



Collegiate School Pre-Kindergarten

Parent Handbook

Updated 2025

“KISS AND GO” POLICY

We understand how hard the first few days/weeks of school can be on a parent and their child. We want to ensure you that your child’s safety, well-being, and happiness are a top priority. It is in the best interest of your child when dropping them off at the door that you give them a kiss, a hug and send them on their way. Parents are always free to call throughout the day to check on their child.

Parking Policy

When dropping off/picking up your child from school do NOT block any driveways or the street! Be mindful of our neighbors and always be aware of parents and children coming and going from school!

Drop off should not take more than 5 minutes

***DO NOT PARK IN FRONT OF THE PLANTERS, THIS IS FOR EVERYONE'S SAFETY!**

***NEVER LEAVE YOUR CHILD IN THE CAR OR YOUR CAR RUNNING UNATTENDED**

Department of Children and Families

Office of Licensing

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information to Parents/May 2019 Page 2 of 2 investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone 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 State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292- 0422 or go to www.state.nj.us/dcf/.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

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 person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

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 alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

EXPULSION POLICY

NAME OF CENTER: COLLEGIATE SCHOOL-NEW BEGINNINGS

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 expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

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.
- Verbal abuse to staff.
- Other (explain)

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.
- Other (explain)

SCHEDULE OF EXPULSION:

If 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 and 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 sufficient time to seek alternate childcare (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 PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other childcare arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

Collegiate School Parent Visitation Policy

Our classrooms are full of children actively learning. Children feel safe and thrive best when engaged in a daily routine. Here at Collegiate School, we welcome and encourage parent participation in our classrooms. We ask that you schedule a visitation ahead of time so our teachers and staff can prepare the students for your visit. You may contact the office and your child's teacher via email, Class Dojo, or call the office: 973-777-1714, and speak with the office to schedule a time that works best for our students and yourself.

All visitors must sign in upon arrival and must be escorted to and from the classroom. We encourage parents to read to the class and/or talk about their profession. Visits are limited to no more than 30 minutes.

*Be aware that certain days and times when visitations are not possible and out of our control

PARENT VISITATION UPDATE EFFECTIVE SEPTEMBER 1, 2023

Parents may visit their child's classroom beginning in November 2023 for book readings and career visits in the afternoons as long as it does not disrupt the class, students, or school. As always, visits must be made at least 2 weeks in advance and must be approved by the Director.

Dear Parents,

When deciding on a pre-school for your child, you should know that by selecting Collegiate School-New Beginnings, you are making the choice to place your child in a State Licensed Private Institution. Collegiate School is a Private Provider with working the Passaic Board of Education.

Please know that the Passaic Board of Education has their own Public Preschool Program with their own policies.

We are a small, tight knit school community and regard our families with the utmost respect. We ask that if you do choose Collegiate School-New Beginnings as your child's first early learning experience, that you become familiar with our policies and follow all Collegiate School-New Beginnings' rules. To promote a respectful relationship between parents and staff, all concerns should be addressed within Collegiate School-New Beginnings' boundaries.

_____ **Parent Initials and Date**

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled in our center, with this informational statement:

“Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters.”

It is the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline: 1-877-NJ-ABUSE.

Please read the statement carefully and, if you have any questions please feel free to call the Director at: 973-777-1714

Sincerely,

Paula G. Steele-Director

**Parent Receipt of Collegiate School Information to Parents
Statement**

*Please complete and return this page to the center (Print
clearly)*

Name of Child: _____

Name of Parent(s): _____

By signing I agree to the following:

*I have read and received a copy of the Information to Parents Statement
prepared by the Office of Licensing, Child Care & Youth Residential
Licensing, in the Department of Children and Families:*

Signature: _____ **Date:** _____

Policy For the Resolution of Parent Conflicts

The quality of your child's experience at Collegiate School-New Beginnings depends on a positive working relationship between the school and home. Your compliance with our policies and procedures is important in maintaining a cooperative relationship.

The school is aware that at times there will be disagreements or misunderstandings about certain issues. We also know that there may be parent concerns regarding classroom management. We hope that these concerns can be resolved within the boundaries of the school in a friendly and mutually respectful manner.

Parents Should Make Every Effort to Follow These Guidelines:

- Parents should first try to resolve conflicts/concerns directly with the individual staff member or members involved in the situation
- If this process is not resolved, we then ask parents to speak with the Head Teacher AND Family Worker.
- If that course of action does not resolve the conflict or concern, then the parent should request a meeting with the Director.
- The Director, Head Teacher, and Parent Advisory Board will discuss the matter in an effort to resolve the conflict in the friendliest manner possible.

The administration is working with the faculty to ensure that all children will be provided with an excellent educational environment. One way to help provide that environment is to establish student behavior expectations.

Our school-wide discipline policy establishes meaningful rules that focus on respect for others, respect for property, and being safe. In addition, each teacher has specific classroom procedures that have been developed with the students.

Rules for Enjoying School at Collegiate New Beginnings:

1. Be safe and keep others safe
2. Be respectful to yourself and others
3. Be a good learner and listener
4. Be responsible
5. Be honest
6. Be part of the classroom and share with others

Improper Behavior

1. No biting/hitting/ spitting
2. No fighting/ swearing
3. No hair pulling
4. No improper physical contact

Rules are meant to provide students with principles for guiding their behavior. We share common expectations, which are given in common language with common consequences.

Consequences For Breaking the Rules:

1. Verbal reminders throughout the day
2. High/Scope conflict resolution strategies
3. Parent conferences scheduled with teacher, director and family worker.

PARENTS WILL BE NOTIFIED IMMEDIATELY IF A SEVERE OFFENSE
(FIGHTING OR BITING)

Sincerely,

Collegiate School

Teacher Signature: _____ Date: _____

Parent Signature: _____ Date: _____

TIPS FOR KEEPING YOUR CHILD HEALTHY

You must keep your child home for any of the following:

1. Illness during the night or in the morning before school
2. Fever (Your child must be fever-free without medicine for 24 hours)
3. Vomiting, headache, stomach-ache, cramps or diarrhea
4. A rash on their face/body
5. Severe cough due to cold or sore throat
6. Inflamed itchy eyes with discharge
7. Head lice and/or nits
8. The Flu (doctor's note is mandatory)
9. Covid-19 (doctor's note is mandatory)

REMEMBER

*****A sick child cannot function properly in a classroom. The spread of disease can be contained if sick children are kept home*****

NOTIFY SCHOOL IF:

1. Your child is going to be absent: 973-777-1714 or email your child's teacher or the office at: collegiate.school@yahoo.com
2. Symptoms of communicable disease are present (rash, swollen glands, etc.)
3. Your child is hospitalized
4. You need to have your child dismissed early for a doctor's appointment
5. You or someone in your immediate family has been in contact with another person who has COVID-19

OBTAIN A DOCTOR'S NOTE IF:

1. Your child has received an examination or vaccine
2. Your child is absent for more than 3 consecutive days or more due to an illness or injury
3. Your child has a communicable disease (ex. Covid-19, the flu, measles, etc.)
4. Your child has an unidentified rash or nuisance disease such as impetigo, scabies, bed bugs, poison ivy or head lice or nits
5. Your child has a medical condition we should be aware of (diabetes, heart issues, asthma, etc.)
6. Your child is unable to participate in certain activities due to illness or injury

REMEMBER TO NOTIFY SCHOOL IF THERE IS A CHANGE OF ADDRESS OR TELEPHONE NUMBER. SCHOOL MUST BE ABLE TO CONTACT YOU IN CASE OF AN EMERGENCY

January 2024

Collegiate School's Absenteeism Policy

*When a child is absent from school for more than 3 days for sickness, a doctor's note must be presented to the school in order for the child to return.

*It is the parent's responsibility to notify school and their child's teacher if their child will be out for the day

*Collegiate School will call a child's parents after one day of being absent from school

*If a child will be out for more than 3 days due to a family trip/vacation then the parents must send a letter to school stating the days that the child will be absent and when they will return

*Parents must notify school if their child is out due to a contagious illness (i.e covid, flu, strep, pink eye, lice, norovirus, hand-foot-mouth disease, fifth disease, etc.)

**Technology and Social Media Policy for
Collegiate School
For Parents**

<i>Use of Social Networking and/or other Websites:</i>	
Our center uses the following social media/ networking and/or other websites:	
Center Website	Facebook
Google Classroom	Class Dojo
YouTube	
Parents' Guidelines for conduct on center social networking and/or other websites:	
<input type="checkbox"/>	Posting of photographs or videos of children, other than your own, is prohibited, including, but not limited to photographs or videos obtained through hand held devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission.
<input type="checkbox"/>	ANY breaches of the center's Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.
<input type="checkbox"/>	General center information/updates may be posted with prior approval from the director.
<input type="checkbox"/>	Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously children/family information is prohibited
<input type="checkbox"/>	Maintain professional boundaries in the use of electronic media. Social Networking/Media parent/staff relationships are limited to center sites or approved devices only
<input type="checkbox"/>	Staff/parent communication is limited to Collegiate School-New Beginnings
<input type="checkbox"/>	Staff/parent communication is limited to Collegiate School-New Beginnings' Google Classroom and any approved site by the director.
<input type="checkbox"/>	Use of social media/networking and/or other websites is prohibited when supervising children.
<input type="checkbox"/>	Vulgar or abrasive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.
Staff Actions Permitted: Tagging, Sharing, Posting, and Commenting	
Parent Actions Permitted: Sharing, Posting, and Commenting	

Methods Used to Communicate for Staff and Parents
<p><i>Staff/Parents' methods of electronic communication are:</i></p> <ol style="list-style-type: none">1. E-mail2. Text messages3. Google Classroom
<p><i>Devices used by staff to communicate with parents:</i></p> <ol style="list-style-type: none">1. Center computers2. Center tablets3. Personal Cell Phones4. Personal Computers/tablets
<p><i>Staff guidelines for use of electronic devices:</i> <i>Use of devices is permitted, but shall NOT prevent staff from adequately supervising children</i></p>
<p>Information that Collegiate School-New Beginnings may communicate electronically to parents:</p> <ol style="list-style-type: none">1. Illness/accident/injury2. Requests for records/supplies3. Behavioral concerns4. Child's daily updates5. Community Information6. Emergency closures7. Photographs

**PARENT
RECEIPT OF INFORMATION:
(check each box off)**

- Information to Parents Document
- Policy of Release of Children
- Policy Methods of Parent Notification
(Applicable only if a method other than a phone call is used to notify parents of injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

I have read and received a copy of the information and policies listed above.

Name of Child: _____

Name of Parent(s): _____

Parent Signature: _____ Date: _____