



Family Handbook

Welcome!

We believe that partnering with families to grow happy,
well -rounded children who are prepared for a lifetime of learning and success.

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Lawrenceville Presbyterian Preschool

Contact Information

Location: Lawrenceville Presbyterian Preschool
2688 Main Street
Lawrenceville, New Jersey 08648

Phone: (609)-844-0022

Website: www.lawrencevillepreschool.com

Email Contact: Director director@lawrencevillepreschool.com

Our Mission is to provide enrichment and educational experiences in a Christian environment for children enrolled in Lawrenceville Presbyterian Preschool's programs. Lawrenceville Presbyterian Preschool (hereafter referred to as LPP) is an extension of the mission of the Presbyterian Church of Lawrenceville (hereafter referred to as PCOL).

Our Curriculum focuses on the optimal development of the whole child in an environment that fosters active exploration through play, nurturing relationships with teachers, and a high level of involvement between the program and families.

Our Objectives include fostering independence, responsibility, and self-esteem. We meet these objectives through implementing a developmentally appropriate curriculum. Our curriculum focuses on encouraging and supporting children's play to promote development in six areas: personal awareness, emotional well-being, cognition, communication, socialization, and perceptual-motor skills. Our curriculum supports our philosophy that children are active learners. We work with parents to develop a well-rounded child.

Our History and Values

Lawrenceville Presbyterian Preschool is a 501c3 non-profit licensed by the State of New Jersey. In 1961, parents and members of PCOL established the preschool. LPP's connection to the church remains integral to LPP's operation. LPP is a program of PCOL and receives support in its mission of creating and providing an enriched environment for children of the community. Though religious education is not a regular part of the curriculum, LPP provides a variety of occasional religious learning opportunities based not only on Christian teaching, but other religious perspectives as well, all of which emphasize respect for the individual child.

LPP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It

does not discriminate on the basis of race, color, national or ethnic origin, disability and sexual orientation in administration of its educational policies, admission policies and other school-administered programs.

GETTING INVOLVED

Enrollment

An application form for LPP can be obtained by contacting the school office. This form is available in the first week of January of the year the child will enroll. The application is to be submitted with a nonrefundable \$50 application fee.

Enrollment priority is as follows:

1. Any child having been enrolled may continue for an additional year if all commitments are met
2. Siblings of current LPP students /Children of PCOL members
3. Siblings of previously enrolled LPP students
4. New children

Tuition

LPP is a non-profit, 501(c)(3) organization. Tuition fees cover LPP's fixed costs, which include, but are not limited to, staff salaries, rent, equipment, maintenance and repairs, and classroom and cleaning supplies.

Tuition will be due the first of each month, from September until May. There will be a one-week grace period for late tuition. A \$25.00 fee will be imposed if payment is not made by the 7th of the month. If a family anticipates a late tuition payment, please contact the Director in advance to work out a payment schedule. If tuition remains unpaid past the 15th of the month, a meeting with the Director will be required.

Failure to make payment within 45 days without a payment plan in place will result in suspension of your child's attendance from LPP until payment is received.

Tuition is final approved by the LPP Executive Board annually in September. Tuition can be paid monthly, in three payments, or in full. Please discuss any special arrangements and/or concerns with the Director.

\$300 Cooperative Commitment Deposit

The cooperative nature of LPP is what makes our school a unique and special place. This deposit will be returned in full at the time a family graduates from the school, if all financial and volunteer obligations have been satisfied.

The deposit is allocated as follows:

- \$150 HELPING PARENT PORTION: working as a *helping parent approximately one morning per month.
- \$75 COMMITTEE PORTION: At least one parent actively serves as a member of a committee.
- \$75 FUNDRAISING PORTION: Active participation in both the Fall and Spring fundraising events.

PLEASE NOTE: YOUR FAMILY ALWAYS HAS THE OPTION OF FORFEITING A PORTION OF YOUR DEPOSIT IN LIEU OF COMPLETING THE ABOVE REQUIREMENTS.

Helping Parent Commitment

A unique feature of LPP is our "Helping Parent" classroom commitment. We expect designated family members to serve as assistants in our classrooms about once per month, which is scheduled around parents' individual day/date requirements. This provides families with opportunities to be directly involved in their children's education. Family members benefit from the opportunity to observe our highly qualified, professional teachers interact with the preschool children, as well as how their children relate to classmates. This creates special educational experience for the whole family. Family members develop and utilize skills necessary to help children play, work, and grow. This structure allows LPP to focus on the whole child, which, in turn, affects the whole family positively.

Parent Committees

Fundraising

- Generate ideas and manage two events during the school year, with a goal to raise \$2000-\$3000 for the school and other designated charitable organizations. Monies raised will be allocated at the discretion of the LPP Executive Board, for example, to the scholarship fund or to other special projects to benefit the children of LPP into the future.

Classroom Support

- Assisting teachers in occasional classroom celebrations and projects
- Periodic cleaning of classrooms and toys
- Assist Fundraising Committee in Fall and Spring fundraising events.

Maintenance

- Provide regular grounds maintenance (weeding, raking mulch, general clean-up)
- Other repairs or projects inside or outside, as needed.
- Assist Fundraising Committee in Fall and Spring fundraising events.

Social Events / Mission Projects

- Plan and carry out at least two social events for parents during the school year.

- Manage refreshments for school events where families gather.
- Coordinate LPP participation with the PCOL (the church) Children's Ministry mission projects, and/or seek other outreach projects for LPP family involvement during the school year.
- Assist Fundraising Committee in Fall and Spring fundraising events.

Fundraising

We ask parents to participate in fundraisers for items tuition does not cover. This might include new classroom equipment, special events or projects, and facility improvement. LPP's goal is to raise enough money to continue making improvements to the school environment in addition to covering day-to-day operating costs.

Volunteer Opportunities

There are a number of opportunities for parents to be actively involved by volunteering their time and talents in addition to committee responsibilities and helping parent days. We welcome your suggestions and offering of skills and talents to provide extra enrichment for the children and to support the work of the teachers and the director. Parents are asked to complete an interest survey in order to learn about individual background, interests and skills.

SCHOOL PROCEDURES

Arrival and Dismissal

Local fire regulations mandate that parents park cars in the parking lot on the north side of PCOL when bringing children to school. Please note that the church drive is one way and the entrance is on the south side of the church.

School begins at 9:00 a.m. Please sign your initials and the time on the SIGN-IN/OUT form upon arrival and at dismissal. It is a state requirement that we maintain this record of attendance. Parents should accompany children to their assigned classrooms. Parents should limit their time in the classroom at drop-off, as it can become noisy and overwhelming to small children when too many adults are present.

If your child is going to be absent, please email the director or call the office at (609) 844-0022 to leave a message so the teachers know who to expect in class.

Students are dismissed at 12:00 noon from the playground or (in case of inclement weather) from the lobby. Parents should follow procedures for the car line, or park and walk to the playground gate for dismissal at 12:00 noon. Please be prompt. If a parent or guardian is **habitually** late in picking up a child, the Director will notify the family in writing, and a fee of \$10 will be charged for each subsequent late pick-up.

For safety and liability reasons, parents are responsible for monitoring their own children while they are in the Fellowship Center (gym), hallways and outdoor area before and after dismissal. Please be courteous to the many other users of the church building.

Attendance:

Your tuition is a yearly amount which covers the number of days per week you have chosen. The yearly tuition is broken into monthly payments. This is not calculated to pay for a specified number of days per year. Unfortunately if your child is home sick, traveling or we have a day off in a week, your child does not make up the missed day. If your child will be absent, please contact the director.

Security and Screening of Classroom Volunteers

All classroom volunteers are required to undergo a Megan's Law background check for previous sexual offender convictions. In addition, each parent who volunteers in the classroom will be asked to submit **two personal character references**.

Guidelines for Helping Parents:

- Promptly arrive at 9 am. This allows you to talk with the teachers, receive special instructions, and ask any questions you may have.
- Supply snacks for the children in your child's class.
- Have a discussion with your child so that he/she understands your role in their classroom. It is not always easy for young children to share their parent with others.
- Please do not bring other children to school (exception given for an infant in a car seat or baby carrier) while working in the classroom or on field trips. Please schedule care for other children accordingly.

Substitution Procedure

If you find the need to switch your Helping Parent Day, please ask other parents to trade dates, and/or contact the Director with at least 24 hours notice. Let the teachers and the Director know if you make a trade so calendars can be updated.

Snacks

Each day, we would like to serve a dry snack and a fruit. We are asking each family to sign up to supply a dry snack and give \$5 for the teachers to purchase a fresh fruit for the week. On your Helping Parent day you can provide a special snack - we have a suggested list we will share with Helping Parent Info. Children should bring a water bottle each day. Cookies, cupcakes and other sweets are reserved for special celebrations.

Birthdays

Children enjoy sharing birthdays with classmates. We ask that birthday celebrations be kept low-key--please do not send party favors. If you would like to bring a special snack for the class, please contact your child's teacher. If you wish to distribute party invitations at school, please invite the entire class.

Classroom Guidelines and Expectations for Helping Parents

1. Children should be spoken to in a respectful, calm voice. Follow the teacher's lead when intervention or redirection of children seems necessary.
2. Supervise free play, while allowing children to develop their own play schemes.
3. When on the playground, the Helping Parent plays an important role in helping to monitoring safety. Ask the teachers for guidance about where and what to monitor.
4. Offer help when needed, but allow children to work through frustrations and encourage as much autonomy as possible.
5. Art projects are always "process, not product" at this developmental stage. There is not a "correct" way to create art.
6. Avoid engaging in adult conversations with the teachers or other parents while you are serving as Helping Parent.
7. Avoid speaking about children in their presence or in the presence of others. Each child deserves respect and confidentiality.
8. Feel free to sit with the children and engage and participate in physical interaction. The children will just be happy that you are there.
9. If there is anything you do not understand, please ask the teacher.
10. If you take photographs of children other than your own, **it is your responsibility to follow parents' directives (ask the Director for this information) about social media posting. All photos must be permanently deleted from your phone/camera once children are no longer enrolled at LPP.**

GENERAL INFORMATION

Records/Confidentiality

Records collected and maintained by LPP concerning health, safety, and education of students will be held in strict confidence. Copies of records will be released to parents/guardians upon request. All staff and volunteers will refrain from discussing children and families with or in the presence of other children and families.

Licensing and Insurance Information

Lawrenceville Presbyterian Preschool is licensed by New Jersey Department of Children and Families to serve 60 children in each session, age 2.5 - 6 years (with special provision to include up to 5 children under 2.5). The Preschool is a state-licensed facility and has obtained all coverage that is required by the state of New Jersey.

Diapers

We do not require children to be toilet trained. We are committed to meeting the needs of each child at his/her own particular stage of development in mastery of toilet use. Teachers will take children out of the classroom to the changing table in the bathroom on the entrance lobby level.

Clothing

All clothing worn by children should be easy for them to manage, and allow for active and possibly messy play. Please label all clothing. If possible, have children wear shoes with Velcro closures, or slip-ons they can manage themselves. Some children love to remove their shoes on the playground, which we are happy to allow, if they can manage putting them off and on. In the winter, please send your child with boots, snow pants, a hat, and mittens. Children play outside even when snow is on the ground.

Backpacks

Please send a backpack (labeled with your child's name) with your child each day. This bag should be roomy enough to carry projects, notices, and a change of clothes. During hot weather, please send a water bottle labeled with your child's name. Please check your child's bag daily for any notices.

Toys, Pacifiers and Sippy Cups

Toys from home are discouraged. Comfort toys or blankets can accompany a child if necessary. If toys are brought to school, children will keep them in their backpack or cubby. NJ Licensing requires that we do not permit children to have pacifiers or sippy cups while walking or running.

Visiting the Classroom

Parents of enrolled children may visit LPP at any time without securing prior approval from the Director or teachers. If a non-parent visitor would like to visit the school, s/he or must be accompanied by a screened parent, or obtain permission from the Director prior to visiting. This policy protects our students and maintains a peaceful classroom environment.

Family and School Communication

You will receive emails highlighting upcoming events, as well as reminders to consult the website for updates. The LPP school newsletter is emailed periodically to keep families informed of upcoming events, policy and procedures information, and recent program events. If you do not receive email or do not have Internet access, please make arrangements with your child's teacher for printed copies of notices.

Conferences

Parent-teacher conferences are scheduled twice during the year. Sign-up is done online. Teachers are available for conferences by appointment any time a parent requests. If a teacher requests an additional conference, a parent must attend.

School Closings and Delayed Openings

When Lawrence Township Public Schools (LTPS) are closed due to inclement weather, LPP will also be closed. When LTPS has a delayed opening, LPP will delay opening until **10:00 a.m.** Dismissal time will remain 12:00 noon. Closings and delayed openings for LTPS are announced on the LTPS website—www.ltps.org.

Information to Parents

Our center is required to secure every parent's signature attesting to his/her receipt of this 'Information to Parents' document. You will receive a Parent Signature Form. Additional copies of this document are maintained on file at our center. If, for whatever reason, you wish to secure an additional copy of this document please see a staff member.

POLICIES

LPP Policy on Screen Time in School

The children engage in active, hands-on learning through play while attending our program. Our school does not own a TV or flatscreen, and it is our policy to not use screen time in any part of our programs. Teachers or helping parents may occasionally use a smartphone or tablet for children to view short, informational videos relevant to classroom projects or inquiries directed by the children.

Social Media Policy for Staff and Parents

Parents and staff are permitted to take photographs or videos of children in the school. These may only be shared privately among friends and on the private LPP Parents Facebook page. Any public posting on social media is permitted only with parents' permission (as indicated on the signed Permissions form in each child's file). All photos and videos on personal staff phones, tablets or cameras are to be permanently deleted at the end of the school year. Parents, likewise, will permanently delete photos or videos of children other than their own, except with permission of other parents, when the children are no longer enrolled at LPP.

Parent Notification Policy

During school hours if we need to reach you urgently, we will text or phone your listed mobile number(s). Other communication will usually be via email. If your child receives a head injury at school, we will notify you immediately by phone and/or text.

Discipline Policy

1. We recognize that each child has individual abilities, needs, and orientations for learning.
2. Acceptable behavior will be stressed by a positive approach, action, and language.
3. Standards and limits will be upheld so individuals will have freedom and rights within the group.
4. Guidance is needed to achieve self-direction and self-control.
5. Basic human values such as trust, respect, honesty, and caring interactions with others will be nurtured.
6. We will help children appropriately express their thoughts, feelings, and emotions.
7. The classroom atmosphere will be one of acceptance, tolerance, and patience.
8. We feel that touching a child can provide security, a feeling of accomplishment or help him or her refrain from an undesirable act.
9. Independent behavior, work habits, and decision-making will be encouraged.
10. A time of renewal for the child may be provided by temporary exclusion from group or activity.
11. Daily conversations, conferences and newsletters will maintain close contact with parents.
12. Each adult in the cooperative classroom shares the responsibility for classroom behavior.
13. We will stress the importance of the home and school providing structure and accountability so that children can take responsibility for their choices and actions
14. We will not use corporal punishment, abusive language, frightening treatment, withholding food or emotional responses, withholding active play, nor will we make a child stay silent for a lengthy period of time. We will not discipline a child for failing to eat, sleep or for soiling him/herself.

Policy on the Inclusion of Children with Special Needs

LPP is committed to serving the community and the whole population of young children. If a child with special needs were to enroll, the preschool would make every effort to accommodate the needs of the child, including special training for staff, working with parents to provide additional care-giver support in the classroom, and making appropriate physical adjustments to the classroom and playground.

Policy on the Release of Children

- A. Each child may be released only to the child's custodial parent(s), or person(s) authorized by the custodial parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. The provision that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release must be made in writing. This authorization, including name, address, and phone number, shall be maintained in the file. If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy on file.
- B. Written procedures to be followed by staff members if the parent(s), as specified in section A above, fails to pick up a child at the time of the center's daily closing are as follows:
 - 1. The child is supervised at all times;
 - 2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
 - 3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/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(s) 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) is able to pick up the child.
- C. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) 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 are as follows:
 - 1. The child may not be released to such an impaired individual;
 - 2. Staff members attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s); and
 - 3. If the center is unable to make alternative arrangements, as noted in section A 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.

Policy on Dispensing Medication and the Provision of Healthcare

Lawrenceville Presbyterian Preschool will provide reasonable accommodations for the administration of medication or health care procedures to a child with special health care 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 center.

All parents must sign the Health Emergency Instructions form to allow staff to contact professional care, should an injury or other health concern warrant it. The Director or staff member shall be designated as the only persons authorized and instructed to administer prescription medication or health care procedures at the school.

Any prescription medication or health care equipment:

- shall be supplied by the parent of the child with special health care needs.
- shall be administered/used at school only upon completion of the Health Emergency Instructions form by the child's parent/guardian.
- shall only be used by designated staff members as described above
- shall be stored either in a locked cabinet or in an area that is not accessible to children.
- must be prescribed specifically for the child, and stored in its original container labeled with the child's name, the name and expiration date of the medication, the date it was prescribed or updated, and directions for administration.

Though the LPP staff has been certified in First Aid and Infant/Child CPR, it is still required that the parent of a child with special health care needs instruct the staff on the use of any health care device (such as a blood glucose monitor, inhaler, epinephrine pen, etc.) before such a health care device may be administered by the staff.

Policy on Management of Communicable Diseases

Each family must maintain up-to-date health and vaccination records on all children attending LPP. This information must be given to the Director before the start of school in September. Please be advised that these records are required by the State and must be in our files in order for your child to be admitted to class. In addition, health forms and TB test results for the staff must also be kept. All children are required by the state of New Jersey to have a flu shot administered sometime between September 1 and January 1.

Sick Children

Do not bring a sick child to school under any circumstances!

Sometimes a child does not exhibit any of the symptoms listed below, but he/she may appear tired, listless, or irritable. In this case, it is preferable for the child to remain home and recover. A child who is not feeling well cannot readily join in the school activities and feels even worse.

A child is considered sick when he/she:

- has not felt well the night before school or on the day of school. Keep the child at home as a general precaution.
- has a fresh cold (under 3 days)
- has a fever. Wait until the child's temperature has returned to normal for **at least 24 hrs.** without use of fever-reducing medication.
- has experienced nausea and/or vomiting. Wait at least 24 hrs. until these symptoms have abated.
- has experienced diarrhea. Wait until the child has at least one normal bowel movement.

If a child shows any of these symptoms while at school, he/she will be removed from the classroom and placed in a separate area with supervision until the parent/emergency contact arrives to take them home:

- | | |
|------------------------------------|---|
| • Ear infection | • Skin lesions that are weeping or bleeding |
| • Temperature of 101.5 Fahrenheit | • Red eyes with discharge. |
| • Acute diarrhea | • Skin rashes lasting longer than 24 hours |
| • Sore throat or severe coughing | • Yellow eyes or jaundiced skin |
| • Stiff neck | • Visibly enlarged lymph nodes |
| • Difficult or rapid breathing | • Episodes of acute vomiting |
| • Blood in urine | • Severe pain or discomfort |
| • Infected, untreated skin patches | |
| • Swollen joints | |

Once the child is symptom-free, or has a doctor's note stating that s/he no longer poses a serious health risk to himself/herself or others, s/he may return to the school.

LPP will follow the health requirements as stated in the Child Care Manual regarding excludable communicable diseases. A child who contracts any of the following diseases may not return to school without a physician's note stating that s/he presents no risk to himself/herself or others:

Respiratory Illnesses

Chicken Pox**
 German Measles*
 Haemophilus Influenzae*
 Measles*
 Meningococcus*
 Mumps*
 Strep Throat
 Tuberculosis*

Whooping Cough*

Gastrointestinal Illnesses

Giardia Lamblia*
 Hepatitis A*
 Salmonella*
 Shigella*
 Campylobacter*
 Escherichia Coli*

Strep Throat
 Tuberculosis*
 Whooping Cough*

Contact Illnesses

Impetigo
 Lice
 Scabies
 Shingles

*Reportable diseases that will be reported to the Health Department by the center.

****Note:** If your child has Chicken Pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child is exposed to any excludable disease at the center, parents will be notified in writing. The New Jersey State Department of Health requires the school to report communicable diseases within 24 hours to the County Health Department. If your child gets any type of disease, report it immediately to the director or the teacher. The director or teacher will need the following information when you call: child's name, sex, address, phone number, doctor, disease, onset date, and, if pertinent, immunization history.

Policy on the Expulsion of Children from Enrollment

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

Actions Taken to Prevent Expulsion

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion

- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team

Schedule of Expulsion

If, after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety)
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center

A Child will not be expelled:

- If a child's parent has made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845), reported abuse or neglect occurring at the center (1-877-NJ ABUSE) (1-877-652-2873), or questioned the center regarding policies and procedures
- Without giving the parent an adequate amount of time to make other child care arrangements.

Grievance Policy for Families

If the parents/guardians have a grievance the following procedure has been established so the concerns can be properly addressed. A grievance is defined as a statement alleging a violation of the policies of LPP.

A grieved person will first attempt to resolve the issue informally by discussing it with the child's teacher. If that approach does not end in a satisfactory solution the grievance must then be put in writing and submitted to the Director who will schedule a meeting with the grieved person within 6 school days. If the grieved person is not satisfied with the response the grievance should be brought to the Board. In cases where a grievance

should not be addressed by the staff, Director and/or Board, a third party will be consulted.

Termination of Enrollment by the Family

When the parents/guardians decide to terminate enrollment in the preschool, one month written notice to the Director is required. We recognize LPP may not be appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will discuss this with the parents/guardians to determine the cause. Sometimes we are able to make adjustments. If this is not possible or satisfactory, the parents/guardians and/or the program may choose to terminate enrollment on a timeline that is in the child's best interest. Refer to tuition section of the Family Handbook for questions regarding withdrawal.

Termination of Enrollment by the Preschool

As stated previously, the child's adjustment to the program and the appropriateness of the program for an individual child may cause concern for the child's well-being. If the staff does not feel that it is meeting the child's needs, we reserve the right to terminate enrollment on a timeline that is in the best interest of the child. The program also reserves the right to terminate enrollment if a parent/guardian actions and behaviors are inappropriate.

Safety, Emergencies, and Evacuation Procedures

The locking steel entrance door will remain closed and locked during preschool hours.

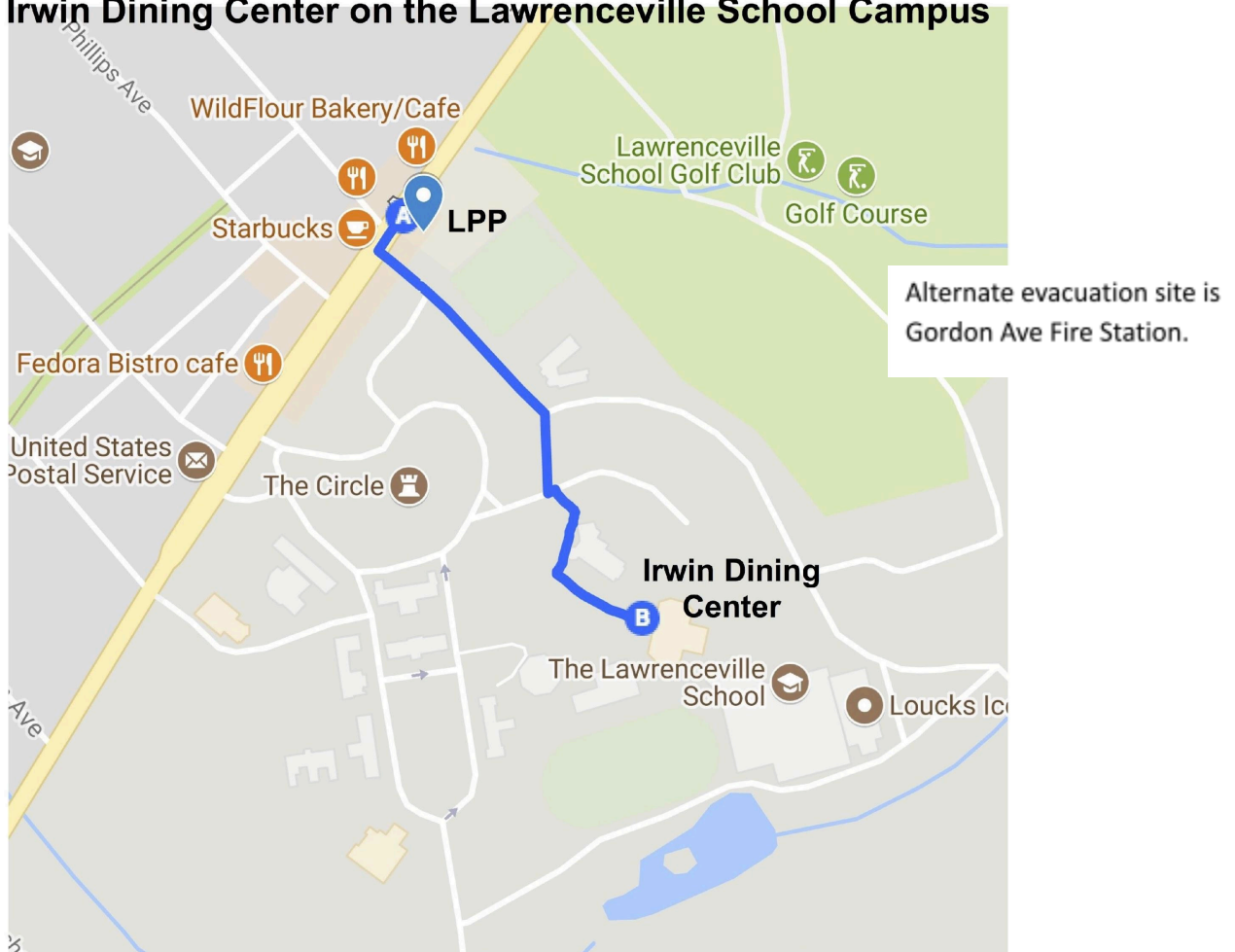
In any situation requiring you to come early to get your child, of course you may pick up your child at any time. When you arrive at school, please go to the Director's office first. If a staff member is not available, please call the teacher out of the classroom to talk.

In the event of an emergency, we will keep the children in the classrooms and maintain the normal routine as much as possible. If we need to evacuate the school building, we will go outside and stay in the playground gazebo. If we need to evacuate the school and the playground, we will walk the children to the Irwin Dining Center on The Lawrenceville School campus. Our alternate evacuation site is the Gordon Street Fire Station.

Our interest, as always, is in the safety and care of the children. Please remember that we will be trying to maintain a normal routine that will keep the children from becoming frightened. So, please be mindful when talking in front of or around any child about any frightening events.

If you have any further questions or concerns, you may speak to the Director.

LPPreschool Emergency Evacuation Walking Route to Irwin Dining Center on the Lawrenceville School Campus



Driving Directions to Irwin Dining Center

***From Northbound Rt. 206**

If you are approaching The Lawrenceville School from Rt.206 North, make a right turn into the school entrance immediately before the nursery school entrance by the Gordon Ave. traffic light. Proceed past the security booth. Bear to the right at the split (tennis courts are on the left).

***From Southbound Rt. 206**

If you are approaching The Lawrenceville School from Rt. 206 South, it is important to note that the left turn into the campus, just after the entrance to the nursery school across from Gordon Ave., is an illegal left turn. You may either turn around somewhere to approach the school from the northbound side of Rt. 206 and follow the above directions

In the event that we need to contact parents, we will call your cell phones, then work numbers, and then we will call the people on your child's emergency form. Please keep all information up to date.

All LPP Forms:

- Application
- Contract
- Permissions
- Universal Child Health Record/Immunization Records
- Family Background Information
- Emergency Contacts/Release
- Alternate Transportation
- Parent Receipt of Information (Parent Handbook)

