

# **MEDFORD UNITED METHODIST PRE-KINDERGARTEN SCHOOL**

**2023-2024  
PARENT BOOKLET**



**FOUNDED 1974  
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**Medford Methodist Preschool admits students of any race, color, and national or ethnic origin.**

## What Does it Mean to be a Church-Related Preschool?

Medford Methodist Preschool is a part of the outreach of this church to the community in which we live. It is not the job of the Preschool to instruct the children in any particular religious doctrine but rather to live with them and their families in such a way that they experience something of what it means to be a child of God.

**We believe** that every child is, a creation of and beloved by the creator. Therefore, everyone is treated with love and respect. This also leads to teaching the children entrusted to us loving, caring ways to relate to each other.

**We believe** that God is just. Therefore, we must be trustworthy and just ourselves and teach the children to be fair in their relationships with others.

**We believe** that God allows us to freely choose how we will live. This leads to giving children safe choices and allowing them, when possible, to experience the consequences of their decisions.

**We believe** that God gives every one creative potential and intends that people be responsible stewards of their world. This means providing every child with opportunities to explore their creativity, to learn for the purpose of understanding, and to develop the ability to think logically, organize coherently, plan constructively, and evaluate with humility, humor and hope. (all this at ages 3, 4 and 5!!)

**We believe** that God is a forgiving God. Teaching forgiveness by both precept and example to the end that teachers, students and parents learn to forgive themselves and each other. This allows one to live life more fully, not hampered by the fear of failure but with confidence and courage.

**We believe** that this is what makes MEDFORD METHODIST Preschool a special place to be. We humbly thank God for the 30+ years of service we have been able to provide through our outreach.

**We believe** that we have been able to encourage, nurture, and educate children to be their best selves which also comes through the loving touch of God and a loving home.

# Medford Methodist Preschool

We offer hands-on learning with a developmentally-based curriculum to stimulate imagination, curiosity, and confident learning through loving teachers, shaped by Christian values. We believe positive self-image will be a good basis for good learning at all ages. Exploration in fine and gross motor activities, reading readiness, language arts, number concepts, science and music are included.

## OBJECTIVES OF THE SCHOOL

1. To create and provide for each child, opportunities for constructive activities that develop wholesome attitudes and new independence and promote social adjustment.
2. To help each child learn to deal with his environment more effectively.
3. To help parents understand their children better.
4. To provide children with a peer group for basic social adjustment and development.
5. To create a "child size" world that is normal for their state of development and education.
6. To provide each child with a learning readiness upon which to build his growth and education
7. To develop language training through talk with teachers and children.
8. To stimulate the child's desire and interest for reading.
9. To introduce scientific information about the physical properties around them, their bodies and natural forces.
10. To create an environment in which the love of God and Christian morality will grow.

## PROGRAM OFFERINGS

### **TODDLER/PARENT CLASS: DAYS TO BE ANNOUNCED**

AM Session: 18 months – 2 1/2 year olds

This is a fun way to share the school experience with your child.

### **TOTS: WEDNESDAY/FRIDAY OR TUESDAY/THURSDAY**

AM Session: 2 1/2 year olds

This is a fun and relaxed introduction to school and social skills. Being potty trained is encouraged.

### **NURSERY: TUESDAY AND THURSDAY, WITH OPTIONAL MONDAY AM**

AM or PM Sessions: 3 year olds

This is a developmentally appropriate skills program designed for socialization and early learning skills. Potty training is required.

### **PRE-KINDERGARTEN: MONDAY, WEDNESDAY, AND FRIDAY**

AM or PM Sessions: 4 year olds

This is a developmentally appropriate skills program designed to assist your child in his/her growth and readiness for kindergarten.

### **TRANSITIONAL KINDERGARTEN: MONDAY THROUGH FRIDAY**

AM or PM Sessions: 5 year olds

This program is designed to meet the specific developmental requirements of children needing more time before kindergarten. This program may be open to older four year olds when appropriate for the child.

### **ENRICHMENT CLUBS**

Afternoon programs to provide enrichment opportunities. We have two STEAM (science, technology, engineering, arts, math) based Explorer's Clubs (Mon. for PK/TK, Thurs. for Nursery), a Skill Builder Club to help with the development of Kindergarten readiness skills (Wed for PK/TK), and an Art/Maker Club (Tues. for PK/TK).

### **EXTENDED DAY OPTIONS AVAILABLE:** 8am – 4 pm

**CHILDREN MUST HAVE REACHED THE REQUIRED AGE FOR THE PROGRAM ON OR BEFORE OCTOBER 1 OF THE YEAR ENROLLED.**

## **PREPARATION FOR FALL**

Each child awaits the first day of school with great anticipation. Here are a few things that we suggest you do to prepare your child:

1. Talk to your child about our school and what he/she will do here.
2. Help your child learn his/her name.
3. See that your child has a full physical and dental check-up. A hearing and vision check are also valuable tools for your child's well being. The state requires we have a completed health form by the first day of school.
4. Let your child try to manage his/her own clothing and toilet habits.
5. You need to secure a school bag that your child can manage, but large enough to put his/her school papers and work into each day. Please mark it with your child's name.
6. Mail in to the school a snapshot of your child to be used by the teacher throughout the year.

## **GENERAL INFORMATION**

School will be in session from 9:00 to 12:00 for the am programs and 1:00 to 3:00 for the pm enrichment programs. Our extended hours include 8:00-4:00. Regular attendance will help your child to develop his/her place in the school community.

Please arrive promptly at your child's class time and drop your child off in his/her classroom. Dismissal is also from the classroom and promptness is requested. If your child is to be picked up by anyone not on your authorized pick up list, please send in a note ahead of time or phone the school in the case of an emergency.

We will follow the Medford school system for most holidays and snow days. Snow days are announced over the radio or on the school cable channel. Medford's closings number is 668. If Medford schools are closed due to snow, we will also be closed. If Medford schools have a two hour delayed opening due to snow, our morning classes will meet from 10:30-12:30. Afternoon sessions will run at their normal times.

In the event of an emergency or illness, you will be called to the school to pick up your child. It is absolutely imperative that we have a telephone number where you can be reached or a number for someone authorized to pick up your child.

## **TYPICAL DAILY SCHEDULES**

**TOTS** 9-9:30 – learning centers/small groups

9:30-10 – outside

10-10:30 – morning meeting and theme circle

10:30-11 – small groups

11-11:30 – snack/literacy circle

11:30-12 – outside

### **Nursery**

9-9:20 – cubby

9:20-9:50 – morning meeting and theme circle

9:50-10:45 – small groups

10:45-11 – snack/literacy circle

11-11:30 – outside

11:30-12 – learning centers

### **PK**

9-9:15 – cubby

9:15-9:40 – morning meeting and theme circle (Mondays meet at 9:30 for music with TK)

9:40-10:30 – small groups

10:30-11 - snack/literacy circle

11-11:30 – outside

11:30-12 – learning centers (open to TK)

### **TK**

9-9:15 – cubby

9:15-9:40 – morning meeting and theme circle (Mondays meet at 9:30 for music with PK)

9:40-10:30 – small groups

10:30-11 – outside

11-11:15 – snack

11:15-11:30 – literacy circle

11:30-12 – learning centers (open to PK)

## **EXTENDED DAY OPTIONS AND SCHEDULE**

**HOURS:** We are open from 8am to 4pm, Monday through Friday.

**SCHEDULE:**

**8am – 9am:** early drop off with free play

**9am – 12:00pm:** regular age appropriate preschool program (see schedule on daily schedule page)

**12:00pm – 1:00pm:** stay 'n play lunch program

**1:00pm – 1:30pm:** rest time

**1:30pm – 2:00pm:** project time

**2:00pm – 2:30pm:** outside play time for those staying until 4:00

**2:30pm – 3:00pm:** snack and story time

**3:00pm – 3:30pm:** learning game and music

**3:30pm – 4:00pm:** free play

Those staying for an extended day option must supply a top and bottom sheet or blankets for use during rest time. These will be sent home weekly for laundering.

A lunch must also be provided by the parent each day. Please remember not to send in peanut butter or peanut ingredients.

## **DAILY SCHEDULE**

**Medford Methodist Preschool offers your child varied experiences in learning which would be difficult to offer in your home. We maintain a routine but not a tight schedule. This provides security but allows flexibility for each child and does not stifle creativity. All programs follow similar formats but deal with each group on the proper developmental level and social needs of the children. The different aspects of the programs are explained below.**

**CUBBY:** This short time at the beginning of the day provides the children with time in their small cubby group to settle and socialize.

**MORNING MEETING AND THEME CIRCLE:** This is a time for children to meet as a group to discuss what the theme is for the day and review the schedule for the day. A relevant story may be read, games played, and/or songs sung that relate to the theme being discussed. Children's ideas and thoughts are heard.

**SMALL GROUPS:** During this time the teachers will work with the children in small groups to practice relevant skills and dig deeper into the concept being learned. Fine motor skills, listening, and following directions are among the skills being focused on.

**CLEAN UP:** We encourage independence. Equipment and supplies are placed where the child can reach and return them. Children are expected to work together to clean up the work and play spaces.

**WASH AND TOILET:** All children are encouraged to use the bathroom facilities and must wash their hands before snack time.

**SNACK TIME:** Snack is provided by students two or three times per year. Juice, cups, and napkins are provided by the school. Nutritious snacks are encouraged.

**LITERACY CIRCLE:** The cubby teacher will share a story with the children every day. This is an important part of reading readiness. When possible, props and student participation are used to make the story more meaningful.

**OUTDOOR PLAY:** Large motor play is provided every day. When the weather permits we will use the playground outside. If it is raining, snowing, or below 32, we will provide an alternate indoor activity.

**LEARNING CENTERS:** The environment, rather than the children or the program is structured. The rooms are designed in activity centers with materials for the child to explore and manipulate, as well as free play areas for the children to explore. We provide opportunities to work on many different skills during this time.

## **ROLE OF PARENTS**

Parents and teachers must work together in a true cooperative spirit to provide for the proper growth of a child – physically, mentally, emotionally, and spiritually. You, the parent, can help your child adapt readily to his new school experiences by letting him know that the teachers and staff are his friends, and that preschool is his special place.

Your child is faced with many new experiences and will show many different reactions. Your reassurance, love, and positive attitude toward school will help him adjust more easily. If you do not understand our school policies or if your opinion differs from ours, do come and see us to talk about it. If you criticize the school or teacher in the presence of the child, you may destroy the feeling of security that has developed. Children must feel that home and school are in sync. By this respect, cooperation, and understanding for each other we can hope to develop happy and confident children.

We will ask for parents to provide transportation to and from field trips and if possible, to stay for them too. The school provides for several family activities throughout the year to allow parents to be involved. You may also be asked to come in to read a book to the class on a special day for your child.

Conferences and evaluations are part of our program and usually happen in the spring. Sometimes we will also do a mid-year evaluation, depending on the program. However, we will be glad to speak with you anytime that you have concerns. You may contact the teacher or the director to set up a good time to talk.

We look forward to working with you to provide your child with a great first school experience!

## **ILLNESS DURING THE SCHOOL YEAR**

If your child is ill, please keep her home. A sick child profits little from the experience at school and will recover much more quickly at home. If he has a communicable disease, he must not be in school and it must be reported to us. Please see the state policy on the Management of Communicable Diseases in this booklet. You can also check the state Department of Health website for current information about recent diseases (i.e., COVID).

It is preferable that all medication that your child must take be administered at home. If a child must take a medication at school, you must fill out paperwork with instructions and permissions, and the medication must be in the original container with label.

Thank you for helping us keep everyone safe and well.



## **PRESCHOOL EXPERIENCES**

**EVERY CHILD IS VALUED** as a unique human being, and because the child is valued so is the child's work. The teacher and child work together to create something that the child is proud of, leading to creation of a positive self-image.

**Teaching in the preschool is an art.** The learning that takes place depends upon the creativity, humanness, and knowledge of child development on the part of the teacher and the interest and needs of the children. Our teachers work together and with their students and their parents to provide a rich, varied, age-appropriate learning experience that will create a strong foundation for the child's educational journey. We incorporate both inside and outside experiences, along with field trips and family involvement.

**Comfortable clothing** in which the children can feel free to try any activity is a must at school. We will go outside every day unless the weather is wet or temperatures are below freezing. Mittens, hats, and coats are necessary for cold weather play. Rubber soled shoes are also a must for surer footing both inside and outside, especially on the climbing apparatus. Children will be excluded from our climbing apparatus if their footwear is unsafe.

Children should attend school well rested and free from illness. A backpack or tote bag is required each day and 2 blankets or sleeping bag for rest time if staying past 1:00pm. Provide a peanut free lunch, drink, and any necessary utensils if your child is staying for lunch. Please call the school if your child will be absent.

Regular attendance at school will help your child to develop his place in the school community and get all of the learning opportunities offered. Please make sure to read the newsletters sent home and check the hallway for announcements. By working together, we will make our school a wonderful place to learn and grow.

## **EMERGENCY PROCEDURES**

### MEDICAL EMERGENCY

In case of a serious medical emergency, staff will call 911 first.

Parents will then be notified. If parent can not be reached, the emergency contact for the child will be called. This information is in the emergency card box in the office drawer.

The written authorization for emergency medical care for all students is in files in the office, by cubby.

First aid kits are available in the office, in cubby F, in the shed, and in Bowker Hall. All staff are first aid and CPR trained.

In case of poisoning, staff will call 1-800-222-1222. This number is posted on all phones.

### FIRE EMERGENCY

A diagram is in each classroom showing how that class is to leave the building in case of fire or emergency. Fire drills will be performed monthly.

Fire alarms and extinguishers are in the hallway connecting the classrooms, and shown on the diagrams.

In the event of a fire, the fire alarm will be pulled and all children and staff will evacuate the building and wait outside until the building is cleared by fire personnel or the order is given to go to the evacuation site.

\*The evacuation site is St. Peter's Episcopal Church, across the street on Hartford Road. The evacuation site phone number is 609-654-2963.

\*In the event of a fire emergency or another emergency which causes us to evacuate the building, the director or head teacher will take the emergency bag located in the office. It is equipped with a first aid kit, class rosters, copy of the emergency procedures, and allergy information. Teachers will take the sign in/out clipboards for their class. The emergency medicines storage box will also be taken. All attempts to notify parents will be made and children will be dismissed to parents when an all clear signal is given by the proper authorities.

### LOCKDOWN EMERGENCY

In the case of a police ordered lockdown or other incident requiring a lockdown, children will be taken into cubbies D-E and the rooms will be locked as well as the exit doors in the hall. Medford Police will be notified (if unaware) at 911 or 609-267-8300. The emergency bag (described above), the medicine storage box, and sign in/out clipboards will be taken to that location. We will remain in this location until notified that it is safe to leave.

In case of other emergency requiring us to retreat to a lower level, the teachers will have children take their backpacks and teachers will escort children to basement of church. There will be a mobile emergency kit available to transport to the emergency location (see above\*). We will make every attempt to notify parents of the emergency. Children will be dismissed to parents after an all clear signal is received by the proper authorities.

## 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).

## GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

## **MEDFORD METHODIST PRE-KINDERGARTEN SCHOOL EXPULSION POLICY**

At Medford Methodist Pre-kindergarten School it is our goal to help all of the children in our care grow and learn in a safe and loving environment. We will make every effort to help the children and parents become familiar with the rules that govern school behavior. In the best interests of all the students in our school, it may become necessary to require the expulsion of a student. This may take place at any time during the school year. A child may be expelled for any of the following reasons:

Potentially dangerous behavior on the part of a child towards him/herself or toward another child or adult.

Potentially dangerous behavior on the part of a parent towards children or adults at the center.

Failure to pay tuition within one month of due date.

Failure to complete required forms for children's immunization records.

Verbal abuse to staff.

Flagrant disregard of the school rules that govern the safety and well being of all.

Any time that one or more of the above issues become a problem, the parent will be notified in writing by the director. The written warning will be followed by a conference with the director and the teacher where the problem behaviors will be explained in detail and corrective measures will be discussed. After the written warning and the conference, if the behavior continues to be a problem, the child will be expelled after the family is given two weeks to find other child care.

If the problem behavior is blatantly dangerous to the other children or staff, the child can be expelled immediately so as to safeguard the welfare of all.

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 child care arrangements.



## **PLAYGROUND POLICY**

**Please remember that the preschool years are the time when children are learning and refining social skills. With this in mind, we, as teachers, try to walk the fine line between teaching skills for social interaction and stepping in so often that the children do not learn how to interact and work out problems on their own. Obviously, the younger the children, the more guidance they will require.**

**The main responsibility of the teachers on the playground is to make sure the children stay safe. Because students are still working on social skills, sometimes disputes happen between students. Some of these may be witnessed by a teacher, sometimes not. As you know as parents, two eyes are sometimes not enough to catch everything and things can happen quickly. If an incident is seen or reported by a child, the teacher will talk to both children and help them to work out the problem, whether it was accidental or purposeful. Continual problems may lead a teacher to have a child "sit out" for a time before resuming play. In most cases things are worked out quickly and satisfactorily. If there is a minor injury, the teacher will apply ice, bandage, and comfort the child.**

**Teachers will report any incident that they feel the parent should know about. Any incident involving an injury will be reported to the parent. Please bear in mind that as in all areas in life, we, as teachers, are constantly making judgment calls. We will not report every incident to the parent as this would be overkill and most incidents are satisfactorily resolved. If your child mentions an incident that occurred, encourage them to share all events leading up to the incident as well as the event itself. Discuss and validate their feelings. Help them to see how things were resolved or how they could have had a part in the resolution. Keep in mind that each person perceives things differently. How your child describes the event may be completely different than the other child's account. If you have a question about an incident, before making a judgment, please speak with the teacher or director. They will provide you with the most accurate account of what happened as known to them.**

**As parents and teachers we are all working towards the same purpose. We want your child to have a year of learning and growing in a safe and caring environment.**

## **Medication Administration Policy Medford Methodist Preschool**

### **Belief and Intent Statement**

Medford Methodist Preschool believes that all children have the right to safe medication administration practices while in our care. Towards this goal our staff is trained in administration of commonly used medications. We do not have a nurse on staff and therefore will only administer medications on an emergency basis for children with special health needs who have an emergency plan and medication provided by a doctor on file at our center. The only exception to this rule will be the application of antibiotic cream and a bandaid to a cut or scratch, and After-Bite to a sting. Due to our short day, any other medications should be given to the child at home, before or after school. If possible, we ask that the first dose of medication be given to your child at home so that you can tell us the best way to give it to your child and to avoid problems or allergic reactions.

In order to ensure the safety of all students, no over-the-counter or prescription preparations or medications will be allowed in a child's backpack. This includes items such as hand sanitizer, chapstick, sunblock, and insect repellent, among others. We ask your cooperation with this policy. If such items are found in backpacks, they will be taken out and brought to your attention by a staff member.

### **Procedure/Practice**

#### **Written Authorization:**

1. Medication will be administered only if the parent or legal guardian has provided written, signed, and dated consent to include:
  - Child's full name
  - Name of medication
  - Criteria for the administration of the medication
  - How much medication to give
  - Manner in which the medication shall be administered
  - Medical conditions or possible allergic reactions
  - Length of time the authorization is valid if less than the full school year
2. Exceptions:

Antibiotic cream and bandaids may be applied by staff to cuts or scrapes on a student and After-Bite may be applied to a sting unless the parent or legal guardian provides written instructions that this should not take place. This is to ensure the best care for the student.

### 3. Field Trips:

The child's parent or guardian will be responsible for having any necessary emergency medications with them on field trips. The school staff will not be responsible for the administration of medication when not on the school premises.

### Prescription Medication:

Prescription medications will only be administered for those with special health needs under emergency situations (i.e., Epi Pens for allergic reactions). The medication must:

- Be administered only to the child for whom it is prescribed
- Be in original container labeled by a pharmacist to include:
  - Child's first and last name
  - Name of medication
  - Date prescription was filled
  - Name of prescribing doctor
  - Expiration date and storage information
  - Administration instructions (this may be included in the emergency plan paperwork)
- Have an emergency medical plan provided by a health professional as well as a medication form filled out by the parent and turned in along with the medication

### Receipt, Storage, and Disposal:

All medications brought in to the center will be given to the Director for review and approval. They will be stored in the office in a special container not accessible to children. Any medication remaining at the end of the school year will be returned to the parent or discarded.

### Documentation:

Any time that medication is administered it will be recorded and the parent will be informed.



## **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

### **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

# Quick Reference



## Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

**Communicable Disease Service**  
Disease Reporting Requirements and Regulations can be viewed at:  
<http://nj.gov/health/cd/reporting.shtml>



**Health care providers required to report:** physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

**Administrators required to report:** persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

**Laboratory directors:** For specific reporting guidelines, see NJAC 8:57-1.7.

### CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your **own** local health department. Contact information is available at: [localhealth.nj.gov](http://localhealth.nj.gov).

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

### REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

### REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

**Hepatitis C**, acute and chronic, newly diagnosed cases only  
**Written report within 24 hours**

**HIV/AIDS**  
**609-984-5940 or 973-648-7500**  
**Written report within 24 hours**

- AIDS
- HIV infection
- Child exposed to HIV perinatally

**Sexually Transmitted Diseases**  
**609-826-4869**  
**Report within 24 hours**

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

**Tuberculosis** (confirmed or suspect cases)  
**609-826-4878**  
**Written report within 24 hours**

**Occupational and Environmental Diseases, Injuries, and Poisonings**  
**609-826-4920**  
**Report within 30 days after diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

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[www.nj.gov/health/cd](http://www.nj.gov/health/cd)

## **STAY 'N PLAY PROGRAM**

**Our Stay 'n Play program is an optional opportunity for you to have your child stay at school for an extra hour. This will be available Monday through Friday. This program will be a time for your child to have his/her lunch and play with friends. There will not be any structured activities, but will be supervised by two teachers. The students will stay from 12:00-1:00.**

**You will need to provide a bag lunch with drink for your child. Please clearly mark your child's name on the bag. We do have a refrigerator if needed. Please do not send in anything with peanut butter as we usually have children with allergies. Place your child's lunch in the bin at the end of the hall when you arrive each day.**

**If you are interested in using this service we will post a list in the hallway where you may sign your child up. You will need to put your child's name on one of the spots for each day that you want for the following month. When you sign up, you will fill out a voucher slip. You may put all the applicable dates for that month on the same slip. Please turn in these slips with your payment. Once you sign up, the only reason accepted for not coming will be illness. Other than illness you will be expected to pay for the days that you sign up for. If there is illness, you will receive credit towards a future day. The first sign up will be available for the month of September. The cost for this service will be \$10 per session. If you purchase a block voucher for 5 or 10 sessions, the cost is \$8 per session. *Payment will be expected by the end of the month previous to the one you have signed up for (i.e. payment for October will be due at the end of September).* Please pay either with cash (no coins) or with a check separate from your tuition payment. If you include the stay 'n play amount with your tuition, please make sure that it is clearly marked on your check and turned in with a voucher.**

**Since you are signing up and paying ahead of time, please make sure that you note the days that you signed up for so that you will remember them. The children really enjoy this time to play with friends, so we encourage you to participate and at least try it out.**

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 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://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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/](http://www.state.nj.us/dcf/).

## Technology and Social Media Policy

### Medford Methodist Preschool

We try to ensure that technology is integrated into our programs by the use of short educational videos that enhance the topic that we are studying. All electronic media will be screened prior to use and will consist of high quality, non-violent, educational material. This material will be presented on either a tablet or television screen. Electronic media will be limited to fifteen minutes per day.

Medford Methodist Preschool realizes that social media is a part of our lives. We strive at all times to maintain the integrity of each child enrolled at our school. Therefore we have developed guidelines to protect personal and confidential information regarding our students, their families, and our staff.

Medford Methodist Preschool staff and parents of students must never disclose any personal or confidential information about a preschool student, their families, or the staff on a social media platform.

Parents/guardians and staff are prohibited from posting photos or videos from Medford Methodist Preschool programs of any child other than their own on any social media site.

The publication of photos, images, or artwork of students at the preschool, whether online or otherwise, is generally prohibited without prior approval from the director. Some families have chosen to restrict photograph permissions of their child, and it is expected that all employees will be aware of, and abide, by those restrictions.

Parents of students and staff must not use social media to harass or bully students, parents, or staff of the Preschool.

Students will not have access to social media sites while at school.

## POLICY ON METHODS OF PARENTAL NOTIFICATION

### MEDFORD METHODIST PRESCHOOL

It is important to us at Medford Methodist Preschool that we have open communication with all of our parents and staff members. We use many forms of communication to notify parents and staff members of news, reminders, updates, emergencies, etc.

Lines of communication include:

- Telephones
- Cell phones
- Work phones
- Text – cell phones
- Written information
- Emails
- Mail
- Monthly newsletters
- Postings in hallway
- Parent/teacher conferences
- Website: medfordumcprek@gmail.com
- brightwheel app
- Facebook site (if added)

If parents need to contact the school or any of its staff, all methods listed are acceptable.

Teachers and staff of the preschool will use any method listed above that has been agreed on by the parent.

In the case of injury to a student while at the center, we will telephone the parent first – trying both the home and cell phone numbers provided. If not able to reach the parent, an alternate person that the parent has authorized will be telephoned.

If a child is going to be absent from school, the parent should either text the director or leave a message on the work phone's absence mailbox.

## **TUITION POLICY 2024-2025**

Our budget is figured for the school year and divided into nine equal payments for your convenience. Since we are a non-profit organization, our budget is figured very closely to cover our expenses. **TUITION IS NON-REFUNDABLE.**

You'll receive monthly invoices from our Brightwheel app. **SEPTEMBER TUITION IS DUE AUGUST 1.** October-May payments are due on the 1st of each month. *Any payment received after the 10<sup>th</sup> of the month will be charged a \$5 late fee.* Checks should be made payable to Medford Methodist PreSchool. *Returned checks will be charged the fee that the bank charges us.*

Tuition may be paid through the Brightwheel app or checks brought to school and given to Mrs. Thornton, or mailed to:  
**Medford Methodist Preschool, Attn. Mrs. Thornton,  
2 Hartford Rd.  
Medford, New Jersey 08055.**

### **TUITION FEES FOR 2024-2025 SCHOOL YEAR WILL BE:**

#### **A. MORNING PROGRAMS (9:00-12:00):**

<b>TODDLER/PARENT:</b>	<b>\$80.00/Mo. (1 half day)</b>
<b>TOTS:</b>	<b>\$309.00/mo. (2 half days)</b>
<b>NURSERY:</b>	<b>\$309.00/mo. (2 half days)</b>
	<b>\$376.00/mo. (3 half days)</b>
<b>PRE-KINDERGARTEN:</b>	<b>\$376.00/mo. (3 half days)</b>
	<b>\$436.00/mo (4 half days)</b>
<b>TRANSITIONAL KINDG:</b>	<b>\$455.00/mo. (5 half days)</b>

#### **B. AFTERNOON PROGRAMS**

##### **1. AFTERNOON ENRICHMENT CLUBS (12:00-3:00)**

**\$80 per month starting in OCTOBER**

##### **2. EXTENDED DAY OPTIONS (12:00-4:00):**

**Your child will be included in the Afternoon enrichment clubs and have the option to be picked up between 3-4. Please add the rates listed below to the price for the program you are choosing for the Morning Program. The sum will be the total for your monthly tuition payment starting in SEPTEMBER.**

<b>5 DAYS per week –</b>	<b>\$381/month</b>
<b>4 DAYS per week–</b>	<b>\$307/month</b>
<b>3 DAYS per week –</b>	<b>\$235/month</b>
<b>2 DAYS per week –</b>	<b>\$159/month</b>
<b>1 DAY per week -</b>	<b>\$85/month</b>

#### **C. EARLY DROP OFF FEES (8am):**



- 1 day per week - \$64/month
- 2 days per week - \$128/month
- 3 days per week - \$192/month
- 4 days per week - \$240/month
- 5 days per week - \$320/month

**D. OCCASIONAL USE:** If you are in one of our Morning Programs and would like to occasionally use the extended day option. Please check availability with Mrs. Thornton as our afternoons fill quickly so some days may not be available.

- Use the LUNCH option to stay from 12-1. These are \$15 per stay.
- Use the EXTENDED DAY option to stay from 12-4 and add \$40 per day

In the event it should become necessary for you to remove your child from school, due to moving or other reasons, it is necessary that we know as soon as possible (at least two weeks in advance.) Please notify the director personally or in writing so that we may replace your child's spot with another child.

**There is a 10% discount for the second child in a family and a 5% discount for children of active military parents.**

If you have any problems, please contact the Director.

#### **MEDFORD METHODIST PRESCHOOL STAFF**

<b>DIRECTOR:</b>	<b>TEACHERS:</b>	<b>BOARD OF DIRECTORS:</b>
Kaitlin Thornton	Lisa Hoguet	Rev. Joe Monahan
	Diane Anderson	Kaitlin Thornton
	Donna Watson	Ed Tucker
	Caitlin Gardiner	Tom Bintliff
	Jennifer Carpenter	Barbara Jenson
	Melissa Balman	Cindy Curry
	Adrianne Anderson	Melanie McAndrew
	Karen Maese	Gwen Swire
		Lisa Mountain