

Chatham Methodist Preschool



Learn, Play, Grow!

Parent Handbook
2023-2024

Welcome to the Chatham Methodist Preschool 2023-2024 school year! This marks the **54th** year that our preschool has been serving children and families in our area. We want to make this year a happy experience for both you and your child.

Our goal is for each child to grow in self-confidence by exploring his/ her unique strengths in our well-equipped facilities with our dedicated & nurturing teaching staff. Our students experience the joy that comes with discovery and learning. Research shows that children who are in developmentally appropriate play-based programs such as ours are prepared to enter school with strong readiness skills in math and reading. We all look forward to a wonderful year!

CMP School Telephone: 973-635-5261

CUMC Office Telephone: 973-635-7740

Hours of Operation: 8:00am-3:00pm Monday-Thursday 8:00am-12:30pm Friday

Programs Offered

Almost 2s Green Room	2 days a week, T TH	18 mo. at enrollment- age 2*
2s Green Room	3 days a week, M W F	age 2- 3*
2s Gold Room	3 days a week, M W F	age 2- 3*
3s Purple Room	4 days a week, M -TH	age 3- 4*
3s Yellow Room	4 days a week, M-TH	age 3 - 4*
4s Blue Room	5 days a week, M-F	age 4- 5*
4/5s Orange Room	5 days a week, M-F	age 4- 5 (Preferred 5 by 12/31)*
K Enrich Red Room	5 days a week, M-F	enrolled in K program

*Students must be the ages listed above by 10/1/2023

August 2023

Dear Chatham Methodist Preschool (CMP) Families,

The Board of Directors, Director and teaching staff are excited to welcome your family to the 2023-2024 school year. We are so thankful you have selected to be a part of our community. Your child's health and safety are our top priorities and we promise to care for them as you would at home.

Our Director and staff have prepared an enriching, engaging, and fun experience, based on the Grow NJ Kids curriculum, just as they do every year. They look forward to learning, playing, and growing with all of our students – beginning with the Almost Two's and continuing all the way through to the Kindergarten Enrichment program.

We are honored to serve the CMP community as Chairs of the Board of Directors. Together our families have a total of 4 students here. Our kids have been a part of CMP since the Almost Two's so we know how special this school and community is from the early years.

The Board of Directors' role is to support and oversee the Director of the School along with the Chatham United Methodist Church. Our board is made up of parent volunteers whose responsibilities include but are not limited to: overseeing finances, fundraising and special events.

We look forward to continuing to offer fun events throughout the year for students and parents.

There will be many opportunities throughout the year should you wish to volunteer and get involved. Please do not hesitate to reach out to either of us at any time should you have questions or concerns.

You can expect to receive hard copies of the school calendar and class lists. Additional information will be able to be found on our website:

- Contact information for staff, teachers, and board members
- Tuition information and due dates
- School policies, disciplinary philosophy and procedures

Again, welcome to CMP! We are looking forward to another amazing year filled with joy, laughter and learning.

Sincerely,

Andrea White
CMP Board Chairperson

Zara Minio
CMP Board Vice Chair

Chatham Methodist Preschool Board of Directors 2023-2024

Andrea White 96 Lafayette Ave	Chairperson	andrea.m.bosley@gmail.com 443-465-6996
Zara Minio 17 Robin Hood Ln	Vice Chairperson	zaraminio13@gmail.com 732-547-5672
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Tom Belding	CUMC Finance	tkbelding@gmail.com
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Marion Williams 34 Hall Road	CUMC Representative	vmwilliams@mac.com 973-635-1163
Jan Dvorkin 45 Woodbrine Rd, Florham Park	CUMC SPRC	dvorkin1@optonline.net 973-966-0851
Amy Crandall 161 Fairmount Ave	Director	director@chathampreschool.org 973-563-8301
Nicole Smith 20 North Summit Ave	Treasurer	smith.nicole23@gmail.com 845-325-0227
Ali Stienstra 49 Van Doren Ave	Fundraising Chair	Ali.Stientsra@gmail.com 973-219-5354
Maggie Hauser 58 Garden Ave	Assistant Fundraiser	maggie.a.hauser@gmail.com 215-378-9241
Kaitlyn Cassano 26 Tanglewood Lane	Assistant Fundraiser	kait.cassano@gmail.com 201-205-7779

Becky Thompson 8 Orchard Road	Assistant Fundraiser	beckythompson31@gmail.com 973-722-3911
Kara Firth 18 Broadview Terrace	Social Chair	karafirth2015@gmail.com 571-276-3890
Kelly Gsell 46 Rowan Road	Assistant Social	kellyannjewell@gmail.com 973-615-7202
Lotty Coleman 15 Chandler Rd	Assistant Social	Marlotte.coleman@gmail.com 917-545-1250
Carey Savage 60 Chandler Rd	Assistant Social	csavage916@gmail.com 201-213-6826
Jamie Webber 8 Lenape Trl	Assistant Social	jamieschneider@gmail.com 443-235-6326
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Meghan Mckinney	Assist. Secretary	Meghanhayes05@gmail.com 973-477-8718
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Kristin Mossa 32 Bennington Rd, Morristown	Assist. Special Programs	kristinmossa7@gmail.com 619-347-8419
Jackie Milliken 99 Westminster Rd	Assist. Special Programs	jackie.d.milliken@gmail.com 973-769-2321
Christina Fama 18 Highland Ave	Assist. Special Programs	christinaazzarone@gmail.com 631-790-7802

CHATHAM METHODIST PRESCHOOL STAFF BIOS

Amy Crandall “Miss Amy”

Chatham Methodist Preschool Director



Amy has been with CMP for eleven years. She was the lead teacher of the Mother’s Morning Out for five of those years, and has served as Director for the remaining six. Prior to joining the CMP community Amy worked as a 4th Grade teacher at Lafayette School, and also at St. Bridget’s school in Jersey City.

Amy is most excited for you to experience all that CMP has to offer. To her it never gets old getting to know the students and watching them grow and discover so many things through learning. Amy loves the car line and welcoming students to school everyday!

Amy is a very active volunteer in the community. She helps lead the Chatham Historical Society, and the Chatham Twig. She loves working with members of our community, and when she’s not busy with work or volunteering she enjoys reading, cooking, entertaining and spending time with her family on Cape Cod. Amy is married to Bob and together they have three kids: Jessica, Tim, & Mike.

Melissa Walker “Miss Melissa”

Assistant Director



Melissa is back for her second year as our Assistant Director. She has been keeping our budgets and books straight for many years, first as a volunteer on our Board and Executive Board and then most recently as our school Financial Manager. Melissa brings a sense of “zen” to our school with her extensive yoga practice. She has even taught our CMP students yoga. When she is not in the office, she enjoys reading, traveling, and going to the beach. Melissa’s three children: Caroline, Charlie and Jude have attended CMP and still talk about their fond memories. One of her favorite CMP traditions is the Mom’s Tea. Melissa loves balanced books, carline duty and all the children's smiling faces.

Colleen Carey “Miss Colleen”

Almost 2’s Lead Teacher in the Green Room



We welcome back Colleen for her third year at CMP in the Green Room! Before Colleen joined us she worked in public relations, working with children’s charities. She truly loved working with these kids and decided to make a career change, pursuing a job in teaching and we’re lucky she did! Colleen loves painting and art, pilates and exercise and walking her puppy, Charli. Speaking of her future, Colleen is expanding her family with the addition of Kyle, her fiancé, and his children Brynn and Jack (9 year old twins). She is also mom to her four sons: Ryan, Brendan, Peter and Shep. Colleen can often be found cheering her sons on at the lacrosse field and is looking forward to meeting new friends-faculty, parents and the children at CMP!

Chrissy Slattery “Miss Chrissy”

2’s & Almost 2’s Assistant Teacher in the Green Room



This year will mark Chrissy’s 24th year with CMP! Prior to working here, she worked at Kings Road School as an afternoon aide for 16 years.

Chrissy’s love of dogs runs deep! You can find her walking dogs and spending time with Josie and Remi, her grand puppies, on her time off. She has been married to her husband Joe for 36 years and together they have two daughters: Jess (34) and Nikki (29). Last year Chrissy gained a son, Dan, Jess’s husband. Chrissy’s hobbies include walking, crafts, puzzles, going out to good restaurants and reading. She can’t wait for this year to start and meet all of her new little friends!

Rachael Welz “Miss Rachael”

Almost 2’s Assistant Teacher in the Green Room



We are so excited to welcome Rachael as an Assistant Teacher in the Almost 2s class after years of being part of the CMP community as a parent, board member and yoga teacher. Rachael has many years of childcare experience including babysitting and working in a daycare as well as raising her own four children, Audrey, Lily, Brendan and Thomas (all CMP alumni!). She has taught yoga to CMP students for years after receiving her 200 hour RYT certification and 30 hour children's yoga certification. You may also recognize her for her years teaching at Powerflow in Chatham. Rachael enjoys gardening and listening to music and lives in Chatham with her husband Rob and four children. She is most excited to spend time getting to know and nurturing the youngest CMP students and being a part of the wonderful community of CMP staff.

Kathleen Mitchell “Mrs. Mitchell”

2’s Lead Teacher in the Green Room



We are excited to welcome Kathleen back to our CMP teaching staff! Kathleen will be the Lead Teacher in the 2’s Green Room. Kathleen has a MA in Teaching and has prior experience as an elementary school teacher at Stevens Cooperative School in Jersey City. She loves working with children and seeing their eyes light up when they discover something new. Kathleen lives in Chatham with her husband, two children, and dog. Kathleen is excited to meet her new class and watch them learn and grow this year!

Jeannie Petruzzella “Miss Jeannie”

Assistant Teacher in the Green Room



We are so excited to welcome Jeannie back to the CMP family! She has lots of experience with preschoolers and their families. Prior to joining our team she was a pre-k 3 teacher in Florham Park. Jeannie has also worked as a special education preschool aid. She loves parties and has lots of experience in throwing them as an event planner at the Meyersville Inn/Long Hill Tavern. Fundraisers are her speciality! She has a fabulous dress collection, including a baby chick dress, and she attributes her amazing wardrobe to her dedication to themes. When she is not working, she enjoys spending time with her husband, Michael, and son, Leo. Leo was practically born here at CMP, and we love having him at CMP. Jeannie also enjoys reading, crafting, baking, traveling, event planning and shopping.

Karen Laferriere “Miss Karen”

Lead Teacher in the Two’s Gold Room



Karen is very excited to return to CMP as the Lead Teacher for our 2-year-olds. She graduated from Boston College with degrees in Elementary Education and French. She taught second and third grades in the Basking Ridge public schools prior to becoming a stay at home mom to her five children. Karen has enjoyed volunteering at schools and becoming involved in all her children's activities. Karen truly enjoys spending family time with her husband Rob and her children Sophie (23), Alex (21), Harry (20), Jack (18) and Phoebe (14). She can be found cheering at ice hockey, lacrosse, football and field hockey games as well as swim meets. If you see her in an LA Kings Hockey jersey on the playground, she must have borrowed it from her oldest son Alex, who plays for the franchise!

**Amanda Collins “Miss Mandy”
Assistant Teacher for the Two’s Gold Room**



We welcome Mandy to our CMP family! Mandy has had a career in advertising, law and real estate before the classroom. She brings skills in making things look good, negotiation, and staking claim to territory; she has all the skills she needs for the 2 year old classroom. Mandy lives in Summit with her husband Tim. She has 3 children, Maddie, Kelly and Brennan. She is most excited to work with all of the children and the amazing staff at CMP. When she is not in the classroom, you can find her on the pickleball court playing, paddle boarding and doing needlepoint.

**Kirsten Williams “Miss Kirsty”
Lead Teacher in the Three’s Purple Room**



Kirsten has a rich history in childhood education. Between 1999 and 2002 she taught 8th-12th grade Biology and Natural Science and was also a 4th grade teacher in South Africa, where Kirsten and her husband Bradley grew up. In 2002 Kirsten and Bradley moved to the USA and settled in Brooklyn, NY where Kirsten taught 7th & 8th grade science at St. Francis of Assisi School for 18 months. Kirsten took a break from formal work at the end of the 2004 school year, deciding to stay home with her children. Kirsten was also responsible for child care (ages 6 months to 5 years) for the Walking with Purpose Ministry at St. Patrick’s church. It was there she renewed her love for working with little ones. Kirsten has worn a few hats at CMP; floating teacher’s assistant and Lead Teacher for the Almost 2s and 2s. She really enjoys the intimate setting of the Purple Room. In her free time Kirsten really enjoys being creative, reading, cooking and baking and of course spending time with her husband Bradley and their three children: Rachel, Samuel and Katherine.

**Kathryn Fisher “Mrs. Fisher”
Assistant Teacher in the Three’s Purple Room**



Kathryn returns to the Purple Room. She was previously the Assistant Teacher in the 4/5s class and the Drama Teacher for the 3s and up. She sat on the CMP Board when her daughters were students here, so she has been in the CMP family for a while now. Kathryn also worked as a dance and drama teacher in NYC and has represented Directors for TV commercial work for Twist Film. When she is not working, Kathryn likes to take dance classes, catch up with friends, and spend time with her husband Scott, and daughters Kristina & Phoebe. Kathryn also enjoys taking walks with her dog Twyla. She cannot wait to meet the students and is thrilled to be a part of the CMP community.



Laura Grosso “Mrs. Grosso”

Lead Teacher in the Three’s Yellow Room

This year we welcome Laura back to CMP as the Lead of the Yellow Room. Years ago Laura was a member of the CMP community as a parent, and that student has graduated college! We are thrilled to have her back at our school. Laura’s past teaching experiences include both as a 1st Grade Teacher in Maplewood and a 3rd Grade Teacher in West Orange. She is the mother of six children: 5 boys Christopher (23), Matthew (21), Patrick (19), Ryan (17) and Quin (14) and one daughter, Madeline (12). She and her husband Chris have raised their family here in Chatham. Laura is most excited to get to know the children and watch them grow. When Laura is not at a sporting event for one of her children, she loves to run and exercise. She loves gardening, reading, cooking and entertaining. She can be found at the beach during the summer where she takes long walks with her dog. We are not sure how she fits it all in! But once you get to know her, the thing that sticks out the most is that Laura loves to laugh and be around children!



Chelsea Marinovich “Miss Chelsea”

Assistant Teacher for the Three’s Yellow Room

We are so excited to introduce Chelsea to the CMP Team! Chelsea and her husband, Serge, moved to Chatham 8 years ago, and have two boys, Stefan (10) and Leo (8). Before moving to Chatham, Chelsea worked in book publishing, and maintains a love of reading. She is most excited to see these sweet little friends form bonds and have fun together! Chelsea loves to cook (and eat!), often can be found with her nose in a book, playing with her kids and spending time with family and friends. She is incredibly excited to be a part of the CMP teaching team, and looks forward to working with your children!



Dina Rizzo “Miss Dina”

Assistant Teacher for the Threes’s Yellow Room

Dina is very excited to be returning to the Yellow room for another year of growth, learning, fun, hugs and many many laughs. Dina is married to her husband Ben and together they have three children: Dylan (9) Winnie (6) and Beau (4). Dina has been a Broadway actress, a music teacher, worked in the fashion industry and has even taught an improv session to college students at Tulane! She has worn many hats but assistant teaching 3 year olds is quickly becoming a favorite. She adores watching the kids grow, share, work as a team, learn to follow rules and best of all develop an enthusiasm for school! She is looking forward to developing relationships with each of her students and seeing their smiling faces everyday.

Nicole Ross “Miss Nicole”

Lead Teacher for the Fours’s Blue Room



Nicole is thrilled to be returning to the blue room this year! Before coming to CMP Nicole was a 1st grade teacher for three years at St. Vincent Martyr School in Madison. She also taught preschool at a nearby Presbyterian Church Nursery School in Morristown and Milton Avenue School. Nicole has four children: Will (16), Lena (15), Adele (13), and Ian (11). She also has four fur children: Portia, Annie, Sasha and Buddy and actually has a fifth if you count her bunny named Daisy. Nicole enjoys fostering puppies (46 and counting!), walking, and singing. Nicole is most excited for the opportunity to see her students grow and learn at CMP. She also loves to hear their laughs and see their smiles.

Mary Reynolds “Miss Mary”

Assistant Teacher for the Four’s Blue Room



This is Mary’s 19th year with CMP! Prior to starting here, she was the administrative assistant to the Youth Minister at St Patrick’s Church. She is looking forward to meeting and creating new relationships with the children and their families. She enjoys seeing her old friends from the Green Room and those she taught the last few years in the 4s program. She always loves to see how they have grown! When Mary isn’t at school, she enjoys spending time with her husband, Patrick and their three sons: Nicholas (29), Michael (27) and Daniel (23). With Michael recently married and Nicholas engaged, she has lots to celebrate . She also loves walking, reading, and being with friends.



Megan Decker “ Mrs. Decker”

Lead Teacher to the Four/Five’s Orange Room

Megan joined the CMP family in 2019. She has been enhancing the learning of our 4/5 students for several years. She may also seem familiar as some of you may know her from her work as a swim instructor at Lifetime Athletic or at any local pool where she is known to give lessons. She was awarded the Swim Coach of the Year, but to us she really shines in the Orange Room! Megan is also the Varsity Swim Coach at Mount Saint Mary’s Academy. She also previously taught technology at Saint Patrick’s School. Megan has an abundance of experience engaging with children and is most excited for the opportunity to enhance and explore the imagination and curiosity of the students at CMP. When she is not teaching, Mrs. Decker enjoys spending time with her husband Scott and their family: Ryan (23), Aidan (22), Cullen (20) and Flynn (18). They love going to the beach and cheering on her boys at the Lacrosse field.



Shelly Cutlip “Mrs. Cutlip”

Assistant Teacher to the Four/Five’s Orange Room

Shelly is excited to return to the Orange Room for the third year! She enjoys collaborating with our teachers, building trusting relationships with families and engaging students in a caring learning environment. She loves being a part of the CMP family! Shelly has lived in Chatham for 15 years raising her four children: Chris, Gabriella, Nick and John. She is excited to teach young kids, all of her own are teenagers and college students. She has been a member of the CMP community for a while now as one of her own children even went to CMP! She loves the honesty, imagination and innocence of our students. When she is not at school, she can be found running, reading, traveling, spending time with her husband, Justin and her family.

Claire Young “Mrs. Young”**Lead Teacher to K Enrich Red Room AM**

Claire has been a part of the CMP community since 2010, when her daughter started in the Yellow Room. During her time as a parent at CMP, Claire served on the board as Fundraising chair and eventually worked as a substitute in the kindergarten class. In February of 2016, Claire joined the staff as the lead Kindergarten Enrichment teacher. Kindergarten is where the magic happens, and Claire couldn't be more excited to work with the children during this year of tremendous growth.

Claire has a BA in English from the University of Delaware and a MA in Education from Seton Hall University. After college, she worked in the insurance and cosmetics industries. After several years in the city, she decided to change direction and pursue a career in education. She taught 1st grade in Bayonne and kindergarten in South Orange-Maplewood until her daughter was born, then decided to be a stay-at-home mom. In her spare time, Claire likes to take long walks with her dog and read. She brings her love of reading to the classroom with daily read-alouds, and DEAR time (drop everything and read). The best and most important times in her life are those spent with her husband and two children.

Learn, Play and Grow!

Research shows that children who are in developmentally appropriate play-based programs such as ours are prepared to enter kindergarten with strong readiness skills in math and reading. Each child will grow in self-confidence by exploring his or her unique strengths in our well-equipped facilities with our dedicated, nurturing teaching staff. Our students experience the joy that comes with discovery and learning!

Chatham Methodist Preschool is licensed by the State of New Jersey, enrolled in the Grow New Jersey Kids Program and exceeds the New Jersey State Preschool Standards.

The Creative Curriculum is implemented in classrooms. The Creative Curriculum is an educational approach emphasizing active participatory learning. This type of learning is a direct-hands on experience with people, objects, events and ideas. Children's interests and choices are at the heart of the Creative Curriculum programs. We provide a rich learning environment using curricula and a flexible daily routine that are developmentally appropriate to the specific ages in each classroom. The teachers and Director ensure the curriculum is implemented, and the activity plan is appropriate to support each child's needs. The assessment and corresponding recommendation is communicated to families through parent teacher conferences.

Parents of children enrolled in our preschool who have questions or concerns about their child's participation in our program are encouraged to communicate those concerns to us. The classroom teachers always welcome and encourage parents to come to them to discuss their child's growth and development as well as interactions within the classroom. Our philosophy is child centered. Our goal is to help each child with his or her individual path of growth, self-confidence and self-reliance. Our staff is committed and dedicated to preserving and enhancing the dignity of each child.

The Director is responsible for ensuring that the preschool complies with state requirements, including the development and implementation of policies and procedures for the program. She supports staff members in their efforts to work with families and in each classroom. The Director also encourages parents who have concerns to speak with her directly anytime, if she can be of assistance in helping maximize the relationship among child, parents and classroom teachers.

The Assistant Director's office has a library filled with books and resources on child development, art, music, socialization, science and math. These resources are available to families to borrow.

The CMP Board of Directors consists of church representatives, parents and preschool staff. The group has specific responsibilities that support the programs of the Preschool throughout the year. This combination of voices helps us to build the best possible program for our students and families.

The Chatham United Methodist Church is the sponsor of the CMP program. The Staff/Parish Relations Committee and the Board of Trustees support the work of the Preschool and the goals of our philosophy.

All of these resources are available to parents to support their child's participation in our program. Most importantly, the staff and families of the Preschool are committed to the caring atmosphere that has always been our history and makes our school the wonderful place that it is.

Absences

Please report all absences to CMP. We care about your children, and a good line of communication helps a child to grow and develop. CMP School Telephone: 973-635-5261 or CUMC Office Telephone: 973-635-7740. You may also email the director at director@chathampreschool.org.

Additional Services for our Families

The Director and teachers may invite you to attend some center sponsored workshops that will be beneficial to your family. The topics may include Health workshops to discuss preventative care, mental/behavioral issues, nutrition and obesity, medication administration, oral health and communicable disease prevention. In the past we have hosted education workshops to discuss early literacy, adult/family literacy, positive parent interactions, cultural awareness and developmental issues. We hope you will take advantage of these invitations.

Breastfeeding Support

At CMP, we support breast feeding families. Families may use the Director's office which includes soft furnishings and an electric outlet for nursing.

Carline

A carline is offered for the ease of dropping your child off safely to school. The carline begins at 8:45AM. CMP staff and parents will be assigned car line duties to make it efficient. Parents will be assigned a few days to help with the car line and notified by the Room Mom and reminded by the Assistant Director. If you can not fulfill your car line obligation, it is your responsibility to find a replacement. You must enter the car line via Main Street. You will make a right turn into the parking lot towards CUMC. Look for signs to indicate where to pull up.

Community Organizations

Below we have listed the names and contact information for local organizations that we support and encourage families to be a part of. We welcome parent exchange of information.

Morris County Council for Young Children, Yolanda Elisabeth Davidson Project Lead
Coordinator and Facilitator: davidson@norwestcap.org
Community Garden: <https://www.chathamborough.org/resident/community-garden>
Chatham Newcomers: <https://www.chathamnewcomers.com/>

Consumer Product Recalls

In an effort to keep our children safe, we recommend that you be aware of the many product recalls that occur in the United States. If you would like notification from the US Consumer Product Safety Commission, please register on the CPSC website to receive email notifications of any products that have been recalled. To register please go to www.cpsc.gov. US Consumer Product Safety Commission, Office of Communications, 4330 East West Highway, Bethesda, MD 20814.

Developmental Screening

It is the responsibility of each staff member to monitor and record each child's developmental progress. Milestones and achievements of each child will be addressed administering the Ages and Stages Questionnaire (ASQ) Developmental Screening Tool. Parents will be provided accurate feedback. Records are kept confidential. Parents release letter/form must be obtained to share the child's record in case of referral.

Disruptive Behaviors/Expulsion

If, in the classroom teachers' observe that a child's deliberate actions are excessively hurtful to another child physically, or if on a given day, the child displays behavior that is excessively disruptive to the group, the teacher may ask that the parent or caregiver pick the child up earlier than the scheduled dismissal time. The teacher will then have a follow-up conversation with the parent prior to the child's return to the next class session.

If a child displays *continuous* behavior that is disruptive to the group and/or hurtful to other children, or if the behavior demands a considerably greater percentage of the teacher's attention than that of other children in the group, the teacher will:

1. initiate a conference with the child's parents to describe the behaviors, discuss possible causes, and explore viable methods of teacher response/action.
2. test the agreed upon methods of teacher response/action with the child.
3. within a reasonable period of time, assess their success and call or meet with the child's parents again to discuss the results.
4. if appropriate, request an in-class observation of the child and follow up conference with the director and/or head teacher.

If, after following the above procedures are followed, there is little or no change in the child's behavior, the teacher will:

1. notify the parents and the head teacher and/or director of the continuing disruptive behavior.
2. schedule a conference with the child's parents, the head teacher and/or director, and the teachers.
3. suggest appropriate action to the parents, which may include any of the following:
 - a. continued attempts at alternative teacher response/action for a specified length of time.
 - b. evaluation of the child by appropriate public or private special services individuals or teams.
 - c. removal of the child from the group for a specified length of time or for the remainder of the school year.

Unfortunately, there are occasional reasons we may find it necessary to expel a child from our program either on a short term or permanent basis. We will make every effort to work with the child and family to prevent this from happening. The following are reasons we may have to expel or suspend a child.

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 enrolled children/parents.

PARENTAL ACTIONS FOR CHILD EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunizations records.
- Habitual tardiness when picking up the child.
- Verbal abuse to staff.

CHILD 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.
- Efforts to modify excessively disruptive behavior have been unsuccessful.

SCHEDULE OF EXPULSION

A temporary expulsion/suspension may be a period of time for the parent to remediate the child's behavior appropriate to a group setting. If this is the situation, the parent will be informed regarding the length of the suspension period, as well as the expected behavioral changes required for the child to return to the program.

If child care is a factor and immediate expulsion for safety reasons is not necessary, the parent will be given sufficient notice of one week to seek alternate child care.

All expulsion or suspension actions will be documented in writing with copies to the family, teachers, and a copy kept on file with the director.

Emergency Closings, Snow Days and Kindergarten Rotation

The Director will send an email or text message to notify families and teaching staff of any emergency or weather-related school closings. CMP follows the School District of the Chathams lead in times of inclement weather and school closings as much as possible.

In the case of a delayed opening, CMP will operate on a shortened schedule. If it is a day in which lunch is offered, students enrolled in lunch will be dismissed at 1:00PM. The schedule is as follows:

- Almost 2s: 10:30am-12:00pm
- 2s: 10:30am-12:30am
- 3s: 10:30am-12:30pm
- 4s: 10:30am – 12:30pm
- 4/5s: 10:30am-1:00pm

Kindergarten Enrichment will be determined by public rotating schedules for Kindergarten classes. Whichever Kindergarten session does **NOT** attend public school **WILL** attend K enrichment class from 10:30am-1:00pm with lunch.

In the case of an early dismissal, AM classes will be held as scheduled, conditions permitting. There will be no PM classes. AM lunch will be held as scheduled, conditions

permitting. Make up of snow days beyond the number allowed by the school district is optional and is at the discretion of the CMP Board and the Director.

Emergency Procedures

Our Emergency Management Plans for natural disaster, lockdown and evacuation plans are reviewed by the Chatham Police Department and School District of the Chathams. We conduct fire drills monthly. Each classroom has an emergency bag that contains supplies, up to date medical and contact information on each child. These are carried out with the children. We record the length of time each drill took to complete and how many children and staff members are involved.

We also conduct lockdown drills twice a year. In the event that we need to evacuate CUMC we will move our students to the Band Room at Chatham Middle School. If the area must be evacuated, we will move students to Ogden Memorial Church on Main Street with the aid of the Chatham Police. Please be assured that the staff are trained on our Emergency plans annually.

Family Traditions

We welcome the chance to get to know your families and want to support the teaching of culture and family traditions in our school. Please let us know if you have family traditions you would be willing to share with your child's class. Also, please make us aware if you use any language other than English, we would love to expose our children to new languages and customs. Children whose first language is not English are encouraged to use home language, gestures, communication devices, sign language and pictures to communicate.

Food and Nutrition

CMP is respectful to religious and dietary restrictions. Please let us know if your child has any dietary restrictions or requirements. We recommend you refer to the USDA website for nutrition guidance and suggestions, www.usda.gov. Another helpful resource is SNAPEd in the USDA website.

We do not allow nuts, peanuts, peanut products, including peanut or nut butters and products manufactured in a facility that may contain nuts. If enrolled in lunch, any food that is not consumed by the end of class, will be returned to parents in lunch boxes.

Handwashing Policy

The single most effective way to keep our children healthy is by washing our hands. We ask for your cooperation by encouraging them to use good hand hygiene throughout the day. It is recommended children and their caregivers wash their hands, upon arrival at the classroom, before and after eating, after using the bathroom or changing a diaper, after using a tissue to blow or wipe a nose, before and after playing at the water table, after playing at the sand/sensory table, and after coming in from the playground.

Health and Illnesses

As a state licensed Preschool, we are obligated to abide by several requirements. One of which is that a current record of inoculations and doctor's physicals are required for all students. We recommend you ask your pediatrician for vision and hearing screening.

During the school year, please remember to provide us with up to date immunizations records. At the time of your child's annual physical please bring a Universal Health Form to be updated and returned to CMP. The Universal Health Care Form can be found on our website and hard copies in the office. The Health Department does an annual audit of our records for compliance. The state of NJ requires one dose of influenza vaccine for all children 6 months to 59 months of age attending a preschool or childcare facility. This vaccine must be administered between September 1 and December 31, 2023. A flu form is on our website to download for your convenience.

Staff members may not administer non-prescription or prescription medication or health care procedures to a child with short term illness. If a child needs to receive medication during school hours, we are happy to have a parent come and administer medication outside the building.

The preschool will provide reasonable accommodation for the administration of medication or health care procedures for a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of a child or prevent the child from attending preschool.

Please be considerate of others when your child is ill and do not send him/her to school. Please refer to the NJ State Policy on the Management of Communicable Diseases.

All accidents and illnesses are documented by a staff member as soon as possible after they occur. The Director, staff member and parent must sign the document. Our staff is certified in First Aid and CPR. We all received Epi-pen training.

We will hold annual workshops on a variety of health-related issues that include but are not limited to preventative health care, mental/behavior health issues, nutrition and obesity, medication administration, oral health practices and communicable disease prevention.

Home Visiting Policy

Family is an essential component of the Preschool program. We want to develop a good relationship with each family as well as with each child. Home visiting provides another opportunity to deepen relationships and provide a private atmosphere for sharing information. Please speak to the Director if you are interested in scheduling a home visit.

Methods of Parental Communication

We realize that communication is an important part of setting the child up for success at school. A weekly school newsletter will be emailed on Sunday evenings. Please make sure to read the newsletter for current information. Google photo drives and a weekly email from your child's teacher are set up for you to get a glimpse of some of the classroom happenings.

You may also check our website <https://www.chathampreschool.org> for information. Our Facebook page, Chatham Methodist Preschool-CMP and our Instagram account are great ways to stay abreast of school happenings.

We also encourage you to email or call the Director/Teachers if you have a question or concern. Please be mindful that calls, texts and emails will most likely be returned during the day. Please be mindful of weekends or evenings as personal time.

Parking Lot Protocol

Please remember that children may be walking or crossing in the parking lot so always drive slowly when entering and driving through the parking lot. Children are not permitted to go outside the building or playground gate without a parent. Children must be accompanied by an adult at all times when they leave the classroom. Please be mindful that the handicapped parking spaces are designated for people with a permanent or temporary disability. If you do not use the car line, you may park in a parking spot that is not numbered.

Positive Guidance and Discipline Philosophy

CMP's discipline philosophy emphasizes a positive approach. We try to redirect a child from inappropriate behavior by offering a different, more appropriate activity to change the focus of a child's behavior. Individual attention will be given to the child to help him/her in dealing with a particular situation. The Preschool has no "time out" chair or any other threat of isolation or punishment. If a child continues to have a difficult time behaving appropriately and cannot be diverted, a teacher might take that child from the classroom for a short period of time to avoid classroom disruption and until the child is ready to re-enter the group.

Teachers respond to and reinforce positive behavior. We believe that each child in our care deserves our respect in all circumstances, and we believe in demonstrating our fondness for each child with kind words and hugs.

In accordance with state regulations a child will not be disciplined for failure to eat or soiling himself. In addition, our policy disallows any form of corporal punishment, frightening treatment, withholding food or emotional responses, or requiring silence for lengthy periods.

Release of Children

Please report all carpools in writing to your child's teacher. **If anyone other than a child's parent/guardian is picking up from school, you must give your permission in writing to your teacher. We will not release any child to someone other than a parent/guardian unless we have your permission in writing.**

Please arrive promptly at dismissal time. Teachers need time before and after class to prepare. Thanks! Also, children should come to school dressed suitably for indoor art and play experiences and outdoor recreation.

Referral Policy

CMP has a system in place to link families to services needed to address developmental and behavioral concerns of children identified through developmental screening and performance-based assessment.

Use of Technology and Social Media Policy

Parents' will be asked to grant permission to allow images of their child to appear in local papers, CMP Facebook page, CMP website and the CMP Instagram account relating to preschool activities. No names will appear with any submitted images. CMP will use email and text messages to communicate with Parents and Staff. Emails will be returned as quickly as possible within school hours. Please be respectful of staff's personal time.

ipads are in each classroom as a discovery tool for the class. Teacher's will supervise all use of ipads or electronic devices. A Google photo drive is set up for each class and photos will be posted weekly.

Toilet Training

Chatham Methodist Preschool requires that all students in our 3-Year-Old programs (and older) be potty trained upon the start of the school year.

Please make sure your child(ren) are clean and dry before they are left with teachers. Our staff will make every effort to see that they remain clean and dry throughout the day.

The most important factor in making the toilet learning experience successful is a family/teacher partnership that supports the child.

Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

We understand that toilet training is a process. As such, we request you use pull-ups and provide us with a change of clothes.

If a child in our 3-year-old program (or older) does soil their clothing we will request that you come in to change any soiled clothing. We do not have the facilities in those rooms for sanitary changing conditions. We will do everything in our power to support your child in toilet training.

Transition

Transitions are times when children move between and adapt to different spaces or places and with different people, experiences, expectations and routines. Your child's transition to Preschool should be a positive and exciting adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. Prior to your child's first day, you will have the opportunity to tour the center, meet with your child's teachers, and communicate any anticipated concerns. Please share with your child's teachers the best way to communicate with you.

Every student has a portfolio that travels with them class to class to help provide a seamless transition. The portfolio contains samples of student activities, Ages and Stages Questionnaires, and Parent Teacher Conference Forms as well as any additional materials. You may request the portfolio to be given to your child's next school. Please place all requests with the Director.

Tuition

The CMP tuition policy states that all payments are due on or before the dates listed below. All tuition bills will be emailed two weeks prior to due dates. A late fee of 10% will be charged on payments two weeks past due. We encourage you to use the online payment method. If you are using your bank's online system to send CMP a check, please allow an extra week for processing the payment. If payment is four weeks past due, the child will not attend school until payment or other arrangements are made. Please keep the Assistant Director informed if there are special circumstances. If a child is withdrawn from the Preschool during the school year, no refund will be made until the classroom is full and the child's spot has been filled. Tuition Insurance may be looked into by families that would like that option.

The Assistant Director will send invoices by email. Preferred payment method is online. If you are writing a check they must be payable to CMP. For your convenience, checks may be placed in your child's school bag with a note.

CMP Treasurer
460 Main Street
Chatham, NJ 07928

Annual Tuition Schedule

Almost 2s for a 2-day session: \$2,750

Tuition payment schedule	Deposit	\$250	September 15	\$925
	May 15	\$925	December 15	\$650

2s for a 3-day session: \$3,950

Tuition payment schedule	Deposit	\$250	September 15	\$1,350
	May 15	\$1,350	December 15	\$1,000

3s for a 4-day session: \$4,975

Tuition payment schedule	Deposit	\$250	September 15	\$1,650
	May 15	\$1,650	December 15	\$1,425

3s Lunch: \$1,100 May 15 \$400 September 15 \$400 December 15 \$300

4s for a 5-day session: \$5,950

Tuition payment schedule	Deposit	\$250	September 15	\$2,000
	May 15	\$2,000	December 15	\$1,700

4s Lunch for 2 days: \$1,100 May 15 \$400 September 15 \$400 December 15 \$300

4s Lunch for 4 days: \$1,700 May 15 \$600 September 15 \$600 December 15 \$500

4/5s for a 5-day session: \$7,500

Tuition payment schedule	Deposit	\$250	September 15	\$2,500
	May 15	\$2,500	December 15	\$2,250

Kindergarten Enrichment for a 5-day session: \$5,975

Tuition payment schedule	Deposit	July 1	\$250	September 15	\$2,000
	July 31		\$2,000	December 15	\$1,750

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or

operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 2920422 or go to www.state.nj.us/dcf/.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, 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 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced 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 the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

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

Note: If a child has chicken pox, a note from the parent stating that all 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 DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. 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.

Policy on the Release of Children

1. Each child may be released only to the child's parent(s) or person(s) authorized by the parents, as specifically by **written notification** of a regular sitter/caregiver, carpool, or written notification if on a daily occurrence; OR persons authorized by the parent(s) on the school's Medical/Emergency Release form to take the child from school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
2. If a non-custodial parent has been denied access or granted limited access to the child by a Court Order, the school shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the Court Order.
3. In the event that the parent(s) or person authorized by the parent(s) fails to pick up or is late in picking up a child at the time of the school's daily closing:
 - a. The child will be supervised at all times by school staff members.
 - b. Every effort will be made by the staff members to contact the parent(s) and/or other persons authorized by the parent(s) to care for the child.
 - c. Whenever the parent(s) and/or other persons authorized by the parent(s) fails to pick up the child one hour or more after closing time, and provided that the staff members have been unable to make other arrangements for returning the child to his/her parent(s), a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child until his/her parent(s) or other persons authorized by the parent(s) is available to care for the child.
4. If the parent(s) or person authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or Staff member, the child would be placed at risk of harm if released to such an individual:
 - a. The child shall not be released to such an impaired individual.
 - b. Staff members will attempt to contact the child's other parent or an alternative person authorized by the parent.
 - c. If the school is unable to make alternative arrangements as noted above, a Staff member will call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

Resources for Parents and Families

For additional information or details please see the Director.

NJ Parent Link www.nj.gov/njparentlink/

National Association for the Education of Young Children [Http://www.naeyc.org](http://www.naeyc.org)

American Academy of Pediatrics <https://www.aap.org/>

Morris County Community and Behavioral Health <https://hs.morriscountynj.gov/behavioral/>
Child and Family Resources <https://cfmorriss.org/>

Books for Borrowing

100 Best Poems for Children

1-2-3 Science

All I really Need to Know Learned in Kindergarten by Robert Fulghum

Children's Cookbook by Angela Wilkes

Circle of Security by Bert Powell

Cool Cooking for Kids by Pat McClenahan and Ida Jaqua

Cooking Up a Story

The Happiest Baby on the Block and Happiest Toddler on the Block by Harvey Karp

Hug a Tree by Rockwell, Sherwood and Williams

The Hurried Child by David Elkind

Is This Your Child? By Doris Rapp

Kid's Snacks

Making Friends with Your Three Year Old by Janet Poland

Miseducation by David Elkind

Mud Pies to Magnets by Williams, Rockwell and Sherwood

Nature for the Very Young by Bowden

The Out of Sync Child and the The Out of Sync Child Has Fun by Carol Kanowitz

Parenting Through Crisis by Barbara Coloroso

Play with Boxes by Liz and Dick Wilmes

Positive Discipline by Nelsen, Erwin and Duffy

Power of Play by David Elkind

Preschool Art by MaryAnn Kohl

Raising a Secure Child by Kent Hofman

Raising Happy and Successful Kids by Adele Brodtkin

Solve your Child's Sleep Problems by Richard Ferber

Squirt, Sort, Paint and Build by MacDonald

View from the Little Chair in the Corner by Bess

What to Expect When You're Expecting Series

Wiggle Giggle and Shake

Your Baby & Child by Penelope Leach

Your Three Year Old Friend or Enemy by Louise Bates Ames

Your Five Year Old Sunny and Serene by Louise Bates Ames

And many more...