



Parent Handbook

The policy of The Peace Rose LLC., legal owner of The Peace Rose Montessori School, is to provide equal opportunities for students and employees and does not discriminate based on race, gender, national origin, religion, marital status, age or disability.

www.thepeacerose.com

Updated: January 18, 2023

Mission Statement

The Peace Rose Montessori School will provide a safe and nurturing environment where the physical, social, emotional and cognitive needs of each individual child will be met. Through freedom in the classroom and within the rules of the Montessori prepared environment, each child will develop his independence, concentration and a love of learning.

For Project Before at The Peace Rose Montessori School, we will provide a safe and nurturing environment where the physical, social, emotional and cognitive needs of each individual child will be met. Following the Sayreville Public Schools Preschool curriculum, Tools of the Mind, or any other curriculum within the supervision of the Sayreville Schools.

Hours of Operation:

Check most recent Tuition/Schedule Documentation or your current enrollment contract.

Class hours are altered at times, please check your school calendar.

To make the most of your child's Montessori experience, please arrive promptly.

Weather & Special Event Messages:

Website: www.thepeacerose.com

Main Line: Call/Text (732) 518-8745, **Emergency Only Line/Fax:** (732) 313-7938

Carmen Melendez, Director, Cell Phone: (646) 825-1330 (Text preferred)

About our School:

At The Peace Rose Montessori School we pride ourselves on cultivating students who excel academically and develop leadership skills and a love of learning. A Montessori education encourages a child's independence, teaching them to care for their environment, for themselves, and for others through methods that nurture their self-reliance, confidence, and social skills. Students receive a holistic education, studying subjects such as science and geography while learning about other cultures. They leave prepared to thrive academically and they also develop life skills such as: taking care of our earth, respecting themselves and others, speaking up for themselves in times of conflict, and being independent. Teaching young children these skills during the most malleable years of their life builds a strong foundation for them to serve as tomorrow's leaders.

A sweet girl I had the pleasure of teaching for 3 years had issues with speaking up for herself when it came to interactions with her peers. With her teachers' guidance, working together with her parents, and the Montessori Method she found her voice. The *Peace Rose*, our namesake, is a tool used in the classroom to resolve conflict peacefully. The child holding the rose takes a turn to speak before passing it on. This allows both parties to listen and respond, giving them a priceless skill for school and for life. In addition to becoming assertive she left with advanced skills beyond her grade level in both language arts and math.

The Peace Rose Montessori School is not your average preschool. Children learn concepts using concrete materials that they can touch, feel, and see which leads to a better understanding. A

precocious child will excel and so will a child who is struggling because each child learns at their own pace. Our lessons are not based on age but on ability. When a child masters a lesson, they will progress to the next lesson. If they are having difficulty, they can repeat the lesson as needed or we will try another technique.

The Peace Rose Montessori School is an investment in your child's success.

The Montessori Method:

Dr. Maria Montessori developed the Montessori Method over 100 years ago. This scientific method consists of creating an environment that gives the child freedom to explore and achieve their highest potential. Each child is respected and observed individually so that they may progress at their own rate. Every area in the classroom is available to each child. There are lessons throughout the classroom that will satisfy the various levels of readiness in each child. This allows young children to learn about many things that they otherwise may have been exposed to at a much later age if at all. They get a well-rounded education in a Montessori classroom. Sure they learn traditional academics but they also learn how to care for themselves and be independent as well as exploring different cultures around the world. They learn about having respect for themselves, others and the environment they inhabit. The classes are mixed ages with children working at all levels based on their own specific individual ability. The older children become leaders in the classroom and the younger ones strive to be like them. The Montessori Method provides an environment that is supportive to a child who may struggle. At the same time, it allows another child to advance to work considered beyond their ability based on their age.

The Beginning School Experience:

We understand that the separation at the start of a school year can be difficult for both parent and child. In most cases, it is best to say good-bye and allow the child leave you. If you are concerned about this separation, we recommend that you leave the child with the teachers and remain somewhere nearby, not in the classroom. Although we encourage visiting and observing the class when you would like, remaining in the room to calm the anxious child does not allow him to adjust to the school experience. Remaining out of sight of the child allows him to acclimate to the separation and get used to the classroom, while allowing you to be within reach should there be a problem. If your child is homesick, allow him to bring a favorite object or family member's picture to remind him that he is going to return home at the end of the day. We understand that this is a difficult time and will do our best to assure you and your child that he is receiving the utmost care and attention. On a few occasions, we may ask for your help with separation. The teacher will provide guidelines to help the child adjust to the program. The Head Teacher is available to discuss any concerns you may have about your child's separation, or any aspect of our program.

Arrival and Dismissal Procedures:

Arrival and dismissal are the most important times of the school day. They mark a transition for children from one care provider and environment to another. The potential for accidents increases significantly for children and adults alike. For these fifteen or twenty minutes, our classroom

changes from a quiet, peaceful environment to a busy, traffic-filled one. We would like the children's transition to and from school to be happy and, more importantly, safe. Please read through our Arrival and Dismissal Procedures carefully. Some of these are new policies or reiterations of existing procedures and some are simply common-sense reminders. With your cooperation, we can assure that our classroom and campus remain safe at these exciting times of day.

If you need to speak with your child's teacher, please call or email to let us know. Our teachers are always happy to talk with you. In order to assure that our children are supervised at all times, teachers cannot engage in lengthy conversations with parents while children are present.

We understand it will take a few days for everyone to feel comfortable with these new procedures. We ask for your patience during the first weeks of school as drivers and walkers learn these new procedures.

Please remember these important times:

Morning Session:

- Class begins at: See Contract for specific Time
Arrive no earlier than 5 minutes before and no later than 10 minutes after start time.
(Student considered tardy if they arrive more than 10 minutes after start time.)
- Class ends at: See Contract for specific Time
Arrive no earlier than 5 minutes before and no later than 10 minutes after start time.
(Late fee begins if picked up more than 10 minutes late-See Contract for fees)

Full-Day Session

- Class begins at: See Contract for specific Time
Arrive no earlier than 5 minutes before and no later than 10 minutes after start time.
(Student considered tardy if they arrive more than 10 minutes after start time.)
- Class ends at: See Contract for specific Time
Arrive no earlier than 5 minutes before and no later than 10 minutes after start time.
(Late fee begins if picked up more than 10 minutes late-See Contract for fees)

Extended Care Hours:

See Contract for specific times.

If you need to pick your child up early:

- Morning session - pick up your child no later than 15 minutes before dismissal.
- Afternoon session - pick up your child no later than 15 minutes before dismissal.

Tardiness:

Excessive tardiness is a disservice to your child and the other children in the classroom. However, early arrival disrupts the time necessary to prepare the classroom each day. We encourage parents to be prompt at arrival and included these times as a guideline. The full-day and half-day morning children should arrive no earlier than 5 minutes before and no later than 10 minutes after start time. All children are to be picked up promptly at dismissal time with a 10 minute window for unexpected situations. After 10 minutes late, a late fee will be charged, you can find more details

on your enrollment contract. We implement an efficient and effective escorted drop-off and pick-up system to eliminate excessive waiting time when the parent's arrival is prompt and children are ready to go.

Early Dismissal:

We understand that there are times when it is necessary to pick up your child early. Please notify the teacher(s) in writing at the start of the school day. To provide for an easy and safe dismissal of a child, no child will be dismissed during the last fifteen minutes of the class. Early pick-up must be by times specified previously. This allows for a safe dismissal and an uninterrupted classroom.

Child Release/Failure to Pick Up Child Policy:

If the custodial parent(s) and/or other person(s) authorized by the custodial parent(s) fail to pick up the child one hour or more after dismissal, and if a staff member has been unable to provide other arrangements for returning the child to his custodial parent(s), a staff member shall call the New Jersey Department of Children and Families 24-hour Child Abuse Hot Line (1-877-652-2873) to seek assistance in caring for the child until his custodial parent(s) or other person(s) authorized by the custodial parent(s) are available to care for the child. This is a State requirement.

Full-Day Lunch Break:

A lunch period is provided for children enrolled in our full-day program. The child must bring their lunch in a bag or lunchbox using ice packs to keep items cold and/or thermos for hot items. You are more than welcome to take the child out for lunch 15 minutes before early dismissal and bring them back within an hour. It is a nice treat for the child to leave school for lunch with their parents. All lunch foods brought into the school must be nut-free and not processed in facilities or on equipment that may have traces of nuts. **Peanut butter may NOT** be brought into the school as part of a child's lunch. Nut warnings are marked on most food labels and packaging. Any round-shaped food items such as grapes and cherry tomatoes should be cut in half to minimize risk of choking. Additionally, we cannot serve popcorn or unpasteurized juice. **No Nuts Allowed in School.**

Extended Lunch Program:

For our Ages 3 to classroom, our half-day classes are offered the lunch hour program for an additional daily fee. This does not apply to the Infant/Toddler room as they have lunch before dismissal. The parent must notify the teachers with a written note and the fee in an envelope for that day. The child must bring their lunch in a bag or lunchbox using ice packs to keep items cold and/or thermos for hot items. All lunch food brought into the school needs to be **nut-free**. Due to the large number of allergies, peanut butter may not be brought into the school as part of a child's lunch. Please check labels to make sure food is processed in a nut-free facility. Any round-shaped food items such as grapes and cherry tomatoes should be cut in half to minimize risk of choking. Additionally, we cannot serve popcorn or unpasteurized juice.

Snacks:

The Peace Rose Montessori School provides a simple snack of crackers and water on a daily basis. We ask parents to supplement this snack by providing fresh fruits and vegetables and other wholesome products. We will rotate the snack donation from each child every week. You will be given a list at the end of your child's school week with items needed. It is ideal for your child to be a part of the shopping process buying snacks for his class. The child will then bring the snacks at the start of the next school week providing his/her contribution to their Montessori classroom community. If you wish to donate these much-appreciated treats, please contact your teacher. We are a nut free environment. Food processed in facilities or on equipment that have traces of nuts cannot be served. Warnings are clearly marked on food labels and packaging. Additionally, we cannot serve popcorn or unpasteurized juice.

Water Policy:

Water is important to a child's brain development; therefore, we will serve only water for snack, using juices for birthday celebrations only. Water will always be available during the school day. When juice is served, it will be diluted with water to reduce the amount of sugar.

Visitation of Classroom with Child:

Visit must be scheduled and can be denied due to high number of Illnesses such as flu or covid for example.

Parents enjoy a scheduled visit to their child's classroom 10 minutes before we open the doors or 10 minutes after regular school session is over with their child. This is a prep-time for the teachers, and/or extended care for other students, however you are always invited to visit. Teachers may also do parent conferences during this time. If a conference is in progress, we cannot allow a visit which is why it's best to schedule your visits with the teachers. Teachers will not intrude during your visit. This is a special time for you and your child to actually be together. This is a great opportunity for you to observe your child handling the Montessori materials. Friends, grandparents or yourself are encouraged to visit the classroom with your child. All visitors are required to sign in and out of the building according to our licensing regulations.

Conferences:

Conferences are scheduled twice a year, however the teachers and the Director are always happy and eager to discuss your child's progress or problems at any time. We value your child's privacy; therefore, we ask that you request an appointment before or after school hours. Conferences will only be given to caregivers or grandparents who possess custody papers on the child. If the parents cannot attend a conference, teachers will be happy to schedule a telephone conversation.

Health:

Parent will be notified immediately if a child becomes sick while at school. The child will be isolated from the other children. The school should be notified if a child has come in contact with or has contracted a contagious disease. Any child who is absent due to a contagious disease must have written permission from the family pediatrician before returning to the classroom. Although your child may no longer be contagious or show symptoms, his/her resistance is impaired after an illness. It is to the child's benefit to keep them home until they have regained their strength.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES:

If a child exhibits any of the following symptoms, he/she should not attend school. If these symptoms occur at school, the child will be removed from the classroom and the parent will be called to take them home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100.5 F
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

*Note: Lice are not part of a communicable disease but your child will be sent home if they have an occurrence. Parents will also be notified if by any child in the school has been found with it as well so they can take necessary precautions.

Once the child is symptom-free for 24 hours 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 school unless contraindicated by local health department or Department of Health. A staff member will check your child's head for lice or eggs before admitting into their classroom.

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 or staff member presents no risk to himself/herself or others. These diseases include the following:

Respiratory Illnesses:

Chicken Pox
German Measles*
Haemophilus Influenza*
Measles*
Menigococcus*
Mumps*
Shingles
Strep Throat

Gastrointestinal Illnesses:

Giardia Lamblia
Hepatitis A*
Salmonella
Shigella*

Contact Illnesses:

Impetigo
Lice*
Scabies
Conjunctivitis

Tuberculosis*

Whooping Cough*

*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10(a)

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the school. However, a note from the parent is required stating either that at least six days have elapsed since the onset of the rash, or that all sores have dried and crusted.

*Lice are not part of a communicable disease but your child will be sent home if they have an occurrence. Parents will also be notified if by any child in the school has been found with it as well so they can take necessary precautions.

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

Communicable Disease Reporting Guidelines:

Some excludable communicable diseases must be reported to the health department by the school. 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.

Absences for Illness:

All absences due to contagious diseases should be reported to the school on the day of the absence. Children need time to regain strength and resistance, therefore they should not return to school too quickly after an illness. Your child should be healthy enough to participate in all class indoor and outdoor activities when they return to school. **The child must be symptom-free and fever-free for 24 hours without medication before returning to school. This will protect your child, the other children in the classroom, and the staff of the school.**

Absences Due to Personal Reasons:

Absences for reasons other than illness, must be reported to the school in writing. This will enable the teachers to plan for your child accordingly.

Immunization Records:

The State of New Jersey requires all children to follow the immunization schedule. A child shall be exempted from a physical examination, immunization or medical treatment if the parent objects in a written statement submitted to the center, signed by the parent, explaining how the examination, immunization or medical treatment conflicts with the child's religious beliefs or practices. All children under five years of age on December 31 are required, by the State of New Jersey (N.J.A.C. 8:57-4.19), to have a flu vaccination. This vaccination must be administered by December 31 in order for your child to attend school in January.

Medical Records:

All medical forms and emergency cards must be returned by August 15. Any changes in personal or medical information later in the school year, must be reported to the school as soon as possible. Emergency contact information must always be kept up-to-date.

Toilet Training:

Children learning to use the toilet often misjudge their bodies' signals, especially when the excitement of school and friends draws their attention. If a child needs assistance in changing soiled clothing, the teachers will support the child in a "standing change." The standing change gives the child the independence in learning to tend to bodily needs and supports them in learning to be fully independent in toileting. We do not engage in passive changes (for example, lying the child down on a diaper-changing table) except for our younger children who are not accustomed to this method at home and/or for very messy BMs. We will gradually move them from the changing table to the standing method. For more information about toileting, please contact the school office or your child's teacher. Please inform us of his/her schedule if it is unusual in order for us to help your child. The child should be dressed in clothing that can be easily removed by them.

Food and Allergy Policy:

The Peace Rose Montessori School is committed to providing a nurturing and safe environment for all of our students. We realize that it is impossible to assure that all potential allergens, food or airborne, will be completely absent from the School environment. We cannot guarantee that other students have not ingested foods, which can cause an allergic reaction in other students. However, we will remain vigilant in observing and correcting these instances whenever possible.

Allergic food reactions can have a broad range of symptoms. Some diet items can be much higher risk than others. In response to these risks, The Peace Rose Montessori School maintains a completely "nut-free" environment including all hard nuts, peanut butter and other nut spreads, nut candies, as well as foods with nuts or nut products. This also includes food products processed in facilities or on equipment that have traces of nuts. This warning is clearly marked on most food, labels and packaging. Additionally, all snack and party foods must be nut-free.

Parents are required to advise the School in writing of all known allergies affecting their children on the child's medical form, as well as any other special dietary requirements and provide supporting medical data if requested. If anaphylaxis is a risk, parents must provide epinephrine or other medically-approved treatments designated for their child in an emergency situation. Parents must read our Policy on Administration of Epinephrine, Parents/Guardian Authorization and Agreements Regarding Liability Policy on Administration of Epinephrine, Administration of EPI-Pen.

We ask that parents of students with a diagnosed food and/or environmental allergies provide their own appropriate alternative snack(s) for their child. Appropriate alternative snacks are snacks which pose no risk to that child and are nutritionally consistent with our food policies. Alternative snacks are determined on a case-by-case basis and will depend on the context of the classroom. Alternative snacks will not be shared with other students in order to avoid conflicts with another child's dietary needs/requirements.

We want to include all students in all school programs and activities, including daily snack time as part of our practical life curriculum. We may include occasional events such as Thanksgiving and other cultural-related events which may include in-school food preparation. Food preparation is an integral part of our curriculum. We strive to make reasonable accommodations should food preparation conflict with a child's dietary needs. For less severe conditions, this may be done by changing an ingredient. More severe conditions may require preparing food in a safe setting and with the support of the child's parents or approximating the experience at home.

Policy on Administration of Epinephrine:

As permitted by New Jersey law, The Peace Rose Montessori School will follow a physician's orders or advanced practice nurse's orders for the emergency administration of epinephrine via EPI-pen for anaphylaxis.

Parents/Guardian Authorization and Agreements Regarding Liability:

We must receive written authorization from the parent/guardian and pediatrician of the Student for administration of the EPI-pen or medication. Upon administration of the EPI-pen and in accordance with the procedure below as provided by law, the parents/guardians of the Student shall be notified. The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury as provided by law.

Administration of EPI-Pen by the School:

The School employee, trained and designated in administration of the EPI-pen by the School nurse or by the parent pursuant to New Jersey law, may administer the EPI-pen.

Policy Procedures:

1. The child's parent/guardian shall provide the school with an EPI-pen and a physician's prescription for administration.
2. The EPI-pen will be stored in a safe place and the staff will be made aware of its location.
3. If a child leaves the building as part of a school function, the EPI-pen must be taken along with first aid kit.
4. If no designee is available, 911 and the parents should be called.

MEDICATION ADMINISTRATION POLICY AND PROCEDURES:

No medication will be administered between during transition periods before dismissal or during movement sessions (indoor or outdoor recess). Prescription and non-prescription (over the counter products) medications will not be administered without written authorization from a parent and signed by a physician. A staff member will discuss and provide the necessary authorization forms. Medications will not be administered during dismissal.

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to school and again

when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.

2. The first dose of any medication should always be given at home with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to school. This is for the protection of the child who is ill as well as the other children in school.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. The "Permission to Give Medication in Child Care" is attached to this handbook and will hereafter be referred to as Permission Form. All information on the permission form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the school.
4. "As needed" medications may be given only when the child's health care provider completed a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the school will be administered by a staff member designated by the school director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the school must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - ✓ Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian as the pharmacist to provide the medication in two containers, one for home and one for use in school.
 - ✓ Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
 - ✓ Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the school.
7. Examples of over the counter medications that may be given include:
 - ✓ Antihistamines
 - ✓ Decongestants
 - ✓ Non-aspirin fever reducers/pain relievers
 - ✓ Cough Suppressants
 - ✓ Topical ointments, such as diaper cream or sunscreen.

8. All medications will be stored:
 - ✓ Inaccessible to children
 - ✓ Separate from staff or household medications
 - ✓ Under proper temperature control
 - ✓ A small lock box will be used in the refrigerator to hold medications requiring refrigeration.
9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center.

Samples of the forms used are attached to this policy and include:

 - ✓ Permission to Give Medication in Child Care
 - ✓ Universal Child Health Record
 - ✓ Emergency Contact Sheet
 - ✓ Medication Administration Log
 - ✓ Medication Incident/Error Report
12. Information exchange between parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought and picked-up from the school. Parent/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.
13. Confidentiality related to medications and their administration will be safeguarded by the School and staff. Parents/guardians may request to see/review their child's medication records maintained at the School at any time.
14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

School Closing/Emergency Closing or Announcements:

1. We will send a text and email message to all parents via our Transparent Classroom app. Please be sure that your account is updated with the most recent contact info. Also please include your cell phone carrier in your contact information to assure you receive texts.
2. We follow the Sayreville School District with very rare exceptions. Closings and emergency announcements can be found on the Sayrevillek12.net website and on their twitter page: [SayrevilleK12 \(@Sayrevillek12\) / Twitter](https://twitter.com/Sayrevillek12) (twitter.com/Sayrevillek12)
3. Closings and emergency announcements can also be found via News 12 NJ and News 4 New York. For News 12 NJ go to www.news12.com or tune to the TV channel. For News 4 New York go to www.nbcnewyork.com under the weather tab or tune to the TV channel.

Snow Policy:

Young children do not always need to come out in difficult weather conditions. We realize that we are a childcare facility for many working parents; therefore, we do not take the closing of school lightly. School will be open whenever possible. Delayed openings are very difficult and will only be done when absolutely necessary. If you feel it is not necessary to bring your child to school because of poor road conditions, please keep them home. If a late drop off or early pick up because of the weather is necessary, please do so. Please keep in mind our school needs to open for some of our working parents when others of us would prefer being at home. Snow days are already accounted for in our academic calendar. There will not be any Before Care when there is a delayed opening. If it is necessary to have a delayed opening, classes will run 90 mins later than regularly scheduled time. If we have a weather -related or emergency early dismissal, After Care will not be available on that day.

Please understand that adding any more time to the sessions would be very difficult for children who will already be outside of their normal routine. Our main goal is to follow our everyday routine as closely as possible. This again is the reason why delayed openings will only be done when absolutely necessary. If an early closing is necessary, parents will be notified immediately via e-mail and/or phone call and there will not be any After Care offered on that day.

Transportation:

Since The Peace Rose Montessori School does not provide transportation to and from school, parents often form car pools. Please notify the school if someone other than a parent is to pick up your child. A child will only be released to anyone for whom we have written permission from the custodial parent(s) on file.

Custody Papers:

The State requires that The Peace Rose Montessori School have copies of all custody papers on file involving children in our school. Please send these to the School if applicable. This is necessary for us to dismiss the child to the proper parent.

Communicating with Other Parents:

The teachers are busy with the children during the school day. They cannot carry messages, packages or invitations from one parent to another. Class lists can be provided for parents to contact each other directly and are to be used only for school-related contact that supports and promotes the mission of The Peace Rose Montessori School.

Cut-Off Dates:

Each school district has its own cut-off dates for entering Kindergarten and First Grade. For example, in Sayreville the child must be age five by September 30th to enter Kindergarten and age six to enter First Grade. The Peace Rose Montessori School enrolls children from 2.5-6 years of age up to Kindergarten, we do not have an elementary program. Our School follows each individual child during his or her sensitive periods for development. We provide the learning tools necessary for the child to be as successful as possible in his or her learning environment. The Peace Rose Montessori School will assist parents through their appropriate area school district's registration policies. This will include our professional assessment of the child's individual learning level. However, each school district will make the final determination regarding the child's specific classroom placement.

Clothing:

All removable clothing such as hats, coats, gloves, etc. should be labeled. Children should be dressed simple and comfortable for a workday at school. Our students are young and in some cases newly toilet trained so they should be dressed in clothing that is easily manageable for the child. Clips, belts and leotards are difficult for little fingers to control. Appropriate closed toe, rubber-soled shoes for climbing and running should be worn such as sneakers or slip on walking shoes. Open toed shoes, crocs, sandals and flip flops should not be worn to school. Children go outside as much as possible and should come to school wearing weather appropriate clothes.

Class List:

See Transparent Classroom to get contact lists for your child's classmates.

Photographs:

Please provide the school office with a photograph of your child and a family photograph. The photograph will not be returned and will be used to label your child's cubby and help him find it. Photographing a child other than your own is not allowed at any time.

School Bags:

A Peace Rose Montessori School, machine-washable tote bag will be provided for each new child in September. We ask that the children use only this bag. The tote bag encourages independence and is easy for the child to fill or empty on their own. Please check the bag weekly for important papers also. The teachers will check the bags weekly also. A tote bag can also be purchased for replacement or additional needs.

Tuition:

We realize that sending your child to The Peace Rose Montessori School is a significant financial investment for most of our families. In an effort to assist you, we offer a monthly payment plan for 10 months. A monthly service charge of \$25 will also be added to all late payments received after the 5th of the month.

Returned Checks:

Tuition checks returned to the school due to insufficient funds cause a great deal of accounting and banking expenses. A \$35.00 fee will be assessed to an account for each check that is returned for insufficient funds. Please contact the school if a special situation causes a delay in your payment.

Birthday Celebrations: (Montessori Only)

We would be happy to help celebrate your child's birthday at school. Independence and nutrition are important to us, therefore, you may bring in mini cupcakes, fruit or other small treats. Many treats, such as Dunkin Donuts, are prepared on equipment that may contain traces of peanuts and cannot be served in the classroom. Heavily iced cupcakes and large letter or number shaped donuts are difficult for a child to eat. The teachers will gladly provide treat suggestions. Please inform the teachers a few days prior to the celebration. If you are planning for an early morning birthday celebration, we suggest mini bagels, mini muffins or fruit. Cupcakes are not appropriate in this case. Children do not understand why they have not been invited to a party; therefore, invitations, goody bags or presents may not be distributed in school.

The Birthday Walk or Walk around the Sun:

Each child gets to celebrate his "special day" by doing an activity we call "The Birthday Walk" or "Walk around the Sun". The children are seated around the classroom rug and the birthday child carries the classroom globe around a special candle that is placed in the center of an ellipse. (This candle represents the Sun.) The child walks around the candle holding the globe (Earth) while important events of his life are told. Each revolution represents one year of his life because the Earth takes one whole year to orbit the sun. Each birthday child will walk around the candle (Sun) the appropriate number of times corresponding to his age and blow out the candle at the end of the walk. A special birthday snack will follow. We ask the parent(s) for pictures of the birthday child at his varied stages of development to help make this walk "special". Summer birthdays will be celebrated in June.

Birthday Donation:

A gift of a book to the classroom is a wonderful way to commemorate your child's birthday, while benefiting all our children. We are happy to accept any books for our classroom. It will be marked as donated by your child for their birthday.

Homework:

The children of The Peace Rose Montessori School put in a full day of work at the school. This workday consists of, but is not exclusive to academic studies, social development, and practical

skills; therefore, we do not feel homework is an important requirement. We feel the time after school should be spent with family. Having said this, The Peace Rose Montessori School will only assign a special event homework. Examples of special events are if a child has completed reading a small booklet, he may bring it home to share with parents. We may ask the child to find pictures of the events that we are studying such as the Olympics. Sometimes to reinforce a specific sound, we may ask the child to cut out pictures of things that begin with that particular letter. All homework will require the parent to work with the child. This is not homework but rather a sharing of school and home. Most of the work done in school cannot be brought home. If a child does not bring anything home that does not mean he has not done work at school. We encourage parent(s) to come observe what is happening in the classroom or call the school. We will be happy to share the school day with you.

School Photographs:

The Peace Rose Montessori School will provide a day during the school year to take school photographs of your child individually and one of the class together.

Parent Assessment:

The Peace Rose Montessori School will be asked annually to evaluate the School and its programs. All responses are anonymous and the results are shared among the entire staff. In an effort to better serve our families and community and identify areas of need within the School's procedures, parents are asked to evaluate the Parent/Teacher Conferences and Parent/Teacher communication.

Dates to Remember:

While we try to email a list of important upcoming events. Please take the time to add important dates to your calendars using the school calendar you receive at the start of the year. Also please be aware there can be changes in the calendar at any point. We will always inform you of any changes and provide an updated school calendar.

Student Records:

The records of all enrolled students are held in the school and may be examined by a parent. Records may be examined when they are forwarded to a new school. Copies or forwarded records require written parental consent.

Policy on Discipline:

It is The Peace Rose Montessori's School's philosophy as well as that of Dr. Maria Montessori that if a child is stimulated with the proper materials in a controlled environment, there will be very few discipline problems. We strive to provide interesting, beautifully maintained materials focusing on the child's individual needs. The activity of working with Montessori materials help normalize a child and avoid most discipline problems. In accordance with the Montessori philosophy, the only form of discipline when necessary is inactivity from the material or separation of the child from the classroom activities for a short period of time. A child may sit on a chair at a table in his

classroom. They may return to activity when he is ready to follow normal classroom rules or be courteous to others.

- No child is permitted in the hallways or any other unsupervised environment.
- No physical force or abusive language will ever be used with the children.
- No “time-out” chair will be used.

THE PEACE ROSE MONTESSORI SCHOOL EXPULSION POLICY:

The State of New Jersey Department of Children and Family Services requires that all schools subject to their jurisdiction provide parents with a copy of the schools expulsion policy.

The expulsion policy shall include: (i) The circumstances under which a child may be expelled; (ii) The method that the School will use to notify parents of concerns that could lead to expulsion, such as written notification or a parent conference; (iii) Sufficient time limits before expulsion to enable parents to make alternative child care arrangements or to take the necessary corrective action to allow the child to remain at the School, except as specified below; and (iv) Circumstances that may warrant immediate expulsion of a child from the School, such as potentially dangerous behavior by a child or parent.

Immediate Causes for Expulsion:

1. The child is at risk of causing injury, physical or emotional, to other children or himself/herself.
2. A parent threatens physical or intimidating actions towards staff member(s).
3. Parent exhibits verbal abuse to staff in front of children.
4. The school is unable to accommodate the child and/or the parents' needs.

Parental Actions for Child's Expulsion:

1. Failure to pay/habitual lateness in payments.
2. Failure to complete state required forms.
3. Habitual tardiness when picking up your child.
4. Verbal abuse to staff.
5. Other - at the discretion of the Head of School.

Child's Actions for Expulsion:

1. The child's failure to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outburst.
3. Ongoing physical or verbal abuse to staff or other children.
4. Excess biting
5. The child is at risk of causing injury, physical or emotional, to other children or himself/herself.
6. Other – at the discretion of the Head of School.

Schedule of Expulsion:

If remedial action has not been successful, the child's parent/guardian will be notified 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 sufficient time to seek alternate child care (approximately one to two weeks' notice depending on the 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 center.

Please refer to IMMEDIATE CAUSES for incidences where immediate expulsion may be warranted.

A Child will Not be Expelled:

If a child's parent(s) commit any of the following:

1. Make a complaint to the office of licensing regarding the centers alleged violations of the licensing requirement.
2. Report abuse or neglect occurring at the center.
3. Question the center regarding policies and procedures.
4. Without giving the parent sufficient time to make other child care arrangements.

It remains the goal of The Peace Rose Montessori School to avoid expulsion. Please read our policy on Discipline for more information.

Proactive Actions that can be Taken in Order to Prevent Expulsion:

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess classroom environment, appropriate of activities and supervision.
3. Staff will always use positive methods and language while disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for rules.
6. Child will be given verbal warnings.
7. Child will be given time to regain control.
8. Child's disruptive behavior will be documented and maintained in confidentiality.
9. Parent/guardian will be notified verbally.
10. Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion.
11. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
12. The parent will be given literature or other resources regarding methods of improving behavior.
13. Recommendation of evaluation by professional consultation on premises.
14. Recommendation of evaluation by local school district child study team.

GUIDELINES FOR POSITIVE DISCIPLINE:

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

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

You can use positive discipline by planning ahead:

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

You can use positive discipline by intervening when necessary:

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

You can use positive discipline by showing love and encouragement:

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

Positive discipline is NOT:

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

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

Parent Information:

In accordance with recent amendments of New Jersey's Child Care Centers licensing requirements, we are obliged to provide you, as the parents of a child enrolled in our center, with the enclosed informational statement and our handbook.

The statement includes such things as your rights to visit and observe our center at any time without having to secure prior permission, the center's obligation to be licensed and to comply with licensing standards, and the obligation of all citizens to report suspected child abuse, neglect, or exploitation to the State's NJ Department of Children and Families.

NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES (Including PC and TV Use policy) INFORMATION TO PARENTS (v. OOL/May 2019)

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing

requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42

U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline*, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

***TV and COMPUTER Use during School Hours:**

The Peace Rose Montessori School does not include computer use or television viewing during school hours.

PEACE ROSE MONTESSORI SOCIAL MEDIA POLICY

The Peace Rose Montessori School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- The Peace Rose Montessori School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

Use good judgment

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

Don't share the following:

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

Please be cautious with respect to:

Images

***The school Director has obtained permission from parents to use their child's image for purposes such as advertising, informing, etc on the school's website, social media sites, etc. and is also aware of any parents who have not given permission. They are the only person with permission to use images on any sites and social media pertaining to The Peace Rose Montessori School.**

* Peace Rose Website: www.thepeacerose.com
Facebook Link: www.facebook.com/peacerosems
Twitter Link: @PeaceRoseMS

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (co-workers, etc.) without their permission.

Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember **not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

Examples of Acceptable Use

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

Examples of Unacceptable Use

I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

Limitation of Liability

YOUR SCHOOL will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within YOUR SCHOOL.
- Removal of student from YOUR SCHOOL.
- Additional consequences determined by Administration.

I have read and understood this Acceptable Use Policy and agree to abide by it.

New Jersey Department of Children and Families Policy on the Release of Children Required by NJ Law

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff member(s) attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up.

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 member(s) attempt to contact the child's other parents or an alternate person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements as noted in "A" above, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Environmental Management Plan:

As mandated by law, The Peace Rose Montessori School has been inspected for asbestos, lead, water, radon and soil contaminates. The inspection and management reports are on file at the school and report as negative.

PLEASE WALK YOUR CHILD TO THE SCHOOL BUILDING:

- Our parking lot has an entrance and an exit. Please observe the existing road signs to keep our driveways safe.
- Park in the lot in front of the school building.
- Park legally and avoid blocking any other vehicle or our driveways.

- Carefully remove your child from the car. Hold your child's hand securely.
- When you arrive at the school, wait at the door until a teacher greets your child and you.
- When exiting the parking lot, please be extremely aware of other parents and children arriving or leaving the school.

FAQ's:

Can my child play on the playground during arrival or dismissal?

Unfortunately, no. Our playground is only for school use. We encourage our parents to meet up at a local playground if your children would still like to play at the end of the day. Please make these arrangements after your child is securely harnessed into his or her car seat.

What if I arrive early?

No problem. We encourage you to park in the lot in front of the school and wait until arrival or dismissal begins.

What if I have to pick up my child much earlier some days?

For the occasional appointment or other conflict, we ask that you please pick up your child at least 15 minutes prior to the beginning of dismissal, and park in the school lot.

Classroom Observation:

Parents are strongly encouraged to visit the classroom. The best time to observe the classroom is during the child's work period, not at the beginning or end of the day. If you do decide to observe the classroom, please notify the teacher. At that time, we will provide a more comfortable chair. Please be careful to park in the designated area in the front. Please avoid parking next to the building.

Emergency Procedures:

Emergency information and supplies will be required for each student.

An Emergency Procedure Manual is available for your review located at the school. If we need to evacuate the building, the following procedures are in place:

1. The Police Department will be notified.
2. The staff and children will walk to The New Road School located on:
3071 Bordentown Ave, Parlin, NJ 08859, 732-238-7700.
3. Signs will be posted at the entrance of the school on the door.
4. If possible information, will be posted on our website and parents will be notified by phone/text and/or email.

Playground

Our playground is for school use only. Please do not have children, siblings and/or friends enter the playground for any reason.

Extended Care

Before Care Fee (please see contract for specific hours)

After Care Fee (please see contract for specific hours)

There is an additional fee for extended care based on whether child will attend Before Care or After Care or both.

We offer an extended care program before and after school. Before and After Care on an as-needed basis will be charged at an additional hourly fee, is based on availability and will be billed daily. Please call the office the day before to check on space availability if you wish your child to stay. Charges for late pick up are listed on your enrollment contract.

Entrance

All children must be dropped off and picked up at the school door by an adult. This is a State requirement. For the safety of the children, please do not, under any circumstances, double-park while picking up or discharging children or park going against traffic.

ADDENDUM:

Transparent Classroom Website/App:

All Montessori and Sayreville Project Before parents and/or guardians must create an account on Transparent Classroom. It is used to keep track of attendance, send texts and emails, and share photos of your children.

****Please DO NOT share photos that include other children with anyone or on any social or public platform. Not all families have given us photo permission.***

****It is imperative that all families create an account on Transparent Classroom and assure all contact information is accurate. Please also indicate your cell phone carrier in your contact info for texting purposes****

Montessori Families Only: Transparent Classroom is also an intricate tool we used for lesson planning, progress reports, family updates, and more. You can find descriptions of the various lessons in your child's classroom. It has been an instrumental tool for our Montessori curriculum for both families and staff.

Addendum For Sayreville Project Before Families:

Curriculum:

1. Note: Montessori is the curriculum we use in our infant/Toddler and ages 3 to 6 classrooms. Your children's teachers follow the Tools of the Mind curriculum which you should have or will be receiving at the start of the year. The curriculum is set by Sayreville Public Schools.

School Hours/Tardiness:

2. While the school hours differ, it is imperative that your children arrive no later than 10 minutes after the school start time of 8am. When they arrive late, they miss out on important instruction and disrupt the learning already going on. We understand there will be exceptions due to unexpected circumstances, but it is extremely important for your child and their classmates to have a better preschool experience. You can bring your child as early as 15 mins before start time. So please arrive between 7:45am and no later than 8:10am.
3. Dismissal starts at 1:45pm, children should be picked up by 2pm unless they are taking the bus home.

Lunch:

4. Lunch is either provided by Sayreville schools if the family qualifies for free lunch or it can be purchased from Sayreville schools. If purchased, the order will be collected and billed monthly, or lunch can be brought from home. Please bring cold packs for cold lunches and use a thermos for hot/warm lunches. We cannot refrigerate or heat any lunches. If there is a special circumstance, please communicate that with your child's head teacher and the school director.

Snacks:

5. Please send snacks with your child daily. We will provide snacks if your child forgets and we appreciate any snack donations especially for special events like Halloween, Christmas/Holiday Party, and/or other fun events like birthdays!
6. We are a NUT-FREE Facility please do not send any food items containing nuts to maintain the safety of children who suffer from allergies.

Birthdays:

7. Each classroom has their own policy for birthday celebrations so please reach out to your child's lead teacher for more information. Treats such as cupcakes are ok but please assure they are nut-free. Each classroom has no more than 15 students so please include every child if you send a goodie bag.