

# STELLAR ACADEMY

EXCELLENCE IN EARLY EDUCATION

## Receipt of Parent Handbook

I acknowledge that I have received a copy of the Stellar Academy Parent Handbook and have read it thoroughly. I agree that if there is any policy or provision in the Parent Handbook that I do not understand, I will seek clarification from the appropriate management personnel.

## Office of Licensing Receipt of Information

1. Information to Parents Document (*Parent Handbook page 1*)
2. Policy on Methods of Parental Notification (*Parent Handbook page 6*)
3. Positive Guidance and Discipline Policy (*Parent Handbook page 8*)
4. Policy on Dismissal/Expulsion (*Parent Handbook page 10*)
5. Policy on the Management of Communicable Diseases (*Parent Handbook page 18*)
6. Policy on the Use of Technology and Social Media (*Parent Handbook page 20*)
7. Policy on the Release of Children (*Parent Handbook page 25*)

**I have read and received a copy of the information/policies listed above. These policies and other important information regarding my child's enrollment at Stellar Academy can be found in the Parent Handbook.**

Child/Children Name(s): \_\_\_\_\_

Child/Children Classes: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE OFFICE**

# STELLAR ACADEMY

EXCELLENCE IN EARLY EDUCATION

## Parent Handbook

### **Stellar Academy of Bridgewater**

757 US Highway 202-206  
Bridgewater, New Jersey 08807  
908-252-1166  
Fax: 908-252-9119  
TAX ID - 51-0441009

### **Stellar Academy of Hillsborough**

51 US Highway 206  
Hillsborough, New Jersey 08844  
908-255-4247  
Fax: 908-252-9119  
TAX ID - 26-0409175

[www.StellarAcademy.com](http://www.StellarAcademy.com)

### **Dr. Maggie Buley**

Education Director  
pMBuley@StellarAcademy.com

### **Mrs. Mary Matthews**

Business Director  
MMatthews@StellarAcademy.com

### **Mrs. Kristen Vannozi**

Client Relations Director  
KVannozi@StellarAcademy.com

### **Mrs. Grace Phillips**

Staff Development Director  
GPhillips@StellarAcademy.com

### **Mr. Dave Buley**

Technical Director

Volume: September 2017

*This Parent handbook supersedes any prior edition.  
All material contained herein is proprietary and confidential.*

## INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), 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 must comply with this requirement by reproducing and distributing to parents and staff 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 Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & 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're 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 view 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, NJ 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 diseases. 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 soon 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://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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/(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 (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

# Contents

<b>Information to Parents OOL</b>	1	<b>Mandated Reporting of Suspected Child Abuse and Neglect</b>	20
<b>Our Mission</b>	4	<b>Media Usage</b>	21
<b>Enrollment</b>	5	•Computer	
<b>Arrival Procedures</b>	5	•Pictures	
•Notification of Absence		•Social Media	
•Right to Refuse Admission		•Television	
<b>Babysitting/Non Hire Agreement</b>	6	<b>Parent Code of Conduct</b>	22
<b>Communication –Parental Notification</b>	7	<b>Parent Participation &amp; Volunteering</b>	23
<b>Confidentiality</b>	8	<b>Parent’s Right to Immediate Access</b>	24
<b>Court Orders Effecting Enrolled Children</b>	8	<b>Pick Up Procedures</b>	24
<b>Discipline</b>	9	•Emergency/Alternate Pick up Forms	
•Guidelines for Positive Discipline OOL		•Persons appearing to be impaired	
<b>Dismissal/Expulsion</b>	11	•Late Pick Up	
•Expulsion Policy OOL		•Policy on the Release of Children OOL	
<b>Dress Code</b>	13	<b>Toys From Home</b>	27
•Children		<b>Tuition</b>	27
•Parents		• Late Payments	
<b>Field Trips</b>	14	• Subsidized Care & Scholarship Program	
<b>Health and Safety</b>	14	• Multiple Child Discounts	
•Accident/Injury Report		• Scheduled and Unscheduled Absences	
•Allergies & Asthma		• Extended Absence Policy	
•Biting		<b>Weather Information</b>	28
•Enrollment Requirements		<b>Withdrawing</b>	29
•Firearms and Weapons Policy		•Change of Days	
•Fire/Emergency/Lockdown Drills		<b>Curriculum Information</b>	30
•Food			
•Immunizations/Physicals			
•Medication Policy			
•Potty Training			
•Sick Policy/Fever			
•Management of Communicable Diseases OOL			
•Toy/Equipment Recall Information			

# Our Mission

At Stellar Academy, we believe the preschool years are a vital time in the development of a child's abilities. Presenting the appropriate experiences at the right time is essential. We will provide a secure environment that will give every child the self-confidence to explore, learn and succeed. We will utilize the latest research in neuroscience, cognitive science and education to construct our environment.

The curriculum used at Stellar Academy is orchestrated to immerse each child in every aspect of intelligence because we understand this will enable a child to achieve his or her full potential.

We also believe that nurturing a child's social and emotional development is paramount. Emotional intelligence is the foundation of a happy life.

At Stellar Academy we take our mission very seriously to set the stage for a child's future success and a lifetime love of learning.

We, at Stellar Academy, have dedicated ourselves and will continue to dedicate ourselves to being the best Early Education Facility in the region.

*At Stellar Academy we believe that every child should have experiences in Music, Art and Sport as well as, Math, Science, Literacy and Languages. We believe every child deserves the opportunity to build skills in Compromise, Self-control & Problem-solving.*

Stellar Academy is Licensed by the State of New Jersey, Department of Children and Family Services.

## Enrollment

Enrollment at Stellar Academy is open to children from 6 weeks through Kindergarten. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Stellar Academy by completing the **EARLY EDUCATION AGREEMENT** and paying the application and deposit fee. The application fee is NON-REFUNDABLE. When parents give Stellar Academy a thirty-day notice of unenrollment, the deposit monies are applied to the child's last month at Stellar Academy.

Initial enrollment is contingent upon receipt of the completed registration forms. Continued enrollment at Stellar Academy is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Stellar Academy as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Stellar Academy immediately, should any of the information collected at the time of enrollment, or any time thereafter, change. Failure to do so may result in the child(ren) being unenrolled from the program and forfeiture of any deposit.

## Arrival

Children are required to be escorted by their parent or the adult dropping them off, to their designated "Home Zone" classroom. Children are required by law to be supervised at all times while in a child care/school facility. Parents are required to help children put away their outerwear and get settled for the day. If classes have begun, parents' must escort their child to the appropriate Learning Zone.

Stellar Academy discourages parents from "sneaking out" of the school. Some children exhibit separation anxiety when it is time for their parent to leave. Stellar Academy believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. It is strongly suggested that a parent and child develop a special "GOODBYE ROUTINE (a special hug, kiss, song, etc). This will prepare the child for their departure. Parents are asked to leave after their "Goodbye Routine". The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The employee present in the classroom will comfort and assist the child through the anxious time. The professional employees of Stellar Academy are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to follow the **Medication Policy** if a child must receive medication during the course of the day.

**Parents are required to notify the child’s developmental specialist or Director of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the developmental specialist or Director.** These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the teachers should be aware to best meet the needs of your child throughout the day.

### **Notification of Absence**

Parents are urged to inform the office by 8:30 am if a child will not be at school on a scheduled day.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Stellar Academy will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school. Parents who know in advance that a child will be late, are urged to notify the office.

### **Right to Refuse Admission**

Stellar Academy reserves the right to refuse admission to any child at any time with or without cause.

Stellar Academy strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms. Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child too ill to attend.
- Domestic Situations that present a safety risk to the child, staff or other children enrolled at Stellar Academy if the child were to be present at Stellar Academy.
- Parents’ failure to maintain accurate, up to date records.
- Parents’ failure to complete and return required documentation in a timely fashion.

## **Babysitting**

**NON-HIRING AGREEMENT** – You agree that you will not solicit and/or hire any person who is or was (during the prior 12 months) an employee of Stellar Academy to perform child care and/or teaching services; including for purposes of being a nanny.

# Communication - Parental Notification

Stellar Academy communicates with parents in a number of ways:

1. All parents receive a copy of the Stellar Academy MISSION STATEMENT. This statement articulates the foundational concepts of Stellar Academy.
2. All Parents receive and acknowledge a PARENT HANDBOOK. This handbook contains all policies and procedures related to a child's enrollment at Stellar Academy.
3. Each parent completes a REGISTRATION PACKET. This packet contains important information needed by Stellar Academy as well as, parental information including, LUNCH MEMO, THINGS TO BRING, and FOOD FACTS.
4. Each parent will receive a WELCOME PACKET from their child's home zone. This packet introduces the parents to the teachers as well as information regarding the functioning of the classroom.
5. Parents receive a monthly BILLING STATEMENT that shows a child's tuition payment status.
6. Stellar Academy issues a YEARLY CALENDAR. This calendar indicates days off, tuition days, and special school events.
7. A parent will receive a PROGRESS REPORT for their child twice a year (January & June).
8. Stellar Academy maintains an "open-door" policy. This means parents may enter the building and drop-off or pick-up their child at any time. In addition, they may speak to their child's teachers or administration by calling and setting up a convenient time.
9. In the advent of immediate notification (weather, school issues, etc.), Stellar Academy will contact parents through PHONE CALLS, and/or EMAILS, and/or TEXT MESSAGING.
10. To notify parents of events happening in their child's classroom and zones, a weekly NEWSLETTER is sent out. This newsletter is issued from September through June.
11. To notify parents of the latest news or studies regarding child development, Dr. Maggie issues a weekly newsletter. This newsletter is issued from September through June.
12. Stellar Academy maintains a SHUTTERFLY account. Shutterfly allows parents to see pictures of their child's activities at Stellar Academy.
13. Stellar Academy maintains a FACEBOOK account. Facebook allows parents to stay informed of activities and events happening at the school.
14. Stellar Academy maintains a CONSTANT CONTACT account. Constant Contact allows the staff at Stellar Academy to send out pertinent emails to all parents or groups of parents.
15. Stellar Academy creates DVDs of all their musical concerts and graduations. These DVDs are available to parents upon request.
16. Stellar Academy conducts a MEET THE TEACHERS program. This program introduces parents to the teachers at Stellar Academy as well as the objectives that will be covered in each zone.
17. Each Home Zone maintains BULLETIN BOARDS where children's activities and parent information is displayed.
18. Stellar Academy utilizes specific forms for communicating with parents. An ACCIDENT REPORT is issued for any child who gets a physical injury/illness at school or comes to school with a physical issue. A BEHAVIORAL INCIDENT REPORT (BRI) is issued for any child whose behavior is affecting his/her success at school. A SENT HOME SICK NOTICE is given to parents when their child meets the criteria to be sent home because of illness.
19. Infant and Toddler parents receive a DAILY SHEET that list pertinent information about each child. In addition, this sheet allows parents to record any necessary information that the teachers need to know regarding the child.



# Confidentiality

Within Stellar Academy, confidential and sensitive information will only be shared with employees of Stellar Academy on a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Stellar Academy strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Stellar Academy. Outside of Stellar Academy, confidential and sensitive information about a child will only be shared when the parent of the child has given consent, except where otherwise provided for by law. Parents will be informed of the information that will be shared outside of Stellar Academy, persons with whom the information will be shared, and the reason(s) for sharing the information. Any parent who violates the Confidentiality Policy will not be permitted on Stellar Academy property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding unenrollment of a child when a parent is prohibited from accessing Stellar Academy’s property. You may observe children at our school who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Stellar Academy are strictly prohibited from discussing anything about another child with you.

# Court Orders

## **Court Orders Affecting Enrolled Children**

In cases where an enrolled child is the subject of a court order (ex. Custody Order, Restraining Order, or Protection from Abuse Order) Stellar Academy must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with Stellar Academy, both parents shall be afforded equal access to their child as stipulated by law. Stellar Academy cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Stellar Academy suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Stellar Academy staff will contact the local police should a conflict arise. If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse Order or a Restraining Order, Stellar Academy is obligated to follow the order for the entire period it is in effect. Employees of Stellar Academy cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Stellar Academy will report any violations of these orders to the court.

# Discipline

Handling discipline is an excellent opportunity for a child to learn and practice appropriate behavior. Discipline is always handled in a positive manner and is never humiliating to the child.

The ABCD's of Positive Discipline is an explicit teaching method written by Dr. Buley that allows children to understand and take control of inappropriate behavior. Children will understand fully what behavior is inappropriate, what behavior is needed to succeed, and are given the opportunity to choose and carry out the appropriate actions. Children then receive affirmations and encouragement for making good choices.

**A** = awareness of action

**B** = behavior needed

**C** = change direction with choice

**D** = deliver encouragement

## **Example:**

Mary, when you do not clean up when asked, you are not being a good helper (AWARENESS OF ACTION). I need you to help (BEHAVIOR NEEDED). Do you want to clean up the blocks or put away the puzzles? (CHOICE) Good choice – thank you, Mary, for helping and putting away those puzzles! (DELIVER ENCOURAGEMENT)

Problems between peers are also an excellent opportunity to instruct children on appropriate behavior. Stellar Academy's staff has been trained in The Problem Solving Method of conflict resolution. There are six basic steps to the process. Sometimes these steps flow into each other, and sometimes the information given covers more than one step at a time. Nevertheless, all six steps are part of the process.

**Step 1.** Initiate mediation: begin problem-solving

**Step 2.** Gather data: get information

**Step 3.** Define the problem: find out what each child wants

**Step 4.** Brainstorm ideas: generate alternative solutions

**Step 5.** Agree on a solution

**Step 6.** Follow-through: bring closure and monitor

## **GUIDELINES FOR POSITIVE DISCIPLINE – (Office of Licensing Policy)**

*Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control. Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.*

*You can use positive discipline by planning ahead:*

- *Anticipate and eliminate potential problems.*
- *Have a few consistent, clear rules that are explained to children and understood by adults.*

- *Have a well-planned daily schedule.*
- *Plan for ample elements of fun and humor.*
- *Include some group decision-making.*
- *Provide time and space for each child to be alone.*
- *Make it possible for each child to feel he/she has had some positive impact on the group.*
- *Provide the structure and support children need to resolve their differences.*
- *Share ownership and responsibility with the children. Talk about our room, our toys.*

*You can use positive discipline by intervening when necessary:*

- *Re-direct to a new activity to change the focus of a child's behavior.*
- *Provide individualized attention to help the child deal with a particular situation.*
- *Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).*
- *Divert the child and remove from the area of conflict.*
- *Provide alternative activities and acceptable ways to release feelings.*
- *Point out natural or logical consequences of children's behavior.*
- *Offer a choice only if there are two acceptable options.*
- *Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."*

*You can use positive discipline by showing love and encouragement:*

- *Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.*
- *Provide positive reinforcement through rewards for good behavior.*
- *Use encouragement rather than competition, comparison or criticism.*
- *Overlook small annoyances, and deliberately ignore provocations.*
- *Give hugs and caring to every child every day.*
- *Appreciate the child's point of view.*
- *Be loving, but don't confuse loving with license.*

*Positive discipline is NOT:*

- *Disciplining a child for failing to eat or sleep or for soiling themselves*
- *Hitting, shaking, or any other form of corporal punishment*
- *Using abusive language, ridicule, humiliating treatment or any other form of emotional punishment of children*
- *Engaging in or inflicting any form of child abuse and/or neglect*
- *Withholding food, emotional responses, stimulation, or opportunities for rest or sleep*
- *Requiring a child to remain silent or inactive for an inappropriately long period of time*

*Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.*

# Dismissal/Expulsion

Stellar Academy reserves the right to expel a child from his/her program either on a short term or permanent basis. Expulsion **will not** occur if a child parent(s) have made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements, reported abuse or neglect occurring at the center, questioned the center regarding policies and procedures, or without giving the parent sufficient time to make other child care arrangements.

## **Prior to Expulsion Stellar Academy will take the following steps:**

- Discuss with the parent(s) Stellar Academy's concerns.
- Formulate an action plan with parents to remediate concerns.
- If situation has not been remedied, formally notify parent of expulsion giving the parent sufficient time to seek alternate child care (approximately one to two weeks depending on the risks to other children's safety).

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave Stellar Academy immediately, in a calm and respectful manner. Stellar Academy will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal. If a child is permanently expelled from Stellar Academy, parents will be refunded any unused tuition within two weeks of the dismissal. A check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the expulsion. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the expulsion. Any balances remaining after the 30 day period will be referred to the legal counsel for collection. A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to school property following an expulsion. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent. Following an expulsion, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with Stellar Academy by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Stellar Academy.

## **EXPULSION POLICY - (Office of Licensing Policy)**

*Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:*

### **IMMEDIATE CAUSES FOR EXPULSION:**

- *The child is at risk of causing serious injury to other children or himself/herself.*
- *Parent threatens physical or intimidating actions toward staff members.*
- *Parent exhibits verbal abuse to staff in front of enrolled children*

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

- *Failure to pay/habitual lateness in payments.*

- *Failure to complete required forms including the child's immunization records.*
- *Habitual tardiness when picking up your child.*
- *Verbal abuse to staff.*
- *Other (explain)*

**CHILD'S ACTIONS FOR EXPULSION:**

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

**SCHEDULE OF EXPULSION:**

*If after the remedial actions above have 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. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.*

**A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- *Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.*
- *Reported abuse or neglect occurring at the center.*
- *Questioned the center regarding policies and procedures.*
- *Without giving the parent sufficient time to make other child care arrangements.*

**PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <i>Try to redirect child from negative behavior.</i></li> <li>• <i>Reassess classroom environment, appropriateness of activities, supervision.</i></li> <li>• <i>Always use positive methods and language while disciplining children.</i></li> <li>• <i>Praise appropriate behaviors.</i></li> <li>• <i>Consistently apply consequences for rules.</i></li> <li>• <i>Give the child verbal warnings.</i></li> <li>• <i>Give the child time to regain control.</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Document the child's disruptive behavior and maintain confidentiality.</i></li> <li>• <i>Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.</i></li> <li>• <i>Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.</i></li> <li>• <i>Give the parent literature of other resources regarding methods of improving behavior.</i></li> <li>• <i>Recommend an evaluation by professional consultation on premises.</i></li> <li>• <i>Recommend an evaluation by local school district study team.</i></li> </ul> |
|--|---|

# Dress Code

## **CHILDREN**

Clothing: Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children are required to have one seasonably and size appropriate complete change of clothing at Stellar Academy at all times.

All clothing items must be clearly labeled with the child's name or initials. This includes: coats, hats, gloves, scarves, and boots. Stellar Academy is not responsible for lost or damaged items of clothing.

If your child is potty-training, please dress him/her in 'potty friendly' attire (i.e. no onsies, difficult snaps, overalls, etc.). If your child uses PULLUPS, only those with side openings are allowed.

## **JEWELRY/ACCESSORIES**

It is strongly recommended that children not wear jewelry. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Stellar Academy will not be responsible for lost or stolen valuables. When choosing hair accessories for your child, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Stellar Academy.

## **PARENTS**

Parents are required to be dressed in appropriate clothing while at Stellar Academy, or involved in any Stellar Academy sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited. We ask parents to adhere to the "no-shoes" policy in our Infant Zone. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor.

## Field Trips

Stellar Academy supplements the in class curriculum with off premises field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation.

Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

Stellar Academy provides all required supervision for all field trips, but occasionally invites and welcomes parents to attend. Parents will not be permitted to transport any child, other than their own, on a Stellar Academy sponsored trip. If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class.

## Health and Safety

### **ACCIDENT/INJURY REPORT**

Should your child be injured during the course of the school day, a staff member will complete an Accident/Injury Report. Parents or persons designated to act "in loco parentis" are required to sign any report from the day at pick-up. The teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion, please schedule the meeting for a later date because the staff is responsible for supervising the remaining children in the classroom. A telephone conference may also be scheduled. A parent may request a copy of the report. Should a person other than the parent or one designated to act "in loco parentis" pick up the child, the parent or person designated to act "in loco parentis" must sign the report and return it to the Director within 24 hours.

### **ALLERGIES & ASTHMA**

For the safety of your child, parents are required to provide a **SPECIAL CARE PLAN – SEVERE ALLERGY FORM or ASTHMA TREATMENT PLAN** detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. These forms must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated as needed. These forms include the child's physician's orders and procedural guidelines relating to the prevention and treatment of the child's condition. These forms can be obtained from the Director.

Parents must also execute a **RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES FORM**. This form releases Stellar Academy from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Stellar Academy exercises reasonable care in taking such actions. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

## **BITING**

Stellar Academy recognizes that biting is a developmentally appropriate behavior for infants through 2 years old. Parents with children in this age range should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmental behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish or harshly discipline younger children for biting behavior; they will simply redirect the children to different activities. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children in the older age groups who bite 3 times in a school year may have their services terminated since the safety of all the children in the program is of the utmost concern of Stellar Academy.

Parents will be notified by an Accident/Incident Report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Stellar Academy cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## **ENROLLMENT REQUIREMENTS**

Each child is required to complete an enrollment packet of information. This packet is to be returned to Stellar Academy prior to the child's first day of attendance.

## **FIREARMS & WEAPONS**

At no time is any person permitted to carry any type of Firearm, Ammunition and/or Weapon on Stellar Academy property for any reason. Violation of this policy will result in immediate expulsion from the program.

## **FIRE/EMERGENCY/LOCKDOWN DRILLS**

Stellar Academy conducts monthly fire and emergency/evacuation drills. Lockdown drills will be conducted twice a year. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency/lockdown drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete. In the event of a real fire/emergency situation, the Director or designate will inform each staff member that the school will be closing. At this time any parents



waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If Stellar Academy is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and Stellar Academy administration during these important and critical situations.

### **Alternate Safe Location**

Should the administration of Stellar Academy or any emergency services personnel determine the building which houses Stellar Academy to be too dangerous to be occupied, the staff and children will be taken to an alternate safe location (to be determined based on input from the local police and fire departments). Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

### **FOOD**

All food items must be labeled with your child's name. Stellar Academy does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a completed **SPECIAL CARE PLAN – SEVERE ALLERGY FORM** of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Stellar Academy offers children a morning snack at approximately 9:30 a.m., a half-hour lunch at approximately 11:30 and an afternoon snack at approximately 3:30 p.m. Stellar Academy will provide a morning and afternoon snack, including water for all children except infants. Parents wanting a specific snack can provide that to the developmental specialist.

Lunch can be brought from home or catered using the **EASY CATERING MENU** located in the office.

Stellar Academy curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. Parents should limit junk foods to a minimum in their child's lunch.

When preparing your child's lunch, please refer to the Peanut Safe Policy that follows.

Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. The children sit at tables during snack and lunch to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Candy and junk food will be reserved for a "dessert" when an adequate amount of lunch has been eaten.

Teachers will NEVER force or coerce a child to eat.

Stellar Academy prohibits any food item in glass containers (except baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff. Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be placed, by the parent, in the refrigerator in the child's Home Zone.

All food items provided in your child's lunch must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient. Parents MUST PROVIDE and label all necessary utensils for eating a lunch brought from home. Stellar Academy never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

### **Infant and Toddler Foods**

Children enrolled in the Infant and Toddler Program must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. All bottles must be taken home by the parents each night to be washed.

Parents must provide and label all utensils and bowls necessary for feedings. The staff will not use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are urged to communicate feeding schedule changes with the staff as their child's feeding requirements change. Staff will complete a chart for each child detailing for the parent what the child ate, when, and how much. Children that are in our 2+ year's program (visiting Learning Zones) are **NOT** allowed to bring bottles to Stellar Academy. Also, your child may only bring in one security item of a size reasonable for your child to carry. Keeping track of multiple or a large item is not possible.

### **Peanut Safe School**

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, Stellar Academy prohibits peanuts and/or foods containing peanut products on Stellar Academy property, and/or at Stellar Academy sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Results from scientific studies show that the younger a child is when first exposed to peanuts, the higher the chances are that the child will develop an allergy. For this reason, Stellar Academy finds it particularly important to keep infants and toddlers away from peanuts. Some allergies are not even discovered until a child is three or four years old.

Parents are responsible for providing foods that are peanut and peanut product safe for their child's lunch and/or snack. There are many acceptable food items that are peanut and peanut product safe in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label, look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

### **IMMUNIZATIONS AND PHYSICALS**

All children are required to have a complete, up-to-date immunization record on file at Stellar Academy. This is per our licensing regulations. Immunizations may be waived for certain reasons. Parents are required to have a waiver on file in place of an immunization record, so that Stellar Academy can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Stellar Academy. The **UNIVERSAL CHILD HEALTH RECORD**, indicating the child's fitness to attend Stellar Academy, must be completed by a licensed healthcare professional and returned to the Director. The Universal Child Health Record must be completed annually.

### **MEDICATION POLICY**

Stellar Academy will not dispense over-the-counter and/or prescription medication without a doctor's order. Medication must be in an original, labeled container and is accompanied by explicit dosage and administration instructions (including duration) from the physician. Parents are required to complete a **MEDICATION ADMINISTRATION PACKET**. This packet can be obtained from the office. Medication forms, doctor's notes and medication are to be left in the office.

Stellar Academy will only give medication to the child for whom the request is written and for whom the medication container is labeled. The first dosage of all medications must be given at home prior to being dispensed at Stellar Academy. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

### **POTTY TRAINING**

The staff at Stellar Academy can help you and your child make potty training a rewarding experience. When your child stays dry for intended periods of time, he/she may be ready to use the potty. Three conditions are necessary to achieve success. These are consistency, patience and open communication. We will encourage your child to use the potty consistently and ask that you do the same. Patience is needed as your child learns to control his/her body. Therefore, several changes of clothing should be left at school in case of accidents. Finally, parents and staff need to communicate so that potty training in school and at home is stress free and successful.

## **SICK POLICY**

Stellar Academy follows all health/communicable disease policies as outlined in the **American Academy of Pediatrics Model Health Policies and Procedures Manual**. A copy of this manual is on file with the Director and is available upon request for review. Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

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 of the American Academy of Pediatrics. In certain situations, children must present a doctor's note stating they are no longer contagious and can return to the program. Stellar Academy reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

**FEVER** - 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. A fever is defined as a temperature of over 101.5 degrees Fahrenheit. If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Stellar Academy will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child's absence from school.

### ***Policy on the Management of Communicable Diseases - (Office of Licensing Policy)***

*If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.*

- *Severe pain or discomfort*
- *Acute diarrhea*
- *Episodes of acute vomiting*
- *Elevated oral temperate of 101.5 degrees Fahrenheit*
- *Lethargy*
- *Severe coughing*
- *Yellow eyes or jaundiced skin*
- *Red eyes with discharge*
- *Infected, untreated skin patches*
- *Difficult or rapid breathing*

- *Skin rashes in conjunction with fever or behavior changes*
- *Skin lesions that are weeping or bleeding*
- *Mouth sores with drooling*
- *Stiff neck*

*Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center 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.*

### **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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).*

### **TOY/EQUIPMENT RECALL INFORMATION**

Please visit the State of New Jersey Division of Consumer Affairs website [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm) for toy/equipment recall information.

## **Mandated Reporting of Suspected Abuse or Neglect**

### **Mandated Reporting of Suspected Child Abuse and/or Neglect**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Stellar Academy are considered mandated reporters, under this law. The employees of Stellar Academy are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Stellar Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Stellar Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

## Media Usage

***The American Academy of Pediatrics discourages television viewing in the first 2 years of life and recommends a daily limit of 1 to 2 hours of quality programming for older children.***

Stellar Academy maintains the following television and computer-usage policy.

### **COMPUTER**

Computer usage is limited to education programs and applications. The list of programs includes but is not limited to:

- RAZ kids/Lexia Reading Program, Adventure Undersea Math, Buggy Kindergarten Reading, Butterfly Math, Fish School, Phonics Easy Reader, Teach Me Kindergarten, Teach Me 1<sup>st</sup> Grade

### **PICTURES**

In order for parents to be fully informed, Stellar Academy maintains a Shutterfly account. This account maintains photographs of classroom activities. At no time is a child identified by name.

***As per the Dept. of Children and Families Office of Licensing, the only technology that may be used to take photos or videos of a child/student must be a Stellar Academy camera. Personal cameras, iPads or other devices may not be used. Under no circumstance may a teacher or parent post any photos/videos of a child on any form of social media. Any person not adhering to this policy is in direct violation of a state regulation.***

### **SOCIAL MEDIA**

In order for parents to be fully informed, Stellar Academy maintains a Facebook account. Information and pictures are routinely added to this account. At no time is a child identified by name.

### **TELEVISION**

- Is limited to occasional use of an educational video (Dora the Explorer, etc.). Approximately once a month for 30 minutes.
- Occasional use of an age appropriate DVD for entertainment purposes (achievement of a classroom goal, as reinforcement of a lesson/skill). Approximately once a month for no more than 2 hours.

# Parent Code of Conduct

Stellar Academy requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Stellar Academy 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 Stellar Academy but is the responsibility of each and every parent or adult who enters the school. 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 Stellar Academy property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding unenrollment of the child when a parent is prohibited from accessing Stellar Academy property.

## **Confrontational Interactions with Employees, Other Parents or Associates of Stellar Academy**

While it is understood that parents will not always agree with the employees of Stellar Academy 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 appropriate means by which to communicate a point and are strictly prohibited.

## **Swearing/Cursing**

No parent or adult is permitted to curse or use other inappropriate language on Stellar Academy 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.

## **Physical/Verbal Punishment of Your Child or Other Children at Stellar Academy**

While Stellar Academy does not necessarily support nor condone corporal punishment of children, such acts are not permitted at Stellar Academy. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director.

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 Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school 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 school.

## **Smoking**

For the health of all Stellar Academy employees, children and associates, smoking is prohibited anywhere on Stellar Academy property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Stellar Academy. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

## **Threatening of Employees, Children, Other Adults Associated with Stellar Academy**

Threats of any kind will not be tolerated. In today's society Stellar Academy 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, Stellar Academy will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

## **Violations of the Confidentiality Policy**

Stellar Academy takes very seriously the responsibility of maintaining the confidentiality of all persons associated with our school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Stellar Academy. Any parent who shares any information considered to be confidential or pressures employees or other parents for information that is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

## **Violations of the Safety Policy**

Parents are required to follow all safety procedures at all times. These procedures are not designed to be mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Stellar Academy. Please be particularly mindful of Stellar Academy entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the school. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.

# **Parent Participation**

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at Stellar Academy. Parents may volunteer to attend trips, read in the classroom, and/or coordinate special events. Any volunteer must have prior approval from the Director and the teacher in order to spend time in the classroom. Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations.

Non-staff members are not permitted to engage in any classroom activity or come in physical contact with any child other than their own. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in



which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Stellar Academy reserves the right to make volunteer assignments.

## Parent's Right to Immediate Access

### Parent's Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Stellar Academy, as provided by law. In cases where the child is the subject of a court order, (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) see the section labeled COURT ORDERS. Visitors are asked to schedule appointments with the Director and are allowed in the facility only at the discretion of the Director.

Stellar Academy will dismiss any child whose parent is prohibited from entering upon school property. Due to the Parents' Right to Immediate Access Policy, as well as state and federal regulations, Stellar Academy cannot have a child at the school when the child's parent is prohibited access. Stellar Academy will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

## Pick-Up

Parents or other authorized adults are required to sign their child in and out of care on the Attendance Sheet located in the lobby. The parent is solely responsible for supervising their child while on Stellar Academy premises.

**The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, playground and/or parking lot.**

Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day. Parents or persons designated to act "in loco parentis - as a parent" are required to sign any **Accident/Injury Reports** from the day at pick-up. The teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. Should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at Stellar Academy during the course of the day.

### **Emergency/Alternate Pick-Up Persons**

At enrollment, parents will be presented with a **REGISTRATION FORM**. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Stellar Academy. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in expulsion from the program.

Parents will be asked to determine which persons (if any) on the **REGISTRATION FORM** has the right to act "as a parent." To "act as a parent" status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, **Accident/Injury Reports**, and behavior issues. In the absence of this designation the people are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the form, if unknown to staff, will be required to provide identification and/or a password prior to Stellar Academy releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the **REGISTRATION FORM** must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Stellar Academy reserves the right to refuse/ban any person listed on the **REGISTRATION FORM** for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person of the policies/procedures contained herein.

Parents may authorize an individual for occasional pick-up by filing out the **PERMISSION TO PICK-UP CHILD FORM** located in the office.

### **Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up**

The staff of Stellar Academy will contact local police and/or the other custodial parent should a parent appear to the staff of Stellar Academy to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit Stellar Academy from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Stellar Academy staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Stellar Academy to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Stellar Academy will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### **Late Pick-Up**

A late fee of \$1 per minute is charged for pick-up after 6:00 PM. All measurements of time are to be according to the Stellar Academy clock located in the office. The late fee will be accessed in the following tuition payment.

A child's services will be terminated should the child be habitually picked up late regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick the child up on time.

An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline 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.

### ***Policy on the Release of Children - (Office of Licensing Policy)***

*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 daily closing, the center 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 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 judgment 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:*

- 1. The child may not be released to such an impaired individual;*
- 2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and*
- 3. 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).*

## Toys From Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time. All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Stellar Academy staff for safety and appropriateness, and may be prohibited at the sole discretion of Stellar Academy.

All toys must be labeled with the child's initials or name.

## Tuition

All custodial parents and/or legal guardians are required to sign an **EARLY EDUCATION AGREEMENT** prior to enrollment of their child in Stellar Academy. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Non-payment of tuition is grounds for immediate expulsion from the program.

Timely payments are essential for continued enrollment at Stellar Academy. However, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved, you will be notified by the Director.

We strongly encourage all parents to take advantage of our **TUITION EXPRESS** auto-deduction program. Applications are available in the office.

**There is a \$5 per week surcharge for NOT utilizing Tuition Express.**

Cash, check, money order, checking/savings account, or credit card may pay tuition. **There is a \$5 per week charge for credit card use.** There will be a \$25 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order or credit card.

Deposit monies must be available in your child's account at all times. This deposit will be used for your child's final tuition payment at Stellar Academy when 30 days **written notice of withdrawal is submitted to the office.** Tuition does not include fees for field trips or lunch.

### **Late Payments**

There is a \$5 per day late fee if tuition payment is over one week late.

### **Subsidized Care & Scholarship Programs**

At times, Stellar Academy accepts a limited amount of childcare subsidies and scholarships.

### **Multiple Child Discounts**

Stellar Academy offers a multiple child discount when all siblings are enrolled on a full-time basis. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted \$25 per week. Discounts are only applicable when tuition payments are made by Tuition Express, auto-deduction.

### **Scheduled & Unscheduled Absences**

There is no credit given for vacations, scheduled school holidays, child illness, or for closing due to emergency situations, inclement weather or acts of God.

### **Extended Absence Policy**

Stellar Academy is open the entire year and our students' curriculum is formulated with year-long objectives. When you enroll or re-enroll in Stellar Academy your commitment is to our twelve month program.

If you are considering an extended absence (three weeks or longer) from Stellar Academy and you wish to retain your child's enrollment, your child's weekly tuition rate may be reduced to the 2 day a week rate that corresponds to his/her class. This rate will remain in effect for the duration of your child's absence.

If you choose to withdrawal your child from Stellar Academy, his or her spot in the program will be filled from the wait list and deposit monies will be forfeited if appropriate withdrawal notice (30 days) is not given. If reinstatement of your child back into the program is possible, a re-registration fee of one week's tuition and a new deposit is required. Stellar Academy cannot guarantee re-admission to the same program/hours.

## **Weather Info & Calendar**

In the event of an emergency closing and/or inclement weather, parents will be notified via text and/or e-mail or they can visit Stellar Academy's Facebook page at: [Facebook.com/Stellar Academy](https://www.facebook.com/StellarAcademy)

Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from Stellar Academy. Parents or emergency contact persons should report directly to the alternate location.

***Should Stellar Academy need to close for any reason, tuition will not be refunded or reduced.***

Stellar Academy will be closed based on the calendar distributed from time-to-time during the school year.

# Withdrawing

## **Withdrawal Policy**

Thirty (30) days written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal or applied to the last tuition. If the required notice is not given, parents will not have their deposit refunded.

The parents and child, following their last day of enrollment, are not permitted to re-enter Stellar Academy without permission of the Director. A withdrawn child and his/her parents are required to call and request an appointment with the Director if they wish to return to school property following the last day of enrollment at Stellar Academy. Appointments are made at the discretion of the Director and are not a right of the withdrawn child or parent.

## **Change of Days**

Parents who wish to change their child's days or times of enrollment at Stellar Academy must notify the Director two weeks in advance of the proposed change.

The Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the Director receives the request for the schedule change will be used to toll the four weeks' notice required for withdraw.

# Curriculum Information

## Stellar Academy Learning Objectives

The following objectives form the foundation of our infant, preschool and kindergarten programs. These skills and habits of mind develop over time. Therefore, we continually assess our student's abilities to make sure each child is progressing in each aspect of intelligence. At Stellar Academy we take very seriously our mission to set the stage for a child's future success and lifetime love of learning.

## Approaches to Learning

<p><b>EMOTIONAL INTELLIGENCE</b></p> <p><b>WORK HABITS</b></p> <ol style="list-style-type: none"> <li>1. Carries out directions.</li> <li>2. Makes appropriate choices.</li> <li>3. Works independently.</li> <li>4. Works in an orderly, persistent fashion.</li> <li>5. Organizes and plans what is needed to carry out a task.</li> <li>6. Returns materials to proper location.</li> <li>7. Corrects errors.</li> <li>8. Uses materials properly.</li> <li>9. Approaches tasks with flexibility and inventiveness.</li> </ol> <p><b>EMOTIONAL DEVELOPMENT</b></p> <ol style="list-style-type: none"> <li>1. Knows abilities and preferences.</li> <li>2. Demonstrates confidence.</li> <li>3. Expresses pride in accomplishments.</li> <li>4. Expresses feelings and opinions properly.</li> <li>5. Exhibits persistence.</li> <li>6. Articulates feelings, wants and needs.</li> <li>7. Accepts consequences of actions.</li> <li>8. Follows rules and routines.</li> <li>9. Stays calm and in control.</li> <li>10. Recognizes and responds correctly to authority.</li> </ol> <p><b>SOCIAL DEVELOPMENT</b></p> <ol style="list-style-type: none"> <li>1. Helps and shares with others.</li> <li>2. Compromises and cooperates with others.</li> <li>3. Takes turns.</li> <li>4. Interacts without being submissive or bossy.</li> <li>5. Develops friendships.</li> <li>6. Expresses empathy or caring for others.</li> <li>7. Identifies others by name.</li> <li>8. Demonstrates manners.</li> <li>9. Understands how actions affect others.</li> <li>10. Initiates play with others.</li> </ol>	<p><b>ME, MYSELF &amp; I – OBJECTIVES</b></p> <p><b>Intrapersonal Intelligence</b></p> <p><b>FEELINGS AND EMOTIONS</b></p> <ol style="list-style-type: none"> <li>1. Identifies emotions.</li> <li>2. Communicates feelings and emotions.</li> <li>3. Communicates wants and needs.</li> <li>4. Uses acceptable methods of expressing anger.</li> <li>5. Ignores inappropriate peer behavior.</li> <li>6. Appropriately expresses opinion.</li> <li>7. Understands how actions affect others.</li> </ol> <p><b>HEALTH AND SAFETY</b></p> <ol style="list-style-type: none"> <li>1. Knows basic health rules.</li> <li>2. Can identify healthy foods.</li> <li>3. Knows basic hand washing.</li> <li>4. Knows basic traffic safety rules.</li> <li>5. Knows basic fire safety rules.</li> <li>6. Identifies and explains common jobs.</li> <li>7. Understands potentially harmful objects, substances and activities.</li> </ol> <p><b>MANNERS</b></p> <ol style="list-style-type: none"> <li>1. Says please, thank you and excuse me etc.</li> <li>2. Apologizes for inappropriate behavior.</li> <li>3. Politely interrupts a conversation.</li> <li>4. Makes eye contact when speaking or spoken to.</li> </ol> <p><b>CHARACTER EDUCATION</b></p> <ol style="list-style-type: none"> <li>1. Understands how to foster friendships.</li> <li>2. Understands how to make good choices.</li> <li>3. Utilizes strategies for compromising.</li> <li>4. Takes turn in games.</li> <li>5. Develops honesty and fairness.</li> <li>6. Expresses empathy and caring</li> <li>7. Problem solves as a group.</li> <li>8. Asks adults for assistance when needed.</li> </ol>
---	---

**Literacy****ALPHABET SOUP - OBJECTIVES****Verbal/Linguistic Intelligence****PHONOLOGICAL AWARENESS**

1. Can clap syllables.
2. Awareness of rhyming.
3. Knows names of upper case letters.
4. Knows names of lower case letters.
5. Knows 1-to-1 letter-sound correspondence.
6. Knows simple blends.
7. Knows word families.
8. Recognizes frequently used words.
9. Reads one's own name.

**FLUENCY**

1. Be able to retell, reenact or dramatize a story.
2. Recognize when text fails to make sense.
3. Attempts to follow along in a book.

**COMPREHENSION STRATEGIES**

1. Is able to make predictions regarding text.
2. Uses picture clues to aid understanding of story content.
3. Relates personal experiences to story.
4. Is able to visualize story elements.
5. Formulates appropriate questions regarding texts.
6. Identifies main characters, setting and important events in a story.
7. Begins to sequence story events.

**CONCEPTS ABOUT PRINT**

1. Distinguishes letters from words.
2. Recognizes words are separated by spaces.
3. Recognizes print represents language.
4. Understands "Title".
5. Understands "Author".
6. Understands how a book functions.

**WRITING STRATEGIES**

1. Recognizes that thoughts and talk can be written down in words
2. Observes the teacher modeling writing.

3. Expresses ideas through drawing and text.
4. Tells a story from a drawing.
5. Uses beginning sounds to represent words.
6. Uses ending sounds to represent words.
7. Writes first and last name.
8. Writes some high frequency words.
9. Writes a complete thought.
10. Participates in group-writing experiences.

**GRAMMAR USAGE & MECHANICS**

1. Understands end punctuation (period, question mark, exclamation point).
2. Recognizes capital letters (1st word in a sentence, proper nouns, calendar (days/months)).

**LISTENING AND SPEAKING OBJECTIVES**

1. Understands and follow multiple-step directions.
2. Uses language to communicate feelings and opinions.
3. Uses language to communicate needs and questions.
4. Responds appropriately in conversation with peers and adults.

**HANDWRITING**

1. Holds a pencil correctly.
2. Traces a line accurately.
3. Writes upper case letters.
4. Writes lower case letters.
5. Uses spaces to separate words.

**Mathematics****NASA - OBJECTIVES****Math/Logical Intelligence****Number & Operations**

1. Demonstrates increasing interest and awareness of numbers and counting as a means for solving problems and determining quantity.
2. Begins to associate number concepts, vocabulary, quantities, and written numerals in meaningful ways.
3. Begins to make use of one-to-one



correspondence in counting objects and matching groups of objects.

4. Begins to use language to compare numbers of objects with terms such as more, less, greater than, fewer, equal to.
5. Develops increased abilities to combine, separate and name "how many" concrete objects.
6. Writes numbers up to 30.
7. Counts up to 100.
8. Repeats a series of 4 numbers after hearing them once.
9. Counts by 2's to 20.
10. Counts by 5's to 50.
11. Counts by 10's to 100.

### **GEOMETRY AND SPATIAL SENSE**

1. Begins to recognize, describe, compare, and name common shapes, their parts and attributes.
2. Sorts objects by color, size and shape.
3. Progresses in ability to put together and take apart shapes.
4. Begins to be able to determine whether or not two shapes are the same size and shape.
5. Shows growth in matching, sorting, putting in a series, and regrouping objects according to one or two attributes such as color, shape, or size.
6. Builds an increasing understanding of directionality, order, and positions of objects, and words such as up, down, over, under, top, bottom, inside, outside, in front, and behind.
7. Finds and name locations with proper words such as near and far.
8. Combines shapes to form new ones and decompose complex shapes into simpler ones.

### **PATTERNS AND MEASUREMENTS**

1. Enhances abilities to recognize, duplicate, and extend simple patterns using a variety of materials.
2. Shows increasing abilities to match, sort, put in a series, and regroup objects according to one or two attributes such as shape or size.
3. Begins to make comparisons between several objects based on a single attribute.

4. Shows progress in using standard and non-standard measures for length and area of objects.

### **DATA ANALYSIS AND PROBABILITY**

1. Understands how mathematics is used in the modern world.
2. Is able to read, understand, and interpret data in order to make informed decisions.
3. Collects and organizes data by using tables, charts, and graphs.

### **SCIENCE**

#### **DISCOVERY ZONE - OBJECTIVES**

#### **Naturalist Intelligence**

#### **SCIENTIFIC SKILLS AND METHODS**

1. Uses senses and a variety of tools and simple measuring devices to gather information, investigate materials, and observe processes and relationships.
2. Observes and discusses common properties, differences and comparisons among objects and materials.
3. Participates in simple investigations to test observations, discuss and draw conclusions, and form generalizations.
4. Collects, describes, and records information through a variety of means, including discussion, drawings, maps, and charts.
5. Describes and discusses predictions, explanations, and generalizations based on past experiences.

#### **SCIENTIFIC KNOWLEDGE**

1. Observes and describes the natural world, materials, living things, and natural processes.
2. Expands knowledge of and respect for the environment.
3. Shows increased awareness of changes in materials and cause-effect relationships.
4. Identifies and describes objects by using the 5 senses.
5. Identifies basic body parts, organs and their function.

# Curriculum Information

6. Understand basic life needs of food, water, and shelter.
7. Understands a human's phases of development.
8. Cares for, examines and records observations of an animal.
9. Classifies animals according to their habitats.
10. Identifies the parts and functions of a plant.
11. Plants, cares for, observes and records observations of a plant.
12. Observes, describes and records some properties of water, its presence and effect in the physical world.
13. Observes, describes and records some basic properties of air, its presence and effects in the physical world.
14. Understands that the Earth has different seasons and that the weather changes with the seasons.
15. Observes, describes and records some basic properties of rocks and minerals and how they are formed.

## **Social Studies**

### **UNDERSTANDING NEIGHBORS - OBJECTIVES**

#### **Interpersonal Intelligence**

#### **GEOGRAPHY**

1. Uses geographical language like land, water, ocean, etc.
2. Expresses beginning geographical thinking like near, far, home, school etc.
3. Identifies state and country they live in.
4. Identifies and locates all seven continents.
5. Can describe physical features of places.

#### **FAMILY & COMMUNITY LIFE**

1. Understands family history through 2 generations.
2. Compares family life today with long ago.
3. Respects and appreciates generational differences.
4. Reads simple time lines.

#### **ECONOMICS**

1. Identifies goods and services families need to live.
2. Explains what it means to "save" money.
3. Identifies transportation used to move people & goods.

## **CIVICS & HISTORY**

1. Recognizes the reasons for rules.
2. Participates in voting as a way to make choices.
3. Understands responsibility means something you must do.
4. Identifies symbols of America.
5. Identifies characteristics of good leaders.
6. Develops an awareness of historical persons and events.

## **SERVICE WORK**

1. Develops empathy through participation in service projects.
2. Explains the purpose of service projects.

## **DIVERSITY & LANGUAGE**

1. Develops knowledge of a variety of cultural traditions.
2. Develops empathy for cultural diversity.
3. Learns basic words in sign language.
4. Is able to count in other languages.
5. Is able to say colors in other languages.
4. Knows some basic words in different languages.
5. Understands and repeats simple greetings in a variety of languages.

## **Creative Arts**

### **CARNEGIE HALL-OBJECTIVES**

#### **Musical Intelligence**

#### **RYTHMIC ABILITY**

1. Maintains a steady beat.
2. Maintains a familiar song's rhythm.
3. Modifies movement in response to rhythm.
4. Recreates rhythm by clapping or drumming.
5. Follows basic rhythm notation.
6. Modifies movement in response to tempo.

#### **PITCH**

1. Recognizes differences in pitch.
2. Maintains a familiar song's tune.
3. Recognizes familiar song's based on tune.

**ARTICULATION**

1. Participates in voice benders.
2. Clearly articulates tongue twisters.
3. Accurately recites Nursery Rhymes.
4. Recognizes rhyming sounds.

**PERFORMANCE SKILLS**

1. Participates in singing.
2. Memorizes simple songs and poems.
3. Independently recites simple songs/poems.
4. Participates in finger-plays.
5. Participates in musical games.
6. Performs with a group before an audience.
7. Performs individually before a group.

**STUDY OF INSTRUMENTS**

1. Recognizes differences in tone.
2. Experiments with a variety of instruments.
3. Identifies stringed instruments by picture.
4. Identifies stringed instruments by sound.
5. Identifies brass instruments by picture
6. Identifies brass instruments by sound.
7. Identifies woodwind instruments by picture.
8. Identifies woodwind instruments by sound.
9. Identifies percussion instruments by picture.
10. Identifies percussion instruments by sound.
11. Groups musical instruments into families.

**STUDY OF COMPOSERS**

1. Identifies well known composers..
2. Shows interest in the study of composers.

**THE LOUVRE-OBJECTIVES****Spatial Intelligence****FINE MOTOR SKILLS**

1. Develops strength for using art tools correctly.
2. Increases hand-eye coordination by using puzzles, blocks, etc.
3. Progresses in abilities to use writing, drawing, and art tools.

**ARTISTIC DEVELOPMENT**

1. Develops abilities to work independently.
2. Develops persistence in completing art projects.
3. Uses detail to enhance art projects.
4. Uses creativity to enhance art projects.
5. Enjoy sensory materials and exploration.
6. Draws rather than scribbles.
7. Uses artistic expression for self-discovery.
8. Expresses pride in artistic accomplishments.
9. Works with others to accomplish an artistic goal.

**STUDY OF COLORS**

1. Names and signs four or more colors.
2. Can match colors to word names.
3. Understands that colors can be of varying shades.

**STUDY OF SHAPES**

1. Names four or more shapes.
2. Reproduces shapes accurately.
3. Draws an accurate self-portrait.

**VISUAL LITERACY**

1. Recognizes the use of LINE in art.
2. Recognizes the use of SHAPE in art.
3. Recognizes the use of MOTION in art.
4. Recognizes the use of COLOR in art.
5. Recognizes the use of TEXTURE in art.
6. Recognizes the use of LIGHT/SHADOW in art.

**STUDY OF THE MASTERS**

1. Recognizes techniques used by Master Artists.
2. Appreciates artist and his/her work.
3. Explore history and lives of the artist.
4. Explores various works by Master Artists.
5. Reconstructs works of art.
6. Discusses works or art with peer group.

## **OLYMPICS-OBJECTIVES**

### **Bodily-Kinesthetic Intelligence**

#### **YOGA**

1. Relaxes specific body muscles.
2. Learns Tree, Mountain, Cobra, Swan and Lion poses.
3. Does Neck Rolls, Shoulder Circles, and Circles with hands.

#### **BALANCE**

1. Stands on one foot and maintains balance.
2. Changes position without losing balance.
3. Maintains balance walking forward, backwards, and sideways on a balance beam.

#### **MOVEMENT**

1. Imitates the position or action of another person.
2. Moves in time to different patterns of beat and rhythm in music.
3. Moves to music carrying out a sequence of choreographed steps or movements.

#### **COORDINATE MOVEMENTS**

1. Practices and learns basic actions like throwing, catching, kicking, and bouncing.

#### **LEVELS OF PROFICIENCY**

1. Proficient in walking, climbing, running, jumping, hopping, skipping, marching, and galloping.

#### **SPORTS**

1. Knows the basic skill level of each sport.
2. Can take turns while playing games.
3. Participates in outdoor play,
4. Understands rules of play, team concepts, participation, and sportsmanship.

#### **ENHANCED PHYSICAL FITNESS**

- 1 Performs Tae-Bo.
2. Practices Pilates and other forms of exercise.

## **INFANT/TODDLER MILESTONES**

### **THREE MONTHS**

1. Turns head toward light.
2. Moves eyes in same direction.
3. Recognizes the bottle.
4. Responds to caregiver's voice.
5. Makes cooing sounds.
6. Brings hands together.
7. Wiggles and kicks arms and legs.
8. Lifts head when on stomach.
9. Becomes quiet in response to sound.
10. Smiles.

### **SIX MONTHS**

1. Follows moving objects with eyes.
2. Turns head toward sound.
3. Reaches for objects and picks them up.
4. Switches items from one hand to another.
5. Plays with toes.
6. Helps hold a bottle during feeding.
7. Recognizes familiar faces.
8. Imitates speech sounds.
9. Responds to talking.
10. Rolls over.

### **TWELVE MONTHS**

1. Gets to a sitting position.
2. Pulls to a standing position.
3. Stands briefly without support.
4. Crawls.
5. Imitates adults.
6. Plays peek-a-boo and patty cake.
8. Puts objects in a container.
9. Says at least one word.
10. Makes ma-ma or da-da sounds.

### **EIGHTEEN MONTHS**

1. Says at least six words.
2. Follows simple directions.
3. Pulls off shoes and socks.
4. Points to a picture you name in a book.
5. Feeds him/herself.
6. Walks without help.
8. Tries to use words to ask for things.
9. Says "No" or shakes head no.
10. Likes to push/pull objects.

**White Star MILESTONES****COGNITIVE**

1. Shows interest in surroundings.
2. Imitates actions of adults.
3. Imitates play of other children.
4. Finds own play activities.
5. Shows pleasure in dealing with others.
6. Enjoys looking at books.
7. Recognizes unsafe environments.
8. Places large puzzle pieces in appropriate place.
9. Refers to self by name.
10. Points to common objects on command.
11. Can use common items.
12. Stacks rings by size.
13. Knows different activities go with different times of day.
14. Waits his/her turn.
15. Enjoys pretend play.
16. Acts out simple stories.
17. Draws a face (no arms/legs).
18. Groups things together by size.
19. Counts two.
20. Follows simple rules in a game run by an adult.

**LANGUAGE**

1. Describes what happened with two or three words.
2. Verbalizes wants.
3. Repeats parts of songs, rhymes, and fingerplays.
4. Gives first and last name when asked.
5. Uses short sentences to convey ideas.
6. Listens to simple stories and songs.
7. Follows simple directions.
8. Places objects in, on, beside and under.
9. Identifies loud and soft.
10. Identifies gender.
12. Identifies self in mirror.
13. Names common items in pictures.
14. Can point to six body parts.
15. Names personal belongings.
16. Says about 50 words.
17. Names and matches at least two colors.
18. Differentiates a circle and square.
19. Can identify several classmates.
20. Says "please" and "thank you".

**FINE/GROSS MOTOR**

1. Paints with a large brush.
2. Tears paper.
3. Colors with a large crayon.
4. Draws a horizontal line.
5. Builds a six-block tower.
6. Turns single pages.
7. Jumps with two feet.
8. Claps with music.
9. Hops on one foot.
10. Walks up and down stairs alone.
11. Catches a rolled ball and rolls it back.
12. Throws a small ball two feet.
13. Puts coat on and off unassisted.
14. Drinks from a cup.
15. Spoon feeds self without spilling.
16. Helps put things away.
17. Washes hands.
28. Takes care of toileting needs.