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THE CHERRY TREE CLUB *

THE CHERRY TREE CLUB

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A COOPERATIVE PROGRAM OF:

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**Funded in part by the
United Way of Greater Mercer County*

WELCOME TO THE CHERRY TREE CLUB!

Welcome to The Cherry Tree Club, a preschool for children who live in Mercer County, New Jersey. We are glad that your child will be attending our school and we hope that you and your child will enjoy being a member of The Cherry Tree family. This handbook will provide you with information on the philosophies, activities, procedures and policies of The Cherry Tree Club.

For more information about our program, you may call the Director or the Lead Teacher at The Cherry Tree Club (609-799-1753). Please feel free to join us or stop by at any time during the school year. We welcome your visit.

We look forward to being with your child and delighting in the marvelous joy that young children bring to those around them.

GENERAL INFORMATION

LOCATION

The Cherry Tree Club (CTC) is housed at Prince of Peace Lutheran Church in West Windsor Township, Mercer County. In the event that you need to visit us, directions to the church may be found on our website: www.cherrytreeclub.org. If you need to contact us, please use the following address, phone and fax numbers:

The Cherry Tree Club
177 Princeton-Hightstown Road
Princeton Junction, N. J. 08550
Phone: 609-799-1753
FAX: 609-799-0958

HOURS OF OPERATION

The CTC is open five days a week, Monday through Friday, from 9:30 am to 3:30 pm. The preschool meets throughout the year, including a full-time 9-week summer program held during July and August.

SCHOOL CALENDAR

A calendar for the current program year (September-June) is enclosed. A calendar for the summer program is provided in June. *Please note that the CTC does not always follow the calendars of local public school districts.*

APPENDIX G: POLICY ON THE RELEASE OF CHILDREN

Each child will be transported on The Cherry Tree Club bus to their drop-off location under the supervision of The Cherry Tree Club Program Assistant. At the drop-off location, the child will then be released only to the custodial parent/legal guardian or the person authorized by the custodial parent(s) to assume responsibility for the child in the case of an emergency.

Children shall not be released from The Cherry Tree Club site to a custodial parent or authorized person unless the individual can provide proof of identification and the staff is able to identify the individual.

If a non-custodial parent has been denied access to a child by a court order, The Cherry Tree Club shall secure documentation to that effect and maintain a copy on file.

If the custodial parent or authorized person is not at the child's drop-off site, the Program Assistant will:

- ✦ Remain with and supervise the child at all times;
- ✦ Attempt to find the parent or person authorized by the parent;
- ✦ If no one is found an hour after arrival at the child's drop-off site, call the DYFS 24-hour Child Abuse Hotline (800-792-8610) to seek assistance in caring for the child until the parent or person authorized by the child's parent is able to pick up the child; and Call the CTC Lead Teacher and Director to inform him/her of what has transpired.

If the custodial parent or authorized person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Program Assistant, the child would be placed at risk of harm if released to such an individual, the Program Assistant will:

- ✦ Not release the child to the impaired individual;
- ✦ Contact the child's other parent or an alternate person(s) authorized by the parent;
- ✦ Call the DYFS 24-hour Child Abuse Hotline (800-792-8610) to seek assistance in caring for the child; and Call the CTC Lead Teacher and Director to inform him/her of what has transpired.

REGISTRATION/ENROLLMENT

The CTC is licensed to serve children who are 2 ½ to 5 years old. Your child may enroll at the CTC any time during the program year. At least one parent should plan to spend an hour at the CTC on the child's first day so that CTC staff can familiarize the parent with our program and provide the parent with a tour of our facilities. We will also work with you to complete the necessary enrollment forms.

COST

The CTC is available to families even if they do not have committed funds to pay for the cost of the program. The program will work with you to apply to child care subsidy programs for which you may be eligible. Your child's enrollment will not be jeopardized if you do not qualify for these programs.

TRANSPORTATION TO & FROM SCHOOL

The CTC provides transportation to and from the preschool if needed. Transportation is provided by a 25 passenger bus and is operated by a credentialed bus driver. An assistant is always on the bus to supervise the children.

The CTC bus picks up and drops off students each morning and afternoon at two designated sites:

	<u>AM PICK UP</u>	<u>PM DROP OFF</u>
HomeFront	8:30 am	4:30 pm
Family Preservation Center	9:00 am	4:00 pm

COMMUNICABLE DISEASES

The CTC shall not permit a child with any one of the following communicable diseases to attend the program:

EXCLUDABLE COMMUNICABLE DISEASES

<u>Respiratory Illnesses</u>	<u>Gastro-Intestinal Illnesses</u>	<u>Contact Illnesses</u>
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Chicken Pox	Camphylobacter	Impetigo
German Measles	Escherichia coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

Children with one of the above illnesses will only be permitted to return to the program when a doctor's note stating that the child presents no risk to himself/herself or others is obtained. If the CTC experiences an outbreak of an excludable communicable disease, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

ADMINISTRATION OF MEDICATIONS

The CTC will not administer medication to a child during the program hours.

At the end of the day, the bus assistant will wait with your child until you or an authorized person arrives to pick him/her up at the drop-off site. *Out of courtesy for the CTC staff member's time, please make every effort to arrive punctually for afternoon pick-up.*

DAILY SCHEDULE

The CTC follows a basic daily schedule, which includes indoor and outdoor free play; structured group time; reading time; clean-up time; meals; and nap time. The following is a sample schedule of a day at the CTC:

9:30 am	Arrival/ Breakfast
9:45 am - 11:00 am	Bathroom Free Indoor play Preliteracy Work Computer Craft Room clean-up
11:00 am -11:15 am	Circle
11:15 am -11:45 pm	Outside play
11:45 pm - 12:00 pm	Story time
12:00 pm - 12:30 pm	Lunch /Bathroom
12:30 pm – 2:00 pm	Naptime
2:00 pm - 3:30pm	Snack Bathroom Quiet Reading & Puzzles Story time
3:30 pm	Outdoor play Departure

APPENDIX F: POLICY ON HEALTH MATTERS

The Cherry Tree Club is committed to providing a program which is safe and attentive to the health and well-being of its students. Thus, parents are required to provide: (1) critical information about the child's medical history; (2) the name and phone number of the child's physician; (3) a copy of their child's immunization records; (4) the results of a physician's examination which has been performed within one year of the child's start in the program; and (5) authorization to obtain emergency medical treatment.

HEALTH AND IMMUNIZATION REQUIREMENTS

Before starting at the CTC, each child shall have had a health examination performed by a licensed physician within one year prior to their start at the program. Additionally, each child must have received the necessary immunizations.

ILLNESSES

Children should not be sent to the CTC with any of the following illnesses or symptoms of illness. If such illnesses or symptoms of illness occur at school, the child will be separated from the group and possibly sent home early:

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

Once the child is symptom free or has a physician's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the CTC.

SCHEDULE OF EXPULSION

If 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 center.

- ◆ 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 center.
- ◆ The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to children's welfare or safety).
- ◆ Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

ENRICHMENT PROGRAMS & FIELD TRIPS

Special enrichment programs such as music, storytelling, dance and science are offered at the CTC. Additionally, the CTC goes on stimulating and educational field trips throughout the year. We have delighted the children with trips to museums, aquariums, parks, theaters, farms, the beach and the circus. These trips are free of charge and transportation is provided on the CTC bus. Permission slips are provided for each trip and must be signed and returned to the CTC before the field trip occurs. We always take our First Aid kit and the children's medical care release forms and emergency contact information in case of an emergency.

MEALTIMES

Each day, the CTC serves breakfast upon arrival, a hot lunch and an afternoon snack after naptime. It is important to us to provide nutritious, well-balanced meals and healthful snacks at all times. We also view meals as an opportunity for socialization and learning, and as such, strive to use mealtimes to:

- ◆ Have a pleasant environment for children to engage in friendly conversation with peers and teachers
- ◆ Develop appropriate socialization skills and table manners
- ◆ Practice age-appropriate developmental skills

As allergies and dietary restrictions are common among young children, it is important that you provide up-to-date information regarding your own child's food allergies and/or dietary restrictions. Information related to allergies and food restrictions are posted in the classroom.

APPENDIX E: POLICY ON EXPULSION

Other than special diets, the CTC does not allow students to bring any outside food, snacks or candy from home.

NAPTIME

Each afternoon, children are given time to rest/sleep. The CTC provides nap mats, sheets, and blankets for each child. Sheets and blankets are freshly laundered at the end of each week.

If a child has difficulty sleeping during naptime, we provide the child with quiet play alternatives on his/her mat or in the classroom.

TOILETING

Children are not required to be toilet trained in order to attend the CTC. Although we do not actively toilet train, the CTC staff encourages non-trained children who are wearing diapers or pull-ups to use the toilet. In the event of an accident, we will provide the child with clean clothes and will send home soiled garments in a plastic bag.

CLOTHING & PERSONAL BELONGINGS

The CTC encourages parents to dress children in clothing that is comfortable and suitable for active play, including arts and crafts and outdoor play. The recommended footwear is sneakers or some other sturdy type of shoe. Girl's dressy shoes that have slick soles or high heels are discouraged.

The Cherry Tree Club may have to terminate or suspend, either temporarily or permanently, a student if his/her own behavior or the behavior of his/her parent warrants such action.

PARENTAL ACTIONS FOR A CHILD'S EXPULSION

- ◆ Failure to complete required forms, including the child's immunization records and Universal Child Health Record.
- ◆ Habitual tardiness when picking up a child.
- ◆ Physical or verbal abuse to the staff.

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.

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- ◆ Staff will try to redirect child from negative behavior.
- ◆ Staff will reassess classroom environment, appropriate activities and supervision.
- ◆ Staff will always use positive methods and language while disciplining children.
- ◆ Staff will praise appropriate behaviors.
- ◆ Staff will consistently apply consequences for rules.
- ◆ Child will be given verbal warnings.
- ◆ Child may lose certain privileges.
- ◆ Child's disruptive behavior will be documented and maintained in confidentiality.
- ◆ Parent/guardian will be notified verbally.
- ◆ 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.
- ◆ The parent /guardian will be given literature or 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.

APPENDIX D: POLICY ON DISCIPLINE

The program of The Cherry Tree Club is thoughtfully planned to meet the developmental, social, and emotional needs of three, four, and five year olds. In implementing this program, The Cherry Tree Club staff will always encourage an atmosphere of love and trust for the children and will use a compassionate, positive approach to guidance and discipline. Staff will:

- ◆ Set examples of good behavior and model positive methods for dealing with conflict, anger and frustration;
- ◆ Always use a good tone of voice and encourage the same from the children;
- ◆ Encourage children to be kind, honest, fair, generous and independent;
- ◆ Encourage children to express feelings through the use of words. Each child will be helped to understand that it is okay to become angry or jealous, but that he will not be allowed to hurt others or himself when these feelings are present;
- ◆ Encourage children to be part of group activities, but never force a child to join an activity;
- ◆ Give alternate suggestions for behavior if a child is told “no.”

Children who, under staff supervision, are happily and productively engaged in suitable activities tend to present fewer discipline problems. However, the health and safety of our staff and children are primary concerns and when problems do arise, they will be handled: (1) promptly; (2) positively and confidently; (3) consistent with the age and developmental needs of the child; and (4) so that the child’s ability to maintain self-control is enhanced. For the most part, individual attention, talking, redirection, distraction, humor, restrictions in space, or restrictions in use will be effective measures in dealing with child discipline problems. Suggestions and directions will be given firmly, but kindly. Staff will make sure to criticize behavior, not the child.

If the above techniques do not work, a “time out” period in which the child is held, removed from the area, or removed to another room will be used. These actions will be immediate and of appropriate duration. The staff person will explain to the child in question why their behavior was wrong and why the “time out” was necessary. Any child who is removed from the group will always be under the supervision of a staff member.

CTC staff will never resort to the use of: hitting; corporal punishment; abusive language; ridicule; harsh, humiliating or frightening treatment; or any other kind of abuse, neglect, or exploitation. In addition, discipline will not be associated with the behavior of children regarding rest, toileting or food. Finally, a child shall never be isolated without supervision or be required to remain silent or still for long periods of time.

When disciplinary action is needed consistently, the parent/legal guardian will be verbally informed. If discipline truly becomes a problem with a particular child, the CTC reserves the right to request the termination of the child’s attendance at the program.

Unless the weather is severe, children play outside almost every day. Please dress your children appropriately for the seasons. Hats, scarves and gloves in the wintertime and lightweight, cool clothing in the summer are ideal for your child’s comfort.

EMERGENCY CLOSINGS & DISASTER RESPONSE

A CTC staff member will notify parents by telephone in the event that the CTC is closed or will close early due to severe weather conditions. Generally, the CTC follows the judgment of the West Windsor-Plainsboro School District with regard to closings due to inclement weather.

In the event of an emergency or disaster, we will notify you immediately of our status at the preschool.

GOAL & PHILOSOPHIES

GOAL

The goal of The Cherry Tree Club is to provide a loving, nurturing, and safe environment that promotes healthy physical, emotional, social, and intellectual development, with the aim of creating a firm foundation for each child's future academic success.

STAFFING

The Cherry Tree Club employs one full-time teacher and one full-time assistant for the classroom. Under the supervision of the lead teacher, four to five adult volunteers are present every day to work with the children. The CTC classroom maintains an excellent adult to child ratio that allows for more individualized attention for the students.

ATTENDANCE

It is recommended that your child attend the CTC every day. Consistent attendance enhances the child's ability to learn the school routines, benefit from the school curriculum, and establish friendships.

If your child will not be in school, please call the CTC and inform the teacher as to the reason for the absence. It is helpful for the teachers to know if your child is ill or is away. If your child is absent for more than 2 days and we have not heard from you, we will call you to determine the reason for the child's absence.

*We encourage parents to discuss with us any questions or concerns about the policies and program of the CTC 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 standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, too.

*The CTC is required to offer parents of children ample opportunity to participate in and observe the activities of the CTC. Parents wishing to participate in the activities or operations of the CTC should discuss their interest with the center director, who can advise them of what opportunities are available.

*Parents of children may visit the CTC 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.

*The CTC 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.

*The CTC 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.

*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 Division of Youth and Family Service's Office of Child Abuse Control, toll-free at 800-792-8619, or to any District Office. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, New Jersey, 08625.

*The CTC must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child.

*The CTC must have a policy concerning health care procedures, the dispensing of medicine, and the management of communicable diseases.

*The CTC must have a policy concerning the expulsion of children from enrollment.

*The CTC is required to comply with the NJ Law Against Discrimination and the Americans with Disabilities Act.

APPENDIX C: INFORMATION TO PARENTS*

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), 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 may comply with this requirement by: (1) reproducing and distributing to parents the written statement prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or (2) incorporating the required information in its own handbooks, brochures, or other informational materials. In keeping with this requirement, the center must also secure every parent's signature attesting to his/her receipt of the information. The following pages relate that information which you are required to know about The Cherry Tree Club.

GENERAL INFORMATION

*The Cherry Tree Club (CTC) is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license is posted in a prominent location at our center and you are invited to review it when you are at the CTC.

*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 recordkeeping requirements; and others. The CTC has a copy of this manual on the premises and will make it available to interested persons for review. Parents may secure their own copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey, 08625.

*The CTC must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children as part of inspections/investigations. Parents are entitled to review the CTC's copy of the Bureau of Licensing's "Inspection/Violation Reports", 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 Bureau's "Complaint Investigation Summary Report", as well as any letters of enforcement or other actions taken against the center during the current licensing period.

*The CTC is required to post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to CTC staff if you have any questions about the center's space.

**The terms "parent" or "parents", used throughout this document, are meant to apply to that person(s) who is considered the legal guardian(s) of the child attending the Cherry Tree Club, even if that person is not the child's parent.*

PHILOSOPHY OF LEARNING

The philosophy of the Cherry Tree Club is to foster children's development in the broadest sense by providing diverse opportunities. We seek to provide these learning and growth opportunities in a nurturing atmosphere of love, care, acceptance and support.

At the CTC, we believe that children learn through play and are active learners, experimenters, explorers and artists who do not learn at the same rate or in the same way. Thus, we treat each child as an individual and work from the level each child has attained. We encourage the children to make choices, think creatively, explore new opportunities, interact with others, and to grow into whole and healthy individuals.

Ultimately, we hope to help all children develop strong feelings of self-worth, gain positive self-esteem, and begin their life-long love of learning!

PHILOSOPHY OF DISCIPLINE

The CTC is required to have a formal policy on the disciplining of children. Please refer to the appendix for the complete "Policy on Discipline." This policy is posted on site and all staff members and volunteers practice this policy.

In general, please be aware that the CTC staff is dedicated to providing an atmosphere of love and trust in the classroom and therefore uses a compassionate, positive approach to disciplining children. Under no circumstances will a child be hit, yanked, shaken or otherwise physically abused. If a behavioral situation requires further attention, a conference will be scheduled with the teacher and the parents.

Unfortunately, there are times when a child from our program has to be expelled, either on a short term or permanent basis. Please refer to the “Policy on Expulsion” in the appendix. We want you to know that we will do everything possible to work with our families in order to prevent this policy from being enforced.

CONFIDENTIALITY

All information regarding children and families that may be sensitive, confidential or of a behavioral nature will remain confidential with the staff of the CTC. Please refer to the appendix for the complete “Statement on Confidentiality.”

APPENDIX A: STATEMENT ON CONFIDENTIALITY

All information regarding the children and their families that may be sensitive or of a behavioral nature shall remain confidential. The CTC staff will discuss concerns about a child only with the parents of the child/children involved.

APPENDIX B: STATEMENT ON DISCRIMINATION

The Cherry Tree Club will abide by and comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945 and the Americans with Disabilities Act (ADA), P.L. 101-336. Anyone who believes that the CTC 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 or may contact the United States Department of Justice for information about filing an ADA claim at 1-800-514-0301.

**APPENDICES:
SCHOOL STATEMENTS
&
SCHOOL POLICIES**

The following informational statements and policies are required to be developed by preschools and shared with student families:

STATEMENTS ON:

- Appendix A: Confidentiality
- Appendix B: Discrimination
- Appendix C: Information to Parents

POLICIES ON:

- Appendix D: Discipline
- Appendix E: Expulsion
- Appendix F: Health Matters
- Appendix G: Release of Children

Please review these informational statements and policies.

HEALTH & SAFETY

LICENSING

The CTC is required to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. To be licensed, we must comply with the regulations which are set forth in the Manual of Requirements for Child Care Centers. Please refer to Appendix C, "Information to Parents", which describes those DYFS regulations with which we must comply.

In addition, the CTC complies with all local regulations regarding health, fire and safety procedures.

HEALTH & SAFETY IN CLASSROOM

The CTC is committed to providing a program which is safe and attentive to the health and well-being of its students. Thus, the physical facility will be maintained; good health care and hygienic practices will be taught and promoted; and emergency medical situations will be handled promptly and appropriately.

Please note the following important information relating to health and hygienic practices:

- ◆ Staff and children will wash their hands: (a) after toileting; (b) before preparing, serving or eating food; and (c) after coming in contact with body fluids.
- ◆ Staff will use protective gloves when treating open wounds, changing diapers and dealing with illnesses which involve vomiting or diarrhea.

PLAYGROUND SAFETY

Our children play outdoors on the playground or with our outdoor toys every day, unless it is raining, very cold, or excessively hot. Occasionally, the children ride tricycles and are provided helmets for this activity.

Please dress your child so that he/she is comfortable and can enjoy the outdoor experience.

CHILD SUPERVISION

Children are under the supervision of a staff member or a volunteer at all times when present at the CTC, including during class activities in the main classroom, outdoor activities, walking through the facility hallways, and toileting procedures.

HEALTH & IMMUNIZATION RECORDS

State law requires that your child has been seen by a physician within a year of enrolling in school and that your child has received appropriate immunizations. Parents need to provide these documents at the point that the child enrolls in the program.

SICKNESS, ACCIDENTS & INJURIES

Your child should not be sent to school if he/she is sick. Please refer to the "Policy on Health Matters" appendix for those illnesses or symptoms of illness for which your child should be kept home. If your child develops symptoms of illness at school, we will call you and may require that the child be sent home.

CTC staff is capable of handling minor injuries (eg., cuts, abrasions, stings) but will always let you know if your child has experienced even a minor injury. In the case of a serious medical or dental emergency, the CTC staff will contact the West Windsor First Aid Squad for transportation to the Medical Center at Princeton. We will simul-

BIRTHDAY CELEBRATIONS

Birthdays are celebrated on or as close to a child's actual birthday as possible. Friends of the CTC sponsor birthday festivities for our children by providing cake/cupcakes, party ware, and small gifts. If you would like to contribute anything to your child's birthday celebration, please contact us.

PARENT CONFERENCES

The staff of the CTC is readily available to talk and/or meet with parents to talk about specific concerns and problems. Do not hesitate to contact your child's teacher if you want to discuss anything.

PARENTAL INVOLVEMENT

INVOLVEMENT ENCOURAGED!

We strongly encourage parents to get involved and participate in their child's education. It is well known that a child's educational success is very dependent on how involved his/her parents are.

DAILY REPORTS

Each day, your child will be sent home with a daily report to inform you of each day's events and how your child did that day.

PARENT QUESTIONS/CONCERNS

We encourage parents to approach the CTC staff with any questions or concerns you might have regarding your child's educational and social experiences in the classroom. In addition, the staff should be made aware of any information you believe is important in order for your child's school experience to be positive and productive.

VISITS TO SCHOOL

Parents are welcome to visit the CTC at any time.

SPECIAL EVENTS

Occasionally during the course of the year, the CTC holds special events that parents are invited to attend. We will let you know of these events well in advance, and will assist you in getting transportation if needed.

taneously attempt to contact a parent or the emergency contact listed on your application.

Please note that it is extremely important that current work, home and emergency numbers are available to the CTC program at all times in case we need to notify or contact you during an emergency.

FIRE DRILLS

Monthly fire drills are held at the CTC, during which time we discuss fire safety issues appropriate for preschoolers.

REPORTING CHILD ABUSE

CTC staff is required by law to report any suspicions of child abuse (physical, sexual or emotional) or neglect to the proper authorities.

PHOTOGRAPHING CHILDREN

The staff of the CTC takes photographs of the children in the classroom and on field trips. These pictures are used for projects and classroom photo albums.

Occasionally, photographs will be taken for special publications and articles of the CTC. We will ask you to sign a special permission allowing your child to be photographed in these circumstances.

RELEASE OF CHILDREN

Your child will not be released to anyone other than those persons who you authorize on the child's enrollment application. Please review our "Policy on the Release of Children" in the appendices for more specifics about our procedures on releasing children.