Dear Parents/Guardians:

We are thrilled that you have decided to join our learning community at The Brunswick School. Our faculty and staff will work tirelessly to provide an individualized and developmentally appropriate program that will suit the needs of your child and family.

Enclosed you will find our enrollment paperwork. Please fill it out as accurately as possible, in order to expedite the enrollment process.

When submitting your paperwork, the following should be included:

- Application
- Agreement
- Enrollment Guidelines
- Policy on Release of Children
- Copy of up-to-date Immunization Records and Physical Examination dated within 12 months (Universal Medical Form)
- Proof (physician's script) of Flu Shot (by 12/1 of school year)
- MMR screening before admission
- Sick/Communicable Disease Form
- Parent Approval Form
- Copy of Insurance Card
- Recent photo of child
- $125 Non-Refundable Registration Fee (one time only)
- First month's tuition

Should you have any further questions please feel free to contact us.

Regards,

Erin Van Horn
Director

Parent's Initials ____

General Information

The purpose of this handbook is to familiarize Brunswick School families with our programs, enrollment procedures, operating guidelines, and parent involvement. If questions should arise that are not addressed in our handbook, please feel free to call the school. This handbook contains policies, which apply to everyone who has enrolled their child at The Brunswick School of Jersey City LLC. The Brunswick School reserves the right to make changes, additions or discontinue any policies or procedures in order to best meet the needs of students, families, staff and the administration. Any changes to policies and/or procedures will be communicated to parents well in advance and in writing.

Philosophy

Our philosophy for the education of young children is one that takes into account the child's individuality. We believe that the principal catalysts for early learning are intrinsic motivation, and children's' innate curiosity about the world the around them. Our programs provide developmentally appropriate lessons, learning activities, and play experiences for children six months old through Kindergarten. Brunswick school students will engage in active participatory learning at all ages. This means that learning activities are student centered, and teacher guided. These experiences encourage children to pose their own questions, make discoveries based on their interests and become self-confident curious learners. Teachers assist in problem solving; provide developmentally appropriate choices, and learning opportunities while supporting social interactions with other children.

Communication Folders

Communication between The Brunswick School faculty and families is crucial in the development of your child's educational and social journey. In order to facilitate this, each child will bring home a communication folder containing all school and teacher communication such as child's daily work, weekly objectives and activities, report of eating, sleeping, diapering, letters and reminders. Intervals of communication reports vary by age group. In addition, The Brunswick School holds individual parent teacher conferences to discuss goals, objectives and overall student progress.

Classrooms

- Infant (6 months to 13 months)
- Young Toddler (14 months to 29 months) –need to be walking!
- Older Toddler (29 months to 3 years old)
- Preschool (3 years old to 4 years old, must be 3 by October 1st of school year)
- Pre-Kindergarten (4 years old to 5 years old, must be 4 by October 1st of school year)
- Kindergarten (5 years old to 6 years old, must be 5 by October 1st of school year)

Age Cut-Offs

To make transitions easier once your child graduates from The Brunswick School at the completion of his or her Kindergarten year and ventures off to 1st grade, our school has adopted the same age cut-offs for schooling that the Jersey City Board of Education (JCBOE) utilizes in their placement--October 1st of the school year. By doing this, your child will be placed in the correct developmental grade level appropriate both socially and cognitively for proper growth. Furthermore, your child's age will be in line with the JCBOE acceptance age allowing him or her to be eligible for 1st grade.

Parent's Initials ____

Before/After Care Program

Our before and after care programs provide additional care for parents. While in our care before and after school hours, children will engage in various activities in our facility to keep them having fun all day long! Utilizing manipulatives, creative projects, outdoor time, and much more, children in our before and after care will be well tended to while parents can remain focused on their job/schooling.

Food Program

Our school will be providing breakfast, lunch and two snacks (morning and afternoon) to our students as a part of your tuition payment. Our food plan is well-balanced, healthy and kid-friendly! It is one of our main missions to give students nutritious and energy-packed food to keep their bodies just as healthy as their brains! We realize that many children have food allergies and therefore, we will be working with families and our chef in a detailed manner to create a meal plan that works for everyone and keeps our little ones safe. Please remember that our classrooms are NUT FREE ZONES.

Birthdays at The Brunswick School

In order to make sure our classroom birthday celebrations stay organized and incorporate all of our students and families, we hold "birthday days" once a month where every student whose birthday falls within that month has a joint celebration in his or her classroom! Arranged with our chef, snack time for each "birthday day" will encompass a fruit cake served to all students in the classroom. Families are always invited to join us during this snack time birthday party, to celebrate as a Brunswick school community! We do not allow outside food to be served to our students due to allergy/food restriction concerns.

Immunizations for All Students

Each student must submit a Universal Health Record and corresponding, fully up-to-date immunization records from their pediatrician before starting school. No students are permitted to attend school until forms are updated and processed by the school. Please note that The Brunswick School will not accept religious excuse letters from families for vaccinations of any kind and we will not honor vaccination extensions (MMR, Influenza, etc.) due to illness or other factors. Children must remain home until proper immunization documentation is provided by a physician.

Supplies

One of The Brunswick School's main objectives is to make the daily grind of our working families lives' easier. In doing so, our school will supply all puree-solid meals, crib/cot sheets and in-class academic supplies to your child. Parents are responsible for infant's formula/breast milk and diapers/wipes. Parents are communicated to by the classroom teachers if diapers/wipes are running low—it is the responsibility of the parents to have diapers and wipes for their child. A $50 per day charge will be placed on family accounts if your child's stock runs out. TBS will only have a small supply of backup diapers/wipes to use and they should never be relied upon as backup, only for emergency use.

Babysitting Restriction

The Brunswick School staff is not permitted to babysit any student of the school or be responsible for dropping off/picking up students from our school. Staff is not permitted to babysit TBS students on weekends or during the summer. Please note that child care service utilizing TBS staff may result in a student's and staff member's termination from our school. Please do not ask our staff if they are available to babysit.

Parent's Initials ____

Welcome to Our 2016-2017 School Year!

Please read the following information carefully. After you have read and have understood all of the information please sign and return along with your application, agreement and billing information.

ENROLLMENT GUIDELINES

- Monthly tuition is due in advance on the 5th of each month for the next month. (For example tuition for the month of October will be due on September 5th). There will be a late fee of $25.00 applied after the 5th.

Your tuition is $_____/month.

My child's starting date is: ____ / ____ / ____

- If your child is absent or school is closed, there will be no make-up days on another unscheduled day.
- No deductions will be made from the foregoing payments for non-attendance or scheduled school closings.
- Parents understand that each family is entitled to ONE WEEK deduction from tuition, if put it for in advance with the director, off of their tuition for yearly (based on 12-month attendance) vacation.
- There are penalty fees for late pick-ups starting at 4:30pm depending on program attendance of your child. The penalty fees consist of $1.00 per minute. If you are later than 7:00PM (for all late pick up students) there is a $50.00/day penalty.
- If for any reason a child must be withdrawn from enrollment, a letter to that effect should be sent to the director, signed and dated by the primary guardians, 30 days in advance. If the appropriate advance notice is not given, you will be responsible for the following month's tuition.
- There will be an additional fee of $35 added to any returned/bounced tuition checks or failed, online transactions.
- Student start dates are the 1st or the 15th of the month only—there are no exceptions.
- Please note TBS will place students in their appropriate classroom based on age. We do not honor any requests for grade level up grade at any time.
- I understand that my child's school application requires a non-refundable, non-transferable $125.00 registration and processing fee that must be paid before enrollment.

I understand the above mentioned guidelines in terms of payment and enrollment.

Parent's Signature _____ Date _____

Parent's Initials ____

The Brunswick School Application Form for New Students

Please indicate the program your child is applying for (check):

(All children must be the age listed by OCTOBER 1st of the school year)

- Infants/Young Toddlers (6 months to 28 months)
- Toddler (29 months - 3 years [unless not potty-trained--than up to 3 ½])
- Preschool (3 years - 4 years [Must be potty trained])
- Pre-Kindergarten (4 years - 5 years)
- Kindergarten (5 years - 6 years)

Student's Full Name: _____
D.O.B: _____/_____/_____
Gender: M F
Street Address: _____ City:_____ State:_____
Zip Code: _____

1 Parent's Name: _____
Cell #_____
Street Address: _____ City:_____
State: _____ Zip Code: _____
Home Phone #: _____
Work Location: _____
Work #_____
Email (required): _____

2 Parent's Name: _____
Cell #_____
Street Address: _____ City:_____
State:_____ Zip Code:_____
Home Phone #:_____
Work Location: _____
Work #_____
Email (required):_____

Parent's Initials ____

Parents' Marital Status

Married Divorced Single

Primary Residence of Student

Both Mother Only Father Only Guardian (Other)

If divorced, who has legal custody? _____

May the non-custodial parent pick up the child? **Yes** **No**

The Brunswick School of Jersey City LLC. must be provided with court issued custody papers that clearly describe the custody arrangements. Any person granted custody in such papers may pick up the child during the times that person has custody and may designate other persons who are authorized to pick up the child at such times, unless court papers state otherwise.

Parent/ GuardianSignature_____Date_____

CONTACT INFORMATION OUTSIDE FAMILY

Pediatrician's Name_____
Office Address_____
Office phone #_____ Fax#_____

Sibling (s)
Name_____Age_____
Name_____Age_____
Name_____Age_____

Parent's Initials ____

EMERGENCY CONTACTS

(This list is used for emergency situations when guardians cannot be reached. Please fill in all information)

Name of Contact #1:_____Relationship_____

Home #_____Work# _____Cell#_____

Name of Contact #2:_____Relationship_____

Home #_____Work# _____Cell#_____

Name of Contact #3:_____Relationship_____

Home #_____Work# _____Cell#_____

Pick-Up Authorization Form

(This list contains all person(s) able to pick up your child from school)

I hereby give permission for my child, to leave The Brunswick School with the following persons named below. It is my responsibility to notify the center, in writing, of any change at least 24 hours in advance of pick-up or the individual will be denied access.

The child will be released only to the individuals on this form, please provide a copy of their license or a picture ID. An access pin number to pick up your child can not be provided to the authorized pick up without a picture ID on file. Please make sure that all authorized pick up persons are carrying a valid picture ID upon pick up. If no picture ID is provided, your child will not be dismissed from our care. Please fill in all information.

(Last Name)	(First Name)
Relationship to Child	Driver's License#
Address	City/State/Zip
Home Phone#	Cell Phone#

(Last Name)	(First Name)

Parent's Initials ____

Relationship to Child	Driver's License#
Address	City/State/Zip
Home Phone#	Cell Phone#

(Last Name)	(First Name)
Relationship to Child	Driver's License#
Address	City/State/Zip
Home Phone#	Cell Phone#

(Last Name)	(First Name)
Relationship to Child	Driver's License#
Address	City/State/Zip
Home Phone#	Cell Phone#

(Last Name)	(First Name)
Relationship to Child	Driver's License#
Address	City/State/Zip
Home Phone#	Cell Phone#

I understand my role as a parent in regards to keeping all Emergency and Authorized Pick-Up lists up-to-date throughout the school year.

Parent/ GuardianSignature_____Date_____

Parent's Initials ____

Enrollment Parameters

How many days/week will your child be attending?

THREE (Preschool only) FOUR (Infant-Pre-K) FIVE (Infant-Kindergarten)

Will your child be attending half day or full day?

HALF (8:30AM-12:00PM) FULL (8:30AM-4:30PM)

Circle add-on extended hours:

Early Drop-Off (7:00AM-8:09AM) Late Pick-Up (4:31PM-7:00PM)

Meals to Attend *(For students on Pureed-Solid food only)*

Breakfast (served at 8:15AM) Lunch (served at 11:45AM)

Morning Snack (served at 10:15AM) Afternoon Snack (served at 2:30PM)

Any allergies to food(s), medications, things in our environment? Please list in detail.

_____

_____

If so, what is the reaction? _____

_____

Schools Previously Attended:

_____

_____

Things that may scare your child? :_____

Is your child on any medication? :_____

Please explain. _____

I understand the enrollment parameters my family has chosen for our child. I understand what payment is required of me for my child to attend The Brunswick School.

Parent/ GuardianSignature_____Date_____

Parent's Initials ____

AGREEMENT 2016-2017 School Year

I am enrolling my child for ____ (HALF - FULL) days per week at a cost of _____/month.

I am adding on extended care options at a cost of (EDO - LPU) _____/month.

Parent/Guardian Name (please print)

_____

Parent/Guardian Signature

_____

Director Signature as Approval of Application

X _____Date_____

Parent's Initials ____

Emergency Medical Treatment Procedure

The following steps will be followed in the event of an emergency:

- The parent/guardian will be contacted immediately.
- The child's physician will be contacted.
- There will be an attempt to contact you through all of the emergency persons listed on the child's application form.

If we cannot contact you or the child's physician, we will do any or all of the following:

- Call for emergency paramedic assistance/transportation
- Call another physician in relation with our school
- Have the child transported to an emergency hospital in the company of a staff member
- The center will not be responsible for complications that may occur as a result of inaccurate contact information given at the time of enrollment or failure to update contact information.
- Any costs associated with Emergency Medical Treatment are the sole responsibility of the parent or guardian.

(ALL GUIDELINES ARE CASE DEPENDENT; IF SITUATION WARRANTS IMMEDIATE EMERGENCY CARE, 911 WILL BE CALLED AT DISCRETION OF DIRECTOR)

Student's Insurance Information

(Please attach a copy of your insurance card to this enrollment packet. Children must have medical insurance to attend The Brunswick School)

Insurance Company: _____
Group I.D. Number: _____
Policy Number: _____
Child is covered until: _____ /_____ /_____
Policy Holder's Name: _____

Parent/Guardian Signature _____Date_____

Director Signature_____Date_____

Parent's Initials ____

Policy on Medication Distribution

The Brunswick School will not be permitted to disperse medication, both prescription or over the counter, at any time for any reason to our students. Please also note that our staff is not permitted to apply diaper creams/lotions, baby powder or other topical medicine/ointment to our students during daily changes unless an infection forms and a prescription is provided from your pediatrician allowing topical anti-fungal medicine to be applied during changes. If your child is in need of oral/other medications, you may arrange a time to come into our school to administer or your child should be kept out of school while their illness/rash persists.

If emergency medication is needed for your child (i.e. EpiPen, Benadryl), please be sure to provide the prescription script from your child's doctor with the medication type, reasoning, and administration directions. Also, please make sure each medicine shows its expiration date. Parents are responsible to replace emergency medication before its expiration date. The Brunswick School will ONLY accept prescription emergency medications from physicians for allergies or other emergent concerns.

Parent/Guardian Signature _____Date_____

Director Signature_____Date_____

Parent's Initials ____

Office of Licensing Information to Parents

Dear Parents/Guardians:
As per the New Jersey's Child Care Center Licensing requirements; we are obliged to provide you, as the parent/guardian of a child enrolled at our center, with this informational statement.
The statement explains various items including: your right to visit and observe our center at any time without prior notice, the center's obligation to be licensed and to comply with licensing standards, and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS).
Please indicate by filling out the portion below that you have received this notification.

Name of Child_____

Name of Parent(s)/Guardian(s)_____

I have read and received a copy of the Information to Parents statement prepared by the Bureau of Licensing in the Division of Youth and Family Services.

Parent/Guardian Signature _____Date_____

Parent's Initials ____

Information to Parents from Office of Licensing

According to the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State Licensing Requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing – Youth and Family Services (OOL-YFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

The Brunswick School LLC. is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing-Youth and Family Services in the New Jersey Department of Human Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you visit 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.

The Brunswick School LLC. must have on the premises a copy of the Manual of Requirements for Child 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 secure a copy of the Manual of Requirements for Child Care Centers, by sending a check or money order for $5 made payable to the "Treasurer, State of New Jersey" and mailing it to:

New Jersey Department of Children & Families Office of Licensing Publication Fees PO Box 657 Trenton, New Jersey 08646-0657

Center during the current licensing period. Let us know if you wish to review them and we will make them available for your examination.

The Brunswick School must post its written statement on Philosophy on Child Discipline in a prominent location and make a copy of it available to parents upon request. In addition, our center must post a listing or diagram of those rooms and areas approved by the Bureau for children's use. Please talk to us if you have any questions about the center's physical layout.

Our Center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the Center. Parents wishing to participate in the activities or operations of

Parent's Initials ____

the Center should discuss their interest with the Center. Parents of enrolled children may visit our Center at any time without having to secure prior approval from the staff members. Please feel free to do so when you can.

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

We are required 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, 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 of 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).

Any person that 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 an adult, whether working at the Center or not, is required by the State Law to report the concern immediately to Division of Youth and Family Services Office of Child Abuse control, Toll Free at (800-792-8610) or to any district office. Such report may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:

We encourage parents to discuss with us any questions about the policies and programs or concerns regarding adherence of the Manual of Requirements for Child Care Centers. We will be happy to arrange an opportunity for you to review and discuss these matters with us.

The Brunswick School must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from our center.

Our Center is also required to have policies in place about dispensing medication, the management of communicable diseases, and the expulsion of children from enrollment at the center. Please review these policies so we can work together to ensure that your child's experience at the Brunswick School is successful.

Parents are entitled to review the center's copy of the Bureau of Licensing Inspection Violation Reports on the Center, which are issued after every State Licensing Inspection at our Center. If there is a complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions against the

Community Education Office
Division of Youth and Family Services CN
717, Trenton, New Jersey 08625.

THIS INFORMATION SHOULD BE KEPT AT HOME--NOT RETURNED TO SCHOOL

Parent's Initials ____

Policy on the Release of Children

Our center must have a policy concerning the release of children to parents/guardians or people authorized by the parents/guardians to be responsible for the child. Please discuss with us your plans for your child's departure from the center. We encourage all parents to make the appropriate documentation on the application to avoid any unforeseen problems with the drop off or departure of students.

Each child may be released to the child's custodial parents/guardians or person authorized by the custodial parents/guardians, to take the child from the center and to assume responsibility for the child in an emergency if the custodial parents/guardians cannot be reached.

A child shall not be visited or released to a non-custodial parent/guardian unless the custodial parent/guardian specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and phone number shall be maintained in the file. If a non-custodial parent/guardian has been denied access to a child by court order, the center shall secure documentation to that effect and maintain a copy on file.

Written procedures to be followed by staff members if the parents /guardians or person authorized by the parents/guardians as specified above fails to pick up a child by the centers daily closing. The procedure shall require:

- The child is supervised at all times.
- Staff members attempt to contact the parents/guardians or person authorized by the parents/guardians.
- Emergency contact person will be contacted to pick up child.

An hour or more after closing time, provided that all attempts to reach authorized persons have failed and the staff member cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline 1-800-792-8610 to seek assistance in caring for the child until the parents/guardians or person authorized by the child parents/guardians is able to pick up the child.

The Director will discuss with parents/guardians if continued problems arise. It is the policy of the center to determine if the parent/guardian or person authorized by the parent/guardian to pick up a child; appear to be physically and or emotionally impaired to the extent that in the judgment of the Director or staff member the child would be placed at risk or harm if released to such an individual. The Brunswick School procedures shall require that:

- The child not be released to an impaired individual.
- Staff members attempt to contact the Child's other parent/guardian or alternate person authorized by the parent.

If the center is unable to make alternate arrangements as noted in #4 above a staff member shall call the Division of Youth and Family Services 24-hour Hotline 1-800-792-8610 to seek assistance in caring for the child.

I understand the Policy on Release of Children at The Brunswick School.

Parent/GuardianSignature_____Date_____

Parent's Initials ____

The Brunswick School Philosophy for Discipline

At the Brunswick School we believe in allowing children to explore and develop independence. In order to provide a safe environment for learning and development, daily routines, schedules and procedures must be appropriate and consistent. Students will be guided to adhere to these procedures and classroom structure through the use of positive discipline.

Positive discipline is a process in which children learn how to behave appropriately. Positive discipline helps students learn to respect themselves, others and the learning environment. Positive discipline reinforces correct behavior and teaches self-esteem.

Brunswick School staff will implement positive discipline in our classrooms in the following ways:

- Anticipate, prevent and eliminate potential problems.
- Enforcing clear rules that are thoroughly explained to children periodically.
- Adhere to a well-planned, developmentally appropriate daily schedule.
- Provide students with appropriate choices.
- 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 for conflict resolution with peers.
- Instill a sense of ownership and responsibility in children for learning environment children. talk about our room, our toys, etc.
- Use redirection to change the focus of a child's behavior.
- Provide individualized attention to help the children deal with unique situations.
- Remove the child from the area or activity for a few minutes so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb) Remove sources or items that cause conflict.
- Provide alternate activities and acceptable ways to release feelings.
- Criticize the behavior, not the child.
- 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 not comparison or criticism.
- Ignore deliberate provocations.
- Set limits in a compassionate manner.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. It is worth the effort, because positive discipline is effective. We encourage our Brunswick School families to guide children's behavior similarly at home. This consistency will help your child to develop appropriate behavior and strengthen the home-school connection.

I understand The Brunswick School's Philosophy of Discipline as it applies to my child.

Parent/Guardian Signature _____Date_____

Parent's Initials ____

Expulsion Policy

Unfortunately, not all early learning programs will fit the need for every child. Though seldom, the situation may arise where we to remove a child from our program either on a short term or permanent basis. All possible measures will be taken to prevent this. Our staff will do everything possible to work with your child and family in order to prevent expulsion from our program. The following are common causes for expulsion from The Brunswick School:

Immediate Causes for Expulsion:

- The behavior of the child causes a risk of serious injury to other children or himself/herself.
- Failure of child adjusting after a reasonable amount of time. This is determined at the discretion of the director.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff or enrolled children.
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up child.

Non-Immediate Expulsion Timeline

- If a child/family has been told by the school administration that he/she/they will not be IMMEDIATELY removed from the school, families are given no more than two weeks (10 business days) to find alternate care before the ability for a child to attend is expired. Not finding alternate care within the two-week window allotted by TBS is not the fault of the school and no extensions will be given at any time for any reason.

If child/parent's behavior does not warrant immediate expulsion but has raised a red flag, the following procedures will be presented. If procedures are unsuccessful, suspension may occur at discretion of the director:

- Staff will try to redirect child from negative behavior upon return.
- Child will be given verbal warnings.
- A brief time-out will be given in order to correct behavior.
- Child may lose certain privileges.
- Child's disruptive behavior will be documented and maintained in a confidential file.
- Parent/guardian will be notified verbally and through Behavioral Report from teacher/director.
- The director, classroom staff and parent/guardian will have a conference (s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- If problem occurs with parent and not student, parent may not be allowed to return to the building until mediation with director occurs.

If after all remedial actions have not worked, the child's parent/guardian will receive both written and verbal communication and enrollment will be terminated.

I understand the expulsion, suspension, and overall discipline policies.

Parent/Guardian Signature _____Date_____

Parent's Initials ____

The Brunswick School Termination Policy & Withdrawal of students
Termination of Students

The enrollment of a child will be terminated immediately for the following reasons:

- Non-payment of tuition after 10 days.
- Verbal or physical confrontation(s) by parent(s), legal guardian, or caregivers(s) towards a staff member, child or other parent. The Brunswick School reserves the right to terminate any contracts, at any time, deemed in the best interest of the school.

Withdrawal of Students

One month (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. If the required notice is not given, parents will be charged tuition for one additional month.

The parents and child, following their last day of enrollment, are not permitted to re-enter center property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to reenroll in in a Brunswick School program, in which case all registration material and payments must be reissued.

Parents who wish to change their child's days or times of enrollment at The Brunswick School must submit a request to do via e-mail at least one month in advance of the proposed change and must receive formal approval from the director. The school 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.

I understand the Termination/Withdrawal guidelines and change in enrollment policy.

Parent/Guardian Signature_____Date_____

Parent's Initials ____

Policy on the Management of Communicable Diseases/Illness Policy

All children are required to receive a physical exam prior to admission in program. All children must have all necessary immunizations and physician's note indicating a schedule of immunizations, prior to admission. All Brunswick School students must receive flu shots between the dates of September 1st – December 1st each calendar year. If enrolling after January 1st students must receive the flu shot before attending up until May. If students are not vaccinated they must present a written medical or religious excuse.

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and parents/guardians will be called to take him/her home. If the school feels the child needs immediate emergency intervention, an ambulance will be called and parents will be contacted simultaneously.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected untreated skin patches
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Excess yellow/green nasal discharge

Once the child is symptom free, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school. If a child is sent home from school with the above symptoms OR is absent from school for three or more days, a physician's note is required for reentry.

If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school without a doctor's note stating that the child presents no risk to himself/herself or others.

Parent's Initials ____

Table of Excludable Communicable Diseases

Respiratory Illnesses	Gastro-Intestinal Illnesses	Contact Illnesses
Chicken Pox	Guardia Lamblia	Impetigo
German Measles*	Hepatitis A*	Lice
Hemophilus Influenza*	Salmonella*	Scabies
Measles*	Shigella	
Meningococcus*	HFMD	
Mumps*	Fifth disease	
Strep Throat	Conjunctivitis (bacterial or viral)	
Tuberculosis		
Whooping Cough		

*Reportable diseases, as specified in N.J.A.C 10:122-7, 10 (a). If your child is exposed to any communicable disease at school, you will be notified in writing.

Parent/Guardian Signature _____Date_____

Parent's Initials ____

THE BRUNSWICK SCHOOL PARENT APPROVALS

The Brunswick School LLC.
Policy on walking trips and public play areas

I, _____give my child _____ consent to take part in nature walks, trips to the park, and activities on the Brunswick School playground weather permitting. All staff child ratios will remain intact on all nature walks, trips to the park, and on the Brunswick School playground. I understand that children engaging in play on playground equipment assume reasonable risk of injury from falls and common playground accidents. I will not hold The Brunswick School liable for any injuries that may occur on these walks or trips to the park. I understand that not refusing permission may require that my child stay behind with a different teacher and age group.

Parent/Guardian Signature_____Date_____

The Brunswick School Picture/Video Authorization (In School Use)

I give permission for my child_____, to be photographed and/or videotaped while involved in activities connected with the center's programs at The Brunswick School. These pictures will be used for projects and distributed to ONLY enrolled families as part of our monthly newsletter. If you sign this form, you agree that we may take pictures/videos of your child and make use for the above purposes.

Parent/Guardian Signature_____Date_____

The Brunswick School Picture/Video Authorization (Public Forums)

I give permission for my child _____, to have his/her picture/video taken to be placed on our website, which we plan to extend over time. We will also update social media/newsletters with your child's activities/events. These photos will not be used for public advertising forums without authorization. If you sign this form, you agree that we may take pictures/videos of your child and make use for the above purposes.

Parent/Guardian Signature_____Date_____

The Brunswick School Nut Free Classrooms

I, _____, acknowledge that The Brunswick School facility, as a whole, is NUT FREE. No nuts, of any kinds, may be brought into the facility for my child's breakfast, lunch, or snack time meals. All nuts, including peanut and all tree nuts, are forbidden due to allergy concerns for all students and faculty. I understand that bringing nuts into the school may result in the removal of my child's food. In place, I will be called to replace the food within a timely manner.

Parent/Guardian Signature_____Date_____

Parent's Initials ____

2016-2017 School Holidays and Early Closings

Thurs. & Fri. September 1&2	Staff Training Days
Monday, September 5	Labor Day
Thursday, November 24	Thanksgiving Day
Friday, November 25	Travel Day After Thanksgiving
Friday, December 23	Early Closing 3:00PM
Monday, December 26	Observance Day for Christmas
Friday, December 30	Early Closing 3:00PM
Monday, January 2nd	Observance Day for New Year's Day
Monday, January 16	Martin Luther King Jr./ Staff Training Day
Monday, February 20	President's Day/ Staff Training Day
Friday, April 14	Staff Training Day
Monday, May 29	Memorial Day
Monday, July 3 & Tuesday, July 4	Fourth of July

Please be advised that if any additional days are added to this existing calendar, parents will be notified two months in advance at minimum. This calendar only reflects August 2016-July 2017.

Parent's Initials ____