

school information



General Information: Classes begin at 9:00 am. Children are picked up at the end of the day between 11:45 and noon. There are two teachers in each room. The 2's, 3's, and 3/4's classes have a helping parent daily.

2 ½'s Class	Tuesday and Friday from 9:00-11:45 am.
3's Class	Monday, Wednesday and Thursday from 9:00-11:45 am.
3/4's Class	Tuesday, Wednesday, Thursday and Friday from 9:00-11:50am.
Pre-K	Monday, Tuesday, Wednesday and Thursday from 9:00-noon.

Lunch Bunch: Lunch Bunch is an optional program offered daily after regular school hours until 12:50 pm. Children bring their own lunches, adhering to the school's peanut and tree nut-free food policy, and are supervised by the teachers. A Lunch Bunch ticket envelope is provided in the packet at the Fall Parents' Meeting. Lunch Bunch tickets can be purchased in any quantity and at any time by attaching the Lunch Bunch envelope to your child's school bag with a check for the appropriate amount.

Extended Day Program: Terrific Tuesdays is an extended day program available to students in the 3/4's, 4's and 5's classes. The program runs every Tuesday afternoon from noon to 2:15 pm and consists of lunch, a short "Rest and Read" time, and a special project or themed activity. There is an additional fee for Terrific Tuesdays, which is paid on a semester basis. Enrollment forms with more details will be provided in September and January.

Children's Release Notes: Parents must send in a note on their child's bag communicating that someone other than a parent or legal guardian will be picking up the child. Parents can also send in a note giving permission for babysitters, nannies and other parents to pick up the child on an ongoing basis. The teachers will not release a child to a non-parent or guardian unless prior notification is provided.

Absences: Call (609) 683-1344 in the morning if your child is sick and will be absent from school.

School Closings: School will be closed on any day when the Princeton Regional Schools have a delayed opening or closing due to weather or another emergency. See the Princeton Regional Schools web site for closings at prs.k12.nj.us or call 609-806-4202 for a recorded message. Snow days will be made up after the allotted number of snow days for a particular class has been met.

Clothing/Labeling: Please send your child to school with seasonally appropriate clothing. We recommend labeling your child's outerwear, especially winter clothing. Please remember mittens/gloves, hats, boots, and warm coats as the children have outdoor play every day unless it is raining or is extremely hot or cold. Mittens are usually a better choice than gloves.

Financial Aid: DJCNS provides financial aid through the Mary Dietrich and Eleanor Thomas Funds. Contact the Treasurer for more information and an application. The financial aid committee maintains confidentiality regarding all applicants and recipients. Families receiving financial aid are required to maintain their other co-op responsibilities.



cooperative requirements



Parents' Meeting: The Fall Parents' Meeting is scheduled in early September at 7:30 pm. This parents-only meeting consists of opening comments by the Board President in the upstairs assembly room followed by a detailed discussion with your child's teachers in the classroom. This meeting is intended to introduce parents to one another and to the school while providing important information before visiting day and the first day of classes. At least one parent from every family must attend the Fall Parents' Meeting. Families who miss the meeting will be charged a \$50 fine.

Helping Parent Days: Helping Parents' and their children should arrive in the classroom at 8:40 am with a snack from the approved snack list for the class. At 9:00 am, Helping Parents will go outside to the drop-off area and help escort children to their classrooms. Throughout the morning, parents will assist teachers and children as needed. Siblings, including newborns, are not permitted in the classroom during Helping Parent Days. Enjoy this special time with your child and their classmates.

**Entering the classroom after 8:40 am will result in a fine of \$25 for the first time and \$50 for each time thereafter. Parents that miss their scheduled day without securing a substitute will be fined \$75. If a parent cannot serve as helping parent on a specific day, he or she should trade with a parent in the class, or contact a substitute from the list of substitutes. The parent pays the substitute \$20 for the first time, and \$30 for the second time. In case of emergency, parents should call the school at (609) 683-1344 so the teachers or another parent can try to find a last-minute substitute.

Clean-up Day: To be given credit for participating on your Clean-up day, a parent must be signed in to their classroom by 9am and stay until clean-up finishes at 12pm. On clean-up day, parents bring their own cleaning supplies (buckets, sponges, cleaning fluids, tool, etc.) from home and clean up, tidy, organize, vacuum, fix, etc. the classrooms. Each clean-up day begins at 9 am and finishes at noon. It is important to keep the school clean. Parents who miss their clean-up day will be charged a \$100 fine.

Maintenance Hours: Each family in the school is required to complete ten maintenance hours. Hours can be earned by volunteering for various responsibilities at school such as serving on the Board, chairing a school activity, baking for an event, doing a project for a teacher, etc.

Questions about how to earn hours should be addressed to your child's teacher. Parents are responsible for keeping track of their hours and for marking those hours on the chart located in each classroom. Administrative positions within the school earn parents automatic hours. Board members earn ten hours, administrative positions earn five hours, homeroom parents earn five hours, and school activity chairs earn five hours. Parents failing to complete maintenance hours will be fined \$25 per incomplete hour.

School Activities: Each family must participate in the planning and execution of one school activity. The school activities are Pizza Night, Craft Fair, Pancake Breakfast, and Music Morning. The Chairperson of each activity earns five maintenance hours. To be given credit for participating in an activity, a parent must be present on the day of the activity from set-up through clean-up. Parents failing to complete their activity obligation will be fined \$100.

Fundraising Commitment: Each family must participate in the schools' fundraising efforts. Three options will be available to our families: 1) families may buy-out of fundraising for \$200; 2) or may pledge to raise \$200 through the schools' available fundraisers; 3) or pledge 6 hours of their time during the school year to help with the schools' fundraising efforts. Families that do not meet their Fundraising Commitment for the year will have the remaining balance deducted from their Security Deposit.



communication



Communication is important for any preschool and is critical for a cooperative preschool. We encourage parents to communicate with and ask questions to other parents, the school, Board members and teachers. Just as we teach our children, the only silly question is one that you have and don't ask!

E-mail: E-mail is the primary form of communication for the school. Please check your e-mail regularly for important messages from your class parent, your child's teacher and the Board.

If you have any changes to your e-mail address and/or other contact information, please inform the Registrar. If you do not have access to e-mail, please let your child's teacher know and she will make other arrangements for you.

School Bags: Your child's school bag is also an important method of communication. The school bag is provided by DJCNS during the first week of school with a large safety pin attached. Each day, your child's teacher will attach messages to the front of the bag such as the class calendar, parent/teacher notes, notices about school activities, Scholastic Book order forms, and other information. Parents can communicate via the school bag as well by attaching notes, Lunch Bunch envelopes, tuition payments and any other items that require a teacher's attention.

Website: Please visit the DJCNS website at www.dietrichjohnson.com. Our website contains useful information about the school as well as important documents such as the By-laws, Handbook, and Registration packet.

Teachers: Our teachers are always here for us! They encourage us to ask questions, raise concerns, and work out any problems together. Contact them in person (although not during pick-up) in writing, by phone, or email. Their contact details are located on the top of your class list.

Class Parent: Your Class Parent is the liaison between parents, teachers and the Board. Class Parents will communicate with you about many school issues and activities.

Newsletter: The school newsletter is published throughout the year. It contains updates from each class, information about upcoming events, and other articles of interest.

Board Meetings: Attending a Board Meeting is a great way to get to know and become involved with the school. All parents are welcome. Meetings are scheduled monthly. If you have skills, experience or interest in a particular area, please talk to your child's teacher or a Board member as we are always looking for volunteers and future Board members.



Student Evaluation: Sometimes a problem may arise with a student that is beyond a teacher's expertise. If a teacher identifies a significant physical, social, behavioral or cognitive problem with a specific student, she may request an evaluation of the problem by an outside professional with demonstrated expertise in the identified area. The teacher and staff who work with the student will use the results of the evaluation to address the problem and better meet the needs of the student in the classroom.

The parents of the student need to contact an appropriate professional to perform the evaluation and the parents will be responsible to pay for the evaluation as well. The Dietrich Johnson faculty member will approve the evaluator prior to completing the evaluation to ensure the evaluator is qualified to address the identified problem. If the parents of a student choose not to have their child evaluated, the Dietrich Johnson faculty reserves the right to dismiss the student from the school.

Suggestions and Ideas: We hope that all parents at DJCNS feel comfortable sharing their thoughts, suggestions and ideas at the school and in the classroom. In addition to speaking with a teacher or Board member directly, parents can send their thoughts via our Suggestion Box which is posted in our foyer.

Concerns: Communication is essential for the smooth running of the school. Parents should feel free to discuss any concerns with the teacher as soon as it arises. If talking with the teacher poses difficulties, then parents can discuss the problem with the Director, Head Teacher, the Board President or Vice-President. Parents can also bring problems to the attention of the Board, either by writing a letter, or by attending a Board meeting.

health and sickness policies



PROCEDURES FOR HANDLING INJURY OR ILLNESS

If your child becomes ill or injured while at school, or if they have symptoms (coughing, runny nose, fever, rash, bruises, etc.) that develop or persist significantly, the teachers will contact you and ask you to take your child home. If neither parent can be notified, the teachers will refer to the emergency contact form.

Fever and Vomiting: Children must be fever and vomit free for 24 hours before returning to school.

Infectious Diseases: If your child contracts any of the following diseases, notify the health officer ASAP so that she can inform the entire school: Chicken Pox, Strep Throat, Influenza, Conjunctivitis (Pink Eye). The following diseases must be reported to state health agencies: Measles, Mumps, Rubella and Whooping Cough.

Influenza: If your pediatrician has diagnosed influenza, tell the health officer; clusters of influenza must be reported to state health agencies.

Coughs, Colds and Runny Noses: Use your judgment about whether your child is well enough to attend school. Please keep your child at home if there is any chance that your child is contagious and may make other children and/or the teachers ill.

Rashes: Kids get all kinds of rashes, especially in the spring, and often they are difficult to identify. Please consult your physician about all rashes, and follow his/her advice about whether your child can attend school. If a rash is determined to be contagious, please notify the health officer so she can inform the entire school.

Head Lice: Children do occasionally contract head lice. If your child is diagnosed with head lice, notify the health officer so that she can inform the entire school. DJCNS has a Nit Free/Louse Free Policy. The child must be free of any live lice as well as their eggs to return to school. The child must have a letter from a health practitioner stating that the child is free of nits and lice to return to school.

The incident of injury or illness during school hours can be a frightening experience for both the students and staff. An organized response plan where each adult in the classroom has an assigned role will minimize confusion, and get the injured or ill child the help they need in a timely manner.

Teacher

- Attend to the needs of the injured/ill child, i.e. administer first aid, deliver epi-pen, etc.
- Remain with the child until parents or paramedics (if needed) have arrived.
- In the event that the child needs to be transported to the hospital via ambulance and the child's parents are not present, the teacher will accompany the child.

Assistant Teacher

- Contact the child's parents, emergency contacts and/or 911 as appropriate.
- Inform the Director and/or head teacher of the situation.
- Wait for the child's parent and/or paramedics and escort them to the area where the child is waiting with the teacher.
- Return to the classroom where the Helping Parent is with the remainder of the class.

Helping Parent

- Bring children from the playground back to the classroom if necessary.



drop off and pick up instructions



Drop-Off and Pick-Up: Students can be conveniently dropped off curbside in the morning and picked up curbside at the end of the day. The teachers and Helping Parents supervise drop-off and pick-up.

Drop-off:	9:00-9:20 am
Pick-up:	11:45 am – 2's and 3's Class 11:50 am – 3/4's Class 12:00 pm – Pre-K
Lunch Bunch Pick-Up:	12:50 pm for all classes

Curbside Procedures for Drop-Off in the Morning

- Pull up in front of the church on Nassau Street. Continue to pull forward to allow other cars to park behind you. **DO NOT** block the crosswalk or the entrance to the church parking lot.
- **REMAIN** in your car until a teacher or Helping Parent arrives to escort your child into the school.

Curbside Procedures for Pick-Up in the Afternoon

- Pull up in front of the church on Nassau Street. Continue to pull forward to allow other cars to park behind you. **DO NOT** block the crosswalk or the entrance to the church parking lot.
- Display your name card provided by your child's teacher in your car window.
- **REMAIN** in your car until a teacher or Helping Parent walks your child to the car. **DO NOT** get out of your car for any reason other than to buckle your child's seatbelt! If you wish to talk to your child's teacher or your friends, or want to greet your child physically, park and walk up to the school. Hugs and chats are great, but not when they hold up other parents, block traffic, and possibly get us in trouble with the police.
- **DO NOT** double-park while picking up your child. If there is a line of cars picking up, drive around the block and come back and try again.
- The staff of Dietrich Johnson will not put a child in a car without a car seat. You must have a car seat for your child to participate in drop-off and pick-up. For safety reasons, parents are required to buckle their child's car seat.

Drop-off and pick-up is a privilege provided by the Princeton Borough Police Department. Your cooperation with the procedures above is absolutely necessary to retain this invaluable resource.

No Parking at the Church: DJCNS families are not permitted to **ENTER** the church parking lot in their vehicle for any reason, including parking, drop-off, pick-up, turning around or to make a U-turn onto Nassau Street. For drop-off and pick-up, parents may park wherever they choose in town, or can use the school's curbside drop-off and pick-up program. Parents who enter the church parking lot in their vehicle will be fined \$50 for the first offense, \$75 for the second offense, and \$100 thereafter.

On Helping Parent days, parents are not permitted to leave and feed the parking meter during class. We recommend parking in the long-term meters on University Place or in one of the parking garages in Palmer Square or at the library.

Carpooling: Carpooling is encouraged between DJCNS families. Send in a note on your child's bag on days when someone other than a parent or guardian will be picking up your child.



DISCIPLINE POLICY

Discipline is a ten letter word coming from the Latin word disciplina meaning "instruction, teaching."

Let's think of ways we can teach cooperation and self-discipline:

Do remember that we all have to learn how to solve interpersonal conflicts. This is a natural growing-up phase and children must be shown ways to work out these normal problems

If in doubt, let the teacher handle the conflict, consistency is important.

Share your interest in the argument (we all love an audience). Give each child a chance to explain or complain.

Can the children work out their own problems. (Ask them "What's the problem?" They love to tell you). Give them some time to see if they can resolve things before intervening.

Introduce a distraction - a game, an activity, a story.

Positive directions - Giving acceptable alternative behavior suggestions offer children a way to adjust to the group situation.

Limits can be set by "time out" at a table with a book or puzzle or other adult-directed activities.

Instead of negative reactions, BE POSITIVE: "You both want the fire truck? Here's another one." Or "You use it for five minutes and then he can have a turn." Give children acceptable words to say."

Never underestimate children's love of logic. "You want to knock down a building. Then build your own and then you can knock it down."

Encourage sharing, fair play and self-esteem. From a child's own self-esteem rises his or her ability to honor the rights of others.

In short: There is never to be physical punishments or harsh language used as discipline. Children learn from example.

INFORMATION TO PARENTS DOCUMENT

Under provisions of the Manual of Requirements for Childcare Centers (N.J.A.C. 10:122) every licensed childcare 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 childcare matters.

The center may comply with this requirement by reproducing and distributing to parents this written statement prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS) or by incorporating the required information in its own handbook, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center has a copy of the Manual of Requirements on the premises and will make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may also secure a copy of the Manual of Requirements for Childcare Centers online at: <http://www.state.nj.us/def/divisions/licensing/CCCmanual.pdf> for a nominal fee by writing to the Bureau of Licensing, Division of Youth and Family Services, SN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the center or the meaning, application or alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing those concerns to our attention as well.

Following is the Information to Parents document reprinted directly from the Manual of Requirements for Child Care Centers effective March 21, 2005 through February 26, 2009.

10:122-3.6 Information to Parents document

GEN (a) The center shall give to the parent(s) of every enrolled child and to every staff member a written Information to Parents document designated by the Bureau of Licensing and indicating that the center is required to:

1. Be licensed by the Bureau of Licensing, Division of Youth and Family Services;
2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;
3. Post its license in a prominent location within the center;
4. Retain a current copy of the manual and make it available for parents' review;
5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau;
6. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;
7. Post a listing or diagram of those rooms and/or areas that have been approved by the Bureau for children's use;
8. Comply with the inspection/investigation functions of the Division, including the interviewing of staff members and children;
9. Afford parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;

10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor or director or to the Bureau;
11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements;
12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;
13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;
14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request;
15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously;
16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the Division;
17. Inform parents of the center's policy on the release of children;
18. Inform parents of the center's policy on administering medication and health care procedures;
19. Provide parents with a copy of the center's policy on management of communicable diseases;
20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment; and
21. Inform parents that the center is 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 (ADA), P.L. 101-336 (42 U.S.C. §§12101 et seq.), and indicate that anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 or (800) 514-0383 (TTY).

(b) The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.
2. The center shall maintain on file a copy of the Information to Parents document.