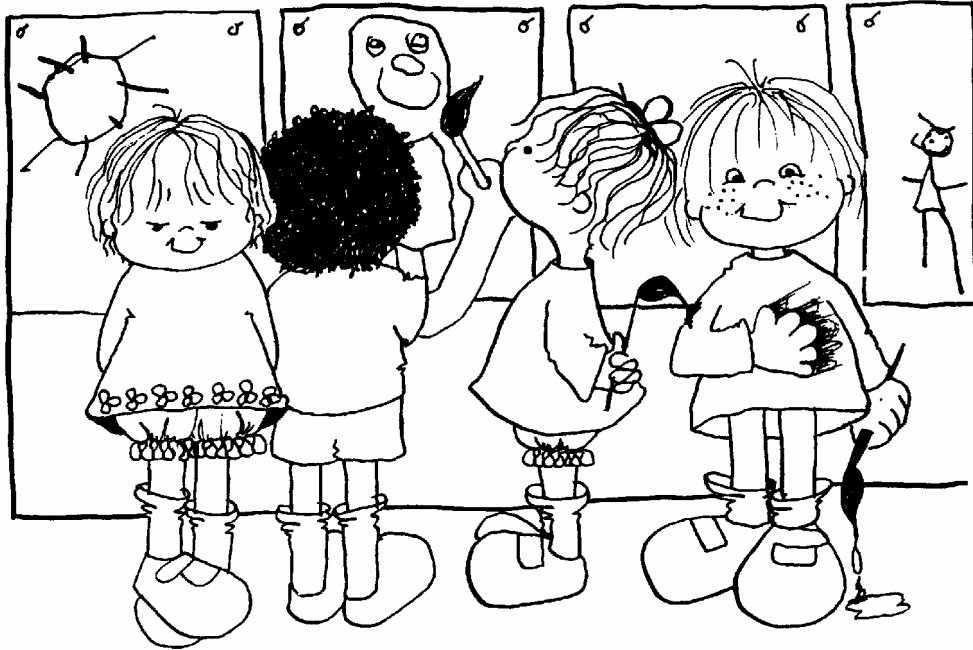


VALLEY BROOK

COUNTRY DAY SCHOOL



2011-2012 PARENT HANDBOOK

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The Valley Brook Country Day School environment is carefully planned so that each child has multiple opportunities to discover, create and grow in a warm, caring informal atmosphere. Our objective is to nurture children and send them home happy, satisfied and bubbling with enthusiasm about their experiences in school.

Our Program is planned so that children participate in activities that promote development of large motor skills, small motor skills, conceptual skills, social skills and emotional skills. Through a variety of activities, which children view as games, our staff evaluates each child's level of progress, and then plans a creative program. We have attempted to explain our philosophy and objectives through the eyes and mind of a child.

GIVE ME A WORLD

*Give me a world. Hills to climb streams to play in and explore.
Make it a world small enough so that I can learn. Let it have
animals that I can love and people who will like me. Let my world
have reason that will not try to change me completely and will
accept much of me as I am. I hope it will help me be happy and
allow me to help it be happy too.*

*Most of all, I hope it will show me how to do things on my own and
make me feel good about myself.*

Entrance Requirements...

All children entering our annual school programs (which excludes Mommy & Me) must be toilet trained and out of diapers or pull-ups before entering school.

Clothing...

Dress your child for comfort, as you would for play at home. Rubber soled shoes or sneakers are best.

Please send your child to school with an extra change of clothing. This can be kept in a shoebox. All clothing and belongings should be clearly labeled.

Snacks...

Snacks are served daily to all our children. These snacks provide a break in our day to re-fuel and re-energize. Those students with specific dietary restrictions, including those with food allergies, should make arrangements with their teachers to provide their own snack.

Lunch...

Children attending Mini Day programs that dismiss at 1pm and Full Day sessions that dismiss at 3pm should bring lunch and beverages to school. Lunches are not refrigerated, nor can they be heated. Certain classes may also arrange on their own for special lunch days, such as Pizza on Fridays. These are not required and are not included in tuition. They are a special treat organized by individual class teachers. Those children in our Morning programs that dismiss at 11:30am have the option to extend their day until 1pm to include lunch and additional supervised playtime with their classmates.

Special Activities...

On a regular basis, classes have "Special Activities" conducted by Specialists who are not their Classroom Teachers. These include Nature, Physical Education, Music, and Library. At certain times, children will need to dress appropriately for the activity (e.g. - boots for a Nature Walk or sneakers for Phys. Ed.). For Library, the children will visit our school Library as a class. They will hear a story related to a current theme and often follow with an activity related to the story. Each student then has free time to choose a book to take home for a week. So that our library remains well stocked, please make sure that all borrowed books are returned on a timely basis.

Birthday Invitations...

We will be happy to hand out your child's birthday invitations as long as there is one for everyone in the class. We find it very difficult to hand them out to a selected few and make explanations to the remainder of the class. Your enrollment in the school also serves as consent to provide your name, address and phone number to other parents in your child's class.

Discipline...

Prevention is always the best policy. We believe that rewarding proper behavior is the best way to avoid improper behavior.

If it becomes necessary to correct a child's inappropriate behavior, we do so on an individual basis in order to avoid embarrassment. We make it very clear to the child that our disapproval is toward his/her behavior not towards him/her. We make every effort to see to it that the child goes home happy. Teachers intervene whenever negative or inappropriate behavior occurs. If negative behavior continues after a child has been spoken to, then the child will be asked to sit for a brief period. This technique consists of separating the child from the group, usually at the table, for a period of five minutes or less. This brief time gives the child a chance to reflect on the situation and to regain control. The child is then encouraged to rejoin the group when he/she is ready. This helps the child **assume responsibility for his/her own behavior.**

Expulsion...

Unfortunately, there may be instances when we have to expel a child from our program either on a short term or permanent basis. The reasons for expulsion include (but are not limited to) ongoing physical or verbal abuse of other children or staff; uncontrollable tantrums/angry outbursts; excessive biting; not successfully toilet trained; ongoing disruption of the learning environment; conduct detrimental to the well being of the school or any other child or family; non-payment of tuition; failure to complete required forms, including immunization records; habitual parental tardiness at the end of the day pick-up time.

Prior to expulsion, the discipline policy described above will be implemented. Additionally, parents will be notified either verbally or in writing of the behaviors that could lead to expulsion. Such notification will include the length of the expulsion period as well as the specific expulsion date. In general, parents will be notified at least one week prior to the effective date of the expulsion. If the child is at risk of causing serious injury to other children or himself/herself or there is physical or verbal abuse of other children or staff by the parent or child, then Valley Brook may expel the child immediately. Valley Brook may also recommend the student be evaluated by professional consultants or a local school district child study team. It is important that parents take these recommendations seriously to identify and correct issues as early as possible.

Child Abuse...

Any parent that has reasonable cause to believe that an enrolled child has been or is being subjected to any form of child abuse, neglect or exploitation by an adult, whether working at the school or not, is required by state law to report the concern immediately to the Division of Youth and Family Services Office of Child Abuse Control at 800-792-8610 or to any District office. Such reports may be made anonymously.

Health...

New Jersey State regulations require that a health examination and immunization form signed by a doctor be kept on file at the school prior to admitting a child to class. Children must be examined annually by a doctor in order to attend school. Additionally, NJ State Regulations require all children attending pre-schools to receive a flu shot annually between September 1 and December 1. Students without the required flu shot are not allowed to attend school between December 1 and March 1. This regulation is strictly enforced by our local Health Department. Please be sure to update immunization records **whenever your child receives a new immunization or booster.**

Illness...

Should your child become ill at school, you will be notified at once. If you are unable to be reached, we will contact your emergency contact. Please try to have one of your emergency contacts local, a neighbor or friend is best.

When your child is ill, please consider the health of the other children and staff and keep your child at home. In order to protect the entire school, as well as your own child, the New Jersey Health Regulations provide us with the following guidelines.

We ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- * A fever over 100 degrees F orally or 99 degree F under arm;
- * Signs of a newly developing cold or severe coughing;
- * Diarrhea, vomiting or an upset stomach;
- * Unusual or unexplained loss of appetite, fatigue, irritability;
- * Any discharge or drainage from eyes, nose, ears or open sores.

Medication...

The only medications (prescription and over-the-counter) that will be dispensed at Valley Brook are those needed for emergency situations (ex. - epi-pens for allergic reactions, inhalers for breathing problems, etc.). If you are providing such medication, please follow these guidelines:

- * Prescription medications must be in the original container with the pharmacist's label that includes the child's name, doctor's name, name of the medication and the date prescribed.
- * Over-the-counter medications not requiring a prescription may only be administered with a written note from a doctor that includes the purpose of the medication.
- * Parents must personally give ALL medications (both prescription and O-T-C) to the child's teacher or the school office together with a doctor's note describing the dosage and the circumstances under which the medication should be administered.

Please note that Valley Brook CANNOT provide students with prescription or over-the-counter medications in other situations. If your child should need non-emergency medication (ex. - antibiotics, cough medicine, ointments, etc.), please make arrangements to schedule those doses outside of the school day or to visit the school to administer the medication to your child.

Before Care...

Valley Brook offers a Before Care program that begins at 7:30am. When dropping off your child at Before Care, please park your car in the space provided, remove your keys, and walk your child into the school building into the Kindergarten Classroom that is on the ground floor on the right side of the building. So that the staff can plan appropriately, the Before Care program is not available on a per diem basis.

Arrival and Dismissal Procedure...

The arrival procedure for the regular day begins at 8:45am. When dropping off your child, please have your pick-up sign visible and pull your car up to the front of the drop-off line and one of our staff members will open the door, help your child out of the car, and escort them to the building. Children should arrive at school no later than 9am. If you arrive after regular arrival has ended, please park your car in a parking space, remove your keys, and walk your child into the school lobby until a staff member meets you. We will make sure that your child gets to their classroom.

We start dismissal 10 minutes prior to the end of each session (11:20, 12:50, and 2:50). Children should be picked up no later than 11:30am, 1pm or 3pm depending upon the session. When picking up your child, please have your pick-up sign visible. Pull your car up to the front door, remain in your car and one of our staff members will escort your child from the building. If you need to help buckle your child, please proceed toward the exit and stop and park on the right side of the driveway so other cars can proceed to the front of the school. Our staff anticipates leaving at a predictable time each day to satisfy their own personal obligations, so please be timely in picking up your children. If you arrive late and our staff needs to leave, children can be picked up in our camp office, which is located at the top of the hill behind the school building. Also, 30 minutes after your child's regular pick up time, we are obligated to notify the Washington Township Police Department of our concern.

If, for any reason, it becomes necessary to drop off or pick up your child at times other than that mentioned above, please park your car in the space provided and remove your keys. **Parents should never leave their car in the parking lot while the car is running.**

Early Dismissal Schedule...

When school is scheduled to close early prior to vacation, we will follow the following schedule:

- ALL Chipmunks and Rabbits will dismiss at 11am instead of 11:30am. There are NO LUNCH PROGRAMS for Chipmunks or Rabbits.
- ALL Owls, Raccoons, Foxes and Woodchucks (K-P) will dismiss at 11:30 instead of 1pm.
- Kindergarten will dismiss at 12 noon instead of 3pm.
- Classes will NOT be eating lunch on Early Dismissal Days.
- There are NO EXTENDED PROGRAMS and NO AFTER CARE for any students on Early Dismissal Days.

Valley Brook does not dismiss early when Washington Township dismisses early for their Parent-Teacher Conferences.

Extended Day...

In addition to extending Morning programs to 1pm, additional extended hours are available for all students from 1pm to 3pm. Extended Day schedules do not need to match regular class schedules. Students can be enrolled for fewer Extended Days. Students can also add Extended Days at any point during the School year and fees will be pro rated accordingly. So that the staff can plan appropriately, the Extended Day program is not available on a per diem basis.

After Care...

After Care is available from 3pm-5pm. When picking up your child at After Care, please park your car in the space provided, remove your keys, and walk into the school building. The After Care program takes place in the Kindergarten Classroom that is on the ground floor on the right side of the building. So that the staff can plan appropriately, the After Care program is not available on a per diem basis.

Policy on Releasing Children...

Any special arrangements regarding pick-up of your child must be brought to the attention of the school in advance, **preferably** in writing. If we are not familiar with the person picking up your child, we may check their identification prior to releasing the student. No child will be released to anyone other than the parent without verbal or written approval from the parent.

School Closing/Delayed Opening/Early Closing...

We follow the Washington Township School District's decision regarding closings or delays due to inclement weather. In case of a closing or delayed opening, we utilize a 3rd party automated phone system. We make every effort to call you on your designated phone number as early as possible in the morning. If you miss the call, you can call 877-698-3261 from the phone number that was called to replay our most recent message. You can also check the Washington Township Board of Education Website at www.wtschools.org for school closing information.

If the Township has a 2-hour delayed opening, we will open at 10am (with arrival starting at 9:45am). There will be no Before Care Program.

All classes that normally dismiss at 11:30am will remain in session until 12 noon if we have a delayed opening. All other classes will end at their normal time. If a storm develops during the day and it becomes necessary to close school early, we will attempt to notify you of our decision as soon as possible. By all means, please do not hesitate to call us if the weather is questionable, as we may have encountered difficulty in reaching you to make the necessary arrangements.

Visitation...

Valley Brook parents are welcome to visit our school at any time. We would appreciate it if you would inform the school of your intentions prior to your visit in order to maintain the smooth, organized atmosphere to which our students are accustomed. Should this not be possible, your visit will be welcomed nonetheless.

Parent - Teacher Conference...

Individual conferences are scheduled once each year in January (as noted on the school calendar) to enable both parents and teachers to plan and implement a program based on each child's needs and ability level. During these conferences, parents and teachers discuss each child's development in all aspects of the curriculum. To enable us to work as an integrated team, we urge parents to confer with our teachers at any time. Teachers also provide a written progress report at the time of conferences and at the end of the school year.

Tuition...

Valley Brook tuition is based on an annual rate. Any late enrollments or early withdrawals are prorated on a weekly basis. **All withdrawals require 30-days written notice.** Prorated tuitions for any withdrawals with less than 30 days notice will be based on the end of the 30 days. There are no refunds or credits due to absences, illness or expulsion.

With your enrollment application, a \$50 or \$75 non-refundable registration fee and deposit of 10% of the annual tuition before any discounts are required. For your convenience, Valley Brook offers two options for paying the balance of your child's tuition:

Payment in Full - 5% discount for tuition paid in full by the first day of School.

Monthly Payment Plan (9 Installments) - 1/9 of tuition balance payable monthly on the first of the months September - May.

We thank you in advance for remitting all payments on a timely basis. Late payments are subject to a late fee. Additionally, all returned checks and late payments are subject to a service fee and/or late charge. All tuition payments must be current prior to enrolling for the following school year and no student may participate in the Year End Family Funfest if they still have an open balance for the current school year.

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