

Welcome to Prince of Peace Early Learning Center

We believe that each child who enters our doors is a special person and we want to be a part of helping him/her feel that way. The school and the home must become strong partners in helping each child reach full potential in all areas of growth. It is our purpose and joy to assist parents in guiding their children into successful, useful and purposeful Christian lives; and to maintain the highest standard of education integrated with the teachings of God's Word.

This handbook should answer many of the questions that you have, but we are available to meet with you personally to discuss any specific questions.

School and Staff

Our Early Learning Center was founded in 1975 by Prince of Peace Lutheran Church as an outreach into the community. It is a Gospel, Christ centered program helping little ones and their families experience the love of God. The school has the use of three classrooms and a large fenced-in play ground. Our maximum ratio of one teacher or aide for every ten children in preschool, one to fifteen in Pre-K and Year-to-Grow and one to twelve in Kindergarten helps us provide each child with individual attention.

We have an experienced, qualified staff with degrees reflecting studies in Early Childhood Education. They continue training by attending workshops and conferences throughout the year.

The director of the school is assisted in carrying out school policies by the Board of Education of Prince of Peace Church.

Our classrooms are cheerful and bright. Like most preschools, Prince of Peace is equipped with a wide assortment of materials and educational toys for large and small muscle development, reading and number readiness, art, science, music, dramatic play, and other supplies to help develop each child's growing physical capabilities and curiosity for learning. However, Prince of Peace will also provide the opportunity for your child to grow spiritually. We provide experiences which show him that he/she is a child of God and is loved and important to God. It is hoped that this will be the beginning of a rich and Spirit filled life. Prince of Peace Early Learning Center is fully licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services.

Eligibility

Prince of Peace Early Learning Center admits children of any race, color, nationality, or ethnic group. All children in the community regardless of religious affiliation are welcome to enroll. Children may enter preschool within one and one-half months of their third birthday providing they are completely toilet trained. Kindergarten children must be five years of age to enter Kindergarten. Children are accepted on a trial basis.

The Early Learning Center reserves the right to request the withdrawal of a student, after consultation, for excessive late or non-payment of tuition or for any reasons consistent with the best interests of the student, other students and the center.

Philosophical Statement

Prince of Peace Early Learning Center puts a strong emphasis on nurturing the whole child. Toward that end, we will seek to foster growth through active learning in the following areas: **Social, Emotional, Intellectual, Physical, and Spiritual.**

To achieve this, the child will be exposed to various kinds of activities, experiences, and an environment that will allow each child to develop an interest and joy in learning and to work and play with others.

In a Christian atmosphere, we will encourage creativity and self-expression, develop a feeling of security and self-worth, and appreciate the daily presence of Christ in his/her life. While respecting each child's religious traditions, one of the important goals will be to have the child learn about and feel the love of God through Jesus Christ in his/her life. This will be taught in a manner which is sensitive to the child's developmental level. We will help the child select those experiences that will help develop his/her capacities in keeping with the ideal of service to God, others and self.

Hours of Operation

Half day morning classes meet from 9:00 to 11:30 a.m. Half day afternoon classes meet from 12:30 to 3:00 p.m. Extended day program is offered from 11:30 to 3:00 PM. Full day kindergarten meets from 9:00 a.m. to 3:00 p.m.

Calendar of Operations

Our school usually follows the county calendar for beginning dates and holidays. A yearly calendar is given out at the beginning of the school year.

Closings due to inclement weather or emergencies will be announced on WSUS-102.3 FM , WNNJ-1360AM and www.wsus1023.com. Delayed openings will be at the discretion of the director. Delayed morning classes will meet from 10:00 a.m. to 12:00 noon, and the afternoon session will then meet from 1:00 to 3:00 p.m.

Make Up Days

When school has been canceled for inclement weather conditions or emergencies, a notice for scheduled make up days will be sent home and posted. No adjustments will be made for missed classes due to extended illness or family vacation.

Arrival/Dismissal

Please try to observe time schedules as closely as possible. When each child arrives, the parent or the driver will accompany them to the entry and remain with them until the teacher arrives. When parents come to pick up children, they should also come into the entry and wait for the teacher's signal for dismissal.

Please do not park in the circular driveway or before the first stairway.

Parents are expected to pick up children promptly at the end of each session. At the discretion of the director late pick up fees will be assessed as follows: \$5 for being more than 10 but less than 20 minutes late; \$1 per minute for each minute after 20 minutes. If the parent or person authorized by the parents fails to pick up the child an hour or more after the child's session closing time and all attempts to contact parents or person(s) authorized by parents are unsuccessful we are required to contact the Division of Youth and Family Service 24-Hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or authorized person(s) can be located.

No one other than the legal guardians will be allowed to pick up a child unless the Early Learning Center is notified in writing by a parent. Emergencies are the only exception. If a legal guardian or designated driver arrives at the school to pick up a child and is deemed unfit to drive by the staff, other arrangements will have to be made before the child is released.

Registration Fee and Tuition

Children are accepted on an annual basis. A **non-refundable registration fee** is due at the time of registration and is not refunded unless the child is not accepted. Tuition for September will be due on August 1st. Each following tuition installment will be due on the first of each month from September thru May. Tuition will only be refunded if a program is discontinued by the school or the child moves out of the county. If it becomes necessary for the child to discontinue, 30 days written notice is required.

Payment Plans

1. Payment in Full

2. Payment monthly: Annual cost is divided by ten months. The first installment is due on August 1 preceding the start of the school year. The remaining installments are due on or before the first of the month beginning in September and continuing through May. A late charge of \$25 will be after the fifth day of the month in which payment has not been received unless previous arrangements have been made with the director. Excessive late or non-payment of tuition constitutes reasons for withdrawal of the student after consultation.

Please contact the school office if you need to make special arrangements for an alternate payment plan.

A church member in good standing will receive a 20 percent discount on tuition.

If you have a second child enrolled you will receive a 10 percent discount on the tuition for the second child.

No adjustments are to be made to tuition for holidays, sick, vacation or when school is closed.

Delinquent Accounts

When all previous efforts fail to elicit a payment response and an outstanding balance is 90 days overdue, the school, having exhausted all avenues may then consider legal action.

Health/Medical Emergencies

The New Jersey State Department of Health Standard School/Child Care Center Immunization Record IMM-8 and medical form confirming your child's fitness for school must be returned and approved by the director before he/she may attend.

Parents will be notified immediately when the child becomes ill, has an accident, or has been exposed to a communicable disease. If the parents or emergency contacts cannot be reached and the staff deems it necessary, the child will be taken to the hospital closest to our facility by emergency personnel.

Illness Policy

Even the healthiest child is likely to have days when he/she is too sick to go to school. **A child should not be sent to school unless they are well enough to participate in all activities. This includes outdoor play.**

1. Children must be free of fever, diarrhea, or vomiting for 24 hours prior to returning to school.
2. Children should be kept home for any undiagnosed rash, sore throat, discharge from eyes, or severe cough.
3. Children will be sent home following symptoms of fever of 101 degrees or more, vomiting, diarrhea, rashes or discharge from eyes or ears.
4. Please notify the school immediately when an illness is diagnosed as contagious so that any necessary steps may be taken to protect the other children who may have been exposed.
5. If a child develops a communicable disease such as chicken pox, strep throat, head lice, or scabies, the child may not return until they are symptom free or can provide the director with a physician's note authorizing the child's return.

Medications

We prefer not to administer medications. They will only be administered under the following conditions:

- Parent's written request with signature;
- Doctor's note stating child's name and any other pertinent information;
- Original container with date, name of child, prescription, dosage, time to administer and duration.
- **DO NOT PUT MEDICATION IN CHILD'S BOOK BAG. ALL MEDICATION MUST BE KEPT IN THE DIRECTOR'S OFFICE.**

Discipline Policy

The methods of guidance and discipline used shall be positive and consistent. First, the child will be shown the proper behavior and an explanation of why his/her behavior is inappropriate. When absolutely necessary a time out chair will be used for a few minutes. This temporarily separates the child from the present behavior while remaining in the classroom. In extreme cases the child will be removed to the office with the director and /or secretary until the behavior is no longer disruptive to the other children. The parent will be notified of this action.

The director, teachers and staff will **NOT** hit, use abusive language, ridicule, humiliate, frighten, withhold food or isolate a child without supervision. At all times we will do our best to exhibit the love of our Savior, Jesus Christ.

The Early Learning Center reserves the right to request the withdrawal of a student, after consultation, for any reason consistent with the best interest of the student, other students and the Center.

Dress Code and Personal Belongings

Dress your child in play clothing that the child can manage himself/herself. Please send your child with rubber soled shoes. Girls' dresses and inappropriate shoes may create safety hazards on the playground equipment. Your child's safety is important to us and we may be forced to deny him/her the use of the equipment for the day.

Outdoor clothing should be weather appropriate. **All outdoor clothing, book bags, show and tell, and an extra set of clothes should be labeled with your child's name.**

Visiting

We encourage all parents to visit the school and participate in the program with their various talents at any time during the year. To share your special gifts, talents and hobbies with us, please make arrangements in advance with your child's teacher.

A Back to School Night will be held for parents to become acquainted with their child's teacher and classroom. Parent-teacher conferences are held in the Fall and Spring. Special programs are held several times a year.

GOALS

Physical Growth

- To have an opportunity for physical activity
- To develop muscular coordination
- To enjoy participation in physical recreation

Mental Growth

- To develop initiative and creativity
- To learn to follow directions
- To ask questions
- To learn about the world in which we live
- To develop language ability

Social Growth

- To learn to get along with others
- To learn to share and take turns
- To develop fair play
- To learn to respect one's own property and that of others
- To learn to be courteous

Emotional Growth

- To develop a positive self image
- To develop a sense of responsibility
- To develop self reliance
- To develop a reasonable amount of self control

Spiritual Growth

- To see God in the world around us
- To grow in faith and the knowledge of Christ as personal Savior
- To worship God daily
- To grow in Christian living

Kindergarten Curriculum

Language Arts

Children will acquire an understanding of letters and sounds incorporated into a whole program designed to take them from readiness to reading and writing. Unit instruction will include seasons, foods, animals, holidays, weather, etc.

Math

This manipulative program explores the basic concepts of counting, addition, subtraction, graphing, telling time, using money, measurement and patterning.

Science

Children will enjoy science by observing, classifying and measuring as well as predicting, making models and interpreting data.

Religion

Kindergartners will experience God's word from Creation to Pentecost through puppets, videos, songs, weekly memory verses, prayer time and chapel.

School Trips

The children will travel by parents' cars for short distances and by bus for longer distances. Permission slips will be sent home with your child prior to the trip. **The permission slips must be signed, returned and fee paid before your child can accompany the class.**

All parents volunteering to drive must have a valid driver's license, registration, inspection and insurance card in the vehicle and enough seat belts for the number of children in the vehicle.

Snack Time

A snack calendar goes home monthly. Each child will have a turn bringing snack in for the school year. The number of times will depend on the enrollment that year.

Lunch Time

Those children who stay for lunch must bring in a prepared lunch complete with utensils and beverage. Microwavable foods are permissible but they must be microwave ready as we can not handle any food preparation. Cold packs are recommended when packing more perishable items.

Prayer

Please pray regularly for continued blessings for our school, children, and staff.

Feel free to call The Early Learning Center with any questions you might have at 973-827-5080.