the Trenton Board of Education as the guide for Pre-Kindergarten. This curriculum recognizes the diversity of the student population. Therefore we also believe that developmentally appropriate suggested techniques and activities result in a realistic working guide to meet the needs of a multicultural student population.

The curriculum provides general guidelines through goals and objectives for the teachers to follow. Please note this curriculum is not a manual for teachers but a guide, it merely provides the framework in which a teacher must develop his/her plans according to their students individual needs. At all times our curriculum will consider the development and learning style of each child as an individual.

Our curriculum stresses hands-on child-initiated activities, which stimulate and encourage the development of language, cognitive, physical, emotional, and social skills. The curriculum is planned in advance and integrated in all areas of a child's development. To help work through the curriculum, our classrooms will be divided into various learning centers. A learning center is an area in the classroom, which contains a collection of activities, and materials to teach, reinforce, and or enrich a skill or concept. These centers and activities help children develop a healthy self-concept and a feeling of accomplishment. Below are a list of some of the learning centers and the learning experiences they can but are not limited to providing:

### **Science/ Math**

- Provides opportunities for a child to discover, explore, experiment, inquire, investigate, problem solve, and develop decision making skills
- Develop an awareness of the environment and human responsibility for its care
- Observe the properties of objects both living and non-living
- Develop and demonstrate an understanding of numbers
- Develop an understanding of patterns, relationships, and classification

### **Art**

- Provides an opportunity for the child to express his feelings about him/herself, home, and community.
- Develop fine motor skills, which are a pre-requisite for printing and writing activities
- Help build a positive self-concept
- Plan and work independently to create their own representation of art
- Develop an understanding of color, texture, shapes

### **Block Area**

- Develop social skills
- Increases child's understanding of mathematical skills (size, shape, space, measurement, etc)
- Develops gross motor
- Increases child's attention span
- Learn new vocabulary words such as: over, under, between, large, and small, etc.)

### **Housekeeping/ Dramatic Play**

- Develops social skills
- Learn acceptable social skills (sharing, taking turns, etc.)
- Development oral communication
- Help child learn about family and community helpers
- Help child learn that other people can think and feel differently about the same thing
- Learn about his/her own feelings and the world around them

### **Library**

- Help children learn how to care for books
- Increase verbal skills
- Develop listening skills
- Increase attention span by listening and re-telling stories
- Develops orderly thinking (sequence of story)

### **Table Time Toy Area**

- Provide an opportunity to use counting, matching, patterning, and classifying skills
- Help develop social skills (sharing and taking turns)
- Increases child's mathematical vocabulary language arts skills and concepts
- Promotes and understanding of left-right direction
- Increases development of fine motor skills
- Increases hand-eye coordination
- Provides experiences in problem solving activities.

### **Outdoor Activities**

- Helps promote the development of gross motor skills (running, jumping, climbing, etc.)
- To work with a group to achieve a common goal
- Fosters cooperative play
- Provides an opportunity to participate in science exploration and activities such as: planting a garden
- Promote social skills

## Computers

- Help develop social skills
- Increase hand-eye coordination
- Develop fine motor skills
- Provides experiences in problem solving activities

## PARENT/GUARDIAN CONFERENCES

Formal conferences are held twice a year. Developmental checklists and child portfolios will be discussed during those times, however, you are encouraged to speak with your child's teacher any time you have a question or concern.

## PARENT/GUARDIAN INVOLVEMENT

Howley School LLC encourages the participation of parents in the activities and operations of the school in the following areas:

## PARENT INVOLVEMENT POLICY

Howley School LLC encourages the participation of parents in the activities and operations of the school in the following areas:

**“Back to School” Night** – Parents must attend an evening at the school to meet with the staff for the purpose of sharing goals, review the parent handbook, recommendations, and concerns. This event is held one evening early in the new school year preferably the last week of September or the first week of October.

**Parent – Teacher Conferences-** Formal conferences will be held twice a year. Progress reports will be discussed as well as developmental progress of each child according to developmentally appropriate checklists. However, parents are encouraged to speak to their child's teacher at any time if there is a question or concern.

**Parent Bulletin Boards-** Each classroom will display and maintain a parent board containing current events, information and articles of interest to the parents, daily activities, monthly events occurring in the classroom, and or a classroom calendar.

**Parental Involvement-** Parents are encouraged to share any special talents or interests. Parents may be asked to assist at special events. Parents are always welcome in the school anytime.

**Field Trips –** Field Trips will be scheduled to various sites of interest, where parents are always welcomed as chaperones according to the availability and space permitted, and encouraged to attend with their child.

**Parent Handbook-** a compilation of our policies and procedures pertaining to the family rather than the staff.

**Individual Classroom Events –** parents are always welcome at any event or social function held within their child's classroom.

## **STAFF**

The Staff of Howley School LLC are certified and /or qualified according to the State of New Jersey's manual of Standards for Child Care Centers. All teachers hold a certificate in Early Childhood Education issued by the State of New Jersey Department of Education. Staff training is an on going process and is required of all staff members. Staff is trained in Infant, Child, and Adult CPR as well as First Aid. Physical examinations and tuberculin tests are required of all staff members.

## MANDATORY REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Howley School LLC are considered mandated reporters, under this law. The employees of Howley School LLC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behaviors, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Howley School LLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Howley School LLC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing related to size, cleanliness, season
- Transporting a child without appropriate child restraints (ex. car seats, seat belts, etc.)
- Dropping off or picking up the child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

# APPENDIX