



EGG HARBOR TOWNSHIP POLICE ATHLETIC LEAGUE

Little PALS
Preschool & Kindergarten Plus

Main Office & Ready to Ride Facility / 2590 Ridge Avenue, Egg Harbor Township, NJ 08234

Office Phone: 609.645.8413 / Office Fax: 609.484.0577 / EHTPAL.org

Little PAL's Preschool / 2594 Tilton Road, Egg Harbor Township NJ 08234 / Phone: 609.646.9586

PRESCHOOL POLICIES

Our Mission

Little PAL's Preschool is committed to providing the best early childhood education and care possible. Our programs are designed to foster intellectual, social, emotional, and physical development, in a warm and fun environment. We strive to create a caring and nurturing environment for the children in our program, as well as for the staff who care for and educate our children.

Our Academic Curriculum

Birth through five years of age is a crucial time in the development of young children. Our program is based upon the guidelines established by the National Association for the Education of Young Children (NAEYC).

- Every day the children learn and review letters, words, numbers, shapes, foreign language skills, and sign language skills. Every month the children are exposed to particular children's authors, selected reading materials, and music styles that range from Classical to Jazz to Children's music. There is also monthly science experiments and computer time.
- The curriculum focuses upon key experiences that promote children's mental, emotional, social, and physical growth. The key experiences essential for development are: creative representation, language and literacy, initiative and social relations, movement and music, classification, seriation, number, space and time. Children are engaged in an active learning environment, mediated by supportive adults.

Our Staff

The classroom teachers are certified preschool teachers and/or college degree professionals. The staff is trained monthly on issues relating to child development, education, and staff professionalism. All staff members also receive CPR/First Aid training. The administration and directing staff is here to assist you with any needs you may have regarding your child's enrollment or activities in our program. **Please feel free to discuss all issues with our staff. We are here to be your partners in caring for and educating your children.**

Preparing to Start

Starting school can be an exciting and challenging time for children and parents. To assure a smooth transition, please visit the school with your child for our open house, held the week prior to the start of our school year. When the first day of school arrives, allow a few extra minutes to help your child settle in and then say goodbye when you are ready. Feel free to call to check up on your child's progress. Full-day students will need a toddler size sheet, blanket, and pillow (optional) for their rest time. All students will need a change of weather appropriate clothes in a ziplock bag with their name on it.

Parent Participation and Keeping Informed

Parent participation and communication are essential to a positive school experience for families and staff members. Every month there is a newsletter and a curriculum plan sent home. Every month there are also special events in which parents can participate, so please get involved! Please feel free to call or write a note to your child's teacher if you have any questions or concerns.

The School Day

Please arrive no later than 9:00am. Children who come late miss learning time in their classroom and may have a difficult transition into the school day. When you arrive and leave you must sign your child in and out on the attendance sheet. Half day dismissal is at 12 noon for our morning session, and 4pm for our afternoon session. Any child picked up later than our 15 minute grace period will be charged our full day rate for that day.

Food Facts

The Little PAL's Preschool provides a snack in the morning and in the late afternoon. Parents will need to provide a lunch for the child. Lunch is 11:30pm. Half day students are welcome to have lunch at the school. Please pack healthy food for your children; limit candy and sugar. Please pack juice or water for you children – No soda please. Children's lunches can not be heated. Include any utensils your child will need, and a cold pack for beverages. Little PAL's offers "Pizza Fridays". The cost is \$1.75 per slice and can be paid for Friday morning.

School Closings

The Little PAL's Preschool is closed for the major holidays of the year. These days are listed in the school newsletters and calendar. Any emergency closings due to weather will be announced. If the public schools are closed, we will be closed, too. If severe weather hits during the course of the day be prepared to pick up your children early. Please call the school or check our website at www.ehtpal.org to find out if the school is closed or having an early dismissal due to weather.

Child Release Policy

When your child begins school you are asked to provide any alternate people who are legally permitted to pick up your child. We ask that you always alert the staff, in writing, if someone other than a parent will be picking up your child. Children will not be released to any adults who appear to be under the influence of drugs, alcohol, or are emotionally unable to care for and safely provide transportation. If any persons are prohibited from picking up your child, we must have a copy of the court documentation. If a child has not been picked up within a half hour

of the school closing the local police department and DYFS will be contacted and the child will be released to proper authorities. The toll-free number for DYFS is 1-877-652-2873. Please call and inform our office (609-646-9586) in the event that you will be late for any reason.

Illness Policy/Communicable Disease Policy – Please see attached.

Discipline Policy

The Little PAL's Preschool staff uses positive discipline with all children. Children are encouraged to treat other people and property with respect and care. When problems do arise, children are taught why a behavior is wrong, and what appropriate alternatives are possible to dealing with anger and/or frustration. If a child is very upset, a "time out" may be used until the child calms down and is ready to join the class activities. If there is a child who repeatedly harms others, or is disruptive in class, then a parent/teacher conference will be required. Children may be asked to leave the program for aggressive/disruptive behavior. A parent will receive written notice if their child has repetitive aggressive behavior. If the behavior continues then written notification of expulsion from school will be provided to the family. The child will be allowed to remain for three days so that alternative child care arrangements may be made by the parents. Staff may never scream, ridicule, use corporal punishment or deny food/beverages to children.

Biting Policy

For the first biting incident, the child will be placed in appropriate time out and it will be explained as to why we don't bite, and how biting hurts our friends. Teachers will try to identify why the biting occurred to prevent another incident. If a child has a second biting incident the child will be removed from the preschool for one day. After the third biting incident, the child will be removed for one week. If a child bites the fourth time he/she will be removed permanently.

Expulsion Policy

Children may be asked to leave the program for aggressive/disruptive behavior, i.e. threatening or harming others. A parent will receive written notice if their child has repetitive aggressive behavior in class. If this behavior continues a parent/teacher conference will be required. After the conference, if the behavior does not improve, written notification of expulsion will be provided to the family. The child will be allowed to remain for 2 days so alternative child arrangements can be made by the parents. If the child brings any type of weapon to school, immediate expulsion will be issued.

Toilet Training/Bathroom Policy

When your child begins toilet training please inform his/her teacher and let them know your "method". The staff members will assist in training your child with reminders and positive reinforcement. Children who are toilet trained and use the bathrooms follow these guidelines:

1. Only one child is permitted in the bathroom facility at a time.
2. Everyone is taught to flush and wash their hands.
3. Staff members will only enter the bathroom if a child requires assistance with clothing and/or operating the facilities.

Information to Parents

Little PAL's Preschool is licensed by the NJ Division of Youth and Family Services (NJ DYFS). We are bound by the legal guidelines established by this state agency. If you have any questions and/or concerns regarding our policies or any NJ DYFS state policies please contact the director for assistance.

Little PAL's Preschool is committed to providing a work and school environment that provides equal opportunities for people of all races, religions, nationalities, and ages.

Tuition and Fee Policies

To register you child a \$50.00 registration fee is required. Two weeks written notice is to be given upon withdrawing your child from our program. School tuition is billed monthly. Any

tuition fees received after the 5th of the month are charged a \$25.00 per week late fee. Children may not attend school after the 10th of the month if their tuition has not been paid.

Your tuition fee is always billed for what schedule your child is enrolled in. **There are no credits, make up days, or non-payments allowed because your child is absent for any reason or due to a school closing for any reason.** Your child's spot is reserved in their class and the fee is due accordingly.

Any checks returned for non-sufficient funds will be charged \$30.00.

Children may add days or extend the length of their day as long as there is room in the classroom. Please make all requests in writing. You will be charged the daily fee for the day attended.

Children who are not scheduled to remain in school past their regular time and are picked up past their schedule dismissal time will be charged \$10.00 per 15 minutes late.

Little PAL's Preschool closes at 6:00pm. Any children who are not picked up by this time will be charged \$10.00 for every 15 minutes past 6:00pm. This money is due in cash at the time you pick up your child. This money is paid directly to the staff member who has been detained.

Thank you for your interest in our program! We look forward to an exciting school year.