

# **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)

Director: Kolleen Adams

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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 two, three, four, and five day 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, maintaining 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. All teachers set up a program to provide for all phases of a child's physical, social, emotional and intellectual development.

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. Recently our program has expanded to include computer and Spanish classes as well as an optional cooking program. The 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.

## **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 six 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.

## **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. 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**

To increase the safety and security of your child and the school facilities Fun'n'Friends has installed a state of the art finger print based security system. Once the doors of the school are locked only those people who have been scanned into the security system will be able to enter the building. More information is available upon request. There is an annual security fee of \$10.00 per child.

The Honeywell Alert System is utilized for all notifications related to school closing, delayed openings and general school announcements.

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. In addition, the school is thoroughly cleaned every Sunday evening.

**Please observe the 5 MPH speed limit in our parking lot and driveway.**

**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. 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.

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

Parents need 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 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 late to pick up their child, a **child care fee** will be charged. If you pick up your child more than **5** minutes after dismissal, a fee of **\$1.00 per minute** will be charged.

## **Field Trips**

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.***

## **The Basic Goals of a teacher at Fun 'n' Friends are:**

- 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. 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

Yearly tuition is due in ten monthly installments. Payment is due the **first** of each month. June's tuition is paid at the time of registration. All applications require a non-refundable registration fee as well as a deposit of June's tuition. June's deposit is 50% refundable prior to December 31st. There will be no refunds after January 1st. No refunds will be given for sick days, vacations, or emergency closings. In the event that emergency school closings exceed the number of sessions your child attends per week, those sessions will be made up as the school schedule permits.

## Please Note

- ***The nursery school does not accept credit card payments.***
- If tuition is not paid by the 10th of each month, a **\$10.00 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 cooking class or extended day if the regular monthly tuition is delinquent.
- Cooking classes must be paid in full by the start of the first session.

Special rates for sibling discounts and full payment of tuition in advance are available. Please speak to the bookkeeper for further information.

## Dress

Dress your child for free, active, and sometimes messy play. All clothing 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.***