

Zion Lutheran Preschool Annual Policies and Procedures:

Orientation:

Orientation is for students new to the school only. Minus Three orientation will be on the Thursday following Labor Day from 10-11. Parents will accompany children.

New students in the 3 and 4 year old classes will attend orientation the Wednesday following Labor Day from 10-11.

Please refer to cover page and calendar for information regarding your orientation for your child.

School:

Refer to school calendar for first day of school for your child. The first regular session days will be the Thursday and Friday following Labor Day. All necessary forms must be returned by August 1 in order to attend school.

The morning session begins promptly at 8:45 and the afternoon at 12:30. Dismissal is at 11:45 for morning children, 3:30 for afternoon children and 3:05 for full day children. It is **IMPERATIVE** that you are punctual for both.

Please bring your child in to school and help them put their belongings away encouraging independence. Give a simple hug and kiss, walk them into the classroom and say goodbye. Long goodbyes make separation more difficult. Your children are in the best of care and you may call at any time to see how they are doing. Sometimes separation is difficult at the beginning of a new year, even for returning students. It is much harder on you than it is on them!

Your child should come to school with:

- A regular size backpack (no mini backpacks)
- A Ziploc bag placed in backpack with a change of clothes including socks and underwear, in case of an accident or spill. Child's name should be printed on bag. Remember to change clothes for each season.
- A drink for snack time
- Snacks will be provided at school. Parents will be assigned weeks to provide classroom snacks. Keep an eye out for notice from teachers. We are peanut free due to many allergies at Zion. Please check ingredients.
- **FULL DAY** students will need to purchase the rest time mat, blanket from the preschool. We buy the state mandated rest equipment and once purchased it is yours to keep after the school year ends. This is a onetime fee and can be used the

entire time the child is at Zion. Please remit a check for \$35.00 for mat, blanket and sheet.

- FULL DAY students should bring 2 drinks and lunch. We will provide snacks .

Tuition:

Tuition is based on an annual tuition. You may pay over 10 months as a courtesy. The first payment will be due on August 1st. There will be 9 additional payments due on the first of each month. There will be no June payment. Please mail your first payment to:

Zion Lutheran Preschool

559 Raritan Rd.

Clark, NJ 07066

Attn: Angela Marini

First month must be paid in order for children to be able to attend school. Second installment is due September 1 or the first day of school.

Place tuition in the "Schoolhouse Mailbox" in the main hall. Any other correspondence should also be placed there.

Any late payments after the 5th of the month will accrue a late fee charged each day.

Health Forms:

All vaccinations must be up to date in order to attend preschool. Influenza vaccine is an annual vaccination and is mandatory as per state of NJ. It is an annual vaccination and must be completed by December of the school year in order to return after winter break. Proof of all vaccinations must be submitted to the school. **All health records must be updated annually.**

If your child has a fever or is ill we ask that you keep them home. They may not return until they are 24 hours fever free. Any contagious illnesses require a doctor's note.

Lunch Bunch:

Lunch Bunch is a wonderful opportunity for your child to have lunch with his/her friends and have some free time to play. It provides excellent social opportunity and much needed extra time for you!

Lunch Bunch will begin the second week of school and runs on Mondays, Wednesdays and Fridays from 11:45-1:30 at a cost of \$10.00 per day. This is payable at sign up. We cannot hold spots without payment.

Lunch Bunch is also offered for PM session at \$5.00 per day and is from 11:45-12:30.

Children will remain at school for lunch bunch and should be picked up promptly at 1:30. You should provide a lunch for your child on that day. We also give the opportunity to order pizza on Fridays during lunch and lunch bunch. Children may sign up weekly for pizza.

Drop off and Pick up:

Please park in designated parking spots for drop off. Please do not speed in the parking lot. Drop off is in the classroom. For dismissal, we will bring the children to you at the entrances. Each child will be released to their parent.

Celebrating Birthdays:

We love birthdays and celebrating them! Your child may bring in something special for celebrating. Please make sure it is peanut free. If you have questions feel free to ask your classroom teacher. If you are sending party invitations to school, there must be one for every child in the class. If you choose to select certain children they must be given out at a separate time outside of school.

Evacuations:

It is mandated by state law that we have a mandatory evacuation plan. In the unlikely case of an evacuation we will go to Hehnly School across the street. We have regular fire drills and have a lock down plan in place. Teachers are trained in CPR/First Aid and Emergency Action Plans.

Emergency Closings:

In the event of a delayed opening AM session and FULL DAY sessions will begin at 10:00am. Afternoon classes would not be affected.

Closings due to circumstances outside of our control will not be made up and no reimbursements will be made.

Zion Lutheran Preschool will not always follow the "Clark Township School Schedule" for delays and closings.

Zion Lutheran Preschool will make its own decisions for closings, delays or early dismissals based on what is safest for Zion children, families and our staff. There are many reasons for this. The foremost reason, though, is the fact that we do not have the luxury of township snow/ice removal as do the Clark schools. We rely on a private company and the volunteers of the church who give their time to take care of this. It is because of the church community of volunteers that we are able to keep a reasonable tuition for the preschool.

Please be sure to enroll in our REMIND 101 EMERGENCY TEXT/EMAIL ALERT SYSTEM. It is important to check emails regularly. If the Clark schools are closed or delayed we would likely be also. But it is the questionable days where our decision may be different. If there is a case of a last minute change or an early dismissal you would be notified by phone.

Follow the information on the REMIND 101 tab on the website to enroll.

Finally, if we are open on a day that the parking lot is not yet completely cleared or in any way unsafe, we will block off parts of the parking lot behind the church and have everyone use the Fellowship Hall entrance at the end of the building.

Forms:

The Health Care policy, Medical Policy, Behavior Removal Policy and the Policy on Releasing Children are all available on our website. The Universal Health Record is available for download on our website also.

Contact Information:

Most correspondence will go home via email. Please check your emails regularly. It is our attempt to go green.

We can be reached at (732)382-7663 or by email at angelamarini@optonline.net.