Parent Handbook

Creative Cuddles, Preschool,
Before and After School
School Break Camp and Summer Camp

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*Subject to Change***

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Welcome

The Jointure has been providing community education for over 100 years. It began in 1914 as a small community initiative in Bound Brook through the Board of Education. Over the years, The Jointure expanded and partnered with other school districts in Somerset County. Today, The Jointure represents a true "joint venture" in learning. We look forward to continuing to bring quality educational experiences to the communities of Somerset County.

Our programs are designed to give parents peace of mind for their child's care at their own school. Our Before and After School programs provide a safe and nurturing environment for students to help busy parents manage their schedules. Our Creative Campus Preschool programs provide socialization and age- appropriate learning for school readiness.

Our commitment is to our community. We strive to balance affordability and quality to best meet the needs of children and their families. The Jointure works with school districts to do what we do best, provide lifelong learning opportunities for people in Somerset County from infants to senior citizens and have FUN in the process!

The Jointure at The Creative Campus
500 US HWY 22
Bridgewater, NJ 08807

www. Jointure.org

https://www.facebook.com/people/Jointure-CC/61560179074630/

Statement of Nondiscrimination: The Jointure does not discriminate against anyone on the basis of any category protected by law including race, color, creed, ancestry, national origin, nationality, gender, sexual orientation, marital or domestic partnership status, or disability.

Program Basics

The Jointure Philosophy:

- ✓ **Every child is unique and special**
- ✓ **Learning is fun**
- ✓ **Each child should learn in their own time**
- ✓ **School should be child-centered, positive and creative**
- ✓ **Children should feel good about themselves and what they can do**

Program Goals

Our goal is to provide a balanced, challenging and comprehensive educational program to prepare children for success in their local school districts. The Creative Campus Preschool and Kindergarten Program is designed to empower every student to achieve his or her full potential.

Program Schedules

Creative Cuddles

Creative Cuddles offers experienced, caring, friendly and dedicated staff and provides a daily experience that meets each child's individual needs. A lifelong love of learning begins for children at birth. Infants and toddlers are curious and learn through hands on experiences and learn to use their senses to explore. Creative Cuddles provides an environment that stimulates children's brains while allowing them to participate in hands-on experiences with their trusted caregiver. Your child will be with the same caregiver on a daily basis, which will help ensure stability and create a healthy routine for you and your child. The provider builds a supportive and loving relationship with you and your child to nurture social – emotional development while developing skills as they learn to move and play.

Creative Cuddles providers devote time cuddling and talking to your baby. Caregivers demonstrate a healthy early learning for exploring and communicating. The play area is complete with age appropriate toys and books that allow infants and toddlers to explore and reach developmentally appropriate milestones. Children enjoy both indoor and outdoor activities while following a daily schedule, including a consistent drop off routine, nap times, feeding times and play times. The relationship with Creative Cuddles providers and their families builds a relationship of trust, confidence and independence from infants to toddlers and creates a smooth transition for children when they are ready to enter the next level of lifelong learning.

Creative Campus Preschool Program

The Creative Campus Preschool Program is open 12 months January-December. September through June follows an academic program. July and August Preschool summer camp is provided. The Creative Campus will be closed in observance of all holidays. When The Creative Campus is closed due to extreme weather, power outage, emergency situations or for any other reason, parents will be notified by Email, Class Dojo, Procare, Website and / or Facebook Page.

Preschool Program

Full Day	7 AM– 6 PM
School Day	8:30 AM- 3:30 PM
Before School	7 AM- 8:30 AM
After School	3:30 PM- 6 PM

Snacks, Dietary Restrictions, and Food Allergies

The Creative Campus is a **NUT FREE** school. Please be sure to pack snacks and lunches that are **NUT FREE**. At registration, clearly indicate any allergies or special requirements and update information as needed. Also, please remind your child/ren that there will be no sharing of snack within our program. We appreciate your help in reinforcing this policy on behalf of the children who suffer from various allergies within our programs.

Please see our website for our suggested snacks that are **NUT FREE** and **NO CANDY.**

Switching Days

Due to enrollment and licensing regulations, children will NOT be permitted to switch days week to week. This also includes holidays and snow days.

Change in Schedule

Changes in schedule for any Jointure Programs will incur a $40.00 fee per change.

Delayed Openings and Emergency Closings

Delayed Openings and Emergency Closings will be declared due to inclement weather or other emergency situations. All parents will be notified via email, Class Dojo, Procare, Facebook and website. In the event there is a Delayed Opening, Creative Campus will open at 10:30 AM.

Absence and Vacation Procedure for ALL Creative Campus Programs

If your child is going to be absent from any Jointure program it is mandatory that you notify The Creative Campus office at 908-722-1563 X-4. Our staff expects your child to attend on their scheduled days. When your child is absent, our staff will be contacting you to verify his or her whereabouts. Therefore, it is necessary that you notify the school or teacher by phone, email or Class Dojo. Make up or change of days due to a child's absence is not permitted. Tuition and fees are not pro-rated for illness, holidays, or emergency closures. Please provide a 2-week notice of any intended vacation. Wrap Around students will not be permitted to attend the program if sent home sick from their district school.

Creative Campus Parking

Please understand, as a tenant/guest at St. Bernard's, the parking area is shared space. After several months of trying different options with events occurring throughout the year and day to day, the traffic pattern and designated parking areas ensures the safety of our students and allows for smooth and safe drop off and pick up from the campus.

- **Do not park in the numbered or coned spaces in the front of the building.**
- **When dropping off and picking up students, enter the parking and follow the arrows to the playground and around the building to the highway side. Park in the spaces nearest the highway.**
- **Buses will park and drop off and pick up students nearest the building.**

Dear Families,

Children enrolled in The Jointure Preschool program must be 2.5 and should be potty trained. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Staff is aware that transition is difficult for children and accidents happen.

As your child continues to grow and develop independence, we want to partner with you in supporting successful potty training. Consistency between home and school is one of the most important factors in helping children achieve this milestone.

As we work together, your child should show an interest in using the toilet, communicate needing to go to the bathroom, will stay dry for longer periods and follow simple directions. Together we can create a plan that works both at school and at home.

To help your child be successful, we ask that you:

- Dress your child in easy-to-manage clothing, such as elastic-waist pants.
- Send several complete changes of clothing for the season, including underwear, socks, pants, and shoes if possible.
- Share any potty-training routines, schedules, or strategies that are working well at home.
- Reinforce and celebrate your child's efforts and successes, even if accidents occur.

At school, we will provide regular bathroom reminders, encouragement, and positive reinforcement. Please remember that accidents are a normal part of the learning process. Our goal is to create a supportive and stress-free environment where children feel confident and successful.

By working together and maintaining consistent expectations, we can help your child develop this important skill with confidence.

Thank you for your partnership and support. If you have any questions or would like to discuss your child's progress, please feel free to reach out.

Warm regards,

Lisa Giranda
Executive Director

Late Policy

PRESCHOOL

School starts promptly at 8:30 AM, all students must be at school no later than 8:45 am. As an academic preschool, developing good attendance habits sets the example for later school years and promotes consistent routines and confidence as they prepare together for the day. Late arrival interrupts instructional time for all students while missing out on important activities. On time arrival allows teachers to being instruction on time for everyone.

We understand that life happens and will provide 3 late passes to accommodate for those unique situations. After 3 tardies, you will not be able to attend school that day. Students who are late due to a medical appointment may arrive up until 10:30 am with a note from the physician. Communication with school staff is essential. We appreciate your understanding and cooperation as we work together to prepare children for the next step in their educational adventure.

Back to School Night

Back to School Night is an opportunity for parents/guardians to visit the school, see your child's classroom, meet their Teacher and Instructional Assistant and learn about the curriculum and how your child spends their day at school.

The evening is designed as a chance for parents/guardians to hear and ask questions about general issues regarding the school day. Please understand this is not the time to discuss the individual progress of your child; as this is done at conferences in November. If you have any questions about how your child is doing, please contact the teacher privately through Class Dojo or email to schedule time.

Please be respectful during the classroom presentation and discussion.

Curriculum

Play is a very important part of our day as it helps children develop self-regulation. Self-regulation is the ability to control your physical actions, your emotions and, eventually, your thoughts. It includes being able to remember and pay attention on purpose. This is extremely important for success in later grades and in life. As part of our play time, children will create a plan every day. This plan enables them to think ahead to what they will do in the center they have chosen. At the beginning, they draw a picture to help them remember what they say they will do. As they become more proficient you will notice that they begin drawing lines and eventually letters. We would like to tell you a little bit about our play planning process and the organization of our centers.

We have 6 centers in our classrooms and each is color coded.

Dramatic Play:	**Orange**
Blocks:	**Yellow/Brown**
Science:	**Green**
Art:	**Purple**
Table Toys:	**Blue**
Literacy:	**Red**

When the children choose their center, they take a colored clip or bracelet and a colored marker that matches. For example, if they go to the red center, they choose a red clip or bracelet and draw their plan with a red marker.

The children draw a picture to represent themselves and what they plan to do. If they say they are going to bake cookies, they are encouraged to draw a picture of themselves and the bowl or the cookies or the oven, etc. We will write the children's messages as they finish and then they are off to play. We send these plans home every week so you will be able to see their progress and learning as the year goes on.

We organize our play centers based around themes that change after approximately 4-6 weeks, depending on the children. We follow the children's lead, and many themes stem from their interest and our community. Some examples of our themes are: family, grocery store, vet clinic/pet shop, doctor's office or restaurant. Some of the materials may change as the themes change, but we want the children to understand that they can use toys as more than one thing. This flexibility is an important skill for imagination and creativity.

Each child chooses the center he/she would like. The centers are: Blocks, Dramatic Play, Art, Table Toys (Manipulatives), Literacy and Science. Upon making the decision, the child expresses the plan orally then draws a picture to remember the plan. The next day, the child "rereads" the plan before choosing a new center. Additionally, literacy, math, and handwriting skills are taught in small groups.

Throughout the year, we will be sending out an array of parent newsletters that focus on aspects of the curriculum and child development. These newsletters will also highlight important school events and list the classroom's current play theme along with suggestions on how to help extend your child's make-believe play.

The following pages provide additional information about your child's preschool experience. As always, if you have any questions or comments, please feel free to contact us.

The Creative Campus Teaching Team

Jointure	Preschool Teacher: Jenna Sambucini Instructional Assistant: Veronica Martinez
	Pre-K Teacher: Jenna Giranda Instructional Assistant: Maureen Bossert & Emily Weigand
	Pre-K Teacher: Cheryl Truppi Instructional Assistant: Liz Noonan
Manville Preschool	Teacher: Erin Drumbore Instructional Assistant: Liz Hatto
	Teacher: Louis Garbarini Instructional Assistant: Ashley Michalski
	Teacher: Lyla Schron Instructional Assistant: Casey Reut

Additional Instructional Assistants: Dena Tedesco

Description of Content – What is Being Taught?

Our preschool curriculum emphasizes cognitive and social-emotional self-regulation without neglecting important literacy, math and handwriting skills. Cognitive skills such as counting, listening for initial sounds and naming shapes are introduced; however, such skills are approached through play. In our Preschool and Pre-K programs, play fosters imagination, symbolic function, self-regulation and positive interaction with other children as well as the environment.

ECERS Rating

The Creative Campus participates in ECERS (Early Childhood Environmental Rating Scale) which is designed to assess process quality in an early childhood or school age care group. Processquality consists of the various interactions that go on in a classroom between staff and children, staff and parents and other adults, among the children themselves, and the interactions children have with

the many materials and activities in the environment. This also encompasses the space, schedule and materials that support all of these interactions. Process quality is assessed primarily through observation. Observations will be conducted annually.

Ages and Stages Questionnaire Assessment Policy

ASQ is a screening tool The Creative Campus Preschool Program utilizes to screen and assess the developmental performance of children in the areas of communication, gross motor skills, fine motor skills, problem solving, and personal-social skills. It is used to identify children that would benefit from an in-depth evaluation for developmental delays.

The ASQ Questionnaire will be conducted twice a year by both parent/guardian and your child's teacher.

Questionnaire results will be discussed at conferences or more frequent if necessary. For more information about ASQ, please check out their website at https://agesandstages.com/

Assessments

Each child is individually assessed on an on-going basis. The child's initial plan provides a clear picture of the child's present performance and gives the teacher a starting point. Each child is given the necessary support and encouragement to reach his/her higher level. The goal is that each child gains the confidence and the feeling of accomplishment to work more independently.

Behavior & Academic Expectations

Our curriculum helps the teachers to create a positive classroom climate where self-regulation is learned in every activity, especially through dramatic play. We aim for self-regulation, taught through specific activities such as Freeze Dance, Buddy Reading and Share the News to name a few. By the end of the school year, children are actively absorbed in all classroom activities. Teachers rarely intervene to keep children on task or to redirect inappropriate behavior. The preschool children leave the T.O.M program with strong self-regulation skills as well as the academic knowledge and skills. In literacy, children leave with phonemic awareness, knowledge of letters of the alphabet, sound-to-symbol correspondence, as well as the knowledge of concepts of print and concepts of writing at a level that is more common at the end of kindergarten. Mathematics skills include counting 1-10 items, rote counting over 20, understanding the meaning of adding and subtracting, recognizing and naming shapes and more.

Safety

Gym Days with Mr. Mike – Monday, Tuesday, Thursday and Friday

Little feet sometimes move too fast and get in our own way. Please wear sneakers on gym days. NO crocs, sandals, boots or princess shoes.

Homework

We do not assign homework in Pre-K. However, we do recommend reading to your child every night, sharing books and encouraging activities such as puzzle completion, supervised use of pencils, crayons, scissors, etc. It is of utmost importance that you engage in daily conversation concerning your child's school day. Other suggestions include having your child identify colors, shapes, letters and numbers during your daily activities (while in the car, grocery shopping, errand time, etc.)

Communication of Student Progress

The Home-School folder acts as an excellent daily communication tool. This folder contains the child's play plan, as well as other important information. The parent is encouraged to discuss the contents of the folder with the child and return the folder along with any materials on the "Please Bring Back" side, the following school day. Parents are encouraged to communicate concerns through a note placed in the folder or via Class Dojo. You can expect a response whichever way you choose to contact your child's teacher.

Should you have a question regarding your student's educational experience, please consider the following options to best answer your questions or concerns. Class Dojo, Email and or Telephone.

All communication should begin with the classroom teacher except in the event of an emergency.

It is our goal to always maintain open lines of communication with our families. We work hard to ensure that you receive professional, courteous correspondence from us. As educational authorities, we also expect respectful communication in return. Should you have any concerns throughout the year, we ask that you follow the chain of command (always starting with your child's teacher) and that any communication with our staff remains respectful. We understand that conflicts arise and can be frustrating and we want to approach conflicts with a positive problem-solving approach.

Conferences

Ongoing communication between home and school is critical to your child's success. Conferences are held formally each year in November. Should you need a conference at another time during the year, please contact your child's teacher. It is helpful to keep your child's teacher informed of family changes that might affect your child.

Formal conferences are held in November. Class Dojo is used to sign up for your child's parent/teacher conference.

Class Dojo

We use Class Dojo as a form of communication between teachers and parents. Please download the app and join your child's class if you have not already done so. The app allows you to:

- View announcements, events and schedule parent/teacher conferences.
- Communicate with your child's teacher (Group chat with Teacher **AND Instructional Assistants**
- Set up play dates or birthday parties with other parents (please make sure your info is public if you would like to do this)

Birthdays

If you and your child would like to celebrate their birthday with us in school, please let me know at least one week in advance as some of our students have allergies. If you would like to bring a treat, it MUST be store bought and labeled school safe. You also have the opportunity to set up a time with your child's teacher to be a guest reader. You can bring in your child's favorite book or any book to donate to the classroom library as well. I have special book stickers that we will write your child's name, birthday and year. Then we will attach it to the inside cover of the book to always remember and celebrate the student's special day. All birthday books will be put and kept in a special birthday basket in the classroom library to share.

All Jointure Before and After School Programs

- Creative Campus – Bridgewater
- Whiton Elementary & Stony Brook Intermediate Schools -Branchburg
- Weston Elementary & Roosevelt Intermediate Schools - Manville

Before care begins at 7am until 8:30 am. Children can participate in a variety of activities and may have their breakfast.
Aftercare begins at 3:30 pm until 6 pm. Children may participate in indoor and outdoor play, legos, coloring, magnets, barbies, crafts, etc.

Lost and Found

Please remember to label ALL your child's belongings including coats, lunch boxes, backpacks, water bottles, etc. with their full name to ensure personal items are returned to the rightful owner.
At winter break and the end of the school year, unclaimed items are donated.

Wellness Goal

I will not send my child to school if…

- He/She has had a fever in the last 24 hours.
- He/she had a fever of 100.5 degrees or higher. ***
- Was nauseous, vomiting or vomited during the night.
- Had diarrhea within the last 24 hours.
- Was exposed to a contagious disease and is exhibiting signs/symptoms..
- Has an unknown rash.
- You suspect he/she has head lice
- I will not send my child to school for parties or special events if he/she was kept home due to illness.

***A fever refers to a temperature of 100.5 degrees or more without the use of a fever reducing medication. Please remember, fever reducing medications wear off within a few hours. Be aware, children love to share when they don't feel well when they arrive in the morning. Your child will throw you right under the bus if you give him/her medicine in the morning before coming to school, which will result in picking them up from school.

Program Goals

Our program objectives are to help children develop their fullest potential focusing on confidence/self-esteem building; promoting a healthy lifestyle; fostering responsibility by doing homework and school projects; and reinforcing physical skills.

The program objectives will be met by using:

- Non-competitive games that are challenging and fun
- Arts and Crafts
- Homework and Quiet Time
- Outdoor Games and Activities
- Community Projects
- Vendors
- Spirit Days
- Fun Curriculum
- Science Experiments

Program Schedules

The Jointure Before & After School Program follows the school calendar. The program will only be in session on school days and will be closed during holidays and vacations. Please note a $40.00 Change of Schedule fee. School Break Camps will be available at The Creative Campus when schools are closed.

When your child's school is closed due to severe weather, power outage, emergency situations or for any other reason, the Jointure program is **CLOSED!** Please check your school-directed sources for information on emergency closings and delayed openings.

Emergency Early Closings:

When school is closed early due to snow or any other emergency, there will be **NO After School Programs** available on that day. For such days, please have a **backup available** and make your child's school aware of this alternate arrangement.

Delayed Openings:

On days when schools have a delayed opening due to weather or other emergencies, our morn- ing program is **CLOSED!**

Half-Days/Scheduled Early Dismissals

All sites are available on half days/scheduled early dismissals.*

If the half day/ early dismissal falls on a day that your child is registered to attend the After School Program, your child is entitled to attend the half day at no additional cost. If your child is **NOT** registered for that day you will be charged for an extra day or you may purchase ½ Day

Before & Aftercare Late Policy

The Jointure is committed to make every effort to provide a program that meets both children and their family's needs. The Jointure also demonstrates an understanding of the importance of reasonable flexibility for busy parents and guardians of children enrolled in our programs.

After picking up late 5 times, The Jointure may terminate the child's participation I the program. Our building permit allows us in the school until 6 PM. Liability becomes an issue after 6 PM. The Jointure, its staff and the children served are not covered by insurance after 6:00pm. Most importantly, repeated lateness causes great stress and anxiety for staff and children, parents and guardians are asked to comply with these procedures:

- Parents and guardians should be well informed of the program's schedule and should allow ample time to arrive at the program site before the program ends each day.
- permission to pick up a child when necessary. These friends or family members should
- A $25 late fee will be imposed for every 15-minutes or part thereof.

(Ex. 6:01pm - 6:15pm = $25, 6:16pm - 6:30pm = $50, etc.) C.A.N. Coupons in advance.

School Break Camps

During scheduled school closings (holidays and vacations) School Break Camps are offered for students at The Creative Campus, Kindergarten-6th grade. The program will be offered 7 AM-6 PM. A variety of fun and enriching activities will be provided throughout the day and may include, indoor and/ or outdoor play, science, food projects, arts & crafts, etc.

Registration will be made available prior to School Break Camp.

Absence & Vacation Procedure

If your child is going to be absent from the After School Program, it is **mandatory** that you call The Jointure office at 908-722-1563 X-5 and the site cell phone (phone number provided below). Our staff expects your child to attend on their scheduled days, when your child is absent, our staff will contact you to verify his/her whereabouts. Therefore, it is absolutely necessary that you let us know when your child will be absent.

Make up or change of days due to a child's absence is not permitted. Tuition and fees are not pro-rated for illness, holidays, or emergency closures.

Program On- Site Phone Numbers

Whiton Before and After School Program Before School- 7:00 AM-8:50 AM After School- 3:40 PM- 6:00 PM Program Number: 908-575-1574	**Roosevelt Before Care Program** Before School—7:00 AM– 8:45 AM Program Number: 908-705-3059
Stony Brook Before and After School Program Before School- 7:00 AM-8:20 AM After School- 3:20 PM- 6:00 PM Program Number: 908-524-4445	**Weston Before and After School Program** Before School– 7:00 AM-8:30 AM After School- 2:55 PM- 6:00 PM Program Number: 908-874-4852

The Creative Campus Preschool, Before and After School - Van Holten, JFK School, Eisenhower and Bradley Gardens Summer Camp & School Break Camp

Hours:
7 AM- 6:00 PM
Program Number: 908-200-8684
500 US HWY 22
Bridgewater, NJ 08807

Summer Camp and School Break Camp
908-705-3086

Snacks, Dietary Restrictions, & Food Allergies

Parents should provide their own snacks for children with allergies or special dietary needs. At registration, clearly indicate any allergies or special requirements and update this information as needed. Also, please remind your child/ren that there will be no sharing of snacks within our program. We appreciate your help in reinforcing this policy on behalf of the children who suffer from various allergies within our program.

FOR THE SAFETY OF ALL STUDENTS, NO NUTS OR ANDY ARE ALLOWED IN OUR PROGRAMS.

Universal Health Care Record and Immunizations

All children at the Creative Campus Preschool are required to provide a completed Universal Health Care Record (New Jersey Department of Health Form CH-14) and an immunization record provided by the child's physician prior to the child starting the program. All records must be updated and provided annually. All children enrolled must receive an annual flu shot by December 31st of that year. Any child who has not provided such documentation will be removed from the program until such documentation is provided. Children that are exempt from physical examination, immunization or medical treatment must provide a detailed written statement, explaining how the examination, immunization, or medical treatment conflicts with the child's exercise of bona-fide religious tenets or practices.

Medical Home

A medical home approach to providing comprehensive and high-quality primary care. A medical home should be the following:

- Accessible: Care is easy for the child and family to obtain, including geographic access and insurance accommodation.
- Continuous: The same primary care clinician cares for the child from infancy through young adulthood, providing assistance and support to transition to adult care.
- Comprehensive: Preventive, primary and specialty care are provided to the child and family.
- Coordinated: A care plan is created in partnership with the family and communicated with all health care clinicians and necessary community agencies and organizations.
- Compassionate: Genuine concern for the well-being of a child and family are emphasized and addressed.
- Culturally Effective: The family and child's culture, language, beliefs, and traditions are recognized valued and respected.

A medical home is not a building or place; it extends beyond the walls of a clinical practice. A medical home builds partnerships with clinical specialists, families, and community resources. The medical home recognizes the family as a constant in a child's life and emphasizes partnership between health care professionals and families.

Over the last 40 years, multiple national, state and local organizations have conducted and published research that shows evidence in support of the pediatric medical home approach to care. These studies show an association between access to and utilization of pediatric medical homes to improved health outcomes for the population, increased satisfaction for children and families and decreased cost of care. For more information, please visit http://medicalhomeinfor.aap.org/overview/pages/Evidence.aspx.

Evacuation, Fire and Lockdown Drills

The Safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to learn, it is necessary that we practice our emergency response plans by having drills designed to exercise our procedures.

Fire Drills will be conducted twice a month. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing, they will know what to do and how to do it.

Lockdown Drills will be practiced twice a year. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a “lockdown drill” all the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.

In the event there is an emergency evacuation and for the safety of everyone involved and to maintain order, we respectfully ask that you abide by the following:

- Do not come to the school campus.
- Do not call the school office (as they will be busy with the drill or actual emergency.)
- Avoid social media posts. Correct information will be disseminated as soon as possible.
- Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency.
- You will receive notification where to pick up your child as soon as practicable.

ALL JOINTURE PROGRAMS

Payment Policies and Procedures

Tuition is set annually and divided into 10 or 12 equal monthly payments for your convenience. An annual $50 registration fee and your first month's payment is due at the time of enrollment to hold your child's place. **Subsequent payments are due one month in advance, on or before the 15th of each month (i.e. October's tuition is due by September 15th.)** Invoices will be emailed the first of the month. If there are any changes to your email throughout the year, please contact the office at 908-722-1563. Tuition is payable by check, money order, cash, credit/debit card or Direct Deposit. All checks and money orders are payable to "The Jointure." Please put your child's name and site on the payment. An Automatic Credit/Debit Card and Direct Deposit form is available in the Parent Resource tab under Child Enrichment at www.jointure.org. All Credit/ Debit Card transactions will incur a 3% fee per transaction. Invoices will still be sent monthly via email.

For Financial Assistance information please contact the Administrative Office at 908-722-1563 X-7 for resources and options that may be available.

Payments may be made in person at The Creative Campus or mailed to:

The Creative Campus
500 US HWY 22
Bridgewater, NJ 08807

Change of Schedule fee is $40.00
Withdrawal fee from the program is $30.00
"Non-Sufficient Funds" will result in a $35 charge each time.
NSF checks will result in all future payments to be made by cash or money order for the remainder of the year.

Late payments

Payments are due on or before the 15th of each month. Each monthly payment is applied to the following month. For example, a payment made in September pays for October's tuition. Please allow sufficient time for mailing to the Jointure office. A payment received after the 15th will incur a $25 late fee per child. If payment is not received by the 25th of the month the late fee increases to $50 per child. We reserve the right to consider nonpayment past the 25th of the month as withdrawal of a student from our program. Please call and speak to us in advance if there is any problem making a payment. The Jointure reserves the right to terminate enrollment for nonpayment or other chronic payment problems.

Withdrawals and Refunds

If you wish to withdraw your child, there is a $30 per child Withdrawal Fee and all withdrawals must be in writing using the Jointure's withdrawal form. If you wish to withdraw your child before the start of school in September, you will receive a refund of any prepaid tuition. During the school year, if you wish to withdraw your child/ren, a Withdrawal Form must be completed and the Withdrawal Fee of $30 must be paid. The $50 per child registration fee is non-refundable. Refunds and credits will be determined by the date of withdrawal. Your child may not enroll or re-enroll in any Jointure programs if you have an outstanding balance. All payment issues, such as adjustments and refunds, must be resolved with the office before the end of the school year. There will be no requests honored for refunds or adjustments after the school year is over.

Change of Information

Please notify The Creative Campus office by phone, 908-722-1563, or in writing, in the following situations:

- Change of phone number (work, home, cell, pager, etc.)
- To add/delete an emergency contact/ authorized pick up (MUST BE IN WRITING)
- Change of Address
- Change of Name
- Change of days that your child will attend
- To withdraw your child/ren from the Program (Withdrawal Form)

Receipts

The Jointure's Federal Tax ID is 22-3287297. We do not automatically issue receipts for monthly payment, if you need a receipt, you must call The Creative Campus at 908-722-1563.

Policies & Procedures

Photo Identification & Authorized Pick-Up Persons

No child will be released from our program to any person who cannot produce photo ID upon request, even if this person is listed on the release card.

Each Child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial (parent (s) to take the child from the school and assume responsibility for the child in an emergency if the custodial parent (s) cannot be reached.

If a non-custodial parent has been denied access or granted limited access to a child by court order, the office must secure documentation to the effect, maintain a copy on file, and comply with the terms of the court order. You must have court documentation clearly stating that the individual is not permitted to have access to your child(ren). It is your responsibility to inform the Jointure office and staff of any such situation

If the program is unable to make alternate arrangements, a staff member will call the New Jersey Division's 24– Hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

Please see Release Policy

Release Policy

Each Child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial (parent (s) to take the child from the school and assume responsibility for the child in an emergency if the custodial parent (s) cannot be reached. If a non-custodial parent has been denied access or granted limited access to a child by court order, the office must secure copy of this documentation and comply with the terms of the court order.

If the custodial parent(s) or person(s) authorized by the custodial parent(s) fail to pick-up a child by The Creative Campus daily closing time, the Jointure shall ensure that:

1. The child is supervised at all times.
2. Staff member(s) attempt to contact the custodial parent(s) or person(s) authorized by the custodial parent(s); and
3. After 1 hour or more after closing time, and provided that other arrangements for releasing the child to his/her custodial parent(s) or person(s) authorized by the custodial parent(s) have failed, and the staff member(s) cannot continue to supervise the child, 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 parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the custodial parent(s) or person(s) authorized by the custodial parent(s) appear to be physically and/or emotionally impaired in the judgment of the director and/or staff member and/or the child would be placed at risk of harm if released to such an individual, the staff member(s) shall adhere to the following procedure:

The child may not be released to such an impaired individual.

Staff member(s) attempts to contact the child's other custodial parent, or an alternative person(s) authorized by the parent(s) for pick-up.

If the Program is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the program/center. If such symptoms occur at the center/program, the child will be removed from the group and parents will be called to take the child home. The parent will have to pick up the child. In your child's best interest, children must be picked up no longer than 30 mins. If you are unable to pick up your child within the required time frame. Please have an alternate authorized person pick up.

Severe pain or discomfort	Red eyes with discharge
Diarrhea	Infected, untreated skin patches
Episodes of vomiting	Difficult or rapid breathing
Elevated oral temperature of 101.5 degrees Fahrenheit or axillary temperature of 100.3 degrees	Skin rash in conjunction with fever or behavior changes
Lethargy	Skin lesion that is weeping or bleeding
Severe coughing	Mouth sores with drooling
Yellow eyes or jaundiced skin	Stiff neck

If your child is sent home due to the list above, he/she may not return the next school day. The Child must by **symptom free for at least 24 hours without fever reducing medication before returning**. For example, if your child is sent home at 11 AM Tuesday, the child may not return to school until Thursday. If your child is out of school for 2 or more days, a doctors note is necessary to return to school.

Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center/program without a health care provider's note stating that the child/staff member presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the doctor stating that all the sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

Communicable Diseases Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center/program. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of the reportable excludable communicable diseases, can be found at

http://www.nj.gov/health/cd/documentsreportable_disease_magnet.pdf.

Medication Administration in Child Care Policy and Procedures

Purpose: This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety to the child who requires medication to be provided during the time the child is in our care.

Intent: To ensure the health and safety of all children in our center/program is a team effort by the Jointure, family and healthcare provider. This is particularly true when medication is necessary to the child's participation in our programs. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

Guiding Principals and Procedures:

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to coming to our center/ program, and again when returning home and/or bedtime. The parent/guardian is encouraged to discuss this possibility with the child's healthcare provider.
2. The first dose of any medication should always be given at home with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication or treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to the center or program. This is for the protection of the child who is ill as well as the other children in the center or program.
3. Medication will only be given when ordered by the child's healthcare provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to the policy and will hereafter be referred to as the Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the Jointure.
4. "As needed" medication may be given only when the child's healthcare provider completes a Permission Form that lists specific reason and times when such medication should be given.
5. Medications given in the Center/Program will be administered by a staff member designated by the Center Director and have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the center/program must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and labeled with the appropriate information as follows:
    - Prescription medication must have the original pharmacists label that includes the pharmacists phone number, the child's full name, name of the healthcare provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated,

and dosage, route, frequency, and any special instructions for its administration or storage. It is suggested that the parent/legal guardian ask the pharmacist to provide the medication in two containers, one for home and one for the Center/Program.

- Over-the-Counter (OTC) medication must have the child's full name on the container, and manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.

- Any OTC medication without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the healthcare provider prior to being given in the Center/Program.

7. Examples of over-the-counter medications that may be given include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Cough suppressants
- Topical ointments, such as diaper cream or sunscreen

8. All medication will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control

9. For the children who receive a particular medication on a long-term daily basis, the staff will advise the parent/ legal guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center/Program.

12. Information exchanged between the parent/guardian and the Jointure about medication that a child is receiving should be shared when the child is brought to and picked up from the Center/Program. Parents/Guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center/program to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/ guardians may request to see/review their child's medication records maintained at the Center/ Program at any time.

14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the care of emergency contact form, will update the information as necessary to safeguard the health and safety of the child.

15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or healthcare provider for more information about the medication the child is receiving, and will also authorize the healthcare provider to speak with the Director or Director's Designee in the event that a situation arises that requires immediate attention when the child's health and safety, particularly when the parent/guardian cannot be reached.

16. Parent/Guardian will read and have an opportunity to discuss content of this policy with the Director or Director's Designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in the policy, and will follow them to safeguard the health and safety of their child. Parent/ Guardian will receive a copy of the signed policy including single copies of the records in this policy.

17. The Medication Administration in Child Care Policy will be reviewed annually by the following: Jointure Executive Director, Child Care Director, and Licensing Consultant.

The Jointure Discipline Policy

Children shall not be deprived of food or water, isolated, subjected to corporal punishment, or required to participate in abusive or excessive physical exercise as means of punishment by staff.

The following describes the way we handle behavior deemed appropriate to all Jointure Programs.

- The Site supervisor/teacher is responsible for the behavior of children at his/her site. Should a problem arise, the Site Supervisor will be the one to handle it. His/her methods will include patience, understanding and kindness.

- The Site Supervisor/teacher will try to redirect the interest of the child to another activity (i.e. if a child is running around and being disruptive, have him/her sit quietly at a different table, work on a puzzle, collage or draw).

- If the child does not respond to the above-mentioned methods and continues to be disruptive, the child will be asked to be seated where the child will be able to see what is happening but will not be able to participate until he/she has regained his/her self-control.

- As a last resort, and only if the child is so disruptive that the normal daily activities cannot proceed, the parent/guardian may be called and asked to come and remove the child from the program. At that point, the supervisor and the parent/guardian will have a conference to exchange ideas on how to modify the child's behavior. The supervisor will contact the Director of Children's Programs regarding behavioral issues. The child may be suspended from the program at this point.

If, after returning to the program, the child continues to be disruptive and all methods of discipline have been exhausted, the child may be removed from the program permanently.

The Jointure Expulsion Policy

Unfortunately, sometimes there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family or the child (ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the program:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of the 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 a child.
- Verbal abuse to staff or children.
- Other (explain)

Child's Actions for Expulsion

- Failure of child to adjust behavior after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting
- Other (explain)

Schedule of Expulsion

- If after remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behaviors warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or come to an agreement.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed of the expected behavioral changes required in order for the child or parent to return to the program.

sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).

- The parent/guardian will be given a specific expulsion date that allows the parent
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program.

A child will not be expelled

If a parent:

- Made a complaint to the Office of Licensing regarding a center's alleged violation or licensing requirements.
- Reported abuse or neglect occurring at the program.
- Questions the program regarding policies and procedures.
- Is not given sufficient time to make other childcare arrangements.

Proactive actions that can be taken in order to prevent expulsion

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriate activities, supervision.
- Always use positive methods and language while discipling children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the Parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and the parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultant on premises.
- Recommend an evaluation by local school district study team.

Parent Social Media & Technology Policy

Social media are powerful communication tools that can impact The Jointure & Creative Campus' professional reputation. Social media can blur the line between personal and institutional opinions. The following policy is designed to clarify how best to protect personal and professional reputations when participating in social media. The goal is to establish practical and enforceable guidelines by which we can conduct ourselves in a constructive, positive and official capacity.

Social media are defined as media designed to be circulated through social interaction, using accessible online forums. Examples include but are not limited to Facebook, Class Dojo, Instagram, LinkedIn, YouTube, and Snap Chat.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in their everyday life. The same laws, professional expectations, and guidelines for interacting with families, co-workers and the community apply online as they do on the job. Employees are liable for anything they post to social media sites.

Policies and Guiding Principles

Only those officially designated can use social media to speak on behalf of The Jointure in an official capacity, though employees may use social media to speak for themselves individually or to exercise their legal rights under the National Labor Relations Act.

When engaging in social media activity:

- Protect confidential and proprietary information: Do not post confidential or proprietary information about The Jointure or Creative Campus, students, families or co-workers. Examples include but are not limited to pictures or videos of students, negative comments about co-workers, and personal information about families. You must adhere to all applicable privacy and confidentiality policies. Employees/Families who share confidential information do so at the risk of disciplinary actions or termination.
- Exercise personal responsibility: The Jointure trusts and expects employee/families to exercise personal responsibility when using social media, which includes not violating the trust of those with whom they are engaging. Employee/Families should never use social media for covert advocacy and marketing when acting in a professional capacity. If and when employees use social media to communicate on behalf of The Jointure, they should clearly identify themselves as employees.
- Respect The Jointure time and property: Jointure computers and time on the job are reserved for center related business as approved by supervisors and in accordance with teacher/staff job descriptions. Abuse and misconduct associated with use of center computers and time will be done at the risk of disciplinary action.
- Don't use The Jointure logos for endorsements: Do not use The Jointure or Creative Campus logo or any other center images or iconography on personal social media sites. Do not use The Jointure's or Creative Campus name to promote a product, cause, or political party or candidate.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of The Jointure and Creative Campus.

Policy on Methods of Parental Notification

It is very important at The Jointure that we have open communication with all our parents and staff members. We use many forms for communication to notify parents and staff members of news, reminders, updates, emergencies, changes to programs/calendars, etc. If parents need to contact Jointure staff any/all of the below methods of communication are acceptable.

Acceptable lines of communication include:

• **Telephones**	• **Mail**
• **Program Site Cell Phones**	• **Parent-Teacher Conferences**
• **Procare**	• **Parent– Director Meeting**
• **Written "Hard Copies" given out a programs**	• **Website: www.jointure.org**
• **Email**	• **Facebook: https://www.facebook.com/people/Jointure-CC/61560179074630/**
	• **Class Dojo**

Jointure Team
908-722-1563

Executive Director, Lisa Giranda	**X-7**	lgiranda@jointure.org
Director of Children's Programs, Darnell A. Scott	**X-6**	dscott@jointure.org
Administrator of Marketing & Enrollment Management, Lauren DeCuollo		ldecuollo@jointure.org
Administrator of School Age Programs, Pete Diana	**X-5**	pdiana@jointure.org
Asst. Director of Preschool Programs/Pre-K Teacher, Jenna Giranda		jgiranda@jointure.org
Manville Preschool Teacher, Erin Drumbore		edrumbore@jointure.org
Manville Teacher, Louis Garbarini		lgarbarini@jointure.org
Manville Teacher, Lyla Schron		lschron@jointure.org
Pre– K Teacher, Jenna Sambucini		jsambucini@jointure.org
Pre-K Teacher, Cheryl Truppi		ctruppi@jointure.org
Administrator of Family Engagement & Camps, Jeanine Alpizar	**X-4**	jalpizar@jointure.org

Outside Play

Your child may be taken outside for fresh air and physical activity based on playground conditions and schedule. **Our standards to go outside are: 32°F and no precipitation.** Please dress your child appropriately everyday (i.e. hats & gloves).

Student Transportation Policy

Staff are not permitted to transport your child. Our policy states that staff members are never to transport any children enrolled in our programs. If a staff member were to transport a child, his/ her employment with The Jointure may be terminated immediately.

Damage of Property

If a child deliberately damages property that is not his or her own, **parents will be asked to pay for the cost of repair or replacement.** "Accidental" damage will be assessed on a case-by-case basis. We cannot be responsible for loss or damage to your child's personal property. Please leave all expensive toys, electronics, and valuables at home.

Other Information

The Jointure is an independent nonprofit organization serving the community. Our classes and programs are not part of the school district offerings. However, we work closely with the school administration and staff to follow their schedules and policies and procedures where appropriate. We value the close working relationship we have with the principals and school personnel.

The Jointure's programs are licensed by the State of New Jersey Department of Children and Families (DCF). Copies of our license are posted at each program location. DCF sets the maximum number of children allowed at each site, as well as the policies for various matters set in the Manual of Requirements for Child Care Centers. The Jointure must follow applicable DCF requirements on such matters. If you believe that we are out of compliance with any DCF requirement, please bring it to the attention of the Jointure office. If you do not get a satisfactory response or resolution from our office, you may report the matter to DCF.

The Jointure is obligated by law to report any reasonable suspicion of child abuse or neglect by any adult, including parents.

Questions or Suggestions

Please address any questions about Jointure policies or general concerns with the program to the Jointure Administration Office. We are always open to suggestions for change and improvement of our programs.

We thank you for trusting us with the care of your wonderful children! We look forward to continuing to serve your family.

Board of Trustees

Barbara Kane & Dr. Rosina Dixon, Co-Presidents

Arthur Akins, Secretary

Gerry Smit

Ernest R. Shuba

George Mullen

Scott Hobbs

Joanne Zagari

Statement of Nondiscrimination: The Jointure does not discriminate against anyone on the basis of any category protected by law including race, color, creed, ancestry, national origin, nationality, gender, sexual orientation, marital or domestic partnership status, or disability.