

# **Parent Handbook**

**Mission Statement-** To provide children with the stimulating educational opportunities in a home away from home environment that encourages each child to reach their fullest potential.

**About Us-** At Start-Rite, we offer the best quality education in a home like environment. We operate year round and providing full and half day programs with reasonable tuition fees. Our class sizes are small so that every child receives individualized attention. Our highly qualified teachers and staff are committed to working within each child's comfort-zone to ensure optimal social, emotional and educational development. Our staff has an excellent reputation for preparing children for their next step.

Start Rite Nursery School is expanding its program to include infants and toddlers, as well as adding an after school program for school age children. The staff is highly qualified, warm, dedicated, and most of the teachers have been with the school for many years. There is virtually no turn over, an important factor to consider. Exciting additions to the programing to watch for: Parent's Night Out once a month, as well as weekly language, fitness, cooking, and dance classes to name a few.

## **About the Owner-**

Jennifer Kovacs has a Masters in Early Childhood/Elementary Education and a B.A. in Psychology from Rutgers University, as well as more than 14½ years working in the field of Early Childhood Education. She has worked every aspect of the field from volunteer to director, and has over 9 years of experience working as a lead teacher. Having a school of her own, is a life-long dream come true for her.

## **About the Director-**

Ida Silva began working at Start-Rite Nursery School in 1985 as a pre-k teacher. After several years as a classroom teacher, her dedication, enthusiasm, and strong work ethic earned her the position of assistant director. In 2006 Ida enrolled in the Director's Academy and became the director of the school in 2007.

## **Teachers-**

Our teachers are certified in the field of Early Childhood Education, and continue their education by attending professional development courses every year. Most of the staff have been with the school for more than 10 years, and are well experienced working with young children.

**History of the School-** Start-Rite Nursery School and Kindergarten was established in 1952 in Green Brook, NJ, and has been serving families in the Piscataway area since 1979. Many of the school's first children are now sending their own children.

**Curriculum-** At Start-Rite we implementing the Creative Curriculum, which is state approved curriculum. We are interested in the whole child-in his/her social, emotional, cognitive, and physical development. Our well rounded program offers art activities, music, story-telling, number and reading readiness, dramatic play, science, social studies and the culinary arts. We develop small muscle coordination through the use of our many manipulative materials. Our spacious play area is used year round to develop the large muscles, and just to have fun. Time is also provided for free play, a very important part of the child's social development.

At Start-Rite we are determined to provide each child with a well-rounded curriculum to help him/her achieve success. Through dealing with his/her peer group, the child will learn to give and take, to accept responsibilities, and do his/her share. He/she will learn the gratification of doing things for him/her-self as well as for others.

**Progress Reports and Conferences-** Children's progress reports are given out in January and June, and conferences will be held 3 times a year; once in the fall, winter, and spring. Cognitive, Physical, Social, and Emotional development are evaluated with the teacher.

**Show and Tell-** Show and Tell helps a child develop their language skills and builds self-confidence. Please encourage your child to participate. Please label the item with your child's name to avoid confusion. **No Guns, Money, or Anything of Great Value.** 2 day students have Show and Tell on Thursdays, and 3 and 5 day students have Show and Tell on Fridays.

**Computer-** As a part of our curriculum, all classes participate in our computer program, which includes Early Learning Software to reinforce what has been taught in the classroom.

**Kindergarten-** Our Kindergarten is a full day program that meets five days a week. Class sizes are limited to allow for an individualized approach. The teacher is certified and is well trained in implementing the Creative Curriculum. Our kindergartners leave our school well prepared for first grade.

**Lunch and Snacks-** Lunch and snacks are provided by the parents and caregivers. Lunchtime is at 11:15-11:45. If your child stays past 11:15 please send lunch with them. We also have two snack times throughout the day, one in the morning and one in the afternoon. We ask that you please provide your child with a snack for these times.

**Class Schedules and Extended Care Program-** Our school is open 12 months of the year to better accommodate our working parents. We offer 2, 3, 4, and 5 half and full day programs, depending on your needs. For parents desiring or needing more than our all day program, we offer early morning care starting at 7:00 a.m. and an afternoon extended care program from 3:30 p.m. to 6:00 p.m. Children attending the half day sessions may join their class during their lunch period. Please refer to the price list for fees.

**Registration Fee- Method of Payment-** The registration fee is due when you submit your registration form. It is non-refundable or applicable to your tuition payment. There is a \$50 security deposit that will be applied to your last month tuition, and is refundable as long as you provide us with a month's notice before withdrawing your child from our program.

Tuition payments are due the first school day of each month. There is a \$50 late fee if your payment is not received by the 15<sup>th</sup> of the month. Extended care is billed at the end of the month according to the amount of time you have used. We accept cash, checks, debit and all major credit cards.

**Medical Requirements-** The Universal Healthcare Record and your child's immunization records must be filled out by your child's physician and returned to us prior to admission. The state of New Jersey does require that all children have a flu shot on or before December 31<sup>st</sup>.

**Sickness Policy-** According to the State Licensing Manual children will not be permitted to come to school if they have:

- 1) Severe pain or discomfort
- 2) Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
- 3) Two or more episodes of acute vomiting within a period of 24 hours;
- 4) Elevated oral temperature of 101.5 degrees Fahrenheit or over in conjunction with behavior changes;
- 5) Weeping or bleeding skin lesions that have not been treated by a health care provider;
- 6) Mouth sores with drooling; or
- 7) Stiff neck.

Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, they may return to the center.

If a child who has already been admitted to the center manifests any of the illnesses or symptoms specified in 1-7, above the center shall remove the child from the group of well children and will contact the child's primary caregiver.

If a child is not capable of fully participating in the day's activities we ask that you keep them home.

**Transportation**- Parents transport their children, individually or through carpools. We will be happy to help you with carpool arrangements. Please inform us any time someone else is picking up your child.

**Walking Field Trips**- Included in your registration packet is a permission slip for walking field trips. This gives the teachers the freedom to take their classes on walks, to explore nature, or as an alternative to going on the playground. This is most useful when the playground is too wet for the children to play on, but the conditions are otherwise favorable for the children to go outside.

**Photo Release**- There is also a photo release form in your registration packet. This is by no means an obligation, but we would greatly appreciate being able to use your child's image in advertisements in brochures, on our webpage, on television, and in the local paper.