



## Parent Handbook Table of Contents

*All areas of this handbook should be filled in. Please leave nothing blank. If an area does not pertain to your child, i.e. allergies, please mark the section N/A. Please make sure each page's header is initialed and signatures are in place.*

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**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 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 vaccine before admission (1 year old+)
- Sick/Communicable Disease Form
- Parent Approval Form
- Copy of Insurance Card
- Recent photo of child
- \$150 Non-Refundable Registration Fee (one time only)
- First month's tuition + \$800 final month deposit

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

Regards,

Erin Kahy  
Director

### 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 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 around them. Our programs provide developmentally appropriate lessons, learning activities and play experiences for children four months old through First Grade. 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

Communication between The Brunswick School faculty and families is crucial in the development of your child's educational and social journey. To facilitate this, each family (primary contacts) will receive sign-in permission via our school app, Tadpoles. Tadpoles will communicate daily events in your child's school day and will afford the opportunity to leave your teacher digital notes. In addition, The Brunswick School holds individual parent-teacher conferences to discuss goals, objectives and overall student progress.

### Morning Arrival Policy

**Students are required to arrive in their classrooms no later than 8:30AM, daily. Children are marked absent for the day at 9:00AM. If your child will be late due to an emergency or appointment, we ask that TBS receives notice via email. Students, regardless of reason, are not permitted to enter TBS later than 11:30AM. Doctor's appointments should be scheduled for the beginning or end of the day—students cannot be removed from school and be returned to school within the same day for any reason.**

### Before/After Care Program

Our before and after care programs provide additional care for students. 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. Parents will also have the opportunity to sign up for afterschool activities that are paid separately from tuition as an added enrichment.

### Age Cut-Offs

To make transitions easier once your child graduates from The Brunswick School, 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.

### Food Program and Outside Food

Our school will be providing breakfast, lunch and a PM snack 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 work 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 a completely NUT FREE ZONES and no outside food is permitted in TBS classrooms apart from fruit/vegetables (plain) permitted during Early Drop Off and Late Pick Up only and must be clearly labeled.

### **Birthdays at The Brunswick School**

To make sure our classroom birthday celebrations stay organized and include all 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 student is permitted to attend school until forms are updated and processed by the school. Please note that The Brunswick School will not accept exemptions 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 provide work life balance to our busy parents. 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 and a 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. Please note that unauthorized child care service utilizing TBS staff may result in a student’s and hired staff member’s termination from our school.

### **Classroom Transitions and Acclimation**

Before a student enters The Brunswick School, we offer one, one-hour session for both child and parent(s) to “explore” the child’s intended classroom, meet the teachers and ask questions before your starting date (one-two weeks before). This session is not mandatory but strongly encouraged to provide a smooth transition into our school. Children infants-2.5 years old will transition periodically into new classrooms based on developmental, physical and age parameters set up by The Brunswick School. Once a child is 2.5-7 years of age, transitions will only occur at the start of each new school year in September. All families will receive at least one month’s notice of a classroom transition and an explanation about the transition process.

### **Field Trips**

The Brunswick School runs one or two field trips per school year for students Preschool age +. All children ages 4 months to Older Toddler are invited to participate with a chaperone and must travel via personal vehicle. All children ages Preschool to First Grade are invited to participate with or without a chaperone and can travel via personal vehicle or school bus. Please note that care will only be offered at TBS for students who cannot attend the trip and are Infant-Older Toddler grade levels.

### **Pets**

As a safety precaution, The Brunswick School does not allow any pets on, inside or around our school property/perimeter. Please keep all dogs or other domestic animals on a leash and secure outside of The Brunswick School entrance gates. No pets should be tied up around where children are present (play area, entrance/exit doors, parking lot, etc.). Please note this policy does not extend to service animals.

*I understand the above-mentioned guidelines in terms The Brunswick School’s Policies and Procedures:*

Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## Welcome to Our 2018-2019 School Year!

Please read the following information carefully. After you have read and have understood all 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 September will be due no later than August 5th). There will be a late fee of \$25.00 applied after the 5th.

Your tuition is \$ \_\_\_\_\_ /month.

My child's starting date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- If your child is absent or school is closed, there will be no make-up days on another unscheduled day. Day switches, for students who attend under five days/week, will only be honored with notice thirty days in advance via written permission from the director.
- 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 the request is put in for at least 30 days in advance of the start of vacation with the director by submitting the Vacation Courtesy Form. This is only applicable after a child has been enrolled at TBS for 12 months consecutively. See Vacation Courtesy Form at the end of this handbook for more details.
- 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 withdrawal form must be sent to the director, signed and dated by the primary guardians, **60 days in advance.**
- Please note that if a child withdraws from The Brunswick School with less than 60 days' notice, the fees for two months of tuition will still be charged and must be paid, in full.
- There will be an additional fee of \$35 added to any returned/bounced tuition checks or failed, online transactions.
- Please note TBS will place students in their appropriate classroom based on age. We do not offer grade changes for any reason.
- I understand that my child's school application requires a non-refundable, non-transferable \$150.00 registration and processing fee that must be paid before enrollment. *\*not applicable for existing families.*
- An \$800.00 nonrefundable deposit is due 60 days before start date. *See deposit policy agreement and fee schedule for more information.*
- For children entering our Older Toddler – 1<sup>st</sup> Grade Classrooms in September of each school year, there is a \$500.00 nonrefundable retention deposit due each year by March 1 to secure your placement for the new school year. This \$500.00 deposit will be applied to your September tuition balance.
- Tuition is subject to change as deemed necessary. Ample notice will be given to families.

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

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### 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 for Older Toddler through 1<sup>st</sup> Grade)*

- Infant (4 months to 12 months)
- Older Infant (13 months to 18 months)
- Young Toddler (19 months-2.5 years)
- Older Toddler (2.5 years - 3 years)
- Preschool (3 years - 4 years [Must be potty trained or can remain OT])
- Pre-Kindergarten (4 years - 5 years)
- Kindergarten (5 years - 6 years)
- 1<sup>st</sup> Grade (6 years-7 years)

Student's Full Name: \_\_\_\_\_

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender Identity: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# 1 Guardian's Name: \_\_\_\_\_ Custodial? YES NO

Cell # \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work Location: \_\_\_\_\_

Work # \_\_\_\_\_

Email (required): \_\_\_\_\_

# 2 Guardian's Name: \_\_\_\_\_ Custodial? YES NO

Cell # \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work Location: \_\_\_\_\_

Work # \_\_\_\_\_

Email (required): \_\_\_\_\_

**Primary Residence of Student**

Both      Guardian #1 Only      Guardian #2 Only

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

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.

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONTACT INFORMATION OUTSIDE FAMILY**

Pediatrician's Name \_\_\_\_\_

Office Address \_\_\_\_\_

Office phone # \_\_\_\_\_ Fax# \_\_\_\_\_

Sibling (s)

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

**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:	Mode of Transportation:
Address	City/State/Zip
Home Phone#	Cell Phone#

(Last Name)	(First Name)
Relationship to Child	Mode of Transportation:
Address	City/State/Zip
Home Phone#	Cell Phone#

(Last Name)	(First Name)
Relationship to Child	Mode of Transportation:
Address	City/State/Zip
Home Phone#	Cell Phone#

(Last Name)	(First Name)
Relationship to Child	Mode of Transportation:
Address	City/State/Zip
Home Phone#	Cell Phone#

(Last Name)	(First Name)
Relationship to Child	Mode of Transportation:
Address	City/State/Zip
Home Phone#	Cell Phone#

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

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Enrollment Parameters**

**How many days/week will your child be attending?**

THREE (OT-K) FOUR (Infant-K) FIVE (Infant-1st)

**Will your child be attending half day or full day?**

HALF (8:10AM-12:15PM) FULL (8:10AM-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 11:30AM)

Afternoon Snack (served at 2:30PM) Late Pick Up Snack (served at 5:15PM)

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.

Guardian's Name (please print)

\_\_\_\_\_

*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.*

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ or N/A

Policy Holder's Name: \_\_\_\_\_

**Any dietary restrictions (VEGETARIAN or POULTRY ONLY), allergies to food(s), medications, things in our environment? Please list in detail.** \*Please note, if a child has an allergy or sensitivity to items such as dairy, seeds, egg, etc., our school policy will remove that item from their meals completely—we do not permit the item to be given in moderation/prepared specifically for your child's needs.

\_\_\_\_\_  
\_\_\_\_\_

If so, what is the reaction? \_\_\_\_\_

**School(s) Previously Attended and Reason for Leaving:**

\_\_\_\_\_

**Things that may scare your child? :** \_\_\_\_\_

**Is your child on any medication? :** \_\_\_\_\_

Please explain. \_\_\_\_\_

**Has your child been diagnosed with any mental, physical or emotional illnesses or disabilities we should be aware of? :** \_\_\_\_\_

If yes, what is the area for concern? \_\_\_\_\_

**Director Signature as Approval of Application**

**X** \_\_\_\_\_ **Date** \_\_\_\_\_

### 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)

Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

## Policy on Medication Distribution

The Brunswick School will not be permitted to disperse medication, both prescription or over the counter. Please also note that our staff is not permitted to apply antibiotic 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 (proper documentation from physician is required for this to be applied). If your child needs oral/other medications, you may arrange a time to come into our school to administer, arrange an administration schedule outside school hours with your physician 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, Inhaler [not daily, emergency only]), please be sure to provide the prescription script from your child's doctor with the medication type, reasoning, and administration directions to the director and not directly to your classroom. With the formal prescription, we require an Action Plan (from the physician) for all Emergency medications that should be discussed in length with all teachers of your child's classroom before medications are provided. Alongside this Action Plan, please fill out an ALLERGY ALERT FORM (added to this Parent Handbook). We will not accept EpiPens or other allergy medication without proper documentation. Medicine/EpiPens must be in original boxes, sealed. 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. ALL EMERGENCY MEDICATIONS MUST BE SUBMITTED TO AN ADMINISTRATOR FOR PROPER DOCUMENTATION AND SHOULD NEVER BE GIVEN TO CLASSROOM TEACHERS OR RECEPTIONIST AS A SAFETY PRECAUTION.

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**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 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.*

Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## **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**

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 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.

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**

## 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 are 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.*

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **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 using 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 a nurturing learning environment.
- 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.*

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Expulsion Policy**

Unfortunately, not all early learning programs will fit the need for every child. Though seldom, the situation may arise where we have 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 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 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.*

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### 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

Two month’s (60 days) written notice (via TBS approved Withdrawal Form) is required when voluntarily withdrawing a child for any reason. Please note that if a child withdraws from The Brunswick School with less than 60 days’ notice, the fees for two months of tuition will still be charged and must be paid, in full.

The guardians 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 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 so 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 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.*

Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## Policy on the Management of Communicable Diseases/Illness Policy

All children are required to receive a physical exam prior to admission in the program. All children must have all necessary 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 1<sup>st</sup>, students must receive the flu shot before attending up until May. If students are not vaccinated, they will not be able to enroll at The Brunswick School.

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 guardians will be called to take him/her home within one hour. 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 (more than once/day)
- 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 without documentation of cause
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Excess yellow/green nasal discharge

Once the child is symptom free for 24 hours 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. Students may not be brought into school if their presented symptom is masked with the usage of aspirin or other medication.

If a child contracts any of the following diseases, **please report it to TBS within 24 hours**. Please note that TBS has the right to dismiss any child that exhibits symptoms of the below illnesses and a child cannot return with any symptoms present, even with physician clearance. The child may not return to school without a doctor's note stating that the child presents no risk to himself/herself or others. Upon reentry, a school teacher/administrator may ask to inspect a child to be sure all symptoms have subsided:

**Table of Excludable Communicable Diseases**

Respiratory Illnesses (such as RSV)	Gastro-Intestinal Illnesses	Contact Illnesses
Chicken Pox	Guardia Lamblia	Impetigo
German Measles*	Hepatitis A*	Lice (including Nits presence only)
Hemophilus Influenza*	Salmonella*	Scabies
Measles*	Shigella	Roseola (Sixth Disease)
Meningococcus*	HFMD	
Mumps*	Fifth disease	
Strep Throat	Conjunctivitis (bacterial or viral) *sometimes called, “cold of the eye”	
Tuberculosis	Rotavirus	
Whooping Cough	Ringworm/Pinworms	

\*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.

Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE BRUNSWICK SCHOOL GUARDIAN APPROVALS****The Brunswick School LLC.****Policy on public play areas** (required for students to have outdoor play)

I, \_\_\_\_\_ give my child \_\_\_\_\_ consent to take part in nature walks, outdoor play, and activities on the Brunswick School playground weather permitting. All staff child ratios will remain intact on all nature walks 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 outdoor play.

Guardian's 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 Tadpoles, projects and may be displayed throughout our school. If you sign this form, you agree that we may take pictures/videos of your child and make use for the above purposes only.

Guardian's 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. If you sign this form, you agree that we may take pictures/videos of your child and make use for the above purposes.

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Brunswick School Parent Social Media and Other Electronic Correspondence Policy**

I, \_\_\_\_\_, acknowledge that The Brunswick School has a strict policy that pertains to social media and other means of electronic correspondence. We ask that you please refrain from posting photos and videos that include any child other than your own on any social media site and refrain from taking any pictures of any other child and sharing via email, text, etc.

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Brunswick School Outside Food Policy/Nut Free Zone**

I, \_\_\_\_\_, acknowledge that classrooms at The Brunswick School facility, do not permit any outside food for breakfast, lunch or snacks with the exception of Early Drop Off and/or Late Pick Up hours (7AM-8:10AM and 4:30PM-7PM) and items must be limited to plain fruit or vegetables (labeled with child's name and item description). Classrooms are all NUT FREE zones. No nuts, of any kind, may be brought into the facility for my child. All nuts, including peanut and all tree nuts are forbidden due to allergy concerns for all students and faculty. I understand that bringing outside food, especially items with nuts into the school, may result in the removal of my child's food.

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**2018-2019 School Holidays & Early Closings**

Wednesday, August 29, 2018	Half Day Closing 12:15PM/New School Year Prep/Professional Development Day
Thursday, August 30 – Monday, September 3, 2018	School Closed/Classroom Prep for New School Year/ Labor Day
Thursday, November 22-Friday, November 23, 2018	School Closed/Thanksgiving
Monday, December 24, 2018 - Tuesday, January 1, 2019	School Closed/Winter Recess/Classroom Tune-up
Monday, January 21, 2019	School Closed/Martin Luther King/Staff Training Day
Monday, February 18, 2019	School Closed/President's Day/Staff Training Day
Friday, April 19, 2019	School Closed/Good Friday
Monday, May 27, 2019	School Closed/Memorial Day
Thursday, July 4-Friday, July 5, 2019	School Closed/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 shows August 2018-July 2019 only.

### Deposit Policy Agreement & Fee Schedule 2018-2019 School Year

*Please read the following agreement thoroughly before signing.*

#### **Deposit for 2018-2019 Placement**

I agree to pay a one-time, *non-refundable*, \$800 per child final month deposit to enroll my child(ren) before they begin at The Brunswick School.

#### **Deposit Guidelines and Disclaimers**

I agree to pay a *non-refundable* deposit of \$800 within one month of receiving this form or no less than 60 days of placement to hold my child’s placement for the 2018-2019 school year. By signing this form alongside the 2018-2019 Parent Handbook, I am aware that The Brunswick School will charge my EzCare account the \$800 that must be paid in full before a placement secured in your child’s name. I am also aware that by not submitting my child’s 2018-2019 edition Parent Handbook and this deposit policy agreement form, I am alerting The Brunswick School that my child will not be attending the school. The \$800 deposit, once paid, is *non-refundable* if a family decides closer to enrollment not to join the school for any reason.

#### **Deposit Transfer Upon Enrollment 2018-2019**

I am acknowledging the fact that my deposit of \$800, due no later than 60 days prior to start date and once this form is received, is non-refundable. The deposit will be transferred to each child’s final month’s tuition balance. Families must provide The Brunswick School of at least 60 days notice from the withdrawal date for this deposit to be applied to last month’s tuition. This deposit amount is NOT a tuition cost but instead, a deposit authorizing enrollment for the intended school year.

#### **Withdrawal**

Please note that if a child withdraws from The Brunswick School with less than 60 days notice to the school, the fees for two months of tuition will still be charged and must be paid, in full. The deposit will apply to only the final month attending The Brunswick School.

I have reviewed specifically each of the sections of this agreement and agree to comply with all of the provisions thereof. I understand that The Brunswick School, at its sole discretion, may cancel or suspend my child’s enrollment due to a lack of enrollment spaces for the intended school year if deposit and the Parent Handbook is not handed in by the indicated dates mentioned. I also understand that these guidelines, terms and conditions may change periodically

\_\_\_\_\_

Print Guardian Name	Signature	Date
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Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**Bank Authorization Form for Auto Withdrawal Tuition Payments**  
**Recurring Payment Authorization Form**

*Please fill this out completely to have your monthly tuition and any other relevant charges put on auto withdrawal.*

**Recurring Payments Will Make Your Life Easier:**

- It's convenient (saving you time and effort)
- Your payment is always on time (even if you're out of town), eliminating late charges

**Here's How Recurring Payments Work:**

You authorize regularly scheduled charges to your checking/savings account. You will be charged the amount indicated on the invoice sent home one month in advance to the email address(es) you have on file with The Brunswick School. The charge will appear on your bank statement as an EzCare Payment within 2-3 business days after the transaction is performed by a TBS administrator.

**Please complete the information below:**

I \_\_\_\_\_ authorize THE BRUNSWICK SCHOOL to charge my bank account indicated below for the appropriate monthly tuition plus any add-ons on the 5th of each preceding month for payment.

Billing Address \_\_\_\_\_ City, State & Zip Code \_\_\_\_\_

**Checking/ Savings Accounts Accepted Only (select type below)**

\_\_\_\_\_Checking      \_\_\_\_\_Savings

Name on Acct \_\_\_\_\_

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank City/State \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify THE BRUNSWICK SCHOOL in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For EZCARE debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an EzCare Transaction being rejected for Non-Sufficient Funds (NSF) I understand that The Brunswick School may at its discretion attempt to process the charge again within 30 days, and agree to an additional late fee as described in your Parent Handbook. I acknowledge that the origination of EzCare transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank so long as the transactions correspond to the terms indicated in this authorization form.

## **How to Create Your TadPoles Account!**

Set up your Tadpoles Parent account via the mobile app or Tadpoles website. Both the app and the parent website are accessed through a parent account. You can create an account in either spot and use your login interchangeably.

### **To create your account on the Tadpoles app:**

- Download the app on your iPhone or Android: Search for "Tadpoles Parent" in the app store
- Click "Sign Up"
- Create an account using the email where you receive your Tadpoles message (please use the same email address you currently have on file with The Brunswick School; let us know if that should be updated)
- Check your email and set up a password

### **To create your account on the Tadpoles website:**

- Go to <http://www.tadpoles.com>
- Click "Log in"
- Choose "Parent"
- Select "Sign Up"
- Create an account using the email where you receive your Tadpoles messages (please use the same email address you currently have on file with The Brunswick School; let us know if that should be updated)
- Check your email and set up a password

**TADPOLES ACCOUNTS WILL BE ACTIVATED 48 HOURS BEFORE A CHILD BEGINS ENROLLMENT AT THE BRUNSWICK SCHOOL.**



**Annual Vacation Request**  
**Student Information**

Student Name: \_\_\_\_\_  
Guardian Name(s): \_\_\_\_\_  
Classroom: \_\_\_\_\_

**TBS Policy for Vacation Courtesy Credits**

- All vacations must be put in for, in writing, to the director at least one month before the start of vacation
- All vacation courtesy credits are for one week (five consecutive days) and cannot be shorter or longer in length
- Vacation courtesies will be added to family’s EzCare invoice after vacation has successfully taken place
- If vacation is cancelled, two weeks’ notice, at minimum, is required for proper staffing and food orders to be completed
- Only one vacation courtesy can be used within the same year (January-December)
- Vacation courtesies will not be accepted or will be cancelled if a family withdraws their attending student within 60 days of vacation timing
- Vacation courtesies cannot be used for/during TBS assigned holidays or predetermined school closings (i.e.4<sup>th</sup> of July, Thanksgiving, Winter Recess or the final week of August).

Dates of Absence:  
From: \_\_\_\_\_ To: \_\_\_\_\_

*You must submit requests for vacations, ONE MONTH prior to the first day child will be absent. After completion of this form, please submit to the Director for approval via email or hard copy. Director will respond to all vacation requests via email letting you know if the days are approved and your credit is granted.*

\_\_\_\_\_  
**Parent Signature** **Date**

**Director Approval**

- Approved
- Rejected

Comments: \_\_\_\_\_  
\_\_\_\_\_  
**Director Signature** **Date**

**After Director’s signature is in place, this form must be filed in child’s school file for the duration of the school year.**



**Schedule Change Request**  
**Student Information**

Student Name: \_\_\_\_\_  
Guardian Name(s): \_\_\_\_\_  
Classroom: \_\_\_\_\_

**TBS Policy for Schedule Changes**

- All changes must be put in for, in writing, to the director at least one month before the start of new schedule beginning date
- Any changes made can be as of the 1<sup>st</sup> or 15<sup>th</sup> of each month
- If schedule change is canceled, two weeks' notice, at minimum, is required for proper staffing and food orders to be completed
- Any schedule changes must stay in affect for one month before any further changes can occur

Start date of schedule change: \_\_\_\_/\_\_\_\_/\_\_\_\_

Moving from: (list current schedule): \_\_\_\_\_

Changing schedule to (list proposed new schedule): \_\_\_\_\_

What is the reason for this change? \_\_\_\_\_

*You must submit requests for changes, ONE MONTH prior to the first day child will be changed in our system. After completion of this form, please submit to the Director for approval via email.*

\_\_\_\_\_  
**Parent Signature** **Date**

**Director Approval**

- Approved  
 Rejected

Comments:

\_\_\_\_\_  
**Director Signature** **Date**

**After Director's signature is in place, this form must be filed in child's school file for the duration of the school year.**

