



# CHERRY HILL NURSERY SCHOOL

## *Parent Handbook*

50 Cherry Hill Road  
Princeton, New Jersey 08540  
(609) 921-0489  
<http://cherryhillnurseryschool.org>

# Welcome to Cherry Hill Nursery School

We are delighted to have your family as part of our community, which has enjoyed a long tradition of educating children in Princeton, dating back to 1958. Within this handbook, you will find information describing day-to-day life at the school, as well as many of the opportunities that make Cherry Hill Nursery School a special place. Keep this handbook accessible, as you will find it contains answers to many questions about practices, traditions and operations of CHNS. Policies and procedures will be introduced as needed, however, each year you will receive handbook additions containing current information, e.g. officers, calendars, class lists and room parents. These additions will be available prior to the start of each school year with the summer mailing.

Cherry Hill is a cooperative school that is organized, owned, and administered by the Parent Teacher Organization (PTO - the parents of children currently enrolled in the school, the Director, and the teachers). A cooperative school has distinct advantages. As parents participate in the classroom, observing all the children, they acquire a general knowledge of children's behavior and, as a result, they understand their own child better. We encourage active participation in all areas of school life by attending scheduled conferences, board meetings and school functions.

# Table of Contents

<b>Welcome to Cherry Hill Nursery School.....</b>	<b>2</b>
Table of Contents.....	3
<b><u>GENERAL INFORMATION.....</u></b>	<b><u>6</u></b>
<u>Philosophy of Cherry Hill Nursery School.....</u>	<u>6</u>
<u>Structure of Cherry Hill Nursery School.....</u>	<u>6</u>
<u>School Hours.....</u>	<u>6</u>
<u>Extended Day Hours.....</u>	<u>6</u>
Early Drop Off.....	7
<u>Boards.....</u>	<u>7</u>
<u>Bylaws.....</u>	<u>7</u>
Problems, Questions or Concerns.....	7
Registration for Next Year.....	7
Special Needs.....	8
Discipline Philosophy.....	8
Biting.....	8
Expulsion Policy.....	8
Immediate Causes for Expulsion.....	9
Parental Actions for Child's Expulsion.....	9
Child's Actions for Expulsion.....	9
Schedule of Expulsion.....	9
Proactive Actions That Can be Taken to Prevent Expulsion.....	9
Custodial and Non-Custodial Issues.....	10
Parent Responsibilities.....	11
Meetings.....	11
PTO Role.....	11
"Co-op"ing.....	11
Adjustment to School.....	11
Preparation for School.....	11
Open House Day Visits.....	12
School Forms.....	12
First Days of School.....	12
Cubby Supplies.....	12
Scholastic Information.....	13
Back to School Night.....	13
Aims and Goals of Curriculum.....	13

General Routine.....	13
Enrichment.....	14
Conferences.....	14
School Records.....	14
Field Trips.....	15
Drivers' Requirements for Field Trips.....	15
Afternoon Enrichment.....	15
Information Dissemination.....	16
Bulletin Boards.....	16
Calendars.....	16
Cherry Jamboree Days.....	16
Communication.....	16
BrightWheel and Konstella Apps.....	16
Mailboxes.....	17
Emergency Closings, Early Dismissals, & Delayed Openings.....	17
Room Parents.....	17
Orientation Coffees.....	17
The Nitty Gritty: How Things Are Done at CHNS.....	18
Arrival and Dismissal.....	18
Parking at School.....	18
Absences.....	18
Arrival and Dismissal.....	18
Changes in Dismissal Routines.....	18
Late Pick Up Policy.....	18
Afternoon Enrichment Late Policy.....	19
Carpools.....	19
School Visitors.....	19
Food and Beverages.....	19
Water Bottles.....	19
Snack.....	20
Photo Copy Machine.....	20
Book Orders.....	20
Lost and Found.....	21
School Photographs.....	21
Toileting.....	21
Tuition and Scholarships.....	21
Purchases for School.....	21
Special Events at Cherry Hill.....	22
Helping Parent Duties.....	22

<a href="#">Birthdays at Cherry Hill.....</a>	<a href="#">23</a>
<a href="#">Festivals.....</a>	<a href="#">23</a>
<a href="#">Holidays.....</a>	<a href="#">24</a>
<a href="#">Valentine's Day.....</a>	<a href="#">24</a>
<a href="#">Cherry Jamboree Weeks.....</a>	<a href="#">24</a>
<a href="#">End of Year Performance.....</a>	<a href="#">24</a>
<a href="#">End of the Year Clean-up.....</a>	<a href="#">24</a>
<a href="#">Gift Policy.....</a>	<a href="#">24</a>
<a href="#">Health Related Information.....</a>	<a href="#">25</a>
<a href="#">Health Requirements.....</a>	<a href="#">25</a>
<a href="#">Illness.....</a>	<a href="#">25</a>
<a href="#">Communicable Diseases and Conditions.....</a>	<a href="#">25</a>
<a href="#">Policy on the Management of Communicable Diseases.....</a>	<a href="#">26</a>
<a href="#">Communicable Disease Reporting Guidelines.....</a>	<a href="#">26</a>
<a href="#">Medications.....</a>	<a href="#">27</a>
<a href="#">Appendices.....</a>	<a href="#">28</a>
<a href="#">Appendix A: Child Care Weather Watch.....</a>	<a href="#">28</a>
<a href="#">Appendix B: Air Quality and Outdoor Activity Guide.....</a>	<a href="#">30</a>
<a href="#">Appendix C: Transportation Policy.....</a>	<a href="#">32</a>

# GENERAL INFORMATION

## Philosophy of Cherry Hill Nursery School

Cherry Hill Cooperative Nursery School is an educational center that seeks to further the full development of the child and the successful functioning of a group of young children. The school tries to maintain a balance between spontaneous behavior and conformity to society's standards. It is concerned with the feelings and abilities of young children and their potential in all areas of growth. At the same time, it aids them in accepting the limits of life in a democratic society.

## Structure of Cherry Hill Nursery School

There are currently five classes:

- **Little Cherries**— a transitional Caregiver and Child class for children roughly 1.5-2 years old that meets once a week for 1 hour
- **2s class** – meets 2 days a week from 9am – 11:30 AM changing to 9am – 12pm later in the school year.
- **3s class** – meets 3 days a week (Mondays, Tuesdays, and Wednesdays) from 9am – 12pm
- **4s class** – meets 5 days a week from 9am – 12pm
- **5s class** – meets 5 days a week from 9am – 12pm

In the spring, rolling admission may be offered for children who will be enrolled in the following fall based on availability of spots in the class.

## School Hours

Our school is open from 9am to 12pm. The Helping Parent and child should arrive at Cherry Hill by 8:45 am. If students occasionally arrive a few minutes early, they should wait in the hall with their parents until 9:00 am. Parents should not leave the school until a teacher has opened the classroom door or another adult has agreed to be responsible for watching a child in the hall.

## Extended Day Hours

Afternoon Enrichment programs will run from 12pm – 2:30pm, Monday – Thursday. This program is optional and has limited availability. Additional fees apply for attendance. Priority is given to students in the 4s and 5s classes. Enrollment may be available to fully potty trained 3s students with teacher recommendation and availability.

## **Early Drop Off**

Early drop off will run from 8:30-9am, Monday - Friday. This program is optional and runs only when the minimum number of students per day has committed to the full year. Additional fees apply for attendance. We cannot guarantee the program will run every year.

## **Boards**

All parents are members of the "Parent Teacher Organization" (PTO), and are expected to attend the annual meeting (Back to School Night). "The Executive Board," (EB) which is the governing body of the school, meets once a month to discuss matters affecting Cherry Hill and makes recommendations for action to the PTO. A nominating committee meets in the spring of each year to prepare a slate of officers, which is voted on by all families via ballot. The new officers undergo training in the April/May period and assume office in June.

## **Bylaws**

The Bylaws are available on our website and are the rules that govern Cherry Hill Nursery School. Please read them. They explain everything from quorums and who can vote, to the job descriptions of each officer, to staff responsibilities and admissions and enrollment requirements.

## **Problems, Questions or Concerns**

Parents should contact teachers first when they have any problems, questions, or concerns regarding their child's program or needs. If problems persist, the teacher or parent may refer them first to the Director. The Director should also be contacted with any question regarding billing or your child's enrollment. The relevant PTO officer should be contacted with any questions about the PTO such as school wide events, fundraising, school publicity, and internal communication.

## **Registration for Next Year**

Continuing students are automatically offered a position in an age-appropriate class. Siblings must be placed on the waiting list by contacting the Director. Siblings will be placed on the waiting list in the order in which the contact is made.

Note that classes do not always have the same number of girls and boys. It is a violation of discrimination law to deny admission to children to balance classes by sex.

Cherry Hill does not discriminate on the basis of race, color, national or ethnic origin, sex or religious affiliation in the admission of students.

## **Special Needs**

A child with special needs may enroll in Cherry Hill Nursery School based upon the determination by the Director and the teachers that the staff and facility can meet the child's needs with reasonable accommodation. The process starts when the parent identifies any special needs on the waitlist application. If the Director offers a contract for enrollment for the child, the Director and members of the teaching staff will meet with the parents and child and may require the parent to submit (at the family's expense) a professional assessment of the child.

## **Discipline Philosophy**

The ultimate goal is to help children to develop a measure of self-discipline, and to help them understand what is acceptable behavior and why. Children need limits for safety's sake and for a feeling of security, but must also feel free to express frustration.

We help the children to verbalize their feelings if there is a conflict. Instead of making them feel guilty, we help them realize that even if their behavior at that particular moment is not acceptable, they are still special and loved. A child can be helped to make another choice of activity if he or she is unable to resolve a conflict with another child.

There shall be no use of hitting, ridicule, humiliating or frightening treatment. Discipline shall not be associated with the child in regard to rest, toilet training or food. Children shall not be isolated without supervision, or required to remain silent for long periods of time. In the event a child's behavior is determined to be too violent or disruptive to the functioning of the class, the teacher may call the parent and ask them to bring the child home for the remainder of the day. The methods of guidance and discipline used shall be positive; the aim is to create an atmosphere where children can learn respect and consideration for others.

## **Biting**

When a child bites, teachers will intervene by explaining that biting is unacceptable followed by the use of a time-out to reinforce this message. Parents of both the children involved will be notified. If the behavior persists, teachers will ask for a conference to discuss a plan of action. If the problem continues, a parent may be asked to keep the child home.

## **Expulsion Policy**

Unfortunately, there are sometimes reasons we have to remove 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 of 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 this center:



## **Immediate Causes for Expulsion**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

## **Parental Actions for Child's Expulsion**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse and/or threatening behavior to staff and/or children.

## **Child's Actions for Expulsion**

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

## **Schedule of Expulsion**

If after the 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 behavior 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 to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A Child Will NOT be expelled if a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures or:
- Without giving the parent sufficient time to make other childcare arrangements

## **Proactive Actions That Can be Taken to Prevent Expulsion**

- Staff will try to redirect child from negative behavior.

- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behavior.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive 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 suspension or expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

## **Custodial and Non-Custodial Issues**

- Parents must provide the school with any court order showing the rights of the natural parents or other individuals. The court order must be the complete and most recent court order concerning the child. Updated and amended versions must be provided to the school as soon as possible.
- Parents must accept that the school and its employees will not play favorites with parents. Parents should not attempt to put their child's teacher or other school staff in the middle of their disputes.
- Parents must not cause a disruption at school. Individuals who do so may be banned from the school. School is not the place for parents to settle private disputes or to compensate for their inability to visit with their child off school grounds.
- CHNS cooperates with parents in implementing court orders, such as recognizing the rights of the primary physical custodian.
- When both parents share physical custody, or in the absence of a court order, CHNS will recognize as the primary physical custodian the parent/guardian domiciled with the child at the address registered with the school system.
- The primary physical custodian has the right to make day-to-day decisions for the child, such as emergency card information, who picks up the child from school, or whether the child can participate in a field trip.
- Because the primary physical custodian has the right to know where their child is at all times when attending school, CHNS reserves the right not to release a child from school to the non-physical custodian absent an emergency.

- CHNS is not responsible for enforcing visitation or custody schedules. In the absence of full cooperation by parents, CHNS will expect that, upon the end of the school day, the child will return to the location where he or she came from that morning, and any visitation or other arrangements shall occur off school grounds.

## **Parent Responsibilities**

It is the responsibility of all parents to read and comply with the school By-Laws, policies and procedures within this handbook, as well as class and school notices. As members of a cooperative nursery school, all parents have responsibility for the smooth operation of the school.

### **Meetings**

All parents are members of the Parent Teacher Organization (PTO), and are expected to attend the annual meeting (Back to School Night) usually held just prior to the start of school in September.

### **PTO Role**

Each family shall participate in a minimum of 4 hours of PTO volunteer time. Accommodations will be made to involve each parent in a way that best suits their skills and availability. See Brightwheel for a full list of PTO roles and committees.

### **“Co-op”ing**

Each family helps in the classroom 5-12 times a year depending on the class size and frequency. Teachers arrange a schedule of helping parent days; every effort is made to work around pre-existing commitments. However, if changes become necessary, it is the responsibility of the scheduled helping parent to exchange co-op days with someone else in the class.

If, after due effort, a parent is unable to find another parent to substitute for his/her co-op day, such parent may contact the Director and ask for the contact information for those people on the “paid substitute teacher list”. If said parent finds a paid substitute to take his or her co-op day, the parent shall reimburse the school at the paid substitute rate. The EB (Executive Board) may impose a \$100 fine for failure to meet your co-op responsibilities.

## **Adjustment to School**

### **Preparation for School**

An orientation packet is sent out electronically each summer with information about the opening of school and forms to be filled out and returned. Cubby supplies should be assembled before

the first day of school. Clothing worn to school should be comfortable, easy to manage and labeled with the child's name. We recommend play clothes so the children won't need to worry about keeping their clothes clean.

### **Open House Day Visits**

Before school starts, each child will be invited to visit their teachers and his/her classroom on a designated date and time. This Open House Day provides the opportunity for children to explore their new classrooms for the first time with a parent or caregiver, helping to make separation on the first day of school a little easier.

### **School Forms**

School forms sent out with the orientation packet should be completed prior to the start of school. School forms will be distributed electronically through email and/or CHNS's school platform, BrightWheel. It is the responsibility of the parent(s) and/or legal guardian to ensure that the school has received all paperwork. Failure to complete necessary forms, especially Health and Immunization Forms in a timely manner may result in the suspension of the child.

### **First Days of School**

Beginning nursery school can be an overwhelming experience. Your child may act shy and cling to you. Do not expect an immediate adjustment to school routines. Even a returning student may show some reluctance on returning to the classroom. They may have had a lovely summer with you and be a bit unwilling to give it up until they find new interests at school. Let them express their feelings. Discuss any concerns you may have with your child's teachers.

### **Cubby Supplies**

Each child at Cherry Hill Nursery School maintains a small "cubby" outside the classroom in which s/he keeps his or her personal supplies during the year. Your child will need the following items, clearly marked with his or her name:

1. Full change of clothing (in case of spills or accidents). Needed clothing includes socks, underwear, sweatshirt, long pants, T-shirt, and diaper supplies if needed. Label all your child's belongings. Check your child's cubby frequently for size and season changes.
2. A light jacket or sweater for those days when temperature changes are unpredictable.
3. Rain boots and rain pants are needed for days when the playground is damp or wet.
4. Mittens/gloves are needed during the winter. Children often need two pairs per day, as mittens tend to become wet.

# Scholastic Information

## Back to School Night

Back to School Night is held early in the school year. Parents will have the opportunity to learn about Cherry Hill Nursery School and meet with their child's teachers as a class. Teachers give an overview of their programs and discuss topics such as classroom policy and procedures. This is not the time for discussions about individual students. A conference time for this purpose may be arranged between the teacher and parents.

## Aims and Goals of Curriculum

We believe that each child is capable of making strides socially, emotionally, physically, and intellectually, in keeping with his or her own unique personality and rate of growth. At the beginning of the school year the staff will map out a detailed, yet flexible plan for the year's work. Growth and development are helped along by an accumulation of appropriate, satisfying, and stimulating first-hand experiences. These are enhanced in a broad setting of activities using diverse materials and equipment. Such experiences, along with the teachers' understanding of the needs of young children, will foster positive attitudes and perceptions necessary for future success.

## General Routine

Because children find security in following a predictable routine, a pattern is established for the daily activities. This varies from class to class and is posted in each classroom. It is altered by teachers as necessary to meet the needs of the children, the weather, special projects and/or field trips. The following are included in each school day:

1. *Arrival:* Wait quietly with your child in the hall until the classroom door is opened at 9am. The teachers are busy prior to 9am with class preparation and should not be expected to supervise early arrivals.
2. *Free Play:* During this time, children are free to choose from a variety of activities, both indoors and outside. Activities include manipulative materials such as pegboards, puzzles and small toys (small muscle development); blocks, and the playground equipment (large muscle control); housekeeping, dress-up and building areas (imaginative play provides opportunity to dramatize what they know of the world); easel painting, printing, finger painting, collage, etc. (creative expression); book corners; teacher-prepared activities involving art, cooking, science, etc.
3. *Teacher-Directed Activity:* During circle time, many important activities are shared: talks, stories, music, and more. Discussion time or "show and tell" allows each child an opportunity for individual expression as well as an experience in listening. From special learning segments (e.g. the seasons) to stories and music, interest and enjoyment are

placed ahead of technique and our goal is to make the child's experiments with sound, rhythm and movement a most satisfying experience. Group participation is encouraged, but not forced.

4. *Playground:* Each class has at least one outdoor play period. The enclosed playground provides ample space for active running, jumping, climbing, and games (large muscle development). The children will go outside to play every day, even on days that are hot or cold, so be sure to dress your child appropriately. Please refer to Appendix A for the
5. *Clean Up:* The children are given 5-10 minutes to finish their activities unhurriedly before they clean up. The emphasis is on cooperation and actively encourages the participation of every child. Even the reluctant child usually enjoys being enlisted to help his teachers and his friends.
6. *Snack Time:* This provides an opportunity for conversation as well as good fellowship. Teachers and Director should be advised of any known allergies or allergy concerns you may have. A list of children and their allergies will be posted in each classroom for quick referral. CHNS will follow an Allergy Action Plan worked out through consultation with parents and teachers.

## Enrichment

Our curriculum will be enriched with instruction in programs that may include an introduction to a foreign language, child safety program, and music. Although music is a regular part of the school day, a music teacher meets with each class on a weekly schedule. Additionally, Spanish is offered to our 4s and 5s students for portions of the school year. These special programs expose the children to different teachers and different settings. Cooperation between the teaching staff and specialists helps to coordinate program activities and to reinforce the learning process.

## Conferences

Parent conferences are planned twice a year. Please refer to the school calendar for specific dates and times. Notices to schedule regular conferences will be sent through BrightWheel. Special conferences are encouraged between parents and teachers and should be arranged by either party whenever it is felt necessary.

## School Records

Students' records are maintained on site at the school and at a minimum include: child's name, address, birth date, attendance, health history, emergency information, authorized individuals to pick up and drop off, and any other pertinent information relating to the enrolled child. These records may be reviewed by the parent or guardian upon request. A member of the school staff will interpret and explain these records.

## **Field Trips**

Our students experience a variety of 'out-of-class' activities throughout their years at Cherry Hill. Teachers will send home field trip permission forms for you to sign whenever a trip is planned.

Parents typically drive their own children to and from our field trip destinations. If you are unable to drive your child to a field trip, please let your teacher know and optional driving arrangements will be sought.

### **Drivers' Requirements for Field Trips**

If you would like to volunteer to be a driver for your child's field trip, you must adhere to the rules outlined in our Transportation Policy which can be found in Appendix C.

Chaperones are not permitted to bring students' siblings on field trips. The inclusion of a sibling may result in the entire field trip being canceled. Chaperones must be able to devote their attention to the children in their care and adult-to-child ratios must be maintained.

If a parent is unable to perform their chaperone duties it is their responsibility to find a parent substitute and to call the school to notify the teacher. Thank you to all our field trip drivers. We could not go on trips without you!

## **Afternoon Enrichment**

The Afternoon Enrichment program starts in October. Sign-ups are handled by the Director. Afternoon Enrichment is offered Monday through Thursday from 12pm to 2:30pm and offers children the chance to bring lunch and play informally with their friends. Each day's activities will include special themes involving drama, nature, literature, art or sports.

Families may enroll up-front in the contract or they may sign up throughout the school year. The periodic sign-up procedure is handled four times a year: During September for Session One (October and November), mid-November for Session Two (December and January), mid-January for Session Three (February and March), and mid-March for Session Four (April and May).

It is strongly recommended that children staying for Afternoon Enrichment have the ability to stay composed for the extended time period. It is open to all potty trained students in the 4s and 5s classes. Students in the 3s class may be enrolled at the recommendation of their teacher. Parents will provide a packed lunch, water and a school regulation nap mat. There are 13 available slots for each session and sign up is on a first come first served basis.

# **Information Dissemination**

## **Bulletin Boards**

The Bulletin Board by the front door is for permanent displays and approved community information. Please also check the class bulletin and whiteboards for specific class information.

## **Calendars**

The Chair of the PTO and Director prepare the school calendar each Spring based on the Princeton Regional School District's calendar. The Cherry Hill Nursery School calendar is posted on the school's website and sent to parents in the Orientation Packet during the Summer. At the beginning of each month, the classroom teachers circulate a monthly calendar to the parents highlighting school information as well as the weekly themes, special days, helping days and field trips specific to your child's class.

## **Cherry Jamboree Days**

With summer break on the horizon, the last three weeks of school are called Cherry Jamboree Days, a special time for both students and teachers. During Cherry Jamboree Days, students get ready for the summer with a lot of outdoor play, water themed games and special assemblies. The Princeton Fire and Police Departments make a special trip to CHNS during this time where our students get to learn about our local community. These weeks, which are included in your tuition, are a wonderful conclusion to our school year, with just a little more mess than our regular days. In addition, there are no co-op helping parents during these days.

## **Communication**

### **BrightWheel and Konstella Apps**

Cherry Hill relies on two digital platforms: BrightWheel and Konstella. We encourage every family to be signed up on BrightWheel and Konstella to stay updated on all current school communication. Parents must download these apps onto their phones for time sensitive information. Important school documents are collected via BrightWheel. Time sensitive information, classroom newsletter and announcements are sent through Brightwheel. Please be sure to modify settings on your phone to receive all communication from both apps. Should you have an item of interest for the school community, please prepare the information and coordinate its distribution with the School Community Chair and/or the Director. The PTO uses Konstella to send messages and all parents can upload photos here to share with their classes. If you do not have access to BrightWheel and/or Konstella and need assistance, contact the Director or the School Community Chair to make alternative arrangements. Cherry Hill respects the privacy of our families and will not sell or distribute email addresses to any outside parties.



## **Mailboxes**

Each family has a mailbox located outside their child's classroom. Check your mailbox for notices, information and calendars. Prior permission from the Chair or Director is required before stuffing boxes with information about community events. School mailboxes may not be used to distribute business notices.

## **Emergency Closings, Early Dismissals, & Delayed Openings**

Should inclement weather force the cancellation of school, the decision to do so will be made as early as possible. Cherry Hill follows the Princeton Regional School system: if Princeton closes due to inclement weather, Cherry Hill will close. If there are more than 3 school cancellations, every attempt to make-up missed days will be made.

We use BrightWheel to communicate any and all school related matters, including emergencies. Downloading the BrightWheel app onto your mobile device is imperative to receiving urgent messages. Please ensure that you have downloaded the BrightWheel app to ensure the most up-to-date communication. If the weather deteriorates rapidly during the morning, school may be dismissed early. Families will be notified through BrightWheel in such an event. Parents are asked to remain on call or notify the teachers where they can be reached.

When Princeton Regional has a weather-related delayed opening, Cherry Hill (at the discretion of the Chair & Directors) may either close or hold its own delayed opening, with school starting an equal number of delayed minutes that Princeton starts. This is typically 90 minutes or 2 hours. This schedule would apply to the 2s class as well. Contingent on weather related factors, Afternoon Enrichment may follow as originally scheduled.

## **Room Parents**

Contact the classroom parent if you have any questions about special events and holidays at Cherry Hill. The Room Parent coordinates these activities and is your liaison to the Parent-Teacher Organization.

## **Orientation Coffees**

To help parents become acclimated to Cherry Hill, orientation coffees are held at the beginning of the school year. Members of the EB attend these coffees to answer questions.

# **The Nitty Gritty: How Things Are Done at CHNS**

## **Arrival and Dismissal**

### **Parking at School**

Please park in designated spaces only. Do not park on the grass. Please access the school from the lower parking lot. Parking in the middle or upper lot is permissible if there isn't space available in the lower lot. The parking lot is especially hazardous at drop-off and pick-up times. Children should be directly supervised at all times.

### **Absences**

When a child is absent, the parent or guardian should notify the school, either through Brightwheel or by calling the school office stating the reason for absence. Written notes from the child's physician are required if the child has been absent because of a communicable disease. See Health-Related Information below.

### **Arrival and Dismissal**

- Parents must sign in their students using the BrightWheel app. It is the responsibility of the person dropping off the child to check the child in. Should someone need assistance with check-in, please see the classroom teacher or the Director.
- Parents should not leave the school until a teacher is in the classroom or another adult has agreed to be responsible for watching the child.
- Dismissal time at CHNS is at 12pm.
- Afternoon Enrichment is dismissed at 2:30pm
- At dismissal time, it is the responsibility of the person picking up to sign their child out of BrightWheel. Only then will the child be released directly to you.

### **Changes in Dismissal Routines**

Teachers should be notified in writing if there will be any changes in a child's regular dismissal routine, such as your child carpooling or going home with another child's parent. These notices are posted on the classroom's transportation board. Under no circumstances will any child be released to any unauthorized adult.

### **Late Pick Up Policy**

Daily on time pick up is expected. Late pick up from any class carries with it a late fee assessment of \$5 for the first 5 minutes after dismissal time. Beyond that time, \$15 will be assessed for each 15-minute increment. All families will be granted one courtesy for lateness.

### **Afternoon Enrichment Late Policy**

If a child is picked up 5 minutes late from Afternoon Enrichment, the parent will be given a warning. Upon a second infraction, at the discretion of the Executive Board, the child will be asked to leave the Afternoon Enrichment program for the duration of the session. Fees for the session will not be returned.

Please call the school (609-921-0489) if you anticipate being late so that a teacher may explain this to your child. Our teachers have commitments after school hours, so please be courteous to them as well as to your children, and be on time.

It is a good idea to have phone numbers of other CHNS parents saved in your phone. In the event you are going to be late, a call to another parent who can wait with your child until you arrive will help you avoid late pick-up penalties.

### **Carpools**

Parents wishing to establish car pools should put up a note on the class bulletin board that contains the following information:

1. Names of each child in the car pool;
2. Names of each parent authorized to pick up the children (be sure to include said names on your child's authorization form);
3. Tentative car pool schedule.

### **School Visitors**

Parents are always welcome to visit the school to observe. Siblings must remain home during this time. If you want a conference about your child's progress, please schedule a mutually convenient time with the teacher and confirm with the Director.

### **Food and Beverages**

Parents are required to send in a simple, healthy nut-free snack for their child that can be consumed in 10-15 minutes. In an effort to reduce waste, each child brings a filled, reusable water bottle, clearly labeled with his or her name, for use at snack time each day.

### **Water Bottles**

Children will bring their own water bottles. Water bottles should be labeled and full of water at the start of each day. You should bring a water bottle for yourself on your helping day.

## **Snack**

Snack containers must be labeled with your child's name. Please use containers that are easier for your child to open. We encourage healthy snack options. Here's a list of some suggested snack items. These are merely suggestions. You are not limited to the items on this list.

Please note: Grapes and cherry tomatoes should be sliced in half. Popcorn is permitted only in the 5s.

- Fruits: Fresh fruits, such as apples, oranges, clementines, strawberries, peaches, bananas, blueberries, cantaloupe, watermelon, pineapple
- Soft dried fruits, such as raisins
- Applesauce
- Vegetables: Carrots, celery, zucchini, and cucumbers are favorites. Children often enjoy veggies when they are served with dip!
- Breads and crackers (whole grain items are preferred): Breads, such as pumpkin, banana, zucchini, oatmeal, etc.
- Oatmeal bars
- Graham crackers
- Bagels and toppings (butter, cream cheese, etc.)
- Rice cakes (plain or with toppings)
- Cereal (remember, low-sugar cereal only, please)
- Crackers, such as wheat thins, Goldfish, oyster, Ritz
- Pita bread or English muffins
- Bread sticks
- Tortillas
- Muffins, such as blueberry, banana, apple, corn, etc.
- Other: Cheese, Yogurt, Pretzels, Trail mix, Hummus, Salsa

## **Photo Copy Machine**

The Photocopier is for school related copying only. Please do not use it for personal use. Outside copies submitted for reimbursement must have prior approval from the Director or to receive remuneration.

## **Book Orders**

The Scholastic Book Orders are handled by the Head Teacher. Order forms will be sent to you via Konstella with an order due date.

## **Lost and Found**

Lost and found items are taken to the Lost and Found container located in room 15. At the end of the school year, unclaimed articles are either donated to charity or added to the Cherry Hill collection of extra clothing used throughout the year.

## **School Photographs**

Class and individual photos will be taken in the fall and in the spring. Information regarding packages and prices will be available in the early fall, or contact the Director.

## **Toileting**

As stated in the New Jersey Guidelines for Toilet Training, the average age for learning to use the toilet is 28 months. It is important to remember that each child is an individual and develops at his/her own rate. You can expect daytime control between the ages of two and three and nighttime control between three and four and a half. Children may come to school in diapers (remember to provide and replenish diapers and wipes in your child's cubby) and will be asked to use the toilet when it is appropriate. As time progresses and your child is eligible to participate in Afternoon Enrichment your child should be out of diapers.

## **Tuition and Scholarships**

Tuition is approved annually by the Parent-Teacher Organization. After the deposit is deducted, the balance is due in two equal payments in May and November. In addition, the Executive Board may offer different payment plans which would be outlined in the financial contract.

Since 1966, Cherry Hill has provided financial assistance to ensure that no child is denied a place for lack of money. A limited number of scholarships are awarded depending on funds available. Obtain and submit a confidential application to the Director by June 1<sup>st</sup>. If a need arises during the school year, contact the Director.

## **Purchases for School**

Reimbursement forms must be filled out for all purchases made on behalf of the school; expenses over \$25 must be pre-approved by the Committee Chair, Director or Chair and then submitted to the Director for reimbursement.

We are a tax-exempt corporation and therefore do not pay sales tax. A tax-exempt form (FORM ST-5) which lists the school's tax-exempt I.D. number, can be obtained in the office. Please present this form to merchants when you are purchasing anything on behalf of Cherry Hill. Many merchants need to keep a copy of the form for their records, so be prepared to leave one. Additional forms are available in Room 15 and may be photocopied.

# Special Events at Cherry Hill

## Helping Parent Duties

Helping Parents are vital to our program at Cherry Hill Nursery School. As a Helping Parent, you'll perform important housekeeping and child supervision tasks on your helping days. You'll also have the unique opportunity to experience the school day along with your child and his or her friends. When your child is the Helping Child, he or she is the class' star who leads his or her friends at circle time and throughout the entire school day! Children really look forward to sharing these special days with the grown-ups in their lives.

Other family members and family friends can serve as helping parents, too. Anyone who serves as a helping parent must complete a background check and abuse training modules. These will be sent electronically to those who are identified as helping parents via the summer mailing. These must be completed before your first helping parent day. It is not unusual for grandparents, aunts, uncles and nannies to serve as Helping Parents!

On your helping day, you should:

- Arrive in your child's classroom promptly at 8:45 AM. Many of the tasks that you assist with before the start of the school day must be completed before the classroom can be opened. When the helping parent arrives late, it can delay the opening of the classroom for the entire class.
- Check paper towel dispensers and hand soap containers, Replace or refill whatever is lacking. If needed, additional supplies are located in Room 15. The school supplies all of the necessary cleaning and paper products.
- Clean all tables with disinfectant solution prior to morning set-up, snack set-up, at the end of the day, or any other time of the day where use of the tables may leave dirt or paint behind.
- Assist teachers with daily activities and room set-up/organization: cutting, refilling glue bottles, getting art supplies, filling paint cups, etc.
- Assist teachers with welcoming of children.
- When snack time is over, clean the snack tables with disinfectant solution. Carefully disinfect individual placemats, as well. Lightly sweep the floor and check for spills.
- Help supervise children inside and outdoors during co-op hours. Be a third set of eyes, ears, and hands for the children. Children must never be left alone even for a minute (this includes your own child when you are the helping parent.)
- Children must be accompanied by an adult at all times - in the hallway, at their cubbies, and getting their coats for outdoor play.
- Provide assistance, when necessary, with dressing for outside play. Please be aware of CHNS playground rules and help to enforce them.

- At the end of the day, all tables must be cleared and cleaned. Check with the teachers and stack chairs off to the side of the room, unless Afternoon Enrichment will be held in that particular classroom. Help with any clean up needed from art or cooking activities, as well.
- Help to supervise children until all of them have been dismissed by a teacher. There is a checklist of these helping parent tasks posted in each classroom to help you remember what to do on your helping day. If you are unsure about what you should be doing at any point during your helping day, please ask the teachers.
- We share our classrooms with the church's Sunday school program. On Fridays, once the children have been dismissed, CHNS teachers prepare their classrooms for the weekend by clearing all countertops and shelf tops and moving furniture to one side of the room. If your helping day falls on a Friday, please assist the teachers in preparing the classroom for the weekend.
- On your helping day, the children require your undivided attention. We ask that you refrain from all text messaging during your helping day and reserve the use of your cell phone strictly for emergencies only.

Thank you in advance for all that you'll do on your helping days! We hope that you'll find the cooperative experience a rewarding one and that you'll treasure these very special days spent with your child.

## **Birthdays at Cherry Hill**

Your child will be a helping child on or near his/her birthday. If your child has a summer birthday, contact your teacher to discuss a classroom celebration. Generally, cupcakes are a special treat for the class celebration. A candle is lit and the Birthday Song is sung. You may wish to bring in birthday napkins. Please do not include party bags during this celebration. For birthday parties outside of school, please mail the invitations via U.S. Mail or email. However, if every child in the class is invited to your child's party, you may distribute invitations and thank-you notes via CHNS mailboxes.

## **Festivals**

Each fall and spring, we have an all-school festival held on our playground for family fun. Siblings, parents and grandparents are invited to attend. The festival format is similar to a "mini fair" with games and craft activities. During these events, it is the parent's responsibility to accompany and monitor their child's activities. Parents are expected to have a caregiver pick up their child and take them to the festival. That caregiver is free to leave the festival with the child earlier than dismissal time if desired.

## **Holidays**

Cherry Hill is nonsectarian. Therefore, holidays such as Eid, Diwali, Christmas, Hanukkah, Passover and Easter may be recognized in each class to give children an understanding of these holidays and their cultural significance.

## **Valentine's Day**

This is a very special celebration at Cherry Hill Nursery School. Each class hosts a brunch, coordinated by the Room Parent, to which parents, siblings and grandparents are invited. The children prepare entertainment for weeks in advance and are so excited to share this with you.

## **Cherry Jamboree Weeks**

The last three weeks of the school year are devoted to Cherry Jamboree Weeks. During this time, all of the classes gather on the playground for daily theme based activities that they enjoy together as a group.

There are no parental co-op responsibilities during these weeks and no afternoon enrichment. Your child starts and ends each day from his/her respective classroom with regular drop off and pick up times at 9am and 12pm.

## **End of Year Performance**

At the end of the school year, there is a children's song presentation held in one of the church's large gathering spaces or outdoors. This is an opportunity for the children to perform special musical numbers learned over the past year. All family members and friends are invited to attend.

## **End of the Year Clean-up**

The end of the year clean-up is a very important commitment here at our cooperative nursery school; therefore, a representative from each and every family is required to participate unless you have bought out of your co-oping responsibilities. It is your responsibility to sign up for a year end project with your child's classroom teacher. A sign-up sheet will be posted on Konstella or BrightWheel. During the last weeks of school, parents clean such things as the easels, cubbies, tables and chairs or they may choose to take home dress-up clothing and plastic items to wash, and/or designated items in need of repair during Jamboree Weeks and return them before the end of school.

## **Gift Policy**

In recognition of the fact that our teachers and our families observe different religious and cultural holidays, collections for group Christmas and/or Hanukkah gifts should not be taken. Personal gifts, if desired, are permitted. Instead, the emphasis will be placed upon Valentine's



Day. Class gifts, for the teachers, will be organized by the room parent and should be a group effort. These gifts should be “gifts from the heart,” i.e. handmade and personalized gifts from the children whenever possible. Class parents may also opt to collect for one other event, such as end-of-the-year, or teacher appreciation week. Participation in all group gifts is, of course, voluntary.

## **Health Related Information**

### **Health Requirements**

For all early childhood programs, the state of NJ requires all children have had a physical exam prior to the start of school. These examinations should be performed by the family's personal physician. In order for your child to attend and remain at school on the first day, Cherry Hill requires a signed copy of the Universal Health Record (sent out with the orientation packet), current vaccination record that meets the state of NJ immunization requirements for nursery school entry, and a special care plan if applicable.

When an accident or illness occurs at school, first aid will be administered by the teaching staff who is CPR and First Aid certified and parents will be notified. It is very important that parents return the EMERGENCY FORMS from the summer mailings and keep this information current. Should parents be away from home and their child remains in school, please let the teachers know whom to contact in case of an emergency.

### **Illness**

A day at home is strongly advised if your child demonstrates general signs of illness. Children with an elevated oral temperature should not come to school and should remain at home until they are medicine and fever free for 24 hours. If a child becomes ill at school, the parent will be notified promptly by telephone. If your child is unable to attend school for any reason, please notify the teacher and office via BrightWheel or call school (609-921-0489) before 9:00 am to let the teachers know.

### **Communicable Diseases and Conditions**

Parents are required to inform their child's teacher of any communicable disease or condition. A child who contracts any of the following diseases may not return to school without a physician's note stating that the child is symptom free, and presents no risk to themselves or others:

- Respiratory Illnesses: Chicken Pox\*, German Measles\*, Homophiles Influenza\*, Measles\*, Meningococcal\*, Mumps, Strep Throat, Tuberculosis\*, Whooping Cough, COVID-19\*.
- Gastrointestinal Illnesses: Giardia Lamblia\*, Hepatitis A\*, Salmonella\*, Shigella\*.
- Contact Illnesses: Impetigo, Lice and Scabies.

Children with Chickenpox need to be out of school for seven days from the onset of the illness and can only return to school with a physician's note. Although a doctor's note is not required for a child to return to school after Influenza or a stomach virus, please let the teacher know so that other parents are aware that their children have been exposed.

Impetigo, Lice and Scabies are communicable conditions that require exclusion from school and appropriate remedies. If your child is exposed to any communicable disease while at school, you will be notified in writing.

\*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10 (a). Provided by State Licensing Bureau.

### **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, the child should not attend school. If such symptoms occur at school, the child will be removed from the group and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100.4 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to school unless contraindicated by the local health department or the Department of Health.

### **Communicable Disease Reporting Guidelines**

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

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

## Medications

The Cherry Hill Nursery School policy for the administration and control of prescription and non-prescription medicines and health care procedures is as follows:

- The administration of medication to a pupil during school hours will be permitted only for chronic illness or emergency situations.
- For the purpose of this policy, “medication” shall include all medications prescribed by a physician for the particular pupil, including emergency medication and all non-prescription “over-the-counter” medication.
- Before any medication may be administered to any pupil during school hours, Cherry Hill Nursery School shall require the written request of the parent/guardian which shall give permission for such administration and relieve Cherry Hill Nursery School and its employees of liability for administration of the medication.
- For all prescription medications, Cherry Hill Nursery School requires the written order of the prescribing physician, which shall include:
  - That the medication is prescribed in the name of and specifically for the child;
  - The purpose of the medication;
  - The dosage;
  - The time at which or special circumstances under which medication shall be administered;
  - The length of time for which the medication is prescribed;
  - The possible side effects of the medication.
- All documentation shall be kept on file at Cherry Hill Nursery School.
- All medication, whether prescribed or “over-the-counter”, shall be administered by the Cherry Hill teaching staff where the parent/guardian so permits and the parent is not present. Before administering a health care procedure associated with the child’s health condition, Cherry Hill Nursery School will ensure that all staff members who administer the procedure are taught to do so by the child’s parent or another appropriately trained person.
- All medications and health care equipment shall be kept either in a locked cabinet or in an area that is inaccessible to the children.
  - All medication shall be kept in its original container.
  - Medication shall be refrigerated if so indicated on the label.
  - Unused or expired medication and health care equipment shall be returned to the child’s parent, when no longer being administered, or at the end of the school year whichever is earlier.
- All prescription medication for a child shall be:
  - Prescribed in the name of and specifically for the child; and
  - Stored in its prescription container, which has been labeled with the child’s name, the name and expiration date of the medication, the date it was prescribed or updated and directions for administration.

- Cherry Hill Nursery School shall maintain a record of the name of the pupil to whom the medication may be administered and parental authorization for the administration of the medication or health care procedures, the name of the medication, the prescribing physician, the dosage and timing of the medication and a notation of each instance of administration.
- Cherry Hill Nursery School shall inform the child's parent immediately if a child exhibits any adverse effect of a medication or health care procedure.
- For the purpose of field trips during school hours, if the child's medical condition necessitates possible emergency access to medication, the parents are responsible for either providing the school with an additional unit of medication to be kept in the traveling First Aid Kit (e.g. second EpiPen) or the parents must chaperone all field trips which their child attends.

## Appendices

### Appendix A: Child Care Weather Watch

#### Understand the Weather

##### Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- 20° to -60° is *extreme cold* and *frostbite* is likely
- 60° is *frigid* and exposed *skin will freeze* in 1 minute

##### Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

## Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71

<span style="display: inline-block; width: 15px; height: 15px; background-color: green; border: 1px solid black;"></span> Comfortable for out door play	<span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> Caution	<span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> Danger
---	--	--

Heat Index Chart (in Fahrenheit %)													
Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100
	90	91	93	95	97	100	103	106	109	113	117	122	127
	94	97	100	102	106	110	114	119	124	129	135		
	100	109	114	118	124	129	136						

## Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

**Condition GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups. INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors. YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

**Condition YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time. INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play. YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

**Condition RED** - most children should not play outdoors due to the health risk. INFANTS/TODDLERS should play indoors and have ample space for large motor play. YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions. OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

**Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

**Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

**Relative Humidity:** The percent of moisture in the air.

**Temperature:** The temperature of the air in degrees Fahrenheit.

**Wind:** The speed of the wind in miles per hour.

**Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

**Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

**Winter Storm Warning:** Severe winter conditions have begun in your area.






**Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

Child Care Weather Watch, Iowa Department Public Health, Healthy Child Care Iowa, Produced through federal grant (MCJ19T029 & MCJ19KCC7) funds from the US Department of Health & Human Services, Health Resources & Services Administration, Maternal & Child Health Bureau. Wind-Chill and Heat Index information is from the National Weather Service.

## Appendix B: Air Quality and Outdoor Activity Guide

### Air Quality and Outdoor Activity Guidance for Schools

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at [www.airnow.gov](http://www.airnow.gov).

Air Quality Index	Outdoor Activity Guidance
 GOOD	Great day to be active outside!
 MODERATE	Good day to be active outside! Students who are unusually sensitive to air pollution could have symptoms.*
 UNHEALTHY FOR SENSITIVE GROUPS	It's OK to be active outside, especially for <b>short activities</b> such as recess and physical education (PE). For <b>longer activities</b> such as athletic practice, take more breaks and do less intense activities. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.
 UNHEALTHY	For <b>all outdoor activities</b> , take more breaks and do less intense activities. Consider moving <b>longer or more intense activities</b> indoors or rescheduling them to another day or time. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.
 VERY UNHEALTHY	Move <b>all activities</b> indoors or reschedule them to another day.

#### \* Watch for Symptoms

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms.

#### If symptoms occur:

The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

#### Go for 60!

CDC recommends that children get 60 or more minutes of physical activity each day. [www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm](http://www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm)

#### Plan Ahead for Ozone

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

## Questions and Answers

---

### How long can students stay outside when the air quality is unhealthy?

There is no exact amount of time. The worse the air quality, the more important it is to take breaks, do less intense activities, and watch for symptoms. Remember that students with asthma will be more sensitive to unhealthy air.

### Why should students take breaks and do less intense activities when air quality is unhealthy?

Students breathe harder when they are active for a longer period of time or when they do more intense activities. More pollution enters the lungs when a person is breathing harder. It helps to:

- ✓ reduce the amount of time students are breathing hard (e.g., take breaks; rotate players frequently)
- ✓ reduce the intensity of activities so students are not breathing so hard (e.g., walk instead of run)

### Are there times when air pollution is expected to be worse?

**Ozone pollution** is often worse on hot sunny days, especially during the afternoon and early evening. Plan outdoor activities in the morning, when air quality is better and it is not as hot.

**Particle pollution** can be high any time of day. Since vehicle exhaust contains particle pollution, limit activity near idling cars and buses and near busy roads, especially during rush hours. Also, limit outdoor activity when there is smoke in the air.

### How can I find out the daily air quality?

Go to [www.airnow.gov](http://www.airnow.gov). Many cities have an Air Quality Index (AQI) *forecast* that tells you what the local air quality will be later today or tomorrow, and a *current* AQI that tells you what the local air quality is now. The AirNow website also tells you whether the pollutant of concern is ozone or particle pollution. Sign up for emails, download the free AirNow app, or install the free AirNow widget on your website. You can also find out how to participate (and register your school) in the School Flag Program ([www.airnow.gov/schoolflag](http://www.airnow.gov/schoolflag)).

### If students stay inside because of unhealthy outdoor air quality, can they still be active?

It depends on which pollutant is causing the problem:

**Ozone pollution:** If windows are closed, the amount of ozone should be much lower indoors, so it is OK to keep students moving.

**Particle pollution:** If the building has a forced air heating or cooling system that filters out particles then the amount of particle pollution should be lower indoors, and it is OK to keep students moving. It is important that the particle filtration system is installed properly and well maintained.

### What physical activities can students do inside?

Encourage indoor activities that keep all students moving. Plan activities that include aerobic exercise as well as muscle and bone strengthening components (e.g., jumping, skipping, sit-ups, pushups). If a gymnasium or open space is accessible, promote activities that use equipment, such as cones, hula hoops, and sports balls. If restricted to the classroom, encourage students to come up with fun ways to get everyone moving (e.g., act out action words from a story). Teachers and recess supervisors can work with PE teachers to identify additional indoor activities.

### What is an asthma action plan?

An asthma action plan is a written plan developed with a student's doctor for daily management of asthma. It includes medication plans, control of triggers, and how to recognize and manage worsening asthma symptoms. See [www.cdc.gov/asthma/actionplan.html](http://www.cdc.gov/asthma/actionplan.html) for a link to sample asthma action plans. When asthma is well managed and well controlled, students should be able to participate fully in all activities. For a booklet on "Asthma and Physical Activity in the School," see <http://www.nhlbi.nih.gov/health/resources/lung/asthma-physical-activity.htm>.



EPA-456/F-14-003  
August 2014

## **Appendix C: Transportation Policy**

Transportation for field trips is provided by Cherry Hill Nursery School parents who volunteer to drive children in their private vehicles to and from the field trip venue.

As part of our duty to provide a safe environment for our students, we require that:

- The vehicle used has a capacity of fewer than nine passengers.
- The driver possesses a valid Basic automobile driver's license issued by the MVC or a valid automobile driver's license issued by an approved out-of-state motor vehicle agency for the state in which the driver is a legal resident.
- The vehicle has a valid motor vehicle inspection sticker issued by the MVC or by an approved out-of-state motor vehicle agency for the state in which the vehicle is legally registered.
- The vehicle owner possesses vehicle liability insurance at least at the minimum amounts required by New Jersey state law or at least the minimum amounts required by a state other than New Jersey in which the vehicle is legally registered.
- The driver will provide the director with a copy of his/her license, insurance and registration prior to the trip.
- Smoking is prohibited in all vehicles when occupied by children.
- Children shall never be left unattended in a vehicle.
- Children shall be accepted and discharged from the curb side of the vehicle, when applicable.
- The interior and exterior of the vehicle shall be maintained in a clean and safe condition, with clear passage to operable doors.
- All vehicles shall be equipped with car seats (child passenger restraint systems) and booster seats that meet federal motor vehicle safety standards appropriate for the age and weight of the children transported. The driver shall ensure that the children are properly restrained.
- When one or more children are being transported, there shall be one adult in addition to the driver who remains in the vehicle when it is in motion and who remains within sight of the vehicle when it has stopped to accept or discharge children.