

# **Fun-N-Friends Nursery School**

## **Parent Handbook**

**UNITED PRESBYTERIAN CHURCH**

58 Drakesdale Road  
Flanders, NJ 07836

973-584-0365

[www.funnfriends.com](http://www.funnfriends.com)

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State License #RA116

## **Statement of Purpose**

In March 1980, the Fun-N-Friends Play Group was formed at the United Presbyterian Church in Flanders to offer a service to the members and friends of our various church study groups. Since that time, we have expanded to offer three and four day and extension programs to the community as well as church members. In June 1985, Fun-N-Friends received its certification as a New Jersey state licensed nursery school.

The nursery school is sponsored by, and is a part of, the United Presbyterian Church, Flanders and operates as a Christian-based program. It is a non-denominational nursery school for children 2 1/2 through 5 years old, and is intended to be a community outreach to all who wish to avail themselves of its services. Fun-N-Friends does not discriminate against any applicant based on race, color, national or ethnic origin. We believe that each child is a special, unique gift from God. Our staff, in their daily interactions with the children, reflects these values. We believe that we can talk to God and God will listen; therefore, prayer is included in our daily activities. Many holidays will be celebrated. However, during the holidays such as Christmas and Easter, the Christian meaning will be emphasized.

## **Organization and Program**

Fun-N-Friends Nursery School is a program that is overseen by an Executive Board of the church who maintains policy, philosophies, tuition rates, and salaries. The Director is responsible for planning the future expansion of the program, promoting community outreach, performing all the administrative duties, and ensuring the program's effective implementation. The Head Teacher is responsible for setting up the curriculum guidelines. Fun-N-Friends offers half day sessions. Our program does not offer a naptime or full day options to attend our school.

All teachers set up a program to provide for all phases of a child's physical, social, emotional and intellectual development. We encourage some of the same life skills that parents are teaching at home. Building a positive preschool community, we strive to teach our preschoolers to Be Kind, Caring and Safe and encourage our parents to set a good example while in our school and outside on our school property.

Under the guidance of a skilled staff, each child is encouraged to develop in the basic areas of language arts, math, science, music, art, social studies, muscle coordination, and self-expression. Our program includes computer class bi-monthly as well as an optional Pizza & Play extended day program. Spanish is incorporated into our Music Classes as an introduction to basic words and songs. We use Handwriting Without Tears and Sounds in Motion as a main part of our curriculum.

The overall preschool program has been designed to develop the preschooler's social, intellectual and manipulative skills. The program has the individual child in mind and therefore, caters to the interests and attention span of each child. In many ways, this program is laying the foundation for each child's future as he/she learns to communicate and participate in a classroom program while still giving him/her the freedom of play and continued growth as an individual. Every child is helped to discover the excitement of learning and to develop a healthy attitude toward themselves and others.

## **Calendar**

The school year runs September until the first week in June. Fun-N-Friends closely follows the Mt. Olive Township calendar and the township's decisions in school closings, delayed openings and early dismissals. The calendar is available to parents on the website [www.funnfriends.com](http://www.funnfriends.com)

## **Computer Policy**

Computer class is held bi-monthly in 15 minute intervals. Classes at the Junior and Senior level, ages 3 to 5, will rotate seven children at a time to use the laptops with staff supervision in a structured environment. Programs will be education with positive staff guidance without access to the internet.

## **Television Policy**

The use of television and other video equipment such as a DVD player is limited to educational and instructional use for "specials" only and is not used routinely. This is in addition to the curriculum and planned activities and shall not exceed 30 minutes for ages 2 1/2 - 6 while supervised.

## **Discipline**

During the course of a busy day, it is, on occasion, necessary for a teacher to raise their voice in order to be heard over the noise of the children. However, at **NO TIME** will an individual be scolded or embarrassed in front of his/her peers. If discipline is necessary, it will be done tactfully and privately without causing the child any shame. If a child is having an extremely difficult day, the teacher or director may call and ask that you pick up your child early in an effort to relieve the child's stress. Each classroom will use a "clap" to redirect the children and noise level. We use "whole body listening" and our traffic light system to encourage a positive behavior that has a visual reminder. Fun-N-Friends encourage and rewards children to Be kind, caring and safe. If inappropriate behavior becomes frequent, Teachers will keep a written record of a child's disruptive behavior and notify parents of such. These records are confidential and open only to the child's parents.

## **Observances**

There will be participation by the children in the Pledge of Allegiance, daily prayer, and grace before snack. God and our country are very meaningful in our lives, and we believe our children should learn this at an early age.

## **Safety Information**

**All doors to our school remain locked during school hours.**

To increase the safety and security of your child and the school facilities, Fun-N-Friends has a state of the art based security system. Only those people who have been entered into the security system will be able to enter the building, otherwise entry requires a person to ring the doorbell. More information is available upon request. There is an annual security fee of \$10.00 per child.

The Honeywell Instant Alert System is utilized for all notifications related to school closing, delayed openings and general school announcements. Fun-N-Friends holds a fire drill monthly for all classes along with two Lockdown drills during the school year.

The United Presbyterian Church Flanders is **not** considered a NUT FREE facility. However, in an effort to protect your child all precautions are taken to limit the use of nuts in any area utilized by the nursery school. The school is thoroughly cleaned every Sunday evening after church use of the classrooms and common space. We consider Fun-N-Friends to be a nut cautious preschool.

Please observe the 5 MPH speed limit in our parking lot and driveway. All children are expected to be transported to our preschool both arriving and departing our parking lot in the State required car seat or booster seat.

Handicapped parking spaces are for use by those who display a State issued parking sticker. These spaces are not to be used for dropping off or picking up your child. Please be considerate of those with special needs.

## **Medical Information**

The universal medical form must be filled out and signed by a physician as well as the immunization record. All allergies need to be documented by a physician and an action plan signed. All allergy medication must be in original container with directions for dosage. These medications will remain in our emergency back backs and will stay with your child's teacher at all times during school hours.

If your child has been ill with a fever, diarrhea, vomiting, pink eye, head lice or contagious rash, they must be symptom free for 24 hours before returning to school.

Parents are encouraged to call or e-mail the school if their child will be absent for any reason. In case of an emergency, if the staff is unable to reach a parent or emergency contact, 911 will be called. In the event your child must be transported to the hospital, a staff member will accompany your child in the ambulance and will stay with them until a responsible family member arrives.

In case of emergency and the staff is unable to contact a parent or emergency reference a physician is available for phone consultation. A Medical Consent Statement for emergency treatment, signed by a parent or legal guardian **MUST** be on file in the event a parent is unavailable and emergency aid is necessary. If the staff determines emergency aid is required 911 will be called.

Parents are required to sign a release of Liability, as well as the Admittance Agreement Statement.

**Keep your emergency reference current and local.** Keep us up to date on any changes to your child's medical and emergency reference form.

## **Dismissal Policy**

Parents must call ahead or provide a note to their child's teacher if they are unable to pick up their child and have made other transportation arrangements. Parents should make every effort to pick up their child on time. If a parent is over fifteen minutes late to picking up their child and it becomes a frequent occurrence, a \$10 late fee will be charged for the first fifteen minutes. An additional \$10 will be charged for every 5 minutes thereafter.

Please note that fifteen minutes after class dismissal, staff is no longer required to be in the classroom and your child will need to remain in the school office until they are picked up and your late fee will be increased accordingly.

If an hour after closing time, those persons authorized have failed to pick up your child and the Director shall call the State Central Registry Hotline to seek assistance.

## **Field Trips/Transportation**

Parents are responsible for transporting their child to and from school and field trips. Car seat and booster seats are required per NJ State regulations.

Parents must sign a permission slip for a child to accompany his/her class on trips throughout the year. **NO** child may go on a trip without a signed permission slip on file. Teachers will notify you of impending trips.

***A parent or parent designee must attend all field trips.***

## **Staff Supervision:**

Teacher/child ratio is above State regulations. All staff undergoes state fingerprint and background checks with several staff CPR & First Aid certified. Each classroom has a teacher and teacher assistant.

## **Staff Goals:**

- To provide a rich environment and varied learning experiences for all children.
- To have a concern, understanding, and acceptance for all the children.
- To provide a program emphasizing creativity, motivation, and self-direction.
- To provide a feeling of security.
- To have patience for each child's needs and special uniqueness.

## **Conferences**

There are scheduled conferences for the parents and teachers in the spring. Report card evaluations of your child will be handed out at this conference. However, if you feel the need to discuss a concern with your child's teacher, please contact your teacher

and they will be happy to set up an appointment. If a teacher feels that there is a need to speak with you, either he/she will notify you and a mutually convenient conference will be arranged.

Please do not use arrival and dismissal times to express your concerns. The teacher's responsibility at that time is to the children - your child as well as the rest of the class.

## **Procedures for Expressing Concerns**

Our staff has been carefully selected and we have the utmost confidence in our teachers. However, recognizing a parent may have concern or questions:

- speak with the teacher (if comfortable doing so)
- speak to the director
- submit a letter to the Executive Board

## **Tuition**

Tuition is an annual fee and may be paid in ten equal installments for your convenience. All applications require a non-refundable registration fee and advanced payment of at least the first installment. The remaining nine (9) installments are due the **first** of each month, September thru May. A 50% refund of the advanced payment may be offered for withdrawal from the nursery school prior to December 31<sup>st</sup>. There will be no refund for withdrawal after January 1st. No refunds will be given for sick days, vacations, or emergency closings.

## **Please Note**

- ***The nursery school does not accept credit card payments.***
- If tuition is not paid by the 10th of each month, a **\$20.00 service charge** will be added to your bill for each month tuition is late.
- A bank service charge will be added to your bill for any check returned for insufficient funds.
- If your account is more than 30 days overdue, a certified letter will be sent asking for a payment arrangement.
- If your account is more than 60 days overdue the Executive Board reserves the right to exclude your child from the program.
- No child will be permitted to enroll in any extra activities such as Pizza and Play if the regular monthly tuition is delinquent.

## **Dress**

Dress your child for free, active, and sometimes messy play. Please be sure shoes are suitable for climbing outside on the playground. All clothing stored at school (including coats) should have your **CHILD'S NAME** on it.

## **Snack**

Each child is required to bring a small, healthy, **NUT FREE** snack and a small juice box or water daily. ***Due to severe nut allergies please be diligent in reading labels.***

## **School Policies:**

Parents receive all school policies at the start of enrollment. As policy packets are distributed, parents sign off that they have received the information and it is a parent's obligation to read the policies provided.

### **Policies Included:**

Admittance Agreement  
Information Data Sheet  
Universal Child Health Record (signed by Dr. & returned with current immunizations)  
COVID-19 Policies and Procedures (until further notice)  
Use of Technology & Social Media  
Methods of Parental Notification  
CPSC website of unsafe children's product list  
Computer Policy and Television/Video Policy  
Emergency form and procedures  
Evacuation/Walking Trips  
Medication Policy  
Illness/Sibling Policy  
Management of Communicable diseases  
Immunization Policy  
Information to Parents  
Release Policy  
Methods of Discipline  
Expulsion Policy  
Honeywell Instant Alert Instructions

\*Access to the Fun-N-Friends Parent handbook, calendar and other pertinent information is readily available at [www.funnfriends.com](http://www.funnfriends.com)