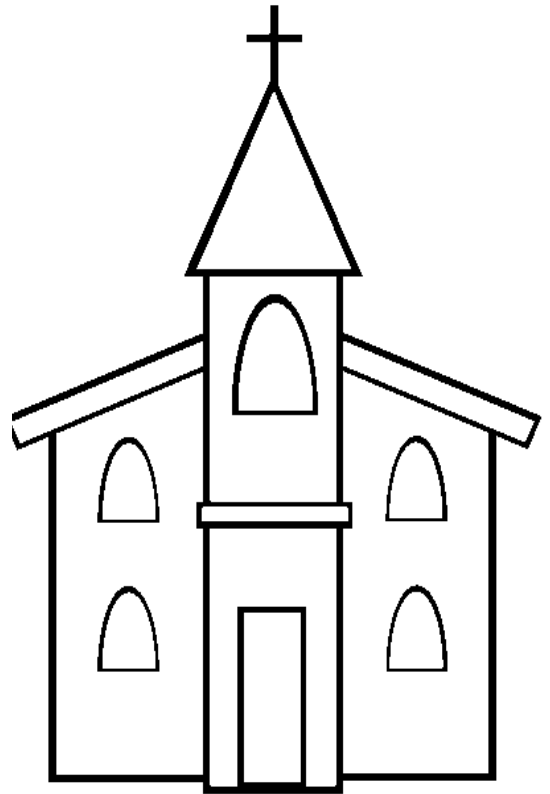


Faith Nursery School

2010-11



a ministry of:

FAITH LUTHERAN CHURCH

524 SOUTH STREET

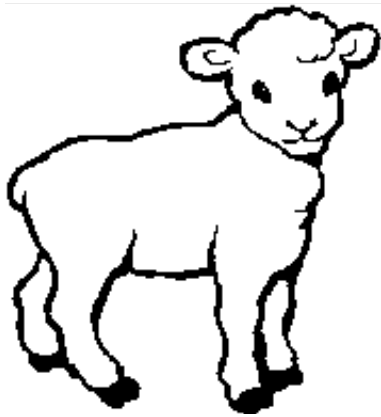
NEW PROVIDENCE, NJ

(908) 464-2752

www.famfaith.org

Faith Nursery School was founded in 1989 as an outreach ministry of Faith Lutheran Church.

Faith is an intentional, not-for-profit, Christ-centered preschool serving the parents and children in the areas surrounding New Providence. It is licensed by the State of New Jersey.



Faith Nursery School is a Christ-centered Community, which provides unique opportunities to experience the joy of sharing God's love and the gift of Christ with children and their families. We share Christ's love by affirming each child, and by giving witness to God's work in their daily lives.

Dear Parents,

Welcome to Faith Nursery School. We are delighted to have your child with us for this school year.

The staff of Faith Nursery School believes that each child is a very special individual. During the course of this school year, we hope to develop their intellectual, social, religious, fine and gross motor skills to the best of their ability.

This booklet has been developed to answer many of your questions. Please take the time to review the book. If you have any questions, please talk to one of the staff. We will gladly help you with your questions.

Susan Nord, Director

FAITH NURSERY SCHOOL CALENDAR
2010-2011 SCHOOL YEAR

August 15	1st third of tuition is now due. Please note your bill.
September 10	Parent/child Orientation 2½ & 3-year-old class: 9:00 - 9:45 a.m. Pre-K classes: 10:15 - 11:00 a.m. Medical forms are due at this time
September 13 14	First day of school - Pre-K & 2½-year-olds First day of school - 3-year-olds
October 11 26	No school - Columbus Day Back-to-School Night - 7:30 p.m.
November 4 & 5 25 & 26	No school - NJEA Convention No school - Thanksgiving
December 15 16 17	Christmas Program - 2½-year-olds Christmas Program - 3-year-olds Christmas Program - Pre-K
December 20	School closes for Christmas Break
January 3 17	School reopens No school - Martin Luther King Day
February 21-25	No school - Winter Break
April 11-15 22 25	No school - Spring Break No school - Good Friday No school - Easter Monday
May 13 30	No school - Staff In-Service Retreat No school - Memorial Day
June 13 14 15	Last day & Program - 2½-year-olds Last day & Program - 3-year-olds Last day & Program - Pre-K

We provide a Christ-centered preschool for 2½-year-olds through 5-year-olds. We offer three different morning classes from 9 a.m. - noon: a class for 2½-year-olds that meets on Mondays and Wednesdays; a class for 3-year-olds that meets on Tuesday, Thursday and Friday; and a Pre-K class that meets Monday through Friday.

Religious Education

Children will regularly share in Bible Stories, Grace, Christian music and visits with the Pastor. The children participate in most outreach ministries of Faith Lutheran Church including the Hospitality Program, Food Collection, CROP Hunger Walk and the Christmas Sharing Tree. Faith Nursery School also has built an OB-GYN clinic in Nicaragua, Central America, regularly sends inner city children to camp, and has built a nursery school in Tanzania through its benevolence contributions.

Music

Each child at Faith receives daily music (singing, dancing and games) in their classroom. The children also receive weekly music instruction from the Minister of Music at Faith Lutheran Church, Dr. John Girvin. Dr. Girvin will be working with each group. They will be introduced to a new instrument each week as well as a variety of music.

Tuition

Tuition at Faith Nursery School is based on a 10-month school year and is due in full, irrespective of a student's attendance.

Each enrolled student is required to complete an admissions agreement and remit a registration fee of \$30 (\$20 for new students of members of Faith Lutheran Church) and an advance tuition fee representing 2 months tuition for the enrolled school year. These fees are non-refundable. The admissions agreement outlines the financial responsibilities and billing cycle.

Students are billed in installments for the remaining tuition and related lunch party and field trips fees, as incurred, as follows:

- First Installment due August 15th (3 months tuition plus related fees)
 - Second Installment due November 15th (3 months tuition plus related fees)
 - Third Installment due February 15th (2 months tuition plus related fees)
 - Remaining Lunch Party and Field Trip fees due May 15th
- Payment is due upon receipt of billings. Late charges are billed.

After paying the registration and advance tuition fees, parents have the option of early remittance of the remaining tuition fees (8-months) and receive a 5% discount on such billing. This prepaid tuition is due at orientation. Members of Faith Lutheran Church with more than one child attending are eligible for a 5% discount for the second child.

Monthly Tuition Plan

Faith Nursery School is pleased to offer a monthly installment plan. A separate agreement for this plan is available upon request. The registration and advance tuition fees are required as outlined above. Thereafter, monthly billings are due and payable the first of each month from October through May. Monthly payments are the responsibility of parents and will not be billed other than as outlined above. Late charges are billed and pre-payment discounts are not available under this plan.

The teachers do not keep any records of tuition payments since Faith Nursery School has a Treasurer, Mrs. Jenifer Keiser. If you have special questions regarding your billings, the teachers will refer you to her.

Discipline Policy

Here at Faith we believe that discipline involves both training and guidance. Children respond best in an accepted, secure and caring environment. We begin most days by discussing positive ways to show good behavior and why it is important. When a child exhibits inappropriate behavior the situation is discussed and an alternative is given. This sometimes does not solve the problem, and it becomes necessary to have the child sit and think for a period of time (3-5 minutes). Continued disruptive behavior will be discussed with the

parents so the home and school can cooperatively work through the problem.

Conferences

Conferences will be held twice a year - once in the fall and once in the spring. A sign-up list will be posted on the classroom doors. Conferences are voluntary, but we highly recommend you sign up for at least one conference. Although these are the only scheduled conferences, the staff is always available if you need to talk to us or vice versa.

Medication Policy

It is the policy of Faith Nursery School not to administer medication of any kind to any of the child. However, if it is absolutely essential that a child receive medication while under school supervision, the following applies: the school must have written permission to dispense the medication, the medication must be in the original pharmacy labeled container with dosage instructions, and the medication will be administered by a member of the staff.

Illness

Staff and fellow classmates worry and wonder when your child does not come to school.

If your child is ill, please call the school (908-464-2752). Staff is available to answer the phones between 8:30 - 9:00 a.m. It is important that the staff knows what kinds of illnesses are going through the classes. Some illnesses need to be reported to the state and other, i.e., chicken pox, need to be reported to all attending the school. **Please do not send your ill child to school. If your child was ill the previous evening, please give them the extra day at home. Not only are other children exposed but also the staff.**

Some illnesses or symptoms of illness which would not permit a child from attending school are as follows: severe pain or discomfort, diarrhea, vomiting, elevated oral temperature (over 101.5 degrees),

lethargy, red eyes with discharge, infected skin patches, difficult breathing or severe coughing, skin rashes, mouth sores or stiff neck. Once the child is symptom free, the child may return to school.

If you are planning a vacation, please let the teachers know.

We appreciate your cooperation.

Bathroom Policy

Faith Nursery School expects that each child enrolled will be able to attend independently to all bathroom needs. The staff of Faith under no circumstances accompanies any child into the individual stalls. Children should be able to undress, use the toilet and paper, and redress without assistance. We realize that children of this age do have accidents. **For this reason, we ask that each child have a shoebox or Ziploc bag of a complete change of clothing, including socks.** You may want to change the clothing according to the season.

In the event your child has a bowel movement accident, you will be called to school to change your child.

Dressing Your Child

Please label all outerwear. The first time your child wears their new winter coat neither they nor the classroom teacher will know which one it is. Classrooms tend to be warm. Please do not over dress your child. Believe us, they are not sitting still at Faith but are very busy. We suggest layering so the sweater or sweatshirt can come off.

Sneakers are a must. It is very difficult to run, climb, skip, hop and jump in party or slip-on shoes.

Please no belts, suspenders, overalls, or one-piece outfits. When your child needs the bathroom they usually need it right now, and these clothes slow them down.

The change of clothing that you provided (see above) may also be used for accidents during water play activities and juice spills.

Pick-up and Drop-off

Drop off begins at 9:00 a.m. Please arrange to have your child there on time. The time between 8:30 - 9:00 is set aside as teacher prep time. The teachers need this time to organize the classroom for the morning. If you feel that you have the need to speak to any of the teachers, they will gladly arrange a conference for you. Please do not drop off before 9:00 a.m.

At times, you may notice children come early. This has been pre-arranged (usually to help out a particular situation), and the family is charged for this early drop off.

Pick-up time is at noon. Your child will be looking for you and anxious to tell you about their day. If you are detained due to a doctor appointment or such, please call the church office (908-464-5177). Please wait in the hall until the classroom teacher opens the door.

Alternate Pick-Ups

At some point during the school year your child may be going home with someone other than you. This is fine and greatly encouraged. It is, however, an absolute necessity that we have a dated note from you stating who will be the alternate pick-up on that day.

Sometimes parents may want to give us a blanket permission allowing, for example, either the parent or regular sitter to pick up your child. This will be attached to your child's registration form.

At times, you have emergencies and at the last minute will arrange for an alternate pick-up. Please call the office (908-464-5177) and let them know. Don't just send the alternate.

School Closings

Faith Nursery School follows the New Providence and/or Berkeley Heights School system when deciding on closing for snow days. If there is a delayed opening, we begin at 10:00 a.m. If school is going to be closed or delayed, we will call you around 8:00 a.m. of that morning. If

you would like an earlier phone call, please inform your classroom teacher.

If the school is closed for any other reason, you will be notified by phone or in writing.

Lunch Party

Depending on the month (please check your calendars), there will be one or two lunch parties. At this time, your child is invited to stay for lunch and group activities. Fee for this is \$15.00. Your child will be here from noon until 2:00 p.m. Lunch parties will be offered on Tuesdays or Wednesdays for Pre-K, and Tuesdays or Thursdays for 3-year-olds starting in October. You simply provide the sandwich, and we provide the juice, snack, fruit, and treat (ice cream, juice bars). Please be aware that we may have a child with peanut allergies so avoid sending anything containing peanuts, i.e. peanut butter sandwich, trail mix, granola bars. Please check the sign-up in the hallway. You will be billed for this service in November, February and May - \$15 per lunch party attended.

Field Trips

Faith Nursery School offers sound educational trips for all registered children. The staff, in order to accommodate all parents and children, will ask for parent volunteers to chaperone on a rotating basis. This allows all able parents the opportunity to accompany their child on the trips. When chaperoning, the teachers need you to help with supervision of all children. The staff needs all chaperones to be interactive with all the children. If you are uncomfortable doing this, please do not volunteer to accompany us. There are many other ways you can help. In order to make these trips special for those attending, no siblings are permitted on any trip.

Faith Nursery School will hire a school bus with seat belts for all field trips. No individual car seats will be permitted on the bus.

Permission slips with detailed information will be sent home one week prior to all trips. You will be billed for all trips. Faith Nursery School T-shirts and sweatshirts are available for purchase.

Book Bags

A Faith Nursery School tote bag will be provided for each new child in September. We ask that the children only use this bag. The tote bag will encourage independence as well as being easy for the child to fill or empty on his own. Please look through the bag for important papers. A tote bag can also be purchased from the staff for replacement or additional needs.

Birthday Parties

Birthdays are very special and important days. Parents usually want to bring in a small snack to celebrate. Some all-time favorite treats include homemade cookies, Dunkin Donuts, and juice bars.

Unsafe Children's Products

As required by the Department of Law & Public Safety, Faith Nursery School has reviewed the list of unsafe children's products and has found nothing of concern. You may review this list for your own personal knowledge at the following web site: <http://www.state.nj.us/lps/ca/recall/recalls.htm>

We hope that this has answered many of your questions. More areas will be covered at your orientations. If you have any questions, you can:

Call the Church office	908-464-5177
Call Faith Nursery School	908-464-2752
Call Susan at home	908-542-1252

Please don't hesitate to call. I really don't mind.

Susan Nord, Director