

Accredited By and Full Member of the
American Montessori Society
With Non-traditional Montessori Age Groupings

**Parent Handbook
2023-2024**

www.christopheracademy.com

Christopher Academy does not discriminate on the basis of any acknowledged, legally protected category.

Table of Contents

The Beginning School Experience	page 8
Arrival and Dismissal Procedures	page 9
Birthday Celebrations	page 21
- The Birthday Walk or Walk around the Sun	page 21
Child Release/Failure to Pick-up Child Policy	page 10
Christopher Academy Love of Learning Celebration	page 22
Class List Information	page 19
Clothing	page 19
Communicating with Other Parents	page 19
Conferences	page 11
Contact Information	page 5
Core Values	pages 6
Custody Papers	page 18
Cut-Off Dates	page 19
Delayed Opening	page 18
Dependant Care Letter	page 21
Dismissal	page 8
Early Dismissal	page 10
Emergency Procedures	page 28
Entrance	page 9
Environment Management Plan	page 27
Expulsion Policy	page 24
Extended Lunch Program (Lunch Bunch)	page 11
Extended Care	page 10
Full- Day Lunch Break	page 10
Health	page 12-17
- Absences Due to Personal Reasons	page 13
- Absences Due to Illness	page 13

- Administration of Medication	page 17
- Food and Allergy Policy	page 16
- Immunization Records	page 14
- Medical Records	page 14
- Nap Policy	pages 14
- Water Policy	page 11
- Policy of Administration of Epinephrine	page 17
+ Parents/Guardian Authorization and Agreements Regarding Liability	page 17
+ Administration of Epi-Pen by School	page 17
- Policy of the Management of Communicable Diseases	page 12
- Reporting Requirements for Communicable Diseases & Work-Related Conditions	page 12
History of Christopher Academy	page 7
Homework	page 21
Hours	page 5
Indoor Shoe Policy	page 19
Internet Access	page 22
Mission Statement	page 5
Montessori Compass	page 11
Montessori Method	page 7
New Jersey Department of Children and Families- Parent Information	pages 25-27
- Policy on the Release of Children Required by NJ Law	page 27
Observation Window	page 28
Overview	page 5
Parent Association	page 22
Playground	page 10
Policy on Positive Guidance & Discipline	page 22
School Bag	page 20
School Closing/Emergency Closing or Announcements	page 18
School Communication	page 18
School Photographs	page 21
Snack	page 11

Snow Policy	page 18
Social Media & Photographs	page 20
Student Records	page 22
Toilet Training	page 14
Transportation	page 18
Tuition	page 20
- Returned Checks	page 20

School Forms

- School Calendar
- Emergency Information Form/Parent Receipt of Information
- Photo Permission
- Montessori Photo Permission
- Transportation Pick-Up
- Universal Child Health Record
- Children with Allergies
- Medication Administration in Child Care Policy and Procedures
- Authorization to Administer Epinephrine
- Authorization for Medication
- Care Plan for Children with Special Health Needs (with Instructions)
- Extended Care Registration
- Teacher Emails

Mission Statement

“The Mission of Christopher Academy is to support the development of the full potential of the child by serving individual needs, fostering independence, and protecting the social consciousness within an environment which celebrates a love of learning.”

School Office Hours: 8:30 am - 3:30 pm (Monday – Friday)

Class hours can be altered on special celebration days, so please check your school calendar. To allow your child the most productive school experience, please arrive promptly.

Contact Information:

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Overview

At Christopher Academy, the environment is prepared for the child with learning tools that stimulate all facets of his intellect. It is our objective to provide a wide range of developmental opportunities. Each child learns through experience, which fosters the child’s development as a reliable and independent individual.

The Montessori Method of education for preschool and elementary learning offers the child a unique advantage to develop whatever potential the child possesses to the very best of the child’s ability by designing an environment that is stimulating to both mental and physical growth. Such an atmosphere places at the child’s disposal sensorial and didactic materials that complement the child’s nature and provide a positive foundation for all future learning. Each child is exposed to all the familiar activities: Practical Life, Sensorial, Language, Mathematics, Art, Music, Sensory Motor, Cultural Studies and a foreign language. Self-expression is encouraged within all these fields.

Parents are the major forces in their child’s development. They are welcome to participate in all phases of activities provided by the school. The program is designed to offer support to the parents through individual conferences, periodic parent meetings, and parent education workshops.

Christopher Academy Core Values

Having served our community since 1963, Christopher Academy has developed a system of core values that are anchored in the Montessori philosophy of education and the spirit of the best welfare for the child.

Christopher Academy is proud of its exceptional learning environment, carefully tailored to each individual child. Our students enjoy a prepared environment designed to recognize and propel each child to learn, to grow, to achieve at the most appropriate pace to the best of his or her own ability.

Centered in the Montessori philosophy of peace and understanding of the child, our core values are: **Respect, Care, Excellence, Individuality, and Responsibility.**

Respect

We respect the child and each member of our community as a gift to us. We have an understanding of the relationship of the child not only to us, but also to all others in his or her life and all of the other happenings in his or her life. We respect parents' concerns about their child; and we provide an environment that follows our philosophy, while understanding the concerns of parents for the child.

Care

Every person in our community will have special needs at different times. We respond with compassion and understanding to the needs of all in our community - the children, parents, and our co-workers. Understanding a situation often requires care, but, if action is needed, we provide that action.

Excellence

We strive to attain high standards of performance and proficiency in all our educational actions and classroom environments. Our classrooms are filled with the best materials available to ensure for the best development of every child. Our teachers will be constant learners of new techniques and understanding of scientific studies.

Individuality

We believe in an atmosphere of order and beauty, which allows each individual to strive to his or her fullest potential. No two children are alike, and we must nurture that individuality. We will never compare, but we must provide for the individual's needs within our own abilities.

Responsibility

We understand that we are responsible for our individual actions and how these actions affect others' ability to act. We are especially responsible to ensure that all our core values are part of our everyday life. We do not watch our clock hours but rather the time needed to do every task well.

History of Christopher Academy

Christopher Academy is proud to be the oldest Montessori preschool in the state of New Jersey. We were founded in 1963 by a group of parents who wanted Montessori education for their children.

Our Westfield school began with eight children in two sessions. As the demand for high-quality early childhood experiences grew, the building and program expanded, currently enrolling 80 children between our three pre-primary classes and combined kindergarten/first grade class in all-day, morning and afternoon sessions.

Our well-educated and dedicated faculty members are certified Montessori teachers; all are university educated, and they are constantly re-educating themselves through workshops and in-house professional development programs. Most have a long tenure with the school, and many of our younger staff members are in the process of interning for their Montessori certification.

As the oldest Montessori school in New Jersey, our reputation is nationwide. This allows our graduates to be accepted enthusiastically into both private and public schools. Many of our present students are legacies, and the school always enrolls many siblings.

Our past teacher education program has educated Montessori teachers from around the world. Many of these teachers are running fine programs in New Jersey and other parts of the world.

Christopher Academy was instrumental in the formation of the New Jersey Montessori Administrators Council and the Montessori Accreditation Council of Teacher Education. Our staff and administrators are presently very active members of the American Montessori Society, New Jersey Montessori Association Corporation, and were active in the former National Center for Montessori Education and St. Nicholas College, London.

The Montessori Method

The Montessori Method of education offers the child a developmentally-appropriate, individualized learning experience. Distinguished by a uniquely-prepared environment and specially-designed didactic materials, the Montessori Method responds to the child's intellectual, physical, emotional, spiritual, and academic growth.

The role of the teacher within the Montessori environment is unique. Rather than giving direct instruction, the Montessori teacher guides each student through experiences, which allow the child to absorb information endlessly. Montessori protects the intrinsic motivation to learn that each child possesses from birth and builds upon it, propelling children through a traditional academic sequence while preserving a love of learning.

Montessori classrooms are multi-age environments within which children usually spend three years before moving on. As such, each child has the opportunity to explore a wide range of social roles within his or her tenure in a classroom. Montessori children, with the support of the teacher who meticulously prepares the environment, create a society of their own, within which children are teachers and learners, students and leaders, individuals who can stand alone yet who joyously engage in the work of the group.

The Montessori Method traces its roots to the work of Dr. Maria Montessori, Italy's first female physician and an innovative educational thinker. By 1907, Dr. Montessori had overcome enormous personal and cultural challenges to develop an educational system like no other. A forerunner in developmental education, Dr. Montessori is responsible for changing the standard of Early Childhood education from a miniature version of adult classrooms to dynamic, child-centered and child-directed communities. Today, the Montessori Method has grown from Dr. Montessori's single classroom in the San Lorenzo area of Rome to an internationally-honored curriculum at use in private and public schools throughout the world.

The Beginning School Experience

We realize that the separation at the beginning of the school year can be a trying experience for both parent and child. In most cases, it is best to say good-bye and let the child leave you. If you are uneasy about this separation, we encourage you to leave the child with the teachers and one of our Staff members will call you as soon as possible to check in with you. **Please, please, please try to separate.** If your child is missing home, allow the child to bring in a favorite object or perhaps a family member's photo to remind the child that he is, indeed, going to return home at the end of the day. We will try to take good care of whatever he brings. We understand that this is often a difficult time, and we will do our best to assure you and your child that he is receiving the highest standards of care and attention. On a few occasions, we may ask for your help with separation. If this becomes the case, the teacher will give guidelines to help the child adjust to the program. The Head of School is also available to discuss any specific concerns you may have regarding your child's separation, or any aspect of our program.

Arrival and Dismissal Procedures

Arrival and dismissal are two of the most important times of the school day, both because they mark a transition for children from one caregiver and environment to another and because the potential for accidents increases significantly for children and adults alike. At these times, our campus changes from a quiet, peaceful enclave to a busy, traffic-filled hub. We want the children's transition to and from school to be joyful and, most importantly, safe.

Please cooperate with our neighbors by not parking in front of driveways or cutting across their lawns. For the safety of the children, please do not, under any circumstances, double-park while picking up or discharging children, make U-turns or K-turns on Hillcrest Avenue, or park going against traffic. The driveway adjacent to Christopher Academy and the parking lot across the street from the school do not belong to the school. Some of these are new policies. Some are reiterations of existing procedures. Some are simply commonsense reminders. All, with your cooperation, will help to ensure that our entire Christopher Academy community remains safe at these exciting times of day.

The children are excited to see you at pick up and the teachers are practicing Montessori's Grace and Courtesy; with this in mind, please do not use cell phones at arrival or dismissal.

Our teachers are always happy to talk with you; however, in order to ensure that all of our children are appropriately supervised at all times, teachers cannot engage in extended conversations with parents while children are present. If you need to speak with your child's teacher, please call or email the school office to let us know.

Please be patient during the first weeks of school as drivers and walkers learn these new procedures. Like any new skill, we anticipate it will take a few days for us all to feel comfortable.

Please remember these important times:

Morning Session:

- Class begins at 8:50 AM
 - Arrive no earlier than 8:45 for an 8:50 start
- Class ends at 11:30 AM
 - Arrive no earlier than 11:25

Afternoon Session:

- Class begins at 12:30 PM
 - Arrive no earlier than 12:25 for a 12:30 start
- Class ends at 3:10 PM
 - Arrive no earlier than 3:05

Full-Day Session

- Class begins at 8:50 AM
 - Arrive no earlier than 8:45 for an 8:50 start
- Class ends at 3:10 PM
 - Arrive no earlier than 3:05

For Maple and Willow classrooms, children will enter and exit through the front door. Guardians will begin a line starting at the bottom of the front Hillcrest Avenue stairs onto the front sidewalk.

For the Dogwood classroom, children will enter and exit through the rear door. Guardians will start a line at the foot of the back door to the Dogwood room on the playground sidewalk.

For the Cottage class, children will enter through the Cottage door. Guardians will form a line to the sidewalk that leads to the Cottage on the playground sidewalk.

A Staff member will dismiss your child to you from the door in the order which you arrive.

Extended Care

Extended Care will begin the first full week of school.

AM Extended Care 7:50am-8:50am

PM Extended Care 3:10pm-6:00pm

PM extended Care ends promptly at 6:00 PM and our staff is not expected or able to stay beyond 6:00 PM. Please consider your travel time and needs when filling out your transportation forms. You may wish to consider others for alternate pick up, local family or neighbors. If you have any questions about this procedure please feel free to call our Head of School, Denise Rosenthal. Any changes in pick-up for your child need to be in writing as per NJ State Law. Please contact the office if you are interested in staying for aftercare either via email, cmoyle@christopheracademy.com or phone call 24 hours in advance. You will receive a confirmation email that your request has been received. In the case of an immediate need, please call the school at 908-233-7447 to guarantee that the request is received.

Early Dismissal

We understand that at times it is necessary to pick up your child early. Please notify the teachers in writing at the start of your child's school day. If a change arises during the day, please email the information. If it is after 10:50 AM for the morning or 2:30 PM for the afternoon, it is best to follow the email up with a phone call to the Head of School. To provide for a safe and easy dismissal, no child will be dismissed during the last fifteen minutes of the class. This allows for a safe dismissal and an uninterrupted classroom. Please ring the doorbell and a Staff member will bring your child to you.

Child Release/Failure to Pick Up Child Policy

On the occasion that 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 closing time, and provided that the center staff members have been unable to provide other arrangements for returning the child to his custodial parent(s), a staff member is required by law to 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 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.

Playground

Please do not have siblings and friends enter the playground before 3:05 PM for pick-up. The playground closes to all children at 3:30.

Full-Day Lunch Break

We provide a lunch period for children enrolled in our Full-Day Program.

All lunch foods brought into the school need to be nut-free, as well as 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. Please check for nut warnings, which are clearly marked on food labels and packaging, before sending into school with your child. When using alternative like sunflower butter, please make sure to put a sticky note in the lunch bag. Food also needs to be packed in disposable containers that are child friendly to encourage their independence. Please do not pack popcorn; hotdogs should be cut lengthwise and into small pieces; grapes and grape tomatoes should be cut in half lengthwise, as these present potential choking hazards. We encourage you to prepare lunches that may be disposed of at this time including utensils. Placemats must also be disposable.

Extended Lunch Program (Lunch Bunch)

A lunch hour program is available for children in the three and five half-day classes. Space is limited and is filled on a first-come basis. Please arrive by 11:30 if coming to the lunch program before the afternoon session.

Snack and “Smart Snacks”

Christopher Academy furnishes a simple snack of savory crackers and water on a daily basis. The CA Parent Association supplements this snack via our Smart Snacks program, providing fresh fruits and vegetables and other natural products. Smart Snacks is planned by School faculty prior to the beginning of the school year and facilitated by the CA Parent Association. Utilizing an online volunteer site, sign-up will be emailed to all parents offering the opportunity to sign up for Smart Snacks via our Smart Snacks Committee Heads. Once schedules have been established substitutions cannot be made. Food processed in facilities, or on equipment that has traces of nuts, cannot be served. This warning is clearly marked on food labels and packaging. We are a nut-free environment. Additionally, no popcorn or unpasteurized juice is served.

Water Policy

Due to the importance of water for the child’s brain development, we will be serving only water during school hours. All water bottles must be clearly labeled as per DCF requirements.

Conferences

Although conferences are scheduled twice a year, the teachers and Campus Directors are happy and eager to discuss your child’s growth or difficulties at any time. Please take your child’s privacy into consideration and request an appointment before or after school hours. **No conference will be given to caregivers or grandparents, unless those people hold custody papers on the child or accompanied by a parent or legal guardian of the child.** If the parents cannot attend a conference, teachers will be happy to schedule a telephone conversation. Please remember this is an adult event and that children and siblings should not attend.

Montessori Compass

Montessori Compass is an online program used by the school which allows the faculty to do classroom planning, record keeping, observations, and attendance. Montessori Compass also allows the faculty and Administrators to communicate with parents regarding student lessons and school activities. In the beginning of the school year, information on how to log-in to the portal will be supplied to all parents through an email invitation from Montessori Compass. Please sign on with the directions provided and create your account. A free Montessori Compass application is available for installation on your phone through your App Store. A weekly activity report of your child’s classroom will then be sent to you.

Health

It is so important to keep your child home when they are not feeling well. If a child becomes ill while at school, he will be isolated from the other children, and the parents notified immediately. The school should be notified if a child has come in contact with, or has contracted, a contagious disease. Any child who has been absent due to a contagious disease should have the written permission of the family pediatrician before returning to the classroom. Please remember that although your child may no longer be contagious or show symptoms, his resistance is impaired immediately after an illness. It is often to the child’s benefit to remain home until full strength is regained.

Policy on the Management of Communicable Diseases (Please refer to the Covid-19 Addendum)

If a child exhibits any of the following symptoms he should not attend school.

If such symptoms occur at school, the child will be removed from the group, and the parent will be called to take the child home.

Severe pain or discomfort	Infected, untreated skin patches
Acute diarrhea	Difficult or rapid breathing
Episodes of acute vomiting	Skin rashes lasting over 24 hours
Severe coughing	Visibly enlarged lymph nodes
Yellow eyes or jaundiced skin	Stiff neck
Red eyes with discharge	Blood in urine
Lethargy	Lice
Skin lesions that are weeping or bleeding	Skin rashes in conjunction with fever or behavior changes
Mouth sores with drooling	
Elevated oral temperature of 100.4 degrees Fahrenheit	

Once a child is symptom free for 24 hours, or has a physician's note stating that he no longer poses a serious health risk to himself or others, he may return to school, unless contraindicated by local health department or Department of Health.

Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

If a child contracts any of the following diseases, please report it to us immediately.

Respiratory Illnesses

German Measles
COVID-19
Haemophilus Influenza
Measles
Strep Throat
Tuberculosis
Whooping Cough

Gastrointestinal Illnesses

Giardia Lamblia
Hepatitis A
Salmonella
Shigella

Contact Illnesses

Impetigo
Lice
Scabies
Conjunctivitis
Chicken Pox

Communicable Disease Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf as well as listed later in this handbook.

Absences for Illness

Please report all illness-related absences to the school office either via telephone call or email message. Children should not return to school too quickly after an illness, as they need time to regain both strength and resistance to further illness. If your child is healthy enough to attend school, then he should be **fever-free for 24 hours without the aid of medication before returning to school. This is important to protect the child, the other children in the classroom, and the staff of the school.**

Returning to School after an Injury at Home

If your child has sustained an injury outside of our school facility, please notify an Administrator and teachers and provide a doctor's note with instructions that demonstrate that they are permitted to attend school and fully participate in our programs. If there are restrictions, they must be discussed with the Head of School before the child enters the classroom to see if reasonable accommodations may be made.


Absences Due to Personal Reasons

If your child will be absent for reasons other than illness, please report this to the school. This will enable the teachers to plan for your child accordingly.

Quick Reference

Reporting Requirements for Communicable Diseases and Work-Related Conditions

Communicable Disease Service Reporting Requirements and Regulations can be viewed at: <http://nj.gov/health/reports/leg.shtml>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see N.J.A.C. 8-57-1.7

CONFIRMED OR SUSPECT CASES
TELEPHONE: **609-626-6262** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scambroid, or mushroom poisoning)
- Hemorrhagic influenza, invasive disease
- Herpesvirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Psittacosis
- Rabies (human illness)
- Rubella
- SARS CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the local health department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: localhealth.nj.gov

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-626-6262.

In cases of immediately reportable diseases and other emergencies - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2121.

REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jacob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrhoeal disease (child in a day-care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-dietary
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Leptospirosis
- Lyme disease
- Measles
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (ISA) or high-level resistance (VISA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Staphylococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Strepococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Within report within 24 hours

HIV/AIDS
609-364-6640 or 973-646-7560
Within report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV prenatally

Sexually Transmitted Diseases
609-626-6262
Report within 24 hours

- Chlamydia
- Gonorrhoea, including neonatal ophthalmia
- Syphilis
- Gonorrhea inguinalis
- *Trichomonas vaginalis* infection
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases)
609-626-6262
Within report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings
609-626-6262
Report within 30 days after diagnosis or treatment

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, acute, chronic, or intermittent toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational diseases

July 2013
www.nj.gov/health/id

Immunization Records

All children are required by the State of New Jersey to follow the immunization schedule. A child shall be exempted from a physical examination, immunization or medical treatment if the parent objects thereto 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 exercise of bona fide religious tenets 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 from January through March.

Medical Records

The medical forms and emergency cards must be returned by August 15. If there is a change in information on the emergency card or medical forms later in the school year, please notify the school office of these changes.

Toilet Training

It is a common occurrence for children learning to use the toilet to misjudge their bodies' signals, particularly when the excitement of school and friends draws their attention. If a child needs assistance in changing soiled clothing or training pants, the teachers will support the child in a "standing change." The standing change allows the child the greatest amount of involvement and independence in learning to tend to bodily needs and supports the child 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). For more information about toileting, please contact the school office or your child's teacher. In order for us to help your child, please inform us of his schedule if it is unusual. Also, please dress children in clothing that is easy to be removed by the child. Knowledge of toilet training habits is extremely important with the Covid-19 requirements.

Nap Policy

As per the Manual of Requirements for Child Care Centers of the State of New Jersey Department of Children and Families – effective March 6, 2017, Christopher Academy is required to follow the napping policy as stated below:

3A:52-6.4 Rest and sleep requirements for early childhood programs

(a) For early childhood programs, the center shall provide opportunities for daily rest and sleep as follows:

1. For children 12 months of age and younger, the center shall ensure that each child is initially placed in a face-up sleeping position unless a different position is indicated in writing by the child's health care provider.

2. For children from 13 to 18 months of age, the center shall provide daily rest and sleep according to the child's physical needs and ensure that blankets or pillows do not cover the child's face.

3. Swaddling of children during rest and sleep is prohibited.

4. For children over the age of 18 months and under the age of four years, the center shall provide:

i. Daily rest or sleep for each child who attends the center for four or more consecutive hours;

ii. Daily rest or sleep for each child who attends the center for fewer than four consecutive hours, but

whose individual physical needs call for a rest period while the child is at the center; and

iii. An alternative quiet activity for each child who has rested or slept for 30 minutes and does not appear to need additional rest or sleep.

(b) The center shall provide sleeping equipment for each child as follows:

1. For children 12 months of age and younger, the center shall provide for each child a crib, that complies with the Consumer Product Safety Commission's (CPSC) Federal Safety Standards for Full-Size and Non-Full-Size Baby Cribs; 16 CFR 1219 and 1220, which is incorporated herein by reference, and can be obtained through the CPSC's website at <http://www.cpsc.gov/businfo/frnotices/fr11/cribfinal.pdf>, playpen, or other Office of Licensing-approved sleeping equipment that meets the following requirements:

i. Each crib or playpen shall be equipped with:

- (1) A firm, waterproof, snugly fitting mattress;
- (2) A clean, snugly fitting sheet;
- (3) Top rails that are at least 19 inches above the mattress; and
- (4) Slats that are not more than 2 3/8 inches apart.

ii. Sleeping equipment shall be free of pillows and soft bedding, including, but not limited to bumper pads, when occupied by a sleeping child.

iii. Stackable cribs shall be prohibited.

2. For children over the age of 12 months and under the age of five years, the center shall provide for each child a crib that complies with the Consumer Product Safety Commission's (CPSC), Federal Safety Standards for Full-Size and Non-Full-Size Baby Cribs; 16 CRF 1219 and 1220, which is incorporated herein by reference, and can be obtained through the CPSC's website at <http://www.cpsc.gov/businfo/frnotices/fr11/cribfinal.pdf>, playpen, cot, mat, or other Office of Licensing-approved sleeping equipment that meets the following requirements:

i. Each cot used for children between 13 and 18 months of age shall not exceed 14 inches above the floor level.

ii. Each cot or mat used for rest and sleep shall be covered with a sheet, blanket or other covering. An additional covering shall be provided for use as a covering for each child.

iii. Each mat used for rest and sleep shall be:

- (1) Placed on a surface that is warm, dry, clean and draft-free;
- (2) Water-repellent;
- (3) At least one inch thick; and
- (4) Stored so that there is no contact with the sleeping surface of another mat, or disinfected

after each use, as specified in N.J.A.C. 3A:52-7.7(a)1.

iv. Stackable cribs shall be prohibited.

(c) Centers that operate after 7:00 P.M. shall comply with the following requirements for rest and sleep:

1. For children who attend the center for more than three hours after 7:00 P.M., the center shall:

i. Establish bedtime schedules for each child in consultation with parent(s);

ii. Ensure that any Office of Licensing-approved sleeping equipment, other than a bed or mat, has been fitted with a minimum one-inch thick water-repellent mat or mattress; and

iii. Ensure that each child is changed into sleeping garments.

(d) All sleeping equipment shall meet the standards of a recognized safety organization (such as the Juvenile Products Manufacturers Association, the American Society for Testing and Materials, or the United States Consumer Product Safety Commission).

(e) Sheets, blankets and other coverings shall be:

1. Changed when wet, soiled or damaged; and
2. Changed before use by another child.

(f) When cribs, playpens, cots, mats or other Office of Licensing-approved sleeping equipment are stored with sheets, blankets, or other coverings as single units, at least one item of each unit shall be labeled with child-identifying information.

(g) When sheets, blankets and other coverings are not stored with sleeping equipment, each of these items shall be:

1. Labeled for each child; and
2. Stored separately for each child.

(h) During rest and sleep periods, only one child shall occupy a crib, playpen, cot, mat, or other Office of Licensing-approved sleeping equipment at one time.

(i) Children shall not use pacifiers with straps or other types of attachment devices.

CA Parents shall provide sleeping bags for their children who nap.

Food and Allergy Policy

Christopher Academy is committed to providing a safe and nurturing environment for all of our students. Although it is virtually impossible to assure that all potential allergens, food or airborne, will be completely absent from the school environments, or to guarantee that other students have not ingested foods which can cause an allergic reaction in other students, we are vigilant to observe and correct these instances when reasonably possible.

Allergic food reactions can span a wide range of severity of symptoms, and some diet items can be much higher risk than others. In response to these risks, Christopher Academy has a completely “nut-free” environment, extending to all hard nuts, peanut butter and other nut spreads, nut candies, and any other foods with nuts or nut products as components, and including products processed in facilities or on equipment that have traces of nuts. This warning is clearly marked on food labels and packaging. Also, please note snack and special celebration foods are to be nut free.

All parents are required to advise the school in writing of all known allergies affecting their child on the child’s medical form, and of all other special dietary requirements, with supporting medical data, if requested. If anaphylaxis is a risk, parents must provide Epinephrine or other medically-approved treatments designated for their child’s use in an emergency situation. Parents are required to read our Policy on Administration of Epinephrine, Parents/Guardian Authorization and Agreements Regarding Liability Policy on Administration of Epinephrine, Administration of Epi-Pen. (See School Forms section in handbook)

For students with diagnosed food and environmental allergies, we ask that parents of affected child provide their own child with an appropriate alternative snack. Appropriate alternative snacks are those which pose no risk to the affected child and which are nutritionally consistent with our food policies. Specific alternatives are determined on a case-by-case basis, which reflects the immediate context of the classroom. Alternative snacks should not be shared with other students, as the snack provided from home may conflict with another child’s dietary needs/requirements.

We seek to include all students in all school programs and activities, including the daily snack aspects of our Practical Life curriculum and occasional events such as Thanksgiving and various culturally-related events, which may include in-school food preparation. We consider food preparation an integral part of our curriculum, and it is our aim to make reasonable accommodations should food preparation conflict with a child’s dietary needs. For less severe conditions, this may be accommodated by changing an ingredient. For more severe conditions, this may require preparing food in a safe setting with the support of the affected child's parents or approximating the experience at home.

Policy on Administration of Epinephrine

As permitted by New Jersey law, Christopher Academy shall follow the orders of a physician or advanced practice nurse for emergency administration of Epinephrine via Epi-pen for anaphylaxis.

Administration of EPI-Pen by the School

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

Parents/Guardian Authorization and Agreements Regarding Liability

Written authorization for administration of the Epi-pen or medication must be received from the parent/guardian and pediatrician of the student. The parents/guardians of the student shall be notified upon administration of the Epi-pen, in accordance with procedure below as provided by law. The School and its employees or agents shall have no liability for any injury arising from administration of the Epi-pen to the Student. 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.

Policy Procedures

1. The parent of the child shall provide the school with an EPI-pen together with a doctor's prescription for administration. All medications need to be given to the school in the original container and labeled with the prescription.
2. The parent and teacher must meet to discuss the procedures and sign the form stating they have met.
3. The EPI-pen will be stored in a safe place, and staff must be made aware of location.
4. If child leaves the building as part of a school function, the EPI-pen must be taken along with first aid kit.
5. If no designee is available, 911 and the parents should be called.

Administration of Medication

No medication shall be administered between 11:15 and 11:45 AM for AM programs or after 2:45 PM. Medications, including prescription and non-prescription, cannot be administered without written authorization from a parent and signed by a physician. All medications need to be given to the school in the original container and labeled with the prescription, if applicable. The necessary authorization forms may be obtained and discussed with any member of Administration. Medications will not be administered during dismissal. Administration needs to be contacted if medicine needs to be administered and some medicines require a meeting with the teachers and a signed form stating the procedures.

School Communication

Because the connection between home and school is so important, Christopher Academy rolled out a new text messaging platform called TalkingPoints, an education technology nonprofit. The platform helps us to successfully get information out to parents via text message, which allows us to send time-sensitive alerts and event reminders. It is a communication tool focused on keeping our families informed. Also, to keep you informed about classroom happenings, a weekly newsletter called "Sneak a Peek" will be emailed to all parents. Additionally, "Montessori Mondays" are published on a regular basis and provide an overview of materials used in the classroom and their educational purpose. Please check our website for additional photos and further elaboration of our school events. You may request the password for access from a school administrator for our Parent Portal. This password should not be shared with others outside of our Christopher Academy community. Information is also posted on our website Event Calendar. Each classroom also sends out a weekly activity report on Montessori Compass letting you know what they have done that week.

School Closings/Emergency Closings or Announcements

1. We will broadcast school and emergency closings and other announcements through our communication platform, TalkingPoints and/or on our website www.christopheracademy.com

For emergencies the school has an emergency cell phone. Please use this number only when unable to reach the school by traditional means. The cell number is 908-935-6399.

Snow Policy/Delayed Opening/Early Dismissal

We also realize we are a childcare facility for many working parents; therefore, we do not take the closing of school lightly. We will keep the school open whenever possible. Delayed openings are very difficult for us, and will only be done on rare occasions. If you feel it is not necessary to bring your child to school because they are young and the roads are too difficult to drive, please keep the child home. If you need to bring your child late or pick your child up early because of the weather, please do so; we understand. Please keep in mind we need to open for some of our working parents when others of us would prefer being at home. Please note that snow days are already accounted for in our academic calendar. In the event that we have an early closing you will be notified at once via TalkingPoints or phone call.

If it is necessary to have a delayed opening, classes will run as follows:

Delayed Opening hours:

AM Sessions	10:00 AM - 12:00 PM
Full Day Session	10:00 AM - 2:00 PM
PM Session	12:00 AM - 2:00 PM

****Any late-arriving student will have to wait outside away until he or she can be screened and escorted safely to his or her appropriate class.**

Transportation

Since Christopher Academy has no means of providing transportation to and from school, parents often form carpools. The school must be notified in writing if someone other than a parent is to pick up your child. Enclosed in this handbook is a transportation form which gives permission for certain people to pick up your child. If a change occurs and you would like to add or delete a name during the school year, please call the office to update your form. No child will be released to anyone for whom Christopher Academy has not received written permission via a personal note or an email message from the custodial parent(s) to do so. If the person picking up the child is unknown to the school, faculty or staff will ask for photo identification.

Custody Papers

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

Communicating with Other Parents

The teachers are expected to be busy with the children during the school day; therefore, they cannot carry messages, packages or invitations from one parent to another. Thank you for not adding this burden to their day. Class lists are available for classroom parents to contact each other directly and are to be used only for school-related contact that supports and promotes the mission of Christopher Academy.

Class Lists

Class lists for parties, carpools, etc. are available from the school office as soon as they have been finalized (usually the end of September). These lists are not to be used for distribution or business use or for any other use. These lists should be used only for school-related contact that supports and promotes the mission of Christopher Academy.

Cut-Off Dates

Every town has its own specific cut-off dates for entering Kindergarten and First Grade. For example, in Westfield and Scotch Plains the child must be age five by October 1st to enter Kindergarten, and age six by October 1st to enter First Grade. Christopher Academy enrolls children from 2.5-7 years of age. Our faculty follows each individual child during his or her sensitive periods for development, and provides the learning tools necessary for the child to be as successful as possible in his or her learning environment. Christopher Academy will therefore provide assistance in guiding parents through the registration policies of their appropriate area school districts, including our professional assessment of the child's individual learning level; but each school district will make the final, and often arbitrary, determination regarding the child's specific classroom placement.

Clothing

Please label all removable clothing. Christopher Academy believes that children should come to school wearing clothing that does not feature any commercial characters. This provides a setting that is free from outside influences for our children, minimizing distractions. Children should dress simply and practically for a workday at school. Since our students are young, and in many cases newly toilet trained, please dress them in clothing that is easily manageable for the child. Remember, clips, belts, and leotards are difficult for little fingers to control. Children should wear appropriate shoes for climbing and running. They should wear closed-heeled, rubber-soled shoes. It is suggested that children wear sneakers or slip-on walking shoes. **Open toed-shoes, Crocs sandals and flip flops should not be worn to school.**

Indoor Shoe Policy

At the beginning of the school year and continuing through June, the children will change their shoes as they enter the classroom at the beginning of the day and change back into outdoor shoes before they proceed on the playground, or as they leave. The policy allows the children to learn some specific skills while helping to keep their feet warm and dry while indoors. Among the skills that the child will experience are the following:

- Independence and self-care in the learning to take off and put on shoes
- Respect and care for the special environment of the classroom by learning to leave dirt outside and to keep their classrooms clean
- Gross motor control through learning to walk quietly and hearing the sound of their own feet on the ground

Dr. Montessori felt the classrooms should be void of any distractions to the child's learning experience. To follow this philosophy to its truest form, **we ask that you not send in flamboyant character slippers or ornately decorated slippers in order to support the purposes of the indoor shoe lesson mentioned above.** In order to facilitate the work cycle of the child, and to allow him the maximum of independence, we also are asking for plain, rubber or soft-soled slip-on sneakers or slippers with an enclosed back.

Social Media and Photographs

We ask that you only take pictures of your child at Christopher Academy, in other words, the taking of photos of a child other than your own is highly discouraged as some children are not given photo permission by their parent. Please do not post any child's photo, other than your own, on social media. Remember pictures taken from a distance may include other children and should not be taken. It is school policy that our staff not "friend" on social media any parents of children that attend Christopher Academy; please keep this in mind and not ask them to "friend you."

Christopher Academy Totes and Nap Sacks

A Christopher Academy tote bag will be provided for each new child in September. In addition, we will provide nap sacks to store our nappers' sleeping bags at school. We ask that the children use only the Christopher Academy tote bag for school as it encourages independence, as well as being easy for the child to fill or empty on their own. Please refrain from attaching charms or other hanging ornaments on the handles of the bag as they hinder the child when filling or emptying the bag. These charms/ornaments can be a distraction in the classroom as well. Please look in the side pocket of the bag for important papers. The teachers will do the same once the child enters school for the day. A tote bag can also be purchased in the office for replacement or additional needs. These bags are machine washable.

Tuition

We understand that sending your child to Christopher Academy represents a significant financial investment for most of our families. In an effort to recognize this, we offer payment plans of two installments and nine installments. The nine-installment plan incurs a simple interest charge. This interest charge covers the bookkeeping costs as well as the monies the school must spend to begin the program to educate your child. Information concerning the specific costs of the monthly plan may be obtained through the school office. A late charge of \$25 will be assessed to your account if any payment is not received within 30 days from the payment due date. Alternatively, parents may choose to pay tuition in full by August 1. For those paying tuition in full by August 1, any payments received after August 15th will be subject to a late charge of \$25; and the tuition reduction will no longer apply.

Returned Checks

Tuition checks and banking that are returned to the school due to insufficient funds cause a great deal of accounting and banking expenses. To cover these, we have found it necessary to charge \$25 for each check that is returned. Please contact the school office if a special situation causes a delay in your payment.

Dependent Care Letter

If you should need a letter for dependent care reporting purposes, please allow 1 week to prepare the document.

Birthday Celebrations

We would be happy to help celebrate your child's birthday at school. Our classrooms follow a long-tradition honoring the child with a Birthday Walk to represent the passage of time since his or her birth.

The Birthday Walk or Walk around the Sun

Each child has the opportunity to celebrate his special day by doing an activity we call "The Birthday Walk" or "Walk around the Sun." All children are seated around the classroom rug. The celebrant carries the classroom globe around a special candle that is placed in the center of an ellipse, representing the Sun. The child walks around the candle holding the globe as important events of his or her life are told chronologically. Each revolution the child makes represents one year of his life, symbolizing the time it took for the Earth to circumnavigate the Sun. The child, then, walks around the "Sun" the same number of times the Earth has traveled around our Sun since his or her birth, while the teacher tells the story of the child's growth and development in each of those years. Children with August birthdays are honored in September. Children with July birthdays are honored in June.

We honor the child with this beautiful ceremony, emphasizing the wondrous changes that have happened in his or her life since birth (and, simultaneously, helping all the children understand the concept of a "birthday" and the passage of time it reflects.) Parents are asked to send in pictures of the child from across his or her lifetime. Your child's contribution to school is gift enough; and we can assure you that, while snack-free, the celebration is no less delicious. Please save birthday treats for your celebrations at home.

Homework

The children of Christopher Academy 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. We do not feel homework is an important requirement for our children. We feel the day after school should be spent with good family happenings. Having said this, Christopher Academy will only assign special event homework. Examples of special events mean that if a child has completed reading a small booklet, he may bring it home to share with parents. If we are studying about the Olympics, we may ask you to help find pictures of the events. These are only two examples, but all homework will be of the type that the parent must do with the child. This is not homework in the traditional sense, but rather a sharing of school and home. In fact, homework will be the exception not the rule. Please keep in mind that if a child does not bring anything home that does not mean he has not done work at school. It may not be possible to bring most of the work home. Feel free to call and we will be happy to share the school day with you.

School Photographs

The school will provide a day during the second half of the school year to take school photographs of your child and their class.

Calendar

Our Calendar can be found on our website.

Parent Association

Its mission is to build community among parents, students, administration, and faculty by supporting and organizing various events/activities each year that bring the community together. In cooperation with the school's Administration, CAPA provides support and resources to CA for the benefit and educational growth of the children and endeavors to foster and to encourage parent participation on all levels, including volunteering in the classroom, organizing fundraisers and various other events and activities that supplement, and are in the spirit of, the Montessori curriculum/program. All parents of Christopher Academy students are encouraged and welcomed to participate in the affairs CAPA supports. When your child is enrolled in Christopher Academy you are a member of our Parent Association.

Christopher Academy Love of Learning Celebration

In mid to late May, we host our annual Christopher Academy Love of Learning Celebration, which is a shortened day. During this day, the children share what they have learned through art and music about the subjects they studied that year.

Student Records

Parents of enrolled students may examine all of their child's records held on file in the school office. Records may be examined when they are forwarded to a new school. FERPA allows schools to disclose those records, without consent, to the following parties:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring.

Internet Access

Christopher Academy has recently added a HotSpot at both our campuses enabling Xfinity/Comcast account holders to log onto their account and access WiFi while at the campus. Please take advantage of this convenience if you are waiting for your conference etc. Just enable your WiFi ready device, select 'xfinitywifi' from your list of available networks and sign in with your username.

Policy on Positive Guidance and Discipline

A positive suggestion is one that tells a child what to do instead of pointing out what not to do. If a child has already done what s/he should not do or is about to demonstrate inappropriate behavior, s/he needs help in getting another idea of action. We give the child help when we direct his/her attention to what we want the child to do.

A positive direction is less likely to rouse resistance than a negative one. It makes help seem constructive rather than limiting and interfering, if the child is doing the action to annoy us. We emphasize the positive and thereby reduce the attention of importance of the negative aspect of the child's behavior.

It is Christopher Academy'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. Consequently, we make every effort to provide interesting, beautifully-maintained materials that focus on the child's individual needs. The activity of working with Montessori materials should help normalize a child, therefore avoiding most discipline problems.

If a teacher must discipline, it is our feeling, in conjunction with the Montessori philosophy, that inactivity from the material or separation of the child from the classroom activities for a short period of time should be the only form of discipline. The separation should occur as follows:

A child may sit on a chair at a table in his classroom. The child may return to activity when he is ready to comply with normal classroom rules or courtesy to others.

A child may be brought to the Administrator's office, if necessary, to accomplish this separation.

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.

No child will be kept inside as discipline during recess however, they may go outside with their class and may be asked to stay near a teacher.

Christopher Academy 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 school's 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 childcare 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:

The child is at risk of causing injury, physical or emotional, to other children or himself/herself.
A parent threatens physical or intimidating actions towards staff member(s).
Parent exhibits verbal abuse to staff in front of children.

Parental Actions for Child's Expulsion:

Failure to pay/habitual lateness in payments
Failure to complete required school forms including the child's immunization records
Habitual tardiness when picking up your child
Verbal abuse to staff
Other - at the discretion of the Administration and Board of Trustees

Child's Actions for Expulsion:

Failure of the child to adjust after a reasonable amount of time
Uncontrollable tantrums/angry outbursts
The child is at risk of causing injury, physical or emotional, to other children or himself/herself
Ongoing physical or verbal abuse to staff or other children
Excessive biting
Other – at the discretion of the Administration and Board of Trustees

Schedule of Expulsion:

If remedial action has not worked, the child's parent/guardian will be advised verbally, and in writing, about the child's or parent's behavior warranting an expulsion. The parent/guardian will be given notice of the expulsion date, according to enrollment contract, to allow the parent to seek alternative childcare. There may be incidences where immediate expulsion may be warranted. Please see IMMEDIATE CAUSES.

A Child will not be expelled if a child's parent(s)/Guardian commit any of the following:

Make a complaint to the office of licensing regarding the center's alleged violations of the licensing requirement
Report abuse or neglect occurring at the center
Question the center regarding policies and procedures

It remains the goal of Christopher Academy to avoid expulsion. Please read our policy on Discipline for more information.

Parent Information:

In keeping with recent amendments of New Jersey's Department of Children and Families Office of 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 highlights, among other things, 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**Information to Parents:**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center may comply with this requirement by reproducing and distributing to parents 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 Childcare Center Licensing law to be licensed by the Office of Licensing (OOL), Childcare and Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical 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 secure 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, New Jersey 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 disease. 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 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/

(1-877-652-2873). Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (1-609-292-0422) or go to www.state.nj.us/dcf/.

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

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

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

- The child is supervised at all times;
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff 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 the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgement 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:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- If the center is unable to make alternative arrangements, 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, Christopher Academy has been inspected for asbestos, lead, water, radon and soil contaminants. The inspection and management reports are on file at each individual location and report as negative.

Observation Windows

Observation windows and monitors are provided for parents to observe our classes. We invite and encourage parents to visit as often as possible. The best time to observe the classroom is during the child's work period, rather than immediately after drop-off or pick up. Please be mindful that loud conversations at the windows or monitors can be overheard in the classroom.

Emergency Procedures

Emergency information and supplies will be required for each student. An Emergency Procedure Manual is available for your review located in the school office. 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 Ralph Froehlich Public Safety Building, 400 North Avenue East in Westfield.
3. Signs will be posted at the entrance of the school on Hillcrest Avenue.
4. If possible, information will be posted on our website and on our school telephone messaging system at 908-233-7447

School Forms

CHRISTOPHER ACADEMY**SCHOOL CALENDAR 2023-2024**

DATE	EVENT
August 29, 30, 31	Staff Workshop Days - Orientation Workshop
September 5	Parent Welcome – Times will be assigned 6:30 PM-7:00 PM & -7:05-7:35 PM
September 6	School opens: All children are invited for three days of orientation Welcome Tea (for ALL families during your child’s orientation)
	Returning Students: AM Program: 10:00 AM – 11:30 AM PM Program: 12:30 PM – 2:00 PM Full Day Programs: 10:00 AM – 2:00 PM
	New Students: AM Program: 10:30 AM – 11:30 AM PM Program: 1:00 PM – 2:00 PM Full Day Programs: 10:30 AM – 2:00 PM
September 7-8	All Students: AM Program: 10:00 AM – 11:30 AM PM Program: 12:30 PM – 2:00 PM Full Day Programs: 10:00 AM – 2:00 PM
September 11	School opens for ALL CHILDREN under regular hours
September 25	Yom Kippur – NO SCHOOL
September 28	Curriculum Night
October 9	Indigenous Peoples’ Day – NO SCHOOL
November 9	Teachers Inservice Day – First Aid-NO SCHOOL
November 10	New Jersey MAC - NO SCHOOL
November 21	Thanksgiving Feast – SHORTENED DAY* All children invited
November 22 – 24	Thanksgiving Recess – NO SCHOOL
November 27	School Resumes
December 6	Parent/Teacher Conferences – HALF DAY for Students: **See below for hours.
December 7	Parent/Teacher Conferences – NO SCHOOL
December 20	Pajama Day - SHORTENED DAY - All children invited
December 21 – January 1	Holiday Vacation – NO SCHOOL
January 2	Teachers Workshop
January 3	School Resumes
January 11	Kindergarten/First Grade Meeting - 7:00 PM
January 15	Martin Luther King Day – NO SCHOOL
February 15-20	Presidents Day Mid-Winter Break - NO SCHOOL
February 21	School Resumes
March 8	Teachers Workshop - AMS Conference – NO SCHOOL
March 21	Parent/Teacher Conferences – HALF DAY for Students ** See below for hours:
March 22	Parent/Teacher Conferences – NO SCHOOL
March 29 – April 5	Spring Vacation – NO SCHOOL
April 8	School Resumes
April 26	Teachers Workshop
May 16	Love of Art – Christopher Academy Gallery Day
May 24 – 27	Memorial Day – NO SCHOOL
June 12	Field Day - Last Day of School - SHORTENED DAY - All children invited
June 13, 14	Teachers’ Workshop Days
June 24 – August 2	Summer Camp/Summer Montessori Program

***Shortened day hours:**

10-11:30 for AM, PM and all-day students (All Half day students (AM & PM attend AM Session)

****Parent/Teacher Conference Day Hours**

8:20-10:30 (All half day students AM and PM)

8:30-11:30 All Day students

Christopher Academy 2023-2024 EMERGENCY INFORMATION FORM (Please complete)

Please Print

Student's Name: _____ Birth Date _____

Address _____ City _____ Zip _____

How can parents/guardians be reached?

Guardian 1: _____ Email _____

Phone _____

Address _____ City _____ Zip _____

Guardian 2: _____ Email _____

Phone _____

Address _____ City _____ Zip _____

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached.

1. Name _____ Address _____

Phone _____

2. Name _____ Address _____

Phone _____

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Signature of parent or guardian _____ Date _____

Allergies:

Other Conditions:

Local Physician's Name: _____ Office Phone _____

Address _____

Hospital _____ Phone _____

I have read the Parent Handbook regarding all school and State policies listed below (please initial)

_____ Expulsion Policy

_____ Policy on Positive Guidance and Discipline

_____ Policy on Management of Communicable Diseases

_____ Policy on the Release of Children

_____ Use of Technology & Social Media Policies

_____ Information to Parents Document

_____ Policy on Methods of Parental Notification

_____ I give permission to publish my information on my child's class list (to be distributed to other parents in my child's classroom).

Christopher Academy

Photo Permission

I am pleased to grant to the Christopher Academy the right to use my child's name, voice and likeness in the Christopher Academy's programs, publicity, and promotional materials, and in any broadcast or transmission in any media, including newspapers, magazines, television, DVDs, and the Internet.

Name of Student _____

Signature of Parent or Legal Guardian _____

Date _____

AM _____ PM _____ All-Day _____



AMERICAN MONTESSORI SOCIETY

education that transforms lives

Permission & Release Form

American Montessori Society, 116 East 16th Street, FL 6, New York, NY 10003-2163
P: 212-358-1250 • F: 212-358-1256 • www.amshq.org • ams@amshq.org

Subject (name of Student; please *print*) _____

I grant to the American Montessori Society, its agents, employees, and assignees, the right to take photographs/video/film of me and my property and I authorize the American Montessori Society, its designees and transferees to copyright, to use and publish the same in print and/or digitally.

I also grant to the American Montessori Society, its agents, employees, and assignees, the right to use photographs/video/film of me and my property provided to AMS by myself or by my authorized third party designee; and I authorize the American Montessori Society, its designees and transferees to use and publish the same in print and/or digitally.

I agree that the American Montessori Society may use such photographs/video/film/audio footage of me, in whole or in part, with or without my name (first name only for individuals under age 18) and for any lawful purpose, including, but not limited to, such purposes as publicity, illustration, advertising, and Web content.

I acknowledge that I will receive no monetary payments for my appearance or participation. I waive the right to inspect or approve the finished photographs and any copy that may accompany them.

I have read and understand the above:

Signature of parent or guardian _____

Printed name _____

Address _____

E-mail _____

Phone _____ Date _____

Christopher Academy

Transportation Pick-Up Form

I give my permission for the following person(s) to pick my child up from school.
PARENT/GUARDIAN/CAR POOL (Include telephone number)

Others who will pick-up my child on an ongoing basis.
EXAMPLE: GRANDMA/GRANDPA (Include telephone number)

Signature (Parent /Guardian)

Child's Name

Date _____

AM _____ PM _____ All-Day _____

UNIVERSAL CHILD HEALTH RECORD

*Endorsed by: American Academy of Pediatrics, New Jersey Chapter
New Jersey Academy of Family Physicians
New Jersey Department of Health*

SECTION I - TO BE COMPLETED BY PARENT(S)			
Child's Name (Last)		Child's Name (First)	
Gender		Date of Birth	
<input type="checkbox"/> Male <input type="checkbox"/> Female		/ /	
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Child's Health Insurance Carrier	
Parent/Guardian Name		Home Telephone Number () -	Work Telephone/Cell Phone Number () -
Parent/Guardian Name		Home Telephone Number () -	Work Telephone/Cell Phone Number () -
I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.			
Signature/Date		This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER			
Date of Physical Examination:		Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Abnormalities Noted:		Weight (must be taken within 30 days for WIC)	
		Height (must be taken within 30 days for WIC)	
		Head Circumference (if <2 Years)	
		Blood Pressure (if ≥3 Years)	

IMMUNIZATIONS	<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due: _____
----------------------	---

MEDICAL CONDITIONS		
Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Medications/Treatments • List medications/treatments:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Limitations to Physical Activity • List limitations/special considerations:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Special Equipment Needs • List items necessary for daily activities	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Allergies/Sensitivities • List allergies:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Special Diet/Vitamin & Mineral Supplements • List dietary specifications:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments

PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note if Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		

I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.

Name of Health Care Provider (Print)	Health Care Provider Stamp:
Signature/Date	

Instructions for Completing the Universal Child Health Record (CH-14)

Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3838.

Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)

- **Weight** - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
- **Height** - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
- **Head Circumference** - Only enter if the child is less than 2 years.
- **Blood Pressure** - Only enter if the child is 3 years or older.

2. **Immunization** - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-826-4860. The Immunization record must be attached for the form to be valid.

- "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.

3. **Medical Conditions** - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.

a. Note any significant medical conditions or major surgical history. **If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow.** A generic care plan (CH-15) can be downloaded at www.nj.gov/health/forms/ch-15.dot or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.

b. **Medications** - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration.

Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.

c. **Limitations to physical activity** - Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.

d. **Special Equipment** - Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.

e. **Allergies/Sensitivities** - Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at www.pacnj.org or by phone at 908-687-9340.

f. **Special Diets** - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.

g. **Behavioral/Mental Health issues** - Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.

h. **Emergency Plans** - May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.

4. **Screening** - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.

- For lead screening state if the blood sample was capillary or venous and the value of the test performed.
- For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
- Scoliosis screenings are done biennially in the public schools beginning at age 10.

This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.

5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)

- Print the health care provider's name.
- Stamp with health care site's name, address and phone number.

**CHRISTOPHER ACADEMY
CHILDREN WITH ALLERGIES**

Student's Name _____ DOB _____

1. What is your child allergic to? _____
2. When and how many times did your child exhibit this allergic reaction? (Gives dates)

3. Description of past allergic reaction. _____

4. What steps were taken at that time? _____

5. Give name, address and telephone number of physician who has treated or is aware of this allergic reaction.

6. Please bring this form to your physician to be filled out before returning to school nurse. We will then meet to develop an individualized health care plan for your child.

PHYSICIAN'S ORDERS (Please indicate the
To control reactions, these medications are prescribed:

_____ Epi-pen Jr.
_____ Benadryl Dosage _____
_____ Other Dosage _____

The above medication(s) is (are) to be given:

_____ Immediately (Do not wait for symptoms.)

_____ After the following symptoms occur:

_____ Apprehension	_____ Loss of Color
_____ Difficulty Breathing	_____ Loss of Consciousness/Drowsiness
_____ Flushing	_____ Sneezing/Coughing
_____ Hives	_____ Turning Blue
_____ Itching/Skin Burning	_____ Wheezing/Shortness of Breath
_____ Other Symptoms _____	

Additional Instructions _____

Physician's Name _____

Address _____ Telephone Number _____

Physician's Signature _____ Date _____

Parent's Signature _____ Date _____

Parent's Telephone Number (H) _____ Telephone Number (W) _____

Medication Administration in Child Care Policy and Procedures

PURPOSE: *This policy was written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.*

INTENT: *Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.*

GUIDING PRINCIPLES and PROCEDURES:

1. When ever 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 child care, 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 and with sufficient time before the child returns to child care 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 child care. This is for the protection of the child who is ill as well as the other children in child care.
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. A "Permission to Give Medication in Child Care" form is attached to this policy 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 child care provider.
4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center 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 child care center 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 ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
 - ✓ 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 child care center.
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 the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/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 Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center 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 or 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.
16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.
17. The Medication Administration in Child Care Policy will be reviewed annually by the following:
18.
 - Child Care Director _____
 - Licensing Consultant _____
 - Child Care Health Consultant _____
 - Parent/guardian _____
 - Other(specify) _____
 - Other(specify) _____

EFFECTIVE DATE OF THIS POLICY:	PARENT SIGNATURE:	DATE:
	PARENT SIGNATURE:	DATE:
	CENTER DIRECTOR/DESIGNEE SIGNATURE:	DATE:

REFERENCES: Information for the Medication Administration in Child Care Policy was derived from the current *Manual of Requirements for Child Care Centers in New Jersey and Caring For Our Children—The National Health and Safety Performance Standards for Out-of-Home Child Care Programs*, second edition.

**CHRISTOPHER ACADEMY
AUTHORIZATION TO ADMINISTER EPINEPHRINE**

Name of Student: _____ Class: _____

(To Be Completed by Physician or Advanced Practice Nurse)

The Student named above requires administration of epinephrine for anaphylaxis and does not have the capability to self-administer the medication.

Dosage: _____

Special Instructions: _____

Description of Emergency Situation: _____

Possible Side Effects: _____

Date (Signature of Physician or Advanced Practice Nurse)

Address: _____

Phone: _____

PARENT/GUARDIAN AUTHORIZATION AND ACKNOWLEDGEMENT

I/We hereby authorize the School to administer epinephrine via Epi-pen to the student named above, in accordance with New Jersey law and School policy stated below, as stated in the orders of the physician/advanced practice nurse above. This authorization includes the school nurse or, in the absence of the School nurse, another School employee designated and trained by the School nurse in accordance with New Jersey Law.

I/We acknowledge receipt of written notice from the School that, provided the procedures set forth in New Jersey law and School policy are followed, the school and its employees or agents shall have no liability as a result of any injury arising from administration of the Epi-pen to the Student. I/We understand and agree that the School and its employees or agents shall have no liability as stated in the written notice. I/We further agree to indemnify and hold harmless the School and its employees or agents against any claims arising out of administration of the Epi-pen to the student.

I/We understand this authorization and these agreements are effective for the duration of the current school year.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

**CHRISTOPHER ACADEMY
AUTHORIZATION FOR MEDICATION**

I hereby authorize Christopher Academy to administer the following medication to my child,
_____.

Medication: _____ Prescription: _____ Non-Prescription _____

Dosage: _____

Date(s) in which medication is to be given: _____

Time(s) in which medication is to be given: _____

Parent's Signature: _____

Physician's Signature: _____ . Date: _____
(non-prescription medications)

Dates	Dosage	Time	Staff Signature

This form must be filed in child's file after the course of medication has been completed.

Parents must give written permission in order for staff to administer medication. Non-prescription medication can only be administered with written physician's permission. **All medications need to be given to the school in the original container and labeled with the prescription, if applicable.** Christopher Academy uses this authorization form on which the staff member notes each instance when medication is given. The form is filed with the child's record. Medication may not be kept in the child's possession while at school; it is stored in a secure place accessible only to adults.

CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS

-To be completed by a Health Care Provider-

		Today's Date		
Child's Full Name		Date of Birth		
Parent's/Guardian's Name		Telephone No. ()		
Primary Health Care Provider		Telephone No. ()		
Specialty Provider		Telephone No. ()		
Specialty Provider		Telephone No. ()		
Diagnosis(es)				
Allergies				
ROUTINE CARE				
Medication To Be Given at Child Care	Schedule/Dose (When and How Much?)	Route (How?)	Reason Prescribed	Possible Side Effects
List medications given at home:				
NEEDED ACCOMMODATION(S)				
Describe any needed accommodation(s) the child needs in daily activities and why:				
Diet or Feeding: _____				
Classroom Activities: _____				
Naptime/Sleeping: _____				
Toileting: _____				
Outdoor or Field Trips: _____				
Transportation: _____				
Other: _____				
Additional comments: _____				

CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS
Continued

SPECIAL EQUIPMENT / MEDICAL SUPPLIES

1. _____
2. _____
3. _____

EMERGENCY CARE

CALL PARENTS/GUARDIANS if the following symptoms are present:

CALL 911 (EMERGENCY MEDICAL SERVICES) if the following symptoms are present, as well as contacting the parents/guardians:

TAKE THESE MEASURES while waiting for parents or medical help to arrive:

SUGGESTED SPECIAL TRAINING FOR STAFF

Health Care Provider Signature

Date

PARENT NOTES (OPTIONAL)

I hereby give consent for my child's health care provider or specialist to communicate with my child's child care provider or school nurse to discuss any of the information contained in this care plan.

Parent/Guardian Signature

Date

Important: *In order to ensure the health and safety of your child, it is vital that any person involved in the care of your child be aware of your child's special health needs, medication your child is taking, or needs in case of a health care emergency, and the specific actions to take regarding your child's special health needs.*

Instructions for Completing the Care Plan for Children with Special Health Needs (CH-15)

This Care Plan template is designed to supplement the Universal Child Health Record (UCHR, CH-14). It should be used for children with special health needs (CSHN). The UCHR is designed to be concise and does not provide sufficient space for detailed instructions that a CSHN might need. Use this Care Plan when your instructions for the child's care cannot be fit on to the UCHR. This Care Plan should be utilized as a template that can be adapted as needed. Not all parts need to be completed for some children, but other children may require extra pages to be attached to fully explain the instructions for the child's care.

In order to facilitate communication between the health care provider and the parent, it may be best to complete this form with the parent/guardian present. Parents often have practical knowledge that is important to incorporate into the plan, such as techniques to get the child to cooperate with treatments and specifics about the child care site/school like the hours attended and the resources/limitations of the out-of-home care provider. There is room at the end for optional parent notes and signature that will give permission for communication between the health care provider and the child care provider or school nurse.

Specific Instructions:

1. Complete the Universal Child Health Record (UCHR, CH-14).
2. Attach a copy of immunization record.
3. As appropriate check off the box labeled "Special Care Plan Attached."
4. Complete the Care Plan for Children with Special Health Needs
 - Complete the demographic information.
 - The Primary Health Care Provider is the medical home where the child's complete health records are maintained.
 - Specialty providers and their contact information should be included if the specialists play a major role in the child's health care such as adjusting medication doses.
 - Diagnosis – Include major diagnoses (preferably using lay terminology as necessary).
 - Allergies – Include medication allergies and other significant environmental allergies.
 - Routine Care – Complete the medication information. Include important side effects that child care providers should be watching for both with medications administered at home as well as those given at child care.
 - Describe any Needed Accommodations to particular activities.
 - Describe special diets or feeding techniques which may be needed such as feeding pureed foods, maintaining upright positioning during feeds, following a restrictive diet, etc.
 - Classroom activities – List any modifications needed to allow the child to participate such as extra rest breaks, use of adaptive equipment, etc.
 - Outdoor Activities/Field Trips- List any special precautions needed for class trips such as emergency kits, mobile phones, special vehicles, etc.
 - Special Equipment/ Medical Supplies
 - List special equipment that may be needed such as nebulizers, peak flow meters, glucometers, braces, hearing aids, wheelchairs, apnea monitors, etc.
 - Emergency Care
 - Help the child care providers to understand which signs/symptoms merit calling the parents and which are more serious and indicate that EMS should be activated.
 - Describe interim measures that should be taken while waiting for parent or EMS arrival such as administering an asthma nebulizer treatment or an Epi-Pen.
 - Special Staff Training
 - Are there special trainings that staff should attend in order to care for the child such as medication administration training, first aid/CPR, etc.? Include who might be available to provide such training.

Christopher Academy

Extended/After Care 2023-2024

Christopher Academy

510 Hillcrest Avenue Westfield, NJ 07090

Service	Service Type	Price
Extended Care (Date TBD)	Lunch	\$16 per hour
After Care	Daily	\$16 per hour
After Care	3 Days until 6PM	\$3,150 Total
After Care	5 Days until 6PM	\$5,250 Total
Payment Late Fee:	\$25	
Returned Check Fee:	\$25	