

# PARENT HANDBOOK



School Year  
2025-2026

First United Methodist Church  
One East Broad Street  
Westfield, New Jersey 07090  
908-233-9570  
[www.wesleyhall.org](http://www.wesleyhall.org)

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**WESLEY HALL PRESCHOOL AND KINDERGARTEN**  
**One East Broad Street**  
**Westfield, New Jersey 07090**  
**(908) 233-9570**  
**[www.wesleyhall.org](http://www.wesleyhall.org)**

Dear Parents:

Wesley Hall Preschool and Kindergarten (WH) began as a children's playgroup in a house on Rahway Avenue. In September of 1952, about 20 children and their teacher moved to the new education wing (Wesley Hall) of the First United Methodist Church. From these humble beginnings, the school has now grown to over 150 students who are supported by numerous teachers and staff. I welcome you to our vibrant school community.

We recognize that every child who comes to our school is different, but the parents of our children express concerns that are very similar. They want to be assured that their child will be spending time in a warm and encouraging environment surrounded by caring and well-trained professional educators. This handbook is designed to provide such assurance. In the following pages, you will be provided with information that covers essential elements of the everyday workings of Wesley Hall. It covers topics ranging from our school philosophy to what to do on a snow day. It also provides information that is provided by the State of New Jersey regarding the operation of a preschool and the related safety measures that all preschools need to follow. I hope you find the information to be useful.

It is my intention that this handbook will answer most of the questions that you might have about Wesley Hall. However, if after reading this handbook you still have questions about some aspects of our school, feel free to give me a call at (908) 233-9570 so that I may offer further assistance to you.

I look forward to working with you and your child(ren) in the months and years to come.

Sincerely,

*Melissa Romelli*, Director

## Child Care Center Licensing Law Information

### **Introduction**

In keeping with recent amendments of New Jersey's child care center-licensing requirements; we are obliged to provide you, as parents of a child in our school, the following information statement.

The statement highlights, among other things, your right to visit and observe the school at any time without having to secure prior permission; the school's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS).

Please read this statement carefully and, if you have any questions, contact Melissa Romelli, Director of Wesley Hall School Preschool and Kindergarten. In addition, the statement required that WHSEC have on a file a signed receipt from each family that this information has been distributed and received.

Further, we must inform you of the steps we are required to take in the event a child is left at the school more than one hour after the normal dismissal time. After every effort has been made to contact the parent(s) or legally authorized guardian(s), the school must notify DYFS who will assist in, or provide for, further care until the child can be received by his or her parents.

With regard to the administration of medication to a child in the care of WH, the policy is as follows:

We will dispense emergency (i.e., insect bites, diabetic or epileptic complications) medication to a child as authorized and directed by the child's doctor. Concerned parents with children prone to emergencies must discuss the action to be taken with both the director and the child's teacher. Instructions must be clear and decisive, and include positive descriptions of the symptoms and detailed steps as to the method of administration. The supply of medicine will be kept in a locked first-aid cabinet or refrigerated if required. It must be clearly marked with the child's name, complete instructions, and the name and telephone number of the physician.

These regulations have been established to ensure your confidence in the safety and well being of your child while in our care.

### **Child Care Regulations**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C.10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, state licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center may comply with this requirement: 1) by reproducing and distributing to parents this written statement, prepared by

the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Wesley Hall Preschool and Kindergarten (WH) is required by the State of Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of the current WHSEC license is posted in the school's office.

To be licensed, WH 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.

WH 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 a copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing Division of Youth and Family services, CN717, Trenton, New Jersey 08825-0717, telephone (609) 292-1021 or (609) 292-9220.

Parents are encouraged to discuss with WH staff members any questions or concerns about the policies and program of the school or the meaning, application or alleged violations of the Manual of Requirements. The director of WH will be happy to arrange a convenient opportunity for you to review and discuss these matters. If you suspect WH may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, the staff of WH would appreciate your bringing these concerns to their attention, as well.

WH has a policy concerning the release of children to parents or people authorized by parent(s) to be responsible for the child once released from the care of WHSEC. Please discuss with a staff member of the school your plans for your child's departure from the school.

WH has a policy for dispensing medicine and the management of communicable diseases. Please discuss with the director these policies so a concerted effort can take place to keep the children healthy.

Parents are entitled to review the school's copy of the Bureau of Licensing's Inspection/Violation Reports on the school, which are issued after every state licensing inspection of our school. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of

enforcement or other actions taken against the school during the current licensing period. Let the school know if you wish to review them and they will be made available for your review.

The school must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

The school 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. Parents are encouraged to review it and to discuss it with staff members of the school if questions arise.

The school must offer parents of enrolled children ample opportunity to participate in and observe the activities of the school. Parents wishing to participate in the activities or operations of the school should discuss their interest with the school's director, who can advise them of available opportunities.

Parents of enrolled children may visit the school at any time without having to secure proper approval from the director or any staff member. Visits from parents are welcomed and encouraged.

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

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 school or not, is required by state law to immediately report the concern to DYFS at the Office of Child Abuse Control, toll-free at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Our school complies 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 this 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 or (800) 514-0383 (TTY).

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN717, Trenton, New Jersey, 08625-0717.

## **Guiding Principles**

### **Mission Statement**

As a program originated by the First United Methodist Church of Westfield, Wesley Hall Preschool and Kindergarten seeks to foster each child's love of learning, personal development, and strength of character. This mission will be carried out in a manner that assists the child to become a responsible citizen and to recognize the worth of all persons.

### **Vision Statement**

We seek to feed the minds, bodies, and souls of the children, parents, and teachers who make up Wesley Hall School Preschool and Kindergarten.

### **The Board of Directors**

The Board of Directors is responsible for establishing the policies that form the basis for the operation of Wesley Hall Preschool and Kindergarten (WH). It is responsible for the fiscal affairs of WH. The Board provides general supervision over the administration of the school. It meets at regular intervals during the year.

The Board consists of (i) a minimum of ten (10) and a maximum of fifteen (15) people who shall preferably be parents of children who attend or attended WH and at least fifty percent (50%) but not more than sixty percent (60%) or whom are members of First United Methodist Church (FUMC); and (ii) the Director of WH (the "Director"); and (iii) the Minister of Education of FUMC (the "Minister"). Current members shall be appointed annually and new members shall be chosen by the Board.

The officers of the Board include the chairperson and vice-chairperson, both of whom must be members of FUMC and must be nominated and elected by members of the board. The treasurer and secretary are also officers of the board and must be nominated and elected by members of the Board.

## Program Guidelines

### Curriculum

The daily programs of WH are designed to meet the individual needs of the preschool child in a group setting. Learning and development of skills take place through song, dance, stories, free play, and arts and crafts as well as direct instruction.

#### Outline of 2 ½ year old class:

##### Social Emotional Skills

- A. Plays beside other children without taking his toys
- B. Says good-bye to parent without distress
- C. Participates in circle time, snack, or other routine activities
- D. Cooperates with teachers
- E. Sits for short stories, songs, games, and projects

##### Literacy Skills

- A. Begins to verbally communicate with teachers and classmates
- B. Recalls some songs and finger plays
- C. Uses words to communicate ideas and feelings

##### Readiness/Cognitive Skills

- A. Demonstrates creativity and imagination
- B. Identifies basic shapes: circle, square, rectangle, and triangle
- C. Identifies some colors: red, yellow, blue, orange, green, and purple
- D. Recognizes first letter of name
- E. Counts to five
- F. Points to objects, animals, body parts, etc., when label is given
- G. Participates in simple science experiments

##### Cooking

- A. Measuring
- B. Observing simple changes
- C. Adding ingredients and mixing

##### Specials

- A. Music
- B. Simple games
- C. Assemblies

## Outline for 3-year-old class:

### Social/Emotional Skills

- A. Demonstrates listening skills/following simple directions
- B. Plays beside other children without taking toys
- C. Shows pride in accomplishments
- D. Willing to try new activities
- E. Stands up for rights in an appropriate manner
- F. Participates in group activities such as circle time, snack, art, or other routine activities
- G. Knows his gender and first and last name
- H. Knows where cubby is and can put on and take off jacket
- I. Lines up, waits in a line

### Literacy Skills

- A. Expresses self in complete sentences
- B. Carries out three-step directions
- C. Recites songs and finger plays
- D. Shows enjoyment of books, stories and music
- E. Describes an object
- F. Describes a series of events
- G. Retells a story

### Readiness/Cognitive Skill

- A. Starts to recognize some uppercase letters
- B. Identifies the initial letter in names
- C. Recognizes right and left
- D. Recognizes own printed name
- E. Counts objects and recognizes numerals 1-10
- F. Identifies colors: red, yellow, blue, orange, green, purple
- G. Identifies shapes: circle, square, rectangle, triangle, oval, diamond
- H. Recites Pledge of Allegiance
- I. Discusses holidays

### Science Units

- A. Weather
- B. Animals
- C. Plants
- D. Senses
- E. Magnets
- F. Water: sink, float, ice, rain
- G. Health: parts of body, hygiene, germs
- H. Food

## Math

- A. Counts
- B. Classifies objects by size: big, bigger, biggest
- C. Classifies objects by weight
- D. Explores more and less
- E. Matches objects: dogs/bones; boats/water
- F. Measures: whole cup, half cup

## Fine Motor Skills

- A. Coloring: emphasis on grip
- B. Tracing: straight lines, rolling lines, zigzag lines
- C. Painting: brush, fingers, q-tips, watercolors, sponge
- D. Pasting
- E. Cutting: following a straight line; following a slightly curved line

## Specials

- A. Circle games
- B. Music
- C. Assemblies

## Outline for 4 and 4+ classes:

### Social/Emotional Skills

- A. Expresses feelings in an acceptable way
- B. Plays well with a group of children
- C. Demonstrates appropriate behavior during games and activities
- D. Willing to try new activities
- E. Draws pictures of self and family
- F. Accepts responsibility for cubby, classroom behavior, clothing, listening, and following directions

### Literacy Skills

- A. Uses complete sentences for communications
- B. Participates in group discussions
- C. Demonstrates enjoyment of books and stories
- D. Creates own stories
- E. Draws people with arms, legs, and facial features
- F. Describes sequence of events

### Readiness/Cognitive Skills

- A. Recites name, address, age, phone number, and birth date
- B. Identifies left and right hand
- C. Recognizes most upper-case and lower-case letters (non-sequentially)
- D. Recognizes and writes first name

- E. Recognizes initial sound of a given object
- F. Counts by rote to 20
- G. Counts objects and matches numerals
- H. Measures whole and half cup
- I. Recognizes pennies, nickels, dimes, and quarters
- J. Understands directional terms: in, under, around, through, etc.
- K. Recognizes opposites
- L. Makes patterns
- M. Sorts and classifies objects
- N. Recites month, day, year and weather conditions at calendar time
- O. Experiences simple math concepts: graphing, shapes, less than and equal to
- P. Follows two and three step instructions

#### Fine Motor Skills

- A. Uses scissors
- B. Copies and traces
- C. Grips pencils and crayons appropriately
- D. Attempts to lace, zipper, and button

#### Social Studies Units

- A. Families
- B. Classroom as a Community
- C. Community Helpers
- D. Elections

#### Science Units

- A. Parts of the body
- B. Seasons
- C. Nutrition: Food Groups
- D. Animals: farm, zoo, pets
- E. Magnets
- F. Plants
- G. Weather
- H. Animal Life Cycles

#### Specials

- A. Music
- B. Music/Movement
- C. Holiday assemblies
- D. French: greetings, introductions, holidays, colors, numbers, body parts. Taught through games, songs, and oral repetition.

## Tiger Class

The Tiger curriculum includes all of the skills listed for the 4 and 4+ classes but offers some additional units of study. They are listed below:

1. All about Tigers
2. Pilgrims and Native Americans
3. Rainforest
4. Solar System
5. Transportation
6. Super Bowl
7. Chinese New Year
8. Earth Day
9. Passport Program – an in-depth study of several countries

## Kindergarten Program

A detailed curriculum guide for the kindergarten program is available in the office upon request.

## Development

Classes are as follows:

### 2 1/2 year olds

Children must be turning 3 by April 1<sup>st</sup> of that school year. Toilet training is not required.

### 3-year-olds

Children must be 3 prior to October 1<sup>st</sup> of the year in which class begins. Classes meet 3 to 5 days a week.

### 4-year-olds

Children must be 4 prior to October 1<sup>st</sup> of the year in which class begins. Classes meet 4 or 5 days.

### 4+

Children must be 5 prior to December 31<sup>st</sup> of the year in which class begins. The class meets 4 or 5 days.

## **Policies and Procedures for Children**

### **Toilet Training**

The school reserves the toilet training responsibility for parents. We will offer encouragement to the child who is progressing towards this goal. Humiliation, ridicule, or discipline shall not be associated with toilet training. Children will be changed by a staff member in the presence of another staff member. If a child is in underwear and has an accident at school, they will be changed and a second attempt will be made. If the child has another accident that day, the child will be put in a pull-up.

Children in the 3's classes are not required to be fully toilet trained, but are encouraged to be progressing in that direction. Toilet training at home and toilet training at school are different environments. School days are busy with several children in one classroom and lots of activity. During the toilet training process, children should wear a pull-up to school.

### **Biting Policy**

Many children bite other people or children when they are infants and toddlers (1 to 3 years old). Young children have difficulty expressing how they feel. They may not realize that biting hurts. Biting behavior may occur for any of the following reasons:

|   |                                    |
|---|------------------------------------|
| Anger                                       | Fear                               |
| Frustration, anxiety or stress              | Sadness                            |
| Too much/too little stimulation or activity | Not enough adult/child interaction |
| Attention seeking                           | Imitation of behavior              |
| Noisy environment                           | Confusion                          |
| Curiosity (What does it feel like?)         | Reaction                           |
| Teething                                    | Oral exploration                   |

Most of the time, biting is a rare event. Children learn quickly that biting is not acceptable. If a child does bite repetitively, we will follow the steps outlined under the "Discipline Policy" section listed below.

### **Anxious Behavior Policy**

If we feel the child is not making an appropriate adjustment and is exhibiting continuous anxious behavior, the parent(s) will be notified and a meeting will take place between the

parent(s) and the director of the school to determine the appropriate course of action, which may include withdrawal from the school on a temporary or permanent basis.

### **Aggressive Behavior Policy**

If we feel the child is not making an appropriate adjustment and is exhibiting continuous aggressive behavior, the parent(s) will be notified and a meeting will take place between the parent(s) and the director of the school to determine the appropriate course of action, which may include withdrawal from the school on a temporary or permanent basis.

Wesley Hall is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. When applicable, we will make referrals to outside support services including but not limited to, early intervention, speech, occupations and physical therapy and other types of services, and participate in IEP (Individual Educational Plan) meetings where appropriate to best meet the needs of students.

Wesley Hall will make reasonable accommodations to their policies, practices and procedures as appropriate in accordance with applicable federal and state laws. Wesley Hall is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child or others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

### **Discipline Policy**

Our goal is to handle discipline in a positive and respectful manner. Faculty members of Wesley Hall clearly explain to the child the expectations of what is acceptable and what is not in terms of appropriate behavior. Faculty offers positive alternatives to negative behavior and positive reinforcement for acceptable behavior.

Teachers encourage independence and consistency and set reasonable limits. When necessary, teachers will redirect children to a new activity.

Our philosophy follows the State of New Jersey guidelines which are as follows:

- A. Methods of guidance and discipline used shall be positive and consistent with developmental needs of children and applied with the full knowledge and understanding of the parent(s).
- B. There shall be no use of hitting, corporal punishment, abusive language, ridicule or harsh, humiliating, or frightening treatment or any other kind of child abuse, neglect, or exploitation.
- C. Discipline shall not be associated with the behavior of children in regard to rest, toilet training, or food being withheld.
- D. Children shall not be isolated without supervision and discipline shall not be associated with the withholding of emotional responses or stimulation and shall not require the child to remain silent for long periods of time.

Specifically, teachers of Wesley Hall follow these steps:

1. The child and the teacher discuss the inappropriate behavior and the child may be directed to another activity.
2. The child may receive a second warning to remind him/her of the appropriate behavior.
3. The child will be redirected to another activity.
4. The child goes to the office and meet with the Director.
5. The parent and teacher meet to discuss the behavior and ways to resolve the problem.

### **Child Arrival/Dismissal Policy**

Upon arrival and/or dismissal, all children must be accompanied by a parent/guardian. Parents sign their child in using the QR code for Brightwheel. Children are to their classroom with a teacher/staff member. At dismissal, parents check out with the QR code and the student is brought out by a teacher/staff member.

**\*\*Children can not be dropped off after 2pm.** For example, if your child has a doctor's appointment they cannot come back to the center if it is after 2pm.

**Late Charge:** *Wesley Hall Parents and/or Guardians who are late in picking up their child/children are subject to a “Late Pick-up” fee. A \$25.00 fee per 15 minutes will be charged. There will be a 10-minute grace period past dismissal time. The following dismissal time chart will show when the “Late Pick-up” fee will go into effect:*

**11:20 am Dismissal Time:** *Late charge begins at 11:30 am*

**11:30 am Dismissal Time:** *Late charge begins at 11:40 am*

**2:45 pm Dismissal Time:** *Late charge begins at 2:55 pm*

**6:00 pm Dismissal Time:** *Late charge begins at 6:10 pm*

***The “Late Pick-up” fee will be added to your account for the next billing cycle.***

## **Expulsion Policy**

At Wesley Hall we will make every effort for your child to have a safe, rewarding and enjoyable preschool experience. The following is an outline for situations which may warrant expulsion.

### **Child’s Actions for Possible Expulsion:**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to the staff or the other children.
- Excessive biting.

### **Parental Actions Which May Result in Their Child’s Expulsion:**

- Failure to submit tuition payments in a timely fashion, unless arrangements have been made in advance with the director.
- Failure to submit required forms, including the child’s medical forms in a timely fashion.
- Physical or verbal abuse to staff, parents or children.

### **Proactive Actions That Will Be Taken in Order To Prevent Expulsion:**

- Staff will try to redirect the child from negative behavior.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Child’s disruptive behavior will be documented and maintained in confidentiality.
- Staff will consistently review and enforce classroom rules.
- Parent/guardian will be notified verbally of the child’s behavior.
- The director, classroom staff, and parent/guardian may have a conference to discuss how to promote positive behaviors.

The director reserves the right to take the actions necessary to preserve the safety and security of the students, parents and staff.

## **Parent Code of Conduct**

Wesley Hall requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Wesley Hall is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Wesley Hall but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.**

**SWEARING/CURSING:** No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

### **THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH WESLEY HALL:**

Threats of any kind will not be tolerated. In today's society, Wesley Hall cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR EIR BEHAVIOR AT ALL TIMES.**

**CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF WESLEY HALL:** While it is understood that parents will not always agree with the employees of WESLEY HALL or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

## Administrative Policies and Regulations

### **Management of Communicable Diseases Policy (State Mandated)**

10:122-7.11 Information to parents regarding the management of communicable diseases may be distributed to parents in case of a communicable disease outbreak of WH.

If a child exhibits any of the following symptoms, he/she should not attend the school. If such symptoms occur at WH, the child will be removed from the classroom, and the parent(s) will be called to take him/her home.

|   |  |
|---|--|
| Severe pain or discomfort                             | Acute diarrhea – vomiting                |
| Episodes of acute vomiting                            | Sore throat or severe coughing           |
| Yellow eyes or jaundice skin                          | Red eyes with discharge                  |
| Infected, untreated skin patches                      | Difficult or rapid breathing             |
| Skin lesions that are weeping or bleeding             | Swollen joints                           |
| Visibly enlarged lymph nodes                          | Stiff neck                               |
| Blood in urine  | Skin rashes lasting longer than 24 hours |
| Elevated oral temperature of 101.5 Degrees Fahrenheit |  |

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Wesley Hall reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program. A child who has diarrhea/vomiting/fever will need to be symptom free for 24 hours.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. **If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum.** A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

A child who contracts any of the following diseases MAY NOT return to the school without a physician's note stating that the child presents no harm to himself-herself or others:

### Respiratory Illnesses

Chicken Pox \*\*  
German measles  
Hemophilus Influenza\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*

### Gastrointestinal Illnesses

Giardia Lamblia \*  
Hepatitis A\*  
Salmonella\*  
Fifth Disease- (Human Parvo Vicus B19)

### Contact Illnesses

Impetigo  
Lice  
Scabies

\*Reportable diseases that will be reported to the health department by the school.

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

### **Recommendations and Guidelines to Deal with Illnesses (School)**

How to determine if your child is well enough to return to school:

1. Fever: 24 hours fever free without fever reducing medications and no other symptoms (temperature 100 degrees or below  
for more than 24 hours)
2. Vomiting: keeping food/liquids down for 24 hours, no other symptoms
3. Strep Infection/or on Antibiotic: 24 hours on medication – 24 hours symptom free – 24 hours fever free
4. Diarrhea: 24 hours diarrhea free – no other symptoms
5. Running Nose/Coughing: at teacher's discretion he/she may be sent home – i.e.-if child is uncomfortable and is not participating in school activities. Each child must be able to wipe her/his nose, wash hands, and cover mouth.
6. Earache/Red Eyes/Sore Throat: Child should be kept at home if she/he displays any of these symptoms. If any of these symptoms develop during school hours, child will be sent home.
7. Rashes: A note from physician that it is not contagious.
8. New Medication: Keep child at home for first 24 hours in case she/he has an allergic reaction.
9. Allergies: Any allergies that would contribute to any symptoms mentioned above. A note from the doctor stating that symptoms are allergy induced and not contagious.

The following pre-schools in the Westfield area have endorsed the guidelines listed above:

Wesley Hall Preschool and Kindergarten  
St. Paul's Day School  
Westfield Day Care  
Helen Baldwin Nursery School

Presbyterian Nursery School and Kindergarten  
Westfield YMCA  
Community Nursery School, Roselle Park

## **Policy on the Release of Children**

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 school and to assume responsibility for the child in any 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 school 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 school's daily closing, the school shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing, providing that other arrangements for releasing the child to his/her parent(s) have failed and the staff member(s) cannot continue to supervise the child at the school, the staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until an authorized person 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 extend that, in the judgment of the director or staff member of the school, the child would be placed at risk if released to such an individual, the school shall ensure that:

1. The child will not be released to such an impaired individual;
2. Staff members will attempt to contact the child's other parent or an alternative person authorized by the parent(s); and
3. If the school is unable to make alternative arrangement, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

## **Registration Guideline Finance**

### **Registration Fee**

A *NON-REFUNDABLE* registration fee of \$65.00 is due with the enrollment application.

### **Deposit**

A *NON- REFUNDABLE* deposit is due along with a signed contract. Contracts are sent out in March/April. Deposit is applied to June of the upcoming school year.

### **Tuition**

Tuition is due monthly and is pro-rated over the ten-month academic year/12 month if attending summer camp. Ten or twelve equal payments are due on the first day of each month. A late fee of \$40 will be applied when payments are received after the 7<sup>th</sup> of the month. Members of FUMC and members of the Wesley Hall Board of Directors receive a 10% discount.

### **The Wesley Hall Preschool and Kindergarten Calendar**

Wesley Hall tries to follow the local public schools' calendars, with some exceptions, and is in session approximately 183 days from September to June. Back to School Night is held one evening in October or early November. On this night, parents can visit classrooms and learn about plans and goals for the year.

Please arrive **NO EARLIER** than 10 minutes before class is scheduled to begin. Also, please **BE PROMPT** for dismissal. Be considerate of the teachers who have a short lunch break or have other obligations after their class ends.

### **General Information**

#### **Before/After Care Program**

The Before/After Care Program hours are from 7:00-9:00AM AND 3:00PM-6:00PM. Breakfast will **NOT** be provided during the Before Care hours, unless sent in with child. You will also need to provide your child with lunch. You must attend Monday-Friday for the entire school year (*no exceptions*). There is a \$25.00 per day drop-in rate for Before Care (7:00 – 9:00am) and a \$40.00 per day drop-in rate for After Care (2:45 – 6:00pm). The drop-in rates are only eligible to children that are registered in our Preschool and Kindergarten Classes.

## Attendance

It is expected that your child will be attending class each day unless he/she is ill or you have a family obligation. Since you have made the decision to enroll your child in the school, we believe that it is important to let your child know that school and education are priorities in your home. Let your child know that you consider it to be his/her job to attend school.

## Class Placement

During the registration process classrooms and teacher decisions are made by the Director. The first factor used in this decision is hours needed. Children on a 9-2:45 schedule are placed in the same classroom and the families that require 7-6 care are placed in another. If/when there is an overflow of either group, they will be mixed if necessary. The Director will consult with teachers and then make the decision on where the child is placed if necessary. It is not possible for the Director to accept requests as classroom sizes are limited and established by licensing.

## Birthdays

Every child at Wesley Hall celebrates a birthday. If a child's birthday occurs during the school year, please check with the teachers to coordinate a day for the school celebration. If the child has a summer birthday, we ask that you set up a special day with the teacher to celebrate an "unbirthday." Birthday treats are part of the birthday celebration. ALL ITEMS MUST BE PEANUT FREE.

## Class Trips

Wesley Hall brings special guests to the school instead of having the children go on trips requiring transportation. To supplement these experiences, classes also go on walking trips within a few blocks of the school. Teacher supervision and additional staff is always present if the class leaves the school grounds. Whenever a walk is planned, special permission sheets and information are provided to the parents for their review and signature of approval.

## Closings

Snowstorms, power outages, etc., can force the school to close for the day or part of the day. If Westfield Public Schools are closed, WH is also closed. If Westfield Public Schools have a delayed opening, WH will have the following schedule:

### **½ Day and Delayed Opening Schedule**

#### **½ day schedule:**

- |              |   |
|--------------|---|
| 7:00 – 11:30 | Before Care Program                                 |
| 9:00 – 11:30 | All children participating in the 9-2:45 school day |

***There will be NO lunch served on ½ days. NO afternoon classes or After Care on ½ days.***

#### **Delayed Opening Schedule:**

- |                |                                |
|----------------|--------------------------------|
| 10:00 – 11:30  | ALL morning Pre-school classes |
| 10:00 – 2:45   | Kindergarten                   |
| 10:00 – 6:00pm | Before/After Care Program      |

On rare occasions, WH may have to close when the public schools remain open or close at some point during the day, as in the case of unexpected bad weather. In these instances, the director confers with the building maintenance person, the Westfield Police Department, and/or other nursery schools when making a decision. Parents will be informed of this type of closing via Brightwheel.

### **Emergency Closings**

If there are an extenuating circumstance that requires WH to close early, the decision will be made by the Director and communicated to parents as early as possible. As many families commute to work, please have another person that is able to pickup your children as it is our priority that all staff and children make it home safely.

### **Dress for School**

Please dress your child for COMFORT! Clothes should be worn that your child can easily manage at bathroom time to avoid unnecessary accidents. SNEAKERS and/or rubber soled shoes are important for playground or playroom fun! We encourage layered clothing in the spring and fall to enable the children to add or remove clothing as the weather changes. PLEASE LABEL ALL OUTER CLOTHING. In the classroom, smocks are provided for messy projects.

### **Fundraisers**

WH conducts some fundraisers during the school year. They usually take place in the fall and spring. They provide the funding for special programs for the children during the school year.

### **Snacks/Foods**

Nutritional snacks such as crackers, cereal, vegetables or fruits, along with water are to be sent in daily to each child. Classes will sometimes prepare or cook their own snacks. "Sweet treats" may be served at classroom birthday parties or holiday celebrations. PLEASE BE SURE TO NOTIFY THE TEACHERS AND THE OFFICE OF ANY FOOD ALLERGIES THAT YOUR CHILD MAY HAVE.

### **Soiled Clothing**

Occasionally, a child will not make it to the bathroom in time. We ask that all children bring in 2 extra sets of clothes, (socks, pants, shirt, underwear). Soiled clothes will be sent home in a bag. In the event your child does not have spare clothes, Wesley Hall will reach out to you to either bring a set or to pick up your child.

### **Emergency/Public Announcement System**

All emergency information will be sent via Brightwheel.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE SCHOOL OFFICE  
AT 908-233-9570.**