

Open Door Nursery School
432 Wyoming Avenue
Millburn, NJ 07041
973. 376. 9303
opendoornurseryschool.com

September 2018

Dear Parents,

Welcome (and welcome back) to Open Door Nursery School!

Thank you for giving us the opportunity to share in your child's development. We will all do our best to see that your child grows emotionally, socially and intellectually—while having lots of fun!

This handbook provides you with general information regarding our policies on tuition, enrollment and parent participation as well as State-required information on child abuse, discipline policies, and the release of children to parents and/or guardians.

Open Door is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the State of New Jersey Department of Children and Families. Our license, which is posted by the Director's desk, affirms that Open Door has complied with the rules and regulations as stated in the Manual of requirements for childcare centers (the official licensing regulations). We maintain a copy of the manual in the Director's office, which is available for review.

We look forward to a wonderful school year. If you have any questions about the information contained in this handbook, or any questions about the operation of Open Door, please feel free to contact me at 973.376.9303.

Alethea Randazza, Director
Open Door Nursery School

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Open Door Nursery School Calendar for 2018 -2019 School Year

September	Wed-Fri	5,6,7	Staff Returns/Workshop/Meetings
	Monday	10	All Classes begin – Short Day for 2s & 3s
	Tuesday	11	Short Day for 2s (full day for 3s & 4s)
	Saturday	15	School Play Date – location TBD
	Monday	17	4s only Lunch Bunch Begins
	Monday	24	3s Lunch Bunch Begins
	Tuesday	25	Back to School Night 3s and 4s
October	Monday	8	Closed for Columbus Day
	TBD		Registration for 2019-20 begins (ongoing)
	Thursday	11	Sip & Shop
	TBD	(TBD)	Fire Dept. Visit
	Mon & Tues	22 & 23	Class Pictures
	Wednesday	31	Halloween Program/Party 3s & 4s only
	TBD		Back to School Night for 2s
November	Thursday & Friday	8 & 9	NJEA Convention (School Closed)
	TBD	(13 TBD)	Speech/Hearing Screening
	Wed-Fri	21– 23	Thanksgiving Vacation (School Closed)
December	Friday	14	Christmas Program in Chapel (Vacation begins following Program)
January	Wednesday	2	Classes Resume/Bridge Program begins
	Monday	21	Martin Luther King Jr. Day(School Closed)
February	TBD	(6 TBD)	Dental Health Program Day
	Friday-Tuesday	15 –19	Mid-Winter Recess (School Closed)
March	Tuesday	5	Teacher Training/Workshop (School Closed)
	TBD	(9 TBD)	Art Show & Sing-Along
April	Monday- Friday	15-19	Spring Recess (School Closed)
May	Monday	27	Memorial Day (School Closed)
	Wednesday	29	School Picnic
	Thursday	30	School Picnic Rain Date
June	Monday	3	Last Day of School for Children
	Tuesday	4	Last Day of school for Staff

***Possible Extension for Snow Days and/or Exceptional Weather – June 4, 5**

***Calendar is Subject to change**

ABOUT OPEN DOOR

Organizational Structure

Open Door Nursery School is sponsored by the Wyoming Presbyterian Church. Operation and administration of the school has been delegated to an Executive Committee comprised of the Director, the treasurer, the registrar, and a liaison from the Personnel Committee of Wyoming Presbyterian Church. In addition, there is the Open Door Parent Committee (ODPC) made up of parent volunteers whose purpose is to support the administration and faculty and to help build fellowship, community, and cohesion within the school and church community.

Philosophy and Religious Affiliation

Open Door Nursery School is a part of the Wyoming Presbyterian Church's ministry to children. Children attending Open Door will be exposed to concepts that the Church believes, such as the belief that we are each created by God and that we should treat each other as equals because God created us that way. The values will be kept simple and at a level that the children can understand. Children will be exposed to prayer, in the form of grace, at snack time. All holidays will be discussed, with Christian holidays being celebrated. A Christmas program is held each December in the church sanctuary.

Open Door Nursery School seeks to provide an atmosphere that is responsive to the development of the whole child and is committed to his/her physical, intellectual, social and emotional well-being.

Staff

The staff members of Open Door Nursery School are well qualified by both professional standards and teaching experience in early childhood education. Equally important, they are attuned to the varying needs of the developing pre-school child. Open Door Nursery School is licensed by the Bureau of Licensing, Division of Youth and Family Services and has met the codes of the Millburn Township building, health and fire departments.

Arrival and Dismissal

Open Door Nursery School hours are:

2 ½ yr. old class, M/TH	Ms. Hong	9:00-11:30 am
2 ½ yr. old Bridge class, T/F	Ms. Hong	9:00-11:30 am (beginning January 2019)
3 yr. old class	Mrs. Mott	9:00-11:30 am
3 yr. old class	Mrs. Fitzsimmons	9:00-11:30 am
4 yr. old class AM	Mrs. Stigliano	9:00-11:30 am
4 yr. old class PM	Mrs. Stigliano	12:30- 3:00 pm

- Same hours for those signed up for Wednesday also.

Please do not bring your child prior to start time and be prompt picking them up at dismissal time. Late arrivals and pick-ups are to be avoided at all times! Each child should be walked to his/her classroom by a parent or a parent substitute.

Parking Rules:

You may park on both sides of Linden Street for drop off and pick up only. This applies to the morning classes only. Afternoon pick up and drop off (12:30-3:00) will follow standard parking rules (one side only for parking). Remember to not block any neighbors' driveway (even for a brief minute) on Wyoming or Linden St. Orange cones may be used along Linden St. as parking markers from the intersection and stop sign at Wyoming. You must park after the orange cone (or before if during double parking times). **Cars parked illegally may be ticketed or towed.**

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 the child at the time of the center's daily closing, the center shall assure 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).
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 cannot continue to supervise the child at the center, the staff shall call the 24 hour Dept. State Central Registry Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the 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).
3. If the center is unable to make alternative arrangements, a staff member shall call the 24 hour State Central Registry Hotline (1-877-652-2873) to seek assistance in caring for the child.

If a parent, guardian or babysitter is repeatedly late in picking up their child, they will receive a warning letter from the Director. After two warnings a monetary fee will be assessed based on the length of time the parent or guardian is late, payable to the staff member who waited with the child.

Policy on Parent Participation

Open Door Nursery School believes the family is the most important influence in a child's life and therefore offers many opportunities for parental involvement. We have an "open door" policy and parents are welcome to observe the classrooms whenever they wish.

1. Parents registering at Open Door for the first time are invited to visit the school first. Parents are given a tour of the school, time to sit in on a class, and an opportunity to discuss the school program with the Director including school policies, tuition, school schedule and curriculum.
2. Parents are encouraged to attend "Back to School Night" where each teacher presents and discusses the goals, objectives and curriculum for her class.
3. Parents are invited to attend specific parties and programs such as for Halloween and Christmas. Other special activities are planned by individual teachers and vary with each class.
4. Parent/Teacher conferences are held each year to discuss a child's adjustment to school and progress during the year. The teachers put a lot of time and thought into their evaluations. These conferences are very beneficial. Please take advantage of them.
5. Each class has a class parent. The responsibilities include coordinating class parties, calling parents for school closings, and assisting teachers when needed.
6. Communication to inform parents of activities, curriculum, and timely updates will come from Open Door via email and/or our web site.
7. Many opportunities for parents to be involved in the school will be available. Parents may sign up for some of these activities on the first day of school

Policy on School Discipline

The physical health and safety of the children is a primary goal at Open Door Nursery School. In order to assure each child's safety and to help them develop self-control within a group situation, we use **positive discipline**. We use positive discipline by planning ahead, intervening when necessary, and by showing love and patience.

1. We respect the rights of each individual child and appreciate his/her point of view.
2. All discipline issues are handled in a positive and constructive manner.
3. We have a few consistent, clear rules that are explained to the children and are age-appropriate.
4. We try to anticipate and eliminate a potential problem.
5. We have a well-planned daily schedule.
6. We plan for ample elements of fun and humor.
7. We provide the structure and support children need to settle differences.
8. We share ownership and responsibility with our children by talking about our room, our toys.
9. We provide individualized attention to help a child deal with a particular problem or situation.
10. We provide alternate activities and acceptable ways to release feelings.
11. We redirect the child's attention to a new activity to change the focus of a child's behavior.
12. We criticize the behavior, not the child.
13. We use encouragement rather than competition, comparison, or criticism.
14. The staff uses a firm voice when necessary when discussing inappropriate behavior. The staff never uses corporal punishment, or abusive or humiliating language.

In the event that a child is repeatedly disruptive in the classroom (e.g.: biting, pulling hair, throwing objects, spitting, verbally abusing the teacher or another student), the child will be separated from the rest of the class in the following manner:

1. *2 ½ yr. old class*: The child will be placed on a designated seat away from the group and the teacher will explain the reason for the separation. *3 and 4 yr. old classes*: The child will be asked to sit in a designated chair, again, with the explanation of this action. If the child refuses to approach the chair, he/she will be led by the hand to the chair.
2. If, after several attempts to redirect the child's attention and the child's disruptive behavior continues, the child will be excused from the classroom under the supervision of a staff member.
3. Next, the child's parent or emergency contact will be notified that the child is uncooperative and the school will request that the child be taken home.

Conditions for Expulsion from Open Door

Unfortunately, there are sometimes we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this school.

IMMEDIATE CAUSES FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payments.
Failure to complete required forms including the child's immunization records.
Verbal abuse to staff.
Habitual tardiness when picking up your child.

CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time.
Uncontrollable tantrums/angry outbursts.
Ongoing physical or verbal abuse to staff or other children.
Excessive biting.

The child continually interrupts and/or disrupts the positive learning experience for other children in the class.

The child demands an inordinate amount of attention from the classroom teachers, thereby limiting and interfering with their obligation and commitment to the needs of other students.

Attempts from teachers and director to help the child assimilate into the school setting are unsuccessful. These efforts would include parental observation, phone communication, and conferences.

SCHEDULE OF EXPULSION:

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the school.

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.

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

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behavior.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

IT IS ALWAYS OUR HOPE THAT ALL CHILDREN ADMITTED TO OPEN DOOR NURSERY SCHOOL WILL BE SUCCESSFUL IN ADJUSTING IN A POSITIVE WAY TO THE CLASSROOM ENVIRONMENT, TEACHERS AND CLASSMATES.

The school will notify a parent immediately should a child sustain a head or facial injury including when a child bumps his or her head, when a bite breaks the skin, and/or when a child falls from a height greater than the height of the child.

IF YOUR CHILD WILL BE ABSENT FROM SCHOOL FOR ANY REASON, PLEASE CALL THE SCHOOL AT 973.376.9303 or send an email to the Director.

POLICY ON ILLNESSES AND 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, characterized as twice the normal frequency, within a 24 hour period
- Episodes of acute vomiting within a 24 hour period
- Elevated oral temperature of 100.5 degrees Fahrenheit
- Lethargy that is more than expected tiredness
- Severe coughing & Difficult or rapid breathing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- 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 of Department of Health. The center may exclude a child whose illness prevents the child from participating comfortably in activities or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.

TABLE OF 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:

Respiratory Illnesses	Gastrointestinal Illnesses	Contact Illnesses
Chicken Pox**	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenza*	Giardia LambliA*	Scabies
Measles*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	
Mumps*	Shigella*	
Strep Throat		
Tuberculosis*		
Whooping Cough*		

*Reportable diseases that must be reported to the health department by the center.

For more information: https://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

**Note: If a child has chicken pox, a health care provider's note is required for readmitting the child to the center. A note from the parent is required, stating either that at least six day's has elapsed since the onset of the rash, or all sores have dried and crusted.

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

Chicken pox and head lice are common childhood diseases that will prevent your child from attending school. For chicken pox, the child may return to school after all the pox have scabbed over, usually 7-10 days. For head lice, a child will be removed from the classroom until a health care provider has given written confirmation that the child may return to school.

Open Door will notify parents if children have been exposed to these diseases. Our guiding concern is for the health and well-being of our students. Please do not send your child in if he/she is sick; it is not fair to the rest of the class or the staff.

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

In order for Open Door Nursery School to dispense *allergy specific* medicine, we must have:

1. A note from the child's physician authorizing the school to dispense medicine, specifying the name, amount, and time of intervals.
2. A note and medical release from the parent authorizing the school to dispense medicine specifying the name, amount, and time of intervals, and holding the school harmless from any and all liability in connection with the school's administration of or failure to administer medication.
3. The medicine must be in the original container with all of the prescription information on it.
4. Parents are requested to bring in the above requests, medication, and authorization in person to the Director. No medication (prescription or nonprescription) should be sent with the child.

TV, Technology and Social Media Policy:

Open Door Nursery School does not use television or computers in the classrooms with children. iPad's may be occasionally used as an additional learning tool when appropriate.

The use of Social Media is limited to updates, posts, and pictures to our website and school news (www.opendoornurseryschool.com), our Facebook page, and Instagram. Unauthorized use of children's photos or videos is prohibited.

No photographs taken within the Preschool or at Preschool events and outings are to be posted for public viewing, except those of your own child. Parents and staff are advised that they do not have a right to photograph or upload photos of anyone else's children. This excludes photographs taken by staff for display at the school or in its materials, if parental permission is given.

The Photography Consent Form gives permission (or not) to use photographs of Open Door students in public relations related forums such as; our website (class news, school news) an ad in a local magazine, or newspaper articles regarding the school. The consent form allows us to have approval that any picture taken of your child during the school year may be freely used for the above stated purposes. Please complete the bottom portion of this form and return it to the school.

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 and Youth Residential Licensing, in the Department of children and Families. In keeping with this requirement, the center must secure every parent and staff members 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 are 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 environmental/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 Office of Licensing’s Inspection/Violation Reports on the center, which are issued after every State Licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office’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>

Our center must cooperate with all DCF inspection/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 (NJSA 10:5-1 et seq), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 USC 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 <http://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call 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 the State law to report the concern immediately to the State Central Registry Hotline, toll free at 1-877-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/.

OOL/INFORMATION TO PARENTS/APRIL 2017

Emergency Evacuation Information

- In the event we need to evacuate the building, we will walk to our designated location, which is the Wyoming Club on Linden St., across from the playground. We will take our emergency folder with emergency contact information, allergy information, emergency medical consent forms, and first aid supplies.

Discounts: A 5% discount is available to families with more than one child enrolled at Open Door. They will receive the 5% discount for the child with the *lowest* tuition.

Late fees: Tuition is due and payable on or before the dates listed above.

Failure to pay tuition by the 8th of the month will result in a late payment fee of \$20.00. In addition, tuition must be received no later than the 8th of the month in which it is due or you may be subject to forfeiting your child's position at Open Door. If tuition in arrears is collected, the child may be readmitted.

- There will be a \$15.00 charge for all returned checks.
- Post dated checks will not be accepted.

Tuition must be current in order to be eligible to register for the following year.

Payment options: Families may pay tuition and fees by check, money order or cash. When paying by cash, families will receive a receipt for monies rendered. If a family requires an alternate payment schedule, they must contact the registrar prior to March 1, 2018.

Lunch Bunch: Lunch Bunch payments are due in full by August 1, 2018 if you choose one or two days. If you choose more than two days, the first two will be due August 1, 2018 and the remaining lunch bunch payments will be due December 1, 2018. No child will be permitted to attend the first scheduled Lunch Bunch without receipt of either full or partial payment. Lunch Bunch payments are NONREFUNDABLE. If the school is able to sell the spot, a refund may be made if there are no outstanding tuition payments.

Questions? Please email Sandy Kramer skramer@opendoornurseryschool.com
OR call the office (973.376.9303)

GENERAL INFORMATION

TOILET TRAINING

Children in the three and four year old classes should be fully toilet trained. The staff is not responsible for assisting the children in their bathroom habits. A family whose child is still experiencing constant difficulty with toilet training once school is underway will be asked to make arrangements to have someone immediately available to change the child. Pull-ups are strongly discouraged.

Children in the Two's do not have to be toilet trained.

CLOTHING

Please dress your child in comfortable clothing appropriate for playing inside and outside. Footwear such as sneakers and rubber soled tie or Velcro shoes are particularly safe for children playing on the play equipment outside and are better choices than sandals, jellies or crocs. During the winter months, children should wear warm clothing. Except when really wet, children will go outside every day. Please send your child in with the right gear—warm jacket, mittens, boots, and a hat—no matter how much they protest. **All clothing should be clearly labeled with your child's name.**

DISMISSAL POLICY

Children will be dismissed only to parent(s) or persons authorized on the Open Door Dismissal Form. *If someone other than a parent or authorized person will be picking up your child, the parent must send a signed note to the teacher.* The note must state who will be picking up the child and the effective date.

If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, the parent must advise the child's teacher and the school's director. A copy of the appropriate court order is required for inclusion in the child's file. Please see **Policy on the Release of Children** (p. 6).

EMERGENCY CLOSINGS

Emergency closings are those events, other than snow, that prohibit the school from operating. Extreme cold, heat, and building issues are some examples of "emergency closing" situations. The decision to cancel school for that day is made at the discretion of the Director. The decision to add days to the end of the school year (as make up days) will be made by the Executive Committee.

SNOW DAY POLICY

Snow days will coincide with those of the Millburn school system. If there is a delayed opening, the school will open at 10 am unless you are otherwise notified. Any other closings will be at the discretion of the Director. If school is closed or delayed, you will be notified by a school wide email, we will post an alert on the website and on our Facebook page, and we will update the school answering machine as soon as possible to inform everyone. Please keep the Director informed of any changes in your contact information.

Three (3) snow days will be built into the curriculum, such that the first three days the school is closed for inclement weather will **not** be made up. The next set of snow days will be made up on a **one for one** basis at the end of the school year, with a maximum of 2 additional days. If we need to add days because of weather closings, we will be adding them to the end of the year (see calendar).

SCHOOL PICTURES

In October, a professional photographer will take individual and class pictures. Packages are offered at a reasonable cost; however, parents are not obligated to make a purchase.

BIRTHDAYS

Birthdays are special and welcomed events of the year. Each child may bring a favorite treat that day to celebrate. Please check with your child's teacher to make arrangements. Try to bring finger foods which children enjoy.

SNACK

Parents will be assigned a snack day (approximately once a month). The school supplies apple juice and water. Ideas for healthy, single serving snacks include: pretzels, bagels, cheese, fruit, and cut up vegetables.

NO NUT POLICY

Open Door requests your cooperation in making sure that **no foods containing nuts of any kind** be sent to school for snack, Lunch Bunch or birthdays. Please check ingredient labels very carefully before sending any foods to school. Putting the safety of our children first requires us to be sensitive to those with severe nut allergies.

Make sure any allergies are made known to the school's director and your child's teacher. If your child could have a severe reaction to certain foods, you will be asked to bring in your own snack.

REGISTRATION AND ENROLLMENT PROCEDURE

- Tours of the school and visits to the classrooms are available to interested parents beginning in October. Appointments are suggested.
- All returning students are guaranteed enrollment if a parent or suitable representative is present at the appropriate registration date and time. All tuition for your child's current school year must be paid in full in order to register for the following school year.
- No application will be accepted prior to the appropriate registration date.
- Registration for the 2019/2020 school year will be held in October. A specific day and time will follow at a later date.

ELIGIBILITY

Children are eligible for the two and a half year program beginning in September, if they are two years old by March 15. Children are eligible for the Bridge Program beginning in January if they are two years old by July 15. Three and four year olds are eligible if they are three and four, respectively, by October 1.

SKIPPING A GRADE

Given the age cutoffs of the classes, it is natural for some age overlaps to occur. Open Door's curriculum works best, however, if taken in sequence. We cannot recommend skipping a grade unless you are experiencing exceptional circumstances. If you think you have a child who can afford to miss the three year old program, he or she must participate in an evaluation with the full teaching staff for approval. If the jump is not approved, we must insist the student be allowed to enjoy the excellent three year old program at Open Door.

Open Door Parent Committee

The Open Door Parent Committee (ODPC), odpcinfo@gmail.com, is made up of parent volunteers whose role is to support the administration and faculty and to help build fellowship, community, and cohesion within the school and church community. Alethea Randazza, Open Door's Director, participates in every meeting. Advice and council is also available from the Wyoming Presbyterian Church Pastor.

Parents interested in becoming a member of the ODPC are encouraged to contact Alethea Randazza or Tabby Gillim for information regarding job descriptions, time requirements, and other responsibilities of a committee member.

Open Door Parent Committee 2018-2019

Tabby Gillim	Chair	tabby.gillim@gmail.com
Sharon Pettit	Co-Chair	sharon.pettit@gmail.com
Lea Blackburn	Secretary	leakohl@gmail.com
Erin Blaine	Communications	erin.blaine@gmail.com
Carla Labianca	Publicity	carla.labianca@gmail.com
Melissa Linzer	Social Media	melinzer@gmail.com
Jennifer Nish	Events Chair	jennifer.nish@nbcuni.com
Katie Stein	Events Co-Chair	kbassett01@gmail.com
Lindsay Burns	Events Coordinator	lindsaygburns@yahoo.com

Information from the ODPC specifically will come from the email; odpcinfo@gmail.com

Executive Committee:

Alethea Randazza, Director 973-376-9303 OR arandazza@opendoornurseryschool.com
Sandy Kramer, Registrar skramer@opendoornurseryschool.com
Lisa Magee, Treasurer