



# Parent Handbook 2023-2024

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# CONTENTS

- Mission Statement..... 3
- Tuition Policy..... 3
- School Arrival & Departure..... 4
- Rules For Vehicles While on School Grounds..... 5
- Late Pickup..... 5
- Release of Children..... 6
- Communication..... 6
- Discipline & Behavior Management..... 6
- Expulsion..... 7
- Grievance Policy..... 8
- Suspected Child Abuse or Neglect..... 8
- Release of Information..... 8
- Visitors..... 8
- Birthday/ Holiday Parties..... 8
- Fire & Emergency Evacuation Drills..... 8
- Clothing & Personal Items..... 8
  - Clothing..... 8
  - Backpacks & Personal Belongings..... 9
  - Water bottles..... 9
- Nap/Rest Time..... 9
- TV/Computer/Video Use..... 9
- School Closings..... 9
- Schedule Changes..... 9
- Health & Safety..... 10
  - Medication..... 10
  - Injuries..... 10
  - Mask Policy - Covid-19: Keeping Our Childcare Center Safe..... 11
  - Illness/ Communicable Disease..... 11
  - Covid-19: Illness, Exposure and Exclusion..... 12

***The policies outlined in this handbook may be changed at any time.***

**Please let the office know immediately if any of your family or emergency contact numbers change during the school year.**

## **MISSION STATEMENT**

Kaleidoscope Kids Preschool is a nonsectarian outreach of Collingswood Presbyterian Church. We welcome diversity in race, religion, and cultural background.

The mission of Kaleidoscope Kids Preschool is to serve families in the greater Collingswood area with a high quality, play and curriculum-based preschool for children 2 1/2 - 5 years. In a safe and nurturing environment, our preschool fosters a love of learning, exploration, and diversity. Our teachers are dedicated to developing socially conscious, lifelong learners.

## **TUITION**

Tuition is divided into 10 equal payments that are due the 1st of each month, September-June with a 50% non-refundable deposit of the 1<sup>st</sup> month's tuition due in June (September's payment will be the monthly tuition minus the 50% deposit). **There is no reduction in tuition due to holidays, school breaks, illness, Covid or any pandemic, school closing by the Kaleidoscope School Board or State government. Tuition is not subject to refund or reduction for classes not attended for any reason.**

## **PAYMENT METHOD**

Tuition payments can be made in person by check or setup to be automatically withdrawn from your Credit Card, Checking, or Savings Account. Automatic payments made by credit card will be subject to a 2.5% processing fee. All automatic payments will be processed on the 1<sup>st</sup> of the month.

## **LATE FEE, RETURNED CHECKS & INSUFFICIENT FUNDS**

Please make sure that tuition payments are handed in on or before the Tuition Due Date listed in the chart below. Any payment turned in after the Tuition Due Date is considered a Late Payment. The Grace Period is offered for those who have an occasional late payment, not an every-month occurrence. Tuition payments received after the grace period will receive a \$20/day late fee. Accounts with habitually late tuition payments (payment made after the due date) will be required to enroll in automatic payments unless other arraignments are made.

All returned checks or bounced payments will receive a \$25 service fee to the account. If an account incurs 2 returned checks/ bounced payments, all further tuition payments must be made in cash unless other arrangements are made.

We require two (2) weeks written notice be given if a child must withdraw or change their established schedule. Payment not received after 30 calendar days from the original due date will result in withdrawal of the program.

## **2023-2024 Kaleidoscope Kids Preschool Tuition Due Dates**

		<b>Tuition Due Date</b>	<b>End of Grace Period*</b>
1	September**	Wednesday, September 6th	Monday, September 11th
2	October	Monday, October 2nd	Friday, October 6th
3	November	Wednesday, November 1st	Tuesday, November 7th
4	December	Friday, December 1st	Thursday, December 7th
5	January	Tuesday, January 2nd	Monday, January 8th
6	February	Thursday, February 1st	Wednesday, February 7th
7	March	Friday, March 1st	Thursday, March 7th
8	April	Thursday, March 28th	Monday, April 8th
9	May	Wednesday, May 1st	Tuesday, May 7th
10	June	Monday, June 3rd	Friday, June 7th

*\*Payment must be made by 5pm EST on the date listed in order to avoid a \$20/day Late Fee*

*\*\*September's tuition will be prorated based on the deposit made for your child over the summer. All other months are paid at your normal contracted rate*

## **SCHOOL ARRIVAL AND DEPARTURE**

The learning day begins at 9am. Doors will open at 8:25am to confirm students have been signed in. Please line up with your children along the sidewalk outside the parking lot door. If the line is long, please stay to the side of the driveway as close to the building as possible to safely allow cars to enter.

This year parents are able to walk their children into their classrooms for drop-off. In order to do so, we ask that you arrive before 8:45am, take your child right to their class to get them situated, say your goodbyes and quickly exit. Long, drawn-out goodbyes can be a distraction to your child and their classmates. Children who arrive after 8:45am will need to be dropped off at the door where the teachers will escort them to their class.

If you need to have a discussion with your child's teacher, please contact them via Procure to set up a time to talk instead of having the discussion with them at drop off so they can give you their undivided attention.

NO PETS are permitted to be walked/carried up to the building during drop-off, or pickup. Please leave all pets in your vehicle while you sign in/ sign out your children.

**Please make sure your child/children arrive no later than 9am.** When children arrive late, the routine or whole trajectory of their day is affected, and can disrupt the class. If being late is a pattern, it damages a child's motivation towards learning and school in general.

## **DRIVEWAY ACCESS**

Enter the parking lot from the Maple Avenue side of the building using the "enter only" driveway. Please proceed slowly, with caution and yield to all pedestrians. Once you have parked your car, follow the pedestrian walkway to the school entrance. Please be sure to hold your child's hand while walking through the parking lot. All drivers must exit the parking lot using the "exit only" driveway.

## **SIGN IN/SIGN OUT**

All children must be signed in/out daily by a parent or authorized adult. No child will be released to anyone other than his/her parent or other adults listed on emergency forms, without prior written authorization from the parent.

Children will be dismissed from the Parking Lot Doors at the end of their registered day unless their teacher sends you a message on the Procure Parent Engagement App with a change in pickup location. Students enrolled in Mornings dismiss at 11:30am, Lunch at 12:30pm, & Full Day at 4:30pm. Parents need to sign their child out using the Procure Parent Engagement App.

**\*This year we will be utilizing an app called Procure Solution Parent Engagement. This app will be used to share daily activities with parents, allow for easy two-way communication between parents & teachers, and keep parents engaged with calendars and reminders about upcoming events and information.**

## **RULES FOR VEHICLES WHILE ON SCHOOL GROUNDS**

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on campus:

- There is always a 5 miles per hour speed limit while on school property.
- Park in designated parking spaces only.
- While on school grounds, pedestrians always have the right of way.
- Vehicle ignitions MUST be turned off, and the keys removed, while parked on school grounds.
- Children may NOT be left unattended in a vehicle at any time or for any reason.
- Please do not park/ stop your car in the driveway by the school entrance. Cars must be parked in a designated parking spot before turning off your vehicle to get out for dropoff/ pickup.

## **LATE PICK-UP**

Pickup time for Morning Session is 11:30am, Lunch Session is 12:30pm, and Full Day is 4:30pm. A late pickup is considered any time after the times listed above. Students who are picked up more than 5 minutes late will be placed with the next group of students scheduled and a charge will be incurred. For example, if a student is picked up after 11:35 am, the student will be included in the lunch and program and a fee for that day's lunch will be added to the student's account. Likewise, if a child stays for a full day and is picked up after 4:35pm will incur a fee of \$20 per 15 minutes late. Please understand that this 5-minute grace period is in place for the occasional late pickup, and not an everyday occurrence. If pickups become habitual at the :35 mark, we will begin to enforce late day pickup charges.

If you know you will be late, please call the school as soon as possible or message your child's/children's teacher(s) on Procure to inform us. If no one arrives within 10 minutes of normal pick-up time, a call will be made to the contacts on the student's emergency contact list.

## **RELEASE OF CHILDREN**

A child will only be released to parents/guardians or persons authorized in writing by parents/guardians, to take the child from school and to assume responsibility for that child in an emergency if parents/guardians cannot be reached.

If parents/guardians or persons authorized by them, fail to pick up a child at their designated time, the school will ensure that:

1. The child will always be supervised
2. Staff will attempt to contact parents or persons authorized by parents

No child will be released to a parent or persons authorized by parents, who appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff members, the child would be placed at risk of harm if released to such an individual. The school will ensure that:

1. The child will remain in the care of the director and/or staff members.
2. Staff will attempt to contact the child's other parent or alternative person authorized by the parents, and
3. If the school is unable to make alternate arrangements, the staff member will contact the 24-Hour Child Abuse Hotline to seek assistance in caring for the child.

## **DISCIPLINE AND BEHAVIOR MANAGEMENT**

Communication is key in helping our school run smoothly. If you receive a message via ProCare or an email please respond that you have received it. This helps the director/ teachers know that the message has been read. Weekly updates will be posted by your child's teacher on ProCare or via email please make sure you are reading them for any important announcements or upcoming events. The teachers will do their best to answer you in a timely manner but just remember they have lives of their own and are not on call 24/7. Also please check your child's backpack regularly for any paperwork that might be sent home. Parent-teacher conferences are held twice a year. Parents/guardians or the teacher may request a conference at any time. Parents are strongly encouraged to discuss any concerns with their child's teacher.

## **DISCIPLINE AND BEHAVIOR MANAGEMENT**

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can show positive discipline by planning ahead to anticipate and eliminate potential problems. You can show positive discipline by intervening when necessary. You can use positive discipline by showing love and encouragement.

Our approach to discipline and behavior management is to solve behavior concerns using modeling, redirection, and positive reinforcement. We let children know the rules of their classroom and what is expected of them. We reinforce positive behavior through attention, praise and recognition.

If needed, we use “think time” as a tool to improve behavior. We discuss the behavior of concern with the child, set a plan of action, and give the child in-class “think time.” The purpose of “think time” is to give the child an opportunity away from the group to think about his/her behavior and plan with the teacher how to regain control of that behavior. When necessary, we work with parents to resolve behavior issues. If the behavior concern cannot be resolved, we reserve the right to dismiss or suspend a child for unsatisfactory behavior.

## **EXPULSION**

There may be situations that necessitate expelling a student from our school. Please know that we exhaust all possibilities and work with families to prevent this from happening.

The following actions represent some reasons a child may be expelled from our school:

- A child causing serious injury to another child, him/herself, or a staff member
- A child who fails to adjust to school routines exhibiting consistently disruptive or uncontrollable behavior
- Biting incidents
- Failure to pay or habitual lateness in tuition payments
- Habitual lateness in picking up a child from school
- Falsification about illness

The following are cause for **Immediate Expulsion**:

- Any threatening or actual physical abuse of any staff member by a parent or child
- Failure to complete all required forms
- Failure to pay tuition after 30 days

*Expulsion may not be limited to these actions alone.*

In any of these situations, parents will be notified immediately. Parents/Guardians will have 1 - 2 weeks (depends on the risk to other children’s welfare and safety) to take corrective action or to make alternative childcare arrangements.

Proactive actions that can be taken in order to prevent expulsion:

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, activities, and supervision
- Staff will give the child verbal warnings
- Child will be given time to regain control
- Child’s behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The director, classroom staff, and parent/guardian will have a conference to discuss how to promote positive behaviors
- Recommendation of evaluation by child study team

### **A CHILD WILL NOT BE EXPELLED IF A CHILD'S PARENT:**

- makes a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- reports abuse or neglect occurring at the center
- questions the center regarding policies and procedures or, without giving the parent sufficient time to make other childcare arrangements

### **GRIEVANCE POLICY**

If, at any time, a parent/guardian has a grievance with any part of the program, children, or staff, please bring it to the immediate attention of the Director or Head Teacher or the Kaleidoscope Kids School Board (kaleidoscopekidsboard@gmail.com).

### **SUSPECTED CHILD ABUSE OR NEGLECT**

Under the Abused and Neglected Child Reporting Act, all staff members are mandated reporters. This means that staff members are required to report to the Child Abuse Hotline whenever they have reasonable cause to believe, that a child known to them in their professional capacity, may be abused or neglected.

### **RELEASE OF INFORMATION**

All information in a child's file is strictly confidential and will be seen only by his/her classroom teacher and the director. With your permission, we will distribute a class list, including your child's name, your name, address, phone number, and email address, to all students in your child's class. This list is considered confidential and for class communication only.

### **BIRTHDAYS/HOLIDAY PARTIES**

There is no obligation to recognize your child's birthday at school. However, if you choose to recognize your child's special day, please contact your child's teacher to discuss what types of "treats" can be distributed within the classroom. *Please keep in mind that we may have students who have severe, sometimes life-threatening, allergies, who may not be able to participate in enjoying typical birthday treats for whom accommodations will need to be made.*

### **FIRE & EMERGENCY EVACUATION DRILLS**

Fire and emergency evacuation drills are mandated to familiarize children and staff with appropriate emergency evacuation procedures. Lockdown drills are also required by the state and will be conducted twice throughout the school year.

### **CLOTHING & PERSONAL ITEMS**

#### **CLOTHING**

When dressing for school, please remember that school is a time to play, draw, paint, and have fun, so please dress your child accordingly in play clothes. We will go outside on all days except those that are very cold or very rainy. For safety, please do not send your child to school in sandals, flip flops, slides,



or shoes without backs or high heels. All children should have 3 extra sets of seasonably appropriate clothing, socks and an extra pair of shoes in case of accidents. Please place the clothes in an extra big bag with your child's name on the outside.

### **BACKPACKS AND PERSONAL BELONGINGS**

Every student is provided with a cubby to place backpacks and jackets. Students must not bring toys or other similar personal belongings to school. Students are encouraged to leave personal belongings at home or in the car in order to avoid attachment to objects as well as to avoid loss or damage to a personal belonging. **ALL items MUST be labeled with your child's name clearly on the items.** If an item is not marked the staff will mark the item. If item is misplaced while at school we are not held accountable.

### **WATER BOTTLES**

Children should bring in a reusable water bottle from home each day, and should have it clearly labeled with their First & Last name. The water bottle will be returned each night to be cleaned.

### **NAP/REST TIME**

Parents must bring a crib sheet and small soft blanket or nap/rest sleeping bag, and a pillow. The child must have something under them on the cot and something to cover them. We will send these items home weekly. The items must be washed along with the bag they are sent in with or the items must be in a new plastic bag each day.

### **TV/COMPUTER/VIDEO USE**

Kaleidoscope Kids does not include these methods of instruction on a regular basis in our daily curriculum. On occasion, there may use of technology or instructional video to the schedule to compliment a lesson for that day.

### **SCHOOL CLOSING**

If Collingswood Public Schools are closed due to snow/ice, Kaleidoscope Kids Preschool will be closed. If Collingswood Public Schools are delayed, Kaleidoscope Kids' operating hours will be determined on a case-by-case basis and be relayed to parents by 7:30 am. Information will be sent via Procure Engagement App, Email, and Facebook. Any other closings will also be shared via Procure.

### **SCHEDULE CHANGES**

If a change in a student's schedule is required, please contact the Director once you are aware of the change. In order to add on additional days or sessions, not on a regular basis, parents must provide at least 48 hours notice to ensure teacher coverage and ratios and not all changes may be able to be accommodated. All changes are subject to approval and availability.

## **HEALTH AND SAFETY**

All students are required to have updated immunization and health forms, as required by state law. These health forms must be submitted prior to the start of each school year. As part of the state's preschool immunization requirements, all children must have an influenza vaccine administered between September and December 31st. **We must have flu vaccine documentation on file for your child, for them to attend class after December 31st.** Parents must notify us in writing if their child has allergies of any kind. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for the parent's notice. For any serious accident or incident, we will attempt to notify parents by telephone as well as ProCare. We will need a response within 15 minute of a call or Procure message in reference to any injury incurred above the neck. In the event of a serious emergency, the school will secure immediate medical attention. Every effort will be made to contact parents, guardians, or authorized family members or friends.

## **MEDICATION**

The following rules apply for Kaleidoscope Kids staff to administer medications to children:

- A medication release form signed by the parent/guardian must accompany the medication. The form must specify the dosage to be administered, the time to be administered, and the length of time that the child is expected to be on the medication.
- If a medication is to be administered for longer than 5 days, we require a physician's signature on the appropriate medication form.
- Written authorization from the parent or guardian is also required for us to apply topical products, such as diaper ointment or sunscreen.
- Medication must be in the original container and prescription medication clearly labeled with the full pharmacy label.
- Medication must be clearly labeled with the child's first and last name, the name of the medication and the directions for use.
- Prescription medication shall be used only for the child named on the label.
- Medication is not allowed in cubbies or book bags.
- The school cannot administer medicines or perform procedures requiring specific skills or prior medical training.

## **INJURIES**

In the event of a medical emergency the following steps will be followed:

1. If necessary, 911 will be called first.
2. Parents/Guardians will be contacted.
3. If parents are unable to be reached, the director will make decisions regarding the care of the injured child.
4. A staff member will continue to attempt to reach a parent or emergency contact while the child is cared for.

In the event of a minor injury:

Minor cuts and abrasions will be cleaned with soap and water and a bandage applied if necessary. Ice will be applied to bumps. An accident report will be completed by the staff member caring for the

child and will be signed by the parent/guardian. If necessary, parents/guardians will be called to attend to their child.

## **MASK POLICY**

On March 7th, 2022, the indoor mask requirement for child care centers was lifted. Child care centers can independently choose to implement their own universal masking policies.

## **ILLNESS / COMMUNICABLE DISEASE**

The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all our children. **We reserve the right to send home any student who shows signs of illness at school.** Any student who becomes ill at school will be made comfortable until his/her parent can be notified, and the student is picked up from school. A parent/caregiver must pick up the ill child within one hour of notification. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all specified symptoms for at least 24 hours before he/she can be returned to school. Illness (Policy of the Management of Communicable Diseases): In the event of illness, it is required that you provide for alternate arrangements for your child's care. Our license does not allow us to provide sick care. Any child having a fever of 100.4 degrees or higher must be allowed 24 hours recuperation at home. Fevers tend to elevate in the evening and are usually low in the morning. Therefore, a child who has had an afternoon or evening fever and is found to have a normal or low temperature the following morning should not return to the daycare center. The temperature must remain normal for 24 hours without fever reducing medications. (Ex. Tylenol for children) The basic question to ask is whether or not the child can participate comfortably and receive adequate, appropriate care without interfering with the care of the other children.

These symptoms are as follows:

- fever of 100.4 degrees or more
- vomiting
- diarrhea
- sore throat or severe coughing/ runny nose
- fussy, cranky behavior and generally not himself/herself
- skin rashes in conjunction with fever or behavior changes
- lethargy that is more than expected tiredness
- mouth sores
- trouble breathing
- head lice (The school must be notified, and proper treatment given. Children may not return to school until they are declared NIT free.)
- red eyes with discharge

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. (A doctor's clearance is required.)

Any changes to a child's health status (including medication and allergies) must be immediately communicated to the school Director.

### **Be Careful with Medications**

Be mindful that medications such as Tylenol, ibuprofen, Advil, and Motrin are fever reducers. This means that they can potentially mask a fever when you might be getting sick. If any of these medications are needed for pain, then the children must stay home. If your children need to take a cold remedy, they should stay home!

### **Refresh your children on proper cough and sneeze hygiene**

Remind your children to cover their nose or mouth with a tissue or your elbow — not their hands — and discard the tissue immediately after. Then immediately wash hands.

### **Wash hands regularly**

Proper hand washing remains the best way to prevent transmission of viruses. Hands are washed after using the restroom, touching your face, eating, drinking, coughing, or sneezing, and at regular intervals throughout the day.

### **Remind Children to keep from touching faces**

Fomites — objects that we commonly touch — are a common way diseases spread. Reduce the chance of transmission from a fomite, like a doorknob, by keeping your hands away from your eyes, nose, and mouth.

### **Stop Sharing!**

No toys may come into the school from home. Check your child's pockets before you come! If your child requires a special naptime toy, it must stay with naptime stuff for the day. Parents must be vigilant about washing and returning bedding every week or if there is an accident. Parents will be asked to return home to bring bedding if they forget, however if this is not possible you can borrow school bedding as long as it is taken home at the end of the day and returned the next morning washed.

## **COVID-19: ILLNESS, EXPOSURE, AND EXCLUSION POLICY**

If a child becomes ill with COVID-19 compatible symptoms\* while in school, the child will be kept away from others until they can be picked up by a parent or approved guardian. The child may not return to school until they have a negative COVID-19 test or have completed the criteria for discontinuing home isolation (see below).

The other individuals within the class of the symptomatic child will need to follow the criteria below to determine if they will need to quarantine

### **Criteria for Isolation & Quarantine**

Close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for 15 or more minutes during a 24-hour period. Individuals would be considered exposed to someone with COVID-19 from 2 days prior to symptom onset (or positive test date if asymptomatic) to 5 days after onset (not during the case's additional precaution period at day 6-10).

In schools and ECE settings, which are generally not considered high-risk congregate settings, people who were exposed to COVID-19 can continue to attend school as long as they remain asymptomatic. Individuals who were exposed to COVID-19 should wear a well-fitting mask for 10 days after exposure. Exposed persons, regardless of vaccination status, must get tested 5 full days after exposure, on day 6 (date of exposure is considered day 0).

After an exposure, students/parents and staff should carefully monitor for fever (100.4°F or greater), cough, shortness of breath, or other COVID-19 symptoms for 10 days. If COVID-19 symptoms develop, students/staff should immediately get tested and follow isolation recommendations. If you child tests positive for COVID-19, they should isolate (separate from others) at home for at least five full days from when they began experiencing symptoms and avoid being around others as much as possible. They must be kept home from school, childcare, and extra -curricular activities/sports.

The day symptoms began/ the date they tested positive is considered Day 0. Your child may return to school on Day 6 if they have been fever free for 24 hours without the use of fever-reducing medications; other symptoms of COVID-19 are improving, and they are able to wear a well fitted mask through Day 10. Make sure to monitor your child's symptoms and call your medical provider for worsening illness and for any other symptoms that seem severe or are concerning to you.

**\*Covid-19 Compatible Symptoms**

- **At least two** of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; **OR**
- **At least one** of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.

**\*\*\* KEEP YOUR CHILDREN HOME IF THEY ARE SICK\*\*\***