

Cape May County Technical High School

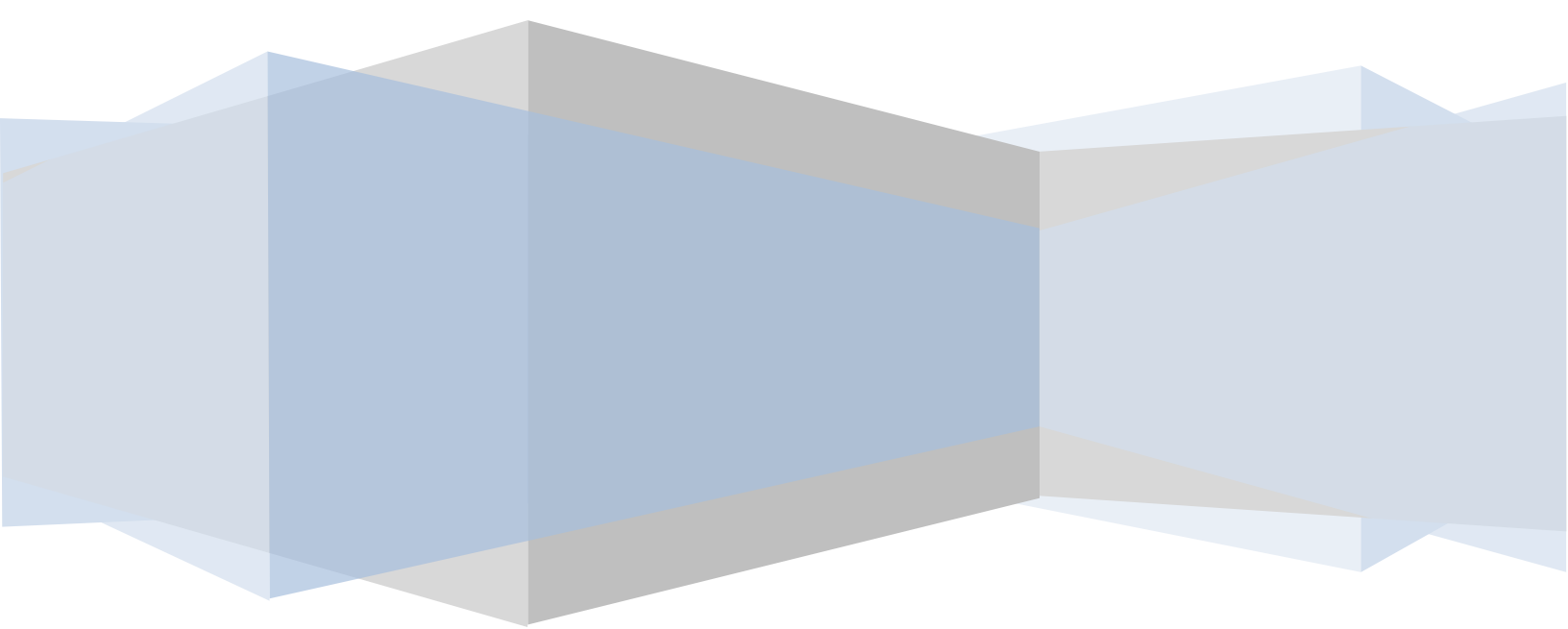
Early Childhood Development Center Lab School

Attendance, Admissions and Payment Guidelines Handbook

Rev 2016

(Also see Application Packet)

**Cape May County Technical School District
Board of Education**



CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT

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Cape May County Technical High School

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PHILOSOPHY

MISSION OF THE CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT

The mission of the Cape May County Technical School District is to produce graduates with the necessary skills to compete in the global workplace; the knowledge to pursue higher education; avocational skills for personal growth, achievement of the New Jersey World Class and Common Core Curriculum Content Standards, and life-long learning experiences through the combination of academic, technological, co-curricular and specialty training.

Philosophy of Early Childhood Development Center

The Early Childhood Development Center (ECDC) is designed for high school and adult students pursuing professions involving the care of young children. Experiences working with pre-school children under the direct supervision of certified teachers are provided.

Statements of Philosophy and Beliefs

The ECDC welcomes the children of staff, students, county employees and other families who wish to apply. The program is designed to meet the needs of children and their families. We believe: parents are a vital asset in promoting the development of their child; it is important for the child to have a balanced curriculum encompassing the whole child; the child should be provided with a safe, positive, accepting atmosphere that promotes his/her natural curiosity and desire to learn.

Program

The ECDC introduces children to a balanced program of interaction with friends in both teacher-directed and child-directed experiences. The daily schedule includes a wide range of free choice activities, both large and small group activities, and indoor/outdoor play. Centers within the classroom include, but are not limited to: woodworking, blocks, dramatic play, dollhouse, sensorial, sand/water play, language arts and math, practical life and art center, the easel, library, Lego table, manipulative hands-on area, science, pre-writing, and computer center. Children are encouraged to use these centers through the planning board. The planning board helps the children to make decisions and learn responsibility. The program is child-centered and based on the fact that play is the best way for children to learn. The professional staff encourages exploration and growth through small and large group activities such as: art, social studies, math, language arts, creative movement, and science.

Holidays are taught and the Pledge of Allegiance to the flag is recited daily.

Criteria for Admission

1. To be considered for admission, completion of the application and supporting documents is one of the required elements for acceptance.
2. Children must be 3 years of age by October 1st to enter the program or meet all other criteria. Parents must submit a copy of the birth certificate as proof of age along with the child's immunization record with the application.

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3. An in-person interview with the parent or guardian and the child is required prior to admission.
4. Children need to be toilet trained and able to handle their own hygiene in the bathroom. Occasionally, accidents will happen; however, if a child has frequent urine and/or bowel accidents or wears pull-ups, then they are not toilet trained. If a child shows any signs of not being toilet trained, parents/guardians will be directed to remove the child from the program.
5. Parent/guardian participation in the orientation meeting is required before a child enters the program.
6. The capacity for this program is 15 pre-school students.

Registration

To register a child, there is a non-refundable fee of \$25.00.
See FEE AGREEMENT in *Application* packet.

Parent/Center Communication

There is an open door policy. Parents are always welcome and are invited to visit the center. It is necessary for the teachers to devote their time to the children when they are in the center. If parents/guardians have any particular concerns and need to confer with a teacher, a parent/teacher conference will be scheduled, or arrangements can be made for a telephone conference. A monthly newsletter is provided to keep parents informed about themes and special events.

Parent/Teacher Conferences

Parent/teacher conferences will be held upon request

Center Evaluation

A parent opinion survey will be conducted twice a year. A suggestion box is also provided for parental input.

Arrival

The Early Childhood Development Center opens each weekday at 7:45 AM and closes at 2:45 PM.

All children must be escorted into the center by an authorized adult.

Departure

The Early Childhood Development Center closes at 2:45 PM. The children **must** be picked up by a parent or adult on the authorized pick-up list. If a parent/guardian wishes to add anyone to the list, a handwritten, signed note must be given to the teacher personally.

If any person other than the authorized parent/guardian will be picking up your child on a particular day the parent/guardian must notify the Early Childhood Development Center in

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advance. **We will not release your child to anyone unless we are notified personally by you in writing. In addition, all authorized emergency contact and pick-up person(s) will be required to show identification.**

Clothing

Children should be dressed in washable, comfortable play clothes that are weather appropriate and easy for a child to manage in the bathroom. Children should not wear overalls and shirts that snap between the legs. Dress shoes, jellies, sandals, and boots are unsafe for running and climbing during outdoor play. Sneakers with socks are recommended because they are safe and comfortable and provide proper support for growing feet.

The following items must be kept in your child's white box at school:

2 pair of underwear	2 pair of pants - long
1 sweater/sweatshirt	2 pair of socks

***LABEL ALL CLOTHING WITH YOUR CHILD'S NAME**

Possessions from Home

Children are not permitted to bring toys, watches, gum, candy, videos, or money to school. There are a wide variety of materials for the children to explore and share at school. The center is not responsible for any personal belongings that are brought from home. A lost and found box is provided in the reception area.

Each child has a specially marked cubby for jackets, lunch boxes, and any other approved personal belongings. There is a mailbox for each child's school work, notes from teachers, and any other parent communications. ***PLEASE CHECK IT DAILY.**

Show and Tell

The children have an opportunity once a week to bring in **ONE** item from home for Show and Tell, (each Friday). The items will be used only during Show and Tell and should support the (monthly) weekly educational themes. Show and Tell encourages the development of oral language skills. Guns, knives, including replica and toy, are not permitted in the school building at any time.

Birthdays

Parents who plan a birthday party for a child away from school are encouraged to invite all the children and bring invitations to school for distribution. Please be considerate of the children's feelings and comply with the above request. Children may celebrate their birthdays at school. Mini muffins, mini cupcakes, or donut holes are recommended. **No candles or presents.** The class will sing "Happy Birthday".

Health

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A yearly physical exam is mandatory for each child. The completed Early Childhood Development Center health form must be signed and dated by the child's physician. All forms must be given to the teachers two weeks before the child's starting date.

HANDBOOK

All students must comply with the standard on immunizations as follows:

IMMUNIZATION DOCUMENTATION (OR PROVIDE A COPY OF OFFICIAL IMMUNIZATION RECORD):

Minimum vaccines required for entrance:

DTaP (4 doses required)

IPV (3 doses required)

MMR: #1(given on or after first birthday required for entrance)

Haemophilus B/Hib: (*Minimum one dose after the 1st birthday*)

Varicella: #1: ____ OR Lab evidence of immunity: Titer: ____ OR History of varicella disease: Date: ____

Pneumococcal Vaccine: (*Minimum of 1 dose after the 1st birthday*)

Annual Influenza: (For entrants after March 31st dose is not required but flu season may extend to May and therefore, getting a flu shot, even late in the season, may offer protection.) Date: _____

Management of Communicable Disease

The health of every child in our program is a concern. To keep all children as healthy as possible, parents are asked to keep a child at home if there are any signs of:

1. Temperature of 100 degrees or more
2. Undiagnosed skin rash: unless documented by physician as non-contagious
3. Diarrhea
4. Vomiting
5. Signs of conjunctivitis (pink eye)
6. Excessive nasal discharge
7. Coughing
8. Evidence of lice infestation, scabies, or other parasitic infestation
9. Yellowish skin or eyes (jaundice)
10. Ringworm - unless under physician's care and covered (must be documented by physician)
11. Sore throat or difficulty in swallowing
12. Communicable diseases

***IF A CHILD IS NOT WELL ENOUGH TO PLAY OUTDOORS, HE/SHE IS NOT WELL ENOUGH TO BE IN SCHOOL.**

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In order to return to school after an absence, a child must be free of vomiting, diarrhea, and fever for twenty-four hours. Children returned to the Center with signs of illness or disease will be refused admittance.

When a child exhibits one or more of behaviors #1-12 during the school day, a determination will be made by the teacher regarding the discharge of the child to the parent/guardian or emergency contact person listed on the child's application. If the child is to be dismissed, the parent will be notified and the child must be picked up within the hour.

Any child who is absent for illness for three days or more must present a signed release from a physician, or any agency of the public health department verifying the child's health status to return to school.

Medications

School policy allows for the administration of medication by the school nurse during the school hours when failure to take such medication would jeopardize the health of a student, or the student would be unable to attend school if the medication were not available to him/her during school hours. The school nurse is available from 8:00 a.m. to 2:00 p.m. *School policy mandates that before any medication be administered during school hours, the written request of the parent/guardian and the physician be obtained.

- a. Medication forms to be completed by physician and parent/guardian are available from the child's teacher.
- b. The medication **must** be in original container and appropriately labeled.
- c. Medication will not be given if the high school is closed.
- d. The first-aid and emergency care guidelines of the Cape May County Technical High School will be followed for all children.

Snacks/Lunches

Parents are required to provide a breakfast snack, a lunch and an afternoon snack for their students. Please provide nutritious, ready-to-eat foods with an ice pack, if needed. *Please note:* all foods should be prepared in child-sized portions, cut up/sliced/peeled, and in non-breakable containers for easy and safe eating. Please **LABEL** lunch boxes, bags, and thermoses with the child's name. The use of sippy cups is discouraged.

A well-balanced, nutritious lunch may consist of the following:

Protein sources such as meat, poultry, fish, eggs, cheese, or peanut butter
2 vegetables, 2 fruits, or 1 fruit and 1 vegetable. Grains such as cereal, whole grain or enriched bread products, crackers, or pasta
Dairy products

Children will be encouraged to eat their “grow foods” before eating their treats. Treats which are “excessive” may be limited by the teacher at his/her discretion. Children are not allowed to share lunches. **CANDY AND SODA ARE NOT PERMITTED (Remove all candy and soda from Lunchables).**

Rest Time

Thirty minutes of quiet resting is provided daily. Blankets and sheets are available and are laundered on a weekly basis. The children are assigned a labeled cot on the first day of school. This cot is not used by any other child. Quiet music is played during rest time.

Children who do not sleep will be able to participate in quiet, restful activities until the scheduled rest time is over.

Discipline Policy

Early Childhood Development Center Discipline and Child Guidance Procedures

1. The discipline policy of the Early Childhood Development Center is to anticipate, divert and substitute.
2. The staff and high school students teach and model appropriate behavior and proper use of materials and equipment in the ECDC. The goal is to teach the children the right thing to do which helps them develop self-respect and self-discipline.
3. There are rules to be followed by all children in the ECDC.
 - a. A child must walk while inside and refrain from jumping or climbing on inappropriate equipment.
Examples: Running inside, jumping inside, climbing in an inappropriate use of equipment
 - b. A child must keep her/his hands, feet, and objects to him/her self.
Examples: Hitting, biting, kicking, profanity, spitting, throwing sand
 - c. A child must respect the rights and property of others.
Examples: Writing in books, writing on tables, writing on other children’s work, throwing or walking on toys and inappropriate use of equipment.
4. Occasionally problems do occur. Children cannot be allowed to hurt themselves, other children and school property. We first divert the child to another area or substitute a toy.
5. If the child continues his/her behavior or has lost control the child will be removed from the group for a short “renewal time”. The child will be helped to understand appropriate behavior and understand what he/she could have done instead. Every effort is made to make this a learning experience not punishment.

6. Child is excluded from an activity or area if he/she misuses equipment or supplies after appropriate warning. The child will remain excluded until the teacher determines that the child has earned the privilege of returning to the activity.

7. If inappropriate behavior occurs which endangers the health and safety of himself/herself, other children, and/or staff members, a conference will be arranged with the parents. Students may be put on probation for a time period as determined by the administration. If, after the probation time and the parent conference, the child's behavior is not positive, parents will be asked to arrange for other appropriate care.

Videos At School

Videos/DVD's are not regularly used in our school. Exceptions are made for very short films that relate directly to a theme that has been discussed with the children. On occasion, when weather is inclement, we may choose to show a short, educational video/DVD from our library of quality movies for children.

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect.

School Closing

- In the event it becomes necessary to close school for any reason, announcements will be made via the following: WCMC – 1230 AM, WCZT – 98.7 FM, WILL – 94.3 FM, WFPG – 96.9 FM, TV Stations – 3,6,10,40 AND Global Connect System (recorded phone call).
- If the high school is closed, or opening late, the lab school is closed or opening late.
- Any non-student day for the high school (such as an Inservice Day) is a non-student day for the lab school.
- The 10-month high school calendar reflects the planned school closings.

Enrichment Program

The children in the ECDC will interact with high school students other than those in the early child care center education program.

The Cape May County Technical School ensures access to all schools, facilities, programs, activities, and benefits for all students, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Programs and activities are operated in compliance with Title VI of the Civil Rights Act of 1964 (Title VI, 100.4), Title IX of the Education Amendments of 1972 (Title IX, 106.4), Section 504 of the Rehabilitation Act of 1973 (Section 504, 104.5), Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools, and Protection of Pupil Rights Amendment (PPRA).