



HANDBOOK 2020-21

**Crossroads Nursery School
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crossroads@ias.edu**

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1. THE SCHOOL

Crossroads was started in 1947 by a group of parents at the Institute for Advanced Study who wanted a nursery school experience for their children. Originally housed in one of the buildings on Olden Lane Circle, the school moved to 90-91 Einstein Drive in 1957 and to its present location at 225 Olden Lane in 1994. At the time of the move to Olden Lane, the Institute for Advanced Study rebuilt the former ECP building to meet all current state standards and the program expanded to offer full-day care for children 3 months to 5 years in addition to the nursery school program for which it had been known.

Normally, total enrollment approaches 60 children who are divided into five age groups. Infants, Toddlers, three Preschool classrooms for children 2-1/2 to 5 years of age. This year, in response to updated safety guidelines for childcare centers operating during the COVID-19 pandemic, we will have one combined Infant-Toddler group and three smaller mixed-age Preschool groups, for a maximum of 38 children in the beginning of the school year. Crossroads is incorporated as a non-profit organization and is licensed by the Department of Children and Families of the State of New Jersey.

2. MISSION STATEMENT

At Crossroads Nursery School and Infant Center:

- We offer a nurturing and loving environment.
- We support all learners, both children and adults, in their life-long journey of growth and discovery.
- We provide a safety net for risk-taking and self-actualization.
- We believe that the *process* of learning is of greater value than the final product.
- We value *play* as the work of children.

3. THE BOARD OF TRUSTEES

Maria Echeverria	Chair
Jennifer Richardson	Manager of Human Resources, IAS
Danielle Otis	Director
David Lee	Treasurer
Melanie Clarke	Secretary
Phoebe Nobles	Parent Representative
Pei Hsiang	
Paula Lutz	
Shelly Yedlin	

4. PROGRAM

The educational program at Crossroads is a child-centered, developmentally-oriented program. Our goals are to provide a caring and safe environment in which each child can develop a strong sense of self-worth, creativity, and curiosity about their environment and to enable him/her to interact successfully and comfortably with peers and teachers. In our particular situation, this often includes assistance in adapting to a new community and, many times, to a new language. Our program is flexible and geared to the needs and interests of the children. We believe that play is the work of children and that this has value not only for the results we can see, but for the deep learning that occurs within each child. We strive to foster in each child a sense of self-respect as well as a sense of respect and concern for others.

5. CALENDAR FOR THE 2020-21 ACADEMIC YEAR

The school year runs from early-September to mid-June for the preschool and from early-September to late-June for the Infant-Toddler program as well as the preschool children enrolled in the Vacation Supplement Package. Additionally, it is anticipated that there will be a full-time summer program except for late-August/early-September when the school is closed for three weeks. Details for the summer program are confirmed in the early spring.

The calendars listing the holidays for the two programs are as follows:

PRESCHOOL CALENDAR (PS)

September 10	First day of school
September 28	No School - Yom Kippur
October 21	No School - Parent-Teacher Conferences
November 5-6	No School - NJEA Convention
November 25	Early Closing at 1:00 for Thanksgiving Holiday
November 26-27	No School - Thanksgiving
December 21 – January 1	No School - Winter Recess
January 18	No School - Martin Luther King Jr. Day
February 15	No School - Presidents' Day
March 22	No School - Staff Development Day
April 2-9	No School - Spring Recess
April 30	No School - Parent-Teacher Conferences
May 28	Early Closing at 1:00 for Memorial Day weekend
May 31	No School - Memorial Day
June 11	Last Day of Preschool Calendar

INFANT, TODDLER & VACATION SUPPLEMENT CALENDAR (ITV)

September 10	First day of school
October 21	No School - Parent-Teacher Conferences

November 25	Early Closing at 1:00 for Thanksgiving Holiday
November 26-27	No School - Thanksgiving
December 23	Early Closing at 1:00 for Winter Recess
December 24 – January 1	No School - Winter Recess
January 18	No School - Martin Luther King Jr. Day
February 15	No School - Presidents’ Day
March 22	No School - Staff Development Day
April 30	No School - Parent-Teacher Conferences
May 28	Early Closing at 1:00 for Memorial Day weekend
May 31	No School - Memorial Day
June 25	Last Day of ITV Calendar

Note: School may be closed on additional days due to severe weather conditions, safety issues related to our licensing requirements, or due to the COVID-19 pandemic

6. EMERGENCY SCHOOL DELAYS AND CLOSURES

The safety of Crossroads families and staff is our first priority. Because of unforeseen emergencies, school may be delayed, closed early, or closed entirely.

Crossroads follows the Princeton Public Schools during severe weather to factor in regional road conditions. Additionally, any emergency closing decisions made by IAS must be adhered to by Crossroads.

Emergency closings most commonly result from inclement weather and resulting road conditions and power outages.

There are four key issues that affect delays or closings for Crossroads as a NJ State licensed early childhood program:

- Road conditions for families and staff who must drive to *and* from school
- Meeting state-mandated adult:child staffing ratios during operating hours
- Having fully operational heat, running water and electricity
- Having fully accessible, cleared emergency exits and access to emergency personnel

It is important to understand that more than fifty percent of our community, students and staff, are not in residence on the IAS campus and must commute daily to school by car. Also, Crossroads is housed on the Institute for Advanced Study campus and is dependent on IAS maintenance of its private roads and buildings for safe access and operation.

Procedures:

For inclement weather, we try to notify families of school closings and delays between 6:00 and 7:00 am on the day in question. This is to allow the Director time to collect the most recent information from the Princeton Public Schools and IAS Administration, while still allowing enough time for parent

and staff notification of the decision. In the event of extreme weather such as a blizzard or ice storm, closing decisions can be made the previous evening.

In the event of a school closing or delay, parents can obtain information in the following ways:

- **Email:** Parents who supply Crossroads with a current email address will receive a group email.
- **Phone:** Call the Crossroads telephone number (609-951-4699) for a recorded message.

If ever severe power outages affect Crossroads' communication systems, you can also consult the Princeton Public School website (www.princetonk12.org) or emergency closings telephone line (609-806-4202) to determine if closures or delays are in effect.

Closings:

When the Princeton Public Schools announce they are closed for the day because of severe weather conditions, Crossroads will automatically be closed. Likewise, if the Institute for Advanced Study closes for more localized emergency conditions affecting our campus, Crossroads will also be closed.

Delayed Opening:

When the Princeton Public Schools or the Institute for Advanced Study announces a delayed opening, Crossroads will also have a delayed opening. You will be informed of Crossroads specific opening time by email or you can call Crossroads (609-951-4699) for a recorded message.

Early Closings:

Inclement weather or emergency conditions that develop during the school day can result in early closings. When Princeton Public Schools or the Institute for Advanced Study closes early, Crossroads will also close early. Crossroads will email and call parents to notify you of early closings. In the event the Princeton Public Schools are in session yet cancel after-school activities, a Crossroads early closing will be at the discretion of the Director. In these situations, it is essential that we have current contact information for a parent or emergency contact who will be able to pick up their child within an hour of notification of closing.

Additional Information:

When Princeton Public Schools and/or IAS are not in session, emergency closings and delays will be made at the discretion of the Director.

When there are other emergency events that impact the safety of Crossroads families and staff, the Director has the authority to declare emergency closures and/or delayed openings to insure the safety of our community.

COVID-19 related closings:

The occurrence of COVID-19 symptoms at Crossroads could result in home self-isolation orders of an individual cohort, multiple cohorts or the whole school by the Department of Health. The duration and scope of any program disruption will be determined with the local Department of Health and/or the Department of Children and Families Office of Licensing.

Tuition refunds will not be issued for closings caused by circumstances outside of Crossroads' direct

control, except as described in the Force Majeure addendum in relation to the COVID-19 pandemic; nor will additional school days be added to the Crossroads calendar. Please note that if a child is absent or unable to attend the program because he or she is ill for any reason or quarantined for any reason, whether or not related to COVID-19, such absences do not qualify for a tuition credit unless your child's class is closed.

7. ADMISSION REQUIREMENTS

The majority of spaces are reserved for families affiliated with the Institute for Advanced Study. First preference for admission will be given to children of Members and Staff of the Institute for Advanced Study. Second preference will be given to children who have been in Crossroads the previous year. Third preference will be given to siblings of community children. Any remaining openings will be made available to community children on our waiting list.

Crossroads does not discriminate on the basis of race, religion, gender, sexual orientation or national origin. The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated.

8. TUITION

In order to assure the high level of quality of the Crossroads' (the "School") programs and to maintain its financial integrity, the School requires that tuition be paid for the full academic year for which a child is enrolled. Tuition is payable by the year or in ten monthly installments. Although monthly installments may be used, such an arrangement does not constitute a month-to-month contract.

The parents' obligation to pay charges for the full academic year is unconditional. Except as described below, or in the Force Majeure addendum, no portion of such charges so paid or outstanding will be refunded or cancelled in the event of an absence, an emergency closure for reasons outside the School's control, withdrawal or dismissal of the child from the School for any reason. Continued enrollment is conditioned upon the child's and parents' compliance with all of the School's rules and regulations. Failure to comply may result in the child being dismissed.

Parents must pay bills for tuition and fees within the time designated. In the event any bill rendered by the School has not been paid within 30 days of the date it is due, interest on the balance of 10% per annum will be due. In the event the School commences legal action to collect any sums due on this contract, the parents will pay the School's costs of collection, including reasonable attorney's fees. The child will not be permitted to attend School should the parents fall behind in payments due.

Parents of children beginning the program mid-year or who are Institute Members who applied for only one of the two academic terms will owe tuition on a basis prorated for the number of months the child attends the School.

IAS Staff and IAS Members receive a discounted tuition. Should your status with the IAS change during

the school year and you no longer qualify for this discount, you will be responsible for the regular tuition for the remainder of the school year.

If a child is withdrawn midyear on the advice of the Crossroads staff, the parents will no longer be responsible for the remainder of the tuition and their deposit will be fully refunded if their account is in good standing. Should a child need to be withdrawn before the end of the year due to financial problems, the school will make every effort to work with the parents to establish a payment plan.

Tuition is payable by personal check, money order, or direct electronic payments (ACH debits). If any check is returned for insufficient funds, any and all banking fees incurred will be the parents' responsibility. If the parents have chosen to pay in monthly installments instead of one annual payment, payment is due the first of each month, September through June. The tuition deposit made at the time of enrollment will be credited toward the final tuition installment in June.

9. HEALTH POLICIES

9.1. MEDICAL RECORDS AND IMMUNIZATION REQUIREMENTS

Health forms must be filled in by your child's health care provider. All children in public and private schools are required by the State of New Jersey to have the following immunizations: DTaP (diphtheria, tetanus and pertussis), Measles, Mumps, Rubella, Polio, Haemophilis B., Pneumococcal, Varicella (chicken pox) and an annual Influenza vaccine received between September 1 and December 31. If your child does not have these immunizations, please consult your health care provider immediately to establish a schedule to meet the State requirements.

9.2. POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

Parents will understand the necessity of keeping the child home if he/she shows any symptom of illness. **You must keep your child home for 24 hours after any diarrhea or vomiting has ended, and 72 hours after fever has ended (without fever-reducing medication)**, thus giving him/her a chance to fully recuperate and help prevent the spread to other students and staff.

Please let us know if your child is to be absent from school for illness or any other reason. Our teachers worry and may be holding up an activity in hope that the child will arrive soon. It is best to call or email the school before the child's normal starting time. Please report communicable diseases to the school. We in turn, will post a notice if your child has been exposed to a communicable disease.

The teachers will send home any child showing any of the symptoms listed below or who in the opinion of the teachers is feeling unwell enough that he/she cannot participate in classroom activities. If we are unable to reach the child's parents, we will then contact the child's emergency contacts. We have facilities for isolating the child until arrangements can be made for his/her return home. The person picking up the sick child should come within thirty minutes of the teacher's call.

If a child exhibits any of the following symptoms, he/she should not attend the center. If such

necessary for your child to receive medication during the school day, the following policy will apply:

- Classroom teachers or the Director will administer medication to children
- Medication may be administered in the case of a short-term illness or, in the case of a child with special needs, as reasonable accommodation if the failure to do so would jeopardize the health of the child or prevent the child from attending the center
- Medication and health care procedures will only be administered after receipt of written approval from the child's parent(s). Please ask your child's teachers for a Medication Permission Form to complete
- All prescription medication will be prescribed in the name of and specifically for the child
- All prescription medication will be stored in its original prescription container, labeled with the child's name, the date it was prescribed or updated and directions for its administration. (Ask your pharmacist to put prescriptions in two labeled bottles, one for home and one for school)
- Non-prescription over-the-counter medications can only be dispensed with instructions from a licensed health provider and written parental approval. The health care provider's office may give instructions by telephone or provide written permission, including frequency and dosage
- Crossroads shall inform you immediately if your child exhibits any adverse effect of a medication or health care procedure

9.5. CHRONIC HEALTH CONDITIONS AND ALLERGIES

If a child has a chronic health condition requiring the administration of medication or health care procedures on a long-term basis, Crossroads will require a written statement from a health care provider as well as training from a parent or another appropriately trained person on necessary special health care procedures. Please inform your child's teachers of any allergies or long term health conditions, and request a "Care Plan for Children with Special Health Needs" form. An individual plan will then be formulated to accommodate your child's chronic health condition or allergy.

9.6. FIRST AID

For minor injury, First Aid kits are located in each classroom, and will be used to disinfect and bandage the hurt area following Red Cross First Aid instructions. For more serious injuries while under the school's care, the school will take the necessary actions to protect the child from further harm and will immediately attempt to notify the child's parent/guardian orally. The emergency medical release form signed by the parent/guardian empowers the school's representative to authorize medical treatment at an emergency medical center. The school carries an accident insurance policy for each child covering the time he/she is in school.

9.7. SLEEP SAFETY FOR INFANTS

Infants up till the age of twelve months will be put to sleep on their backs only. We can make no exception to this rule unless we receive a signed directive from the child's physician.

9.8. ADDITIONAL CONSIDERATIONS DURING THE COVID-19 PANDEMIC –

The COVID-19 pandemic requires a stricter, more conservative, collaborative and pro-active approach to the application of health policies. Due to the ever-evolving nature of the pandemic, our policies and public health strategies will continue to be updated and evaluated. We will work closely with the Princeton Health Department to assess regional risk levels and understand how they impact our policies and efforts to maintain the health and safety of our community.

SYMPTOMS OF COVID-19: The currently known, most common symptoms of COVID-19 include: fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea.

COVID-19 is a novel corona virus. As more is being learned about symptomology and presentation, this list of symptoms and symptoms for which your child needs to be excluded from care may change based on guidance from the Princeton Health Department, the New Jersey Department of Health and the Centers for Disease Control.

IF YOUR CHILD OR A HOUSEHOLD MEMBER BECOMES SICK WITH COVID-19 SYMPTOMS:

In the context of a global pandemic, any presentation of symptoms must be handled proactively. We cannot assume we know the origin or explanation of any COVID-19-like symptoms (for example, a fever you believe to be caused by teething or immunizations).

AT HOME: If your child exhibits any of these symptoms, keep your child home and consult your doctor. Please inform Crossroads by email of all absences and of your doctor's input so that we can trace all cases of illness and possible COVID-19 exposure in our community. The amount of time your child must be excluded from care is based on the particular symptoms your child has exhibited (see 9.2 above), and the determination made by your doctor, and possibly the Princeton Health Department.

AT SCHOOL: As described above in our Policy on the Management of Communicable Diseases (9.2), if a child becomes ill during the school day, they will need to be sent home. You will need to contact your doctor to advise you on how to proceed. Please inform Crossroads by email so that we may take appropriate follow up steps with health authorities if necessary.

ILLNESS IN A HOUSEHOLD MEMBER: As per current regulations, your child must stay home from school if a household member has:

- Any of the following symptoms: cough, shortness of breath, or trouble breathing
- At least two of the following symptoms: Headache, fever, muscle pain, chills, repeated shaking with chills, new loss of taste or smell, gastro-intestinal illness

In any cases of potential COVID-19 exposure in our community, we will liaise with the Princeton Health Department for guidance. We request full cooperation from our community to assist with public health officials' contact tracing efforts to help track of and reduce the spread of disease.

POSSIBLE HOME SELF-ISOLATION OF COHORTS: NJ Department of Health guidelines for childcare centers may mandate the home self-isolation of cohorts (up to 14 days) in **suspected or confirmed** cases of COVID-19 in close contacts. The duration of these self-isolation periods will be determined by the Health Department based on their analysis of the presentation of symptoms and epidemiological context. COVID-19 shares a list of possible symptoms with many childhood illnesses. We must therefore anticipate the possibility of disruptions to cohorts that present with any symptoms. This will no doubt be challenging, but necessary for the safety of all members of our community.

Current exclusion and quarantine requirements due to COVID-19 or related symptoms is outlined in the following chart from the New Jersey Department of Health.

<p>Individuals who have symptoms of COVID-19 AND</p> <ul style="list-style-type: none"> • have tested positive (by PCR, rapid molecular or antigen testing) OR • have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until: 	<ul style="list-style-type: none"> • At least 10 days have passed since their symptoms first appeared <p>AND</p> <ul style="list-style-type: none"> • They have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) <p>AND</p> <ul style="list-style-type: none"> • Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)
<p>Individuals who have NO symptoms and have tested positive should stay home and away from others until:</p>	<ul style="list-style-type: none"> • 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.
<p>Individuals who have symptoms and have tested negative should stay home and away from others until:</p>	<ul style="list-style-type: none"> • 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.
<p>Individuals who are identified as a close contact* should:</p>	<ul style="list-style-type: none"> • Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative.

*Close contact is defined as being within 6 feet for at least a period of 10 minutes.

For additional information, please refer to the “COVID-19 PANDEMIC ACKNOWLEDGEMENT AND DISCLOSURE” signed upon confirmation of enrollment.

These guidelines are likely to evolve over the course of the school year and we will send updates as needed.

10. PARENTAL NOTIFICATION METHODS

Crossroads will communicate with parents primarily via email, especially if the information/notifications are not urgent. Communication in an emergency situation will be done by phone and/or email using the emergency contact information given to Crossroads.

11. POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA

- In order to limit “screen-time” and maximize opportunities for hands-on exploration and play, Crossroads students will not use computers, television or “smart devises” at school. For

children over 2, a teacher may occasionally use an internet-enabled device to find photos or brief video clips to illustrate a theme being explored in class or to provide visuals in response to a child's question.

- Crossroads does not use any social media platforms for the school. We understand that many parents and staff members do maintain private social media accounts. Crossroads staff is not allowed to post photos or videos of your children. Parents are allowed to post images of their own child at school. It is prohibited, however, for parents to post photographs or videos of any other child than their own.
- Crossroads teachers carry cell phones in order to take photos/videos for classroom newsletters and for use in any potential emergency situations. Staff members' personal cell phones may not be used to text with parents. Barring emergency circumstances, all communication with parents will be via email and Crossroads telephone.
- In order to respect professional boundaries, while a child is enrolled at Crossroads we discourage social media connections between Crossroads staff and parents of students. This does not apply once a family is no longer enrolled at Crossroads or if a personal relationship/social media connection pre-dates a family's enrollment at Crossroads.

12. DAILY ARRIVAL AND DEPARTURE

The NJ Department of Children and Families has mandated that families may not enter Crossroads except for emergency purposes or for the purpose of breastfeeding during the COVID-19 pandemic. This obliges us to change our usual arrival and departure procedures for the 2020-21 school year.

Because COVID-19 health and safety regulations continue to evolve, our protocols may need to be updated periodically, we will send updated information on arrival and departure procedures any time there are new changes.

Everyone (including children over 2) must wear a mask during Arrival and Departure.

Daily Health Screening: There will be a daily health screening and temperature taking upon arrival for all staff and children.

Before leaving for Crossroads, complete the daily health screening questionnaire found at <https://forms.ias.edu/form/crossroads-health-screening>

We recommend that you bookmark this link for your convenience.

Crossroads Health Screening

Child's Name

Your Name

Email Address

Please enter the address at which you'd like to receive your confirmation.

Health Questions

Has your child been given fever reducing medicine today?

Yes No

In the past 14 days, have you or your child been in close proximity to anyone who has tested positive for COVID-19?

Yes No

Is your child currently experiencing any of the following symptoms? Cough, Shortness of breath, trouble breathing

Yes No

Is your child currently experiencing at least two of the following symptoms? Headache, Fever, Muscle Pain, Chills, Repeated Shaking with Chills, New Loss of Taste or Smell

Yes No

Is anyone in your household currently experiencing any of the following symptoms? Cough, Shortness of breath, trouble breathing

Yes No

Is anyone in your household currently experiencing at least two of the following symptoms? Headache, Fever, Muscle Pain, Chills, Repeated Shaking with Chills, New Loss of Taste or Smell

Yes No

Note: If you have more than one child at Crossroads, please complete the survey individually for each child.

Once you submit your screening, you will receive an email either clearing you to bring your child for their temperature check, or you will be told that your child is not cleared for attendance based on your responses. If your child is not cleared for attendance, please email us at crossroads@ias.edu to let us know why your child will be absent.

The online pre-screening should allow the morning drop off to run more efficiently. If for some reason you have trouble with the online survey and do not have your clearance email to show upon arrival, the staff member performing the temperature screening will ask you the mandatory health screening questions in person.

MORNING DROP OFF:

Morning drop offs and daily health screenings will take place outside and children will then be escorted to their classrooms by a member of the Crossroads team.

Blue Room and Green Room families: The assigned drop off time is 8:30-8:45.

Red Room and Yellow Room families: The assigned drop off time is 9:00-9:15.

Your drop off location will be determined by your mode of transportation.

Families arriving **on foot or by bike** will drop off at the front entrance of the school (225 Olden Lane).

Families arriving **by car**, will go through our "driveway drop-off" line on Goldman Lane, adjacent to our

playground. Please approach Crossroads on Olden Lane and turn left onto Goldman Lane. Be sure to yield to pedestrians/bikers in the crosswalk when turning left. Take your place in the car queue, turn on your blinking hazard lights, and proceed forward until you reach the screening point.

If you know that you would like to pick up your child early, please inform your child's teacher at drop off so we know to expect you at an alternate time and can get your child ready.

AFTERNOON PICK UP:

Please come to your designated pick up location during your assigned pick up time. A Crossroads teacher will bring your child and their belongings out to you.

Red Room families: Your assigned pick up time is 11:45-12:00 in front of the Main Entrance

Yellow Room families: Your assigned pick up time is 3:15-3:30 in front of the Main Entrance

Green Room families: Your assigned pick up time is 4:45-5:00 in front of the Main Entrance

Blue Room families: Your assigned pick up time is 4:45-5:00 from the playground gate on Goldman Lane

Pick up from the Main Entrance:

If you are picking up by car, please park in a space in front of Crossroads and wait in your car until the teacher escorts your child out to you. To help us identify your car, please display your child's name and classroom in your windshield.

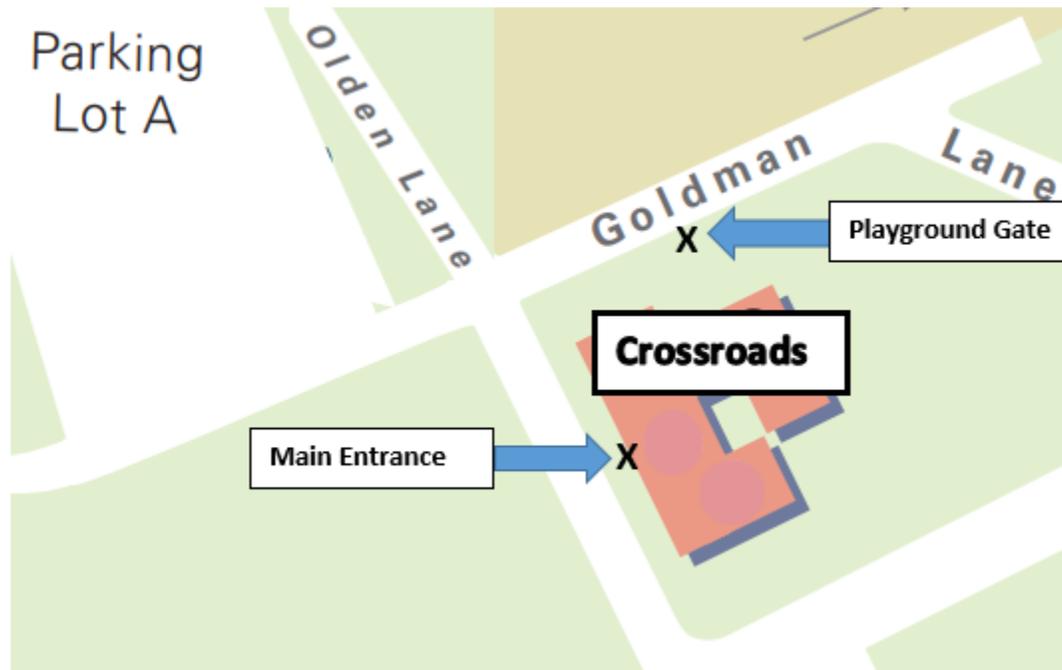
If you are picking up on foot or by bike, please line up on the sidewalk in front of Crossroads, observing social distancing rules. Your child will be escorted out to you by a Crossroads teacher.

Pick up from the Playground Gate:

For everyone's safety, all families must approach the gate on foot instead of having a mixture of cars, bikes and pedestrians. Families arriving at Crossroads by car should park in the IAS Parking Lot A and proceed to the gate on foot. Please form a socially distanced line along the playground fence.

The COVID-19 regulations reduce our flexibility around drop off and pick up times, because we must have a staff member available to perform the health screening outside, and to escort your child in or out of the building as needed.

If you miss your drop off time, or would like to schedule an early pick up, please call the school at 609-951-4699 to make an individual arrangement with us. Individual pick ups at unusual times will take place from the Main Entrance. Please call us when you arrive and we will bring your child out to you.



13. POLICY ON THE RELEASE OF CHILDREN

Your child will only be released to his/her parents or the adults listed as Emergency Contacts on the Medical Information and Emergency Release Form. If your child is to leave with someone else, please leave a signed, dated note with the teacher or email Crossroads in advance.

A child will not be released to a person who, in the judgment of a staff member, appears to be physically or emotionally impaired and may place the child at risk of harm. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If a child has not been picked up an hour or more after closing time and our staff has been unable to contact the parents and emergency contacts to make arrangements to release the child to an authorized person, Crossroads staff may call the Department of Children and Families Child Abuse Hotline to seek assistance in caring for the child until a parent, or person authorized by the parents, is able to pick up the child.

14. POLICY ON BABYSITTING

Crossroads teachers are not available to babysit for Crossroads students outside of school.

15. TOYS FROM HOME

During the COVID-19 pandemic, toys from home may not be brought to Crossroads.

16. CLOTHING

Please dress your child in comfortable play clothing that encourages self-help (e.g.: elastic waistbands, easy to push up sleeves). We do a lot of hands-on, exploratory play which can get quite messy. Please restrain from sending your child in special clothing you would be unhappy to have wet or soiled. Each child should bring and store complete changes of clothing at school, plainly marked with his/her name. Please remember to replenish this back-up supply as your child grows, seasons change and parcels of soiled clothing are sent home for washing.

We are committed to providing Crossroads children with outdoor time in nature and our playground. Your child will need effective gear for all types of weather and conditions. There will be sunshine, rain snow, puddles, mud, etc. to explore and enjoy. Having the right gear improves your child's comfort and ability to explore whole-heartedly. It also makes your laundry easier to handle!

Please label ALL clothing.

17. FOOD

Please be sure to note on the Medical Information and Emergency Release Form any allergies your child may have or any dietary restrictions. If there are any food allergies in your child's classroom that necessitate food restrictions, you will be notified of whatever accommodations need to be made by your group to keep all the children in our care safe.

Children will bring their own food and utensils from home. For children in the Preschool morning-only group, you will need to send just a morning snack. For children in the extended-day or full-day programs, your child will need to bring both their lunch and snacks. Try to send nutritious food that your child likes and in amounts that he/she can finish. Uneaten food is usually repacked so that you can see what your child has eaten, unless the packaging doesn't allow clean transport home. To avoid confusion over similar lunch boxes, please label all lunch boxes and beverage/food containers.

For children under 12 months of age, the teachers will develop with the parents a written plan regarding the feeding schedule, specific formula, nutritional needs, and introduction of new foods for each child. The food and bottles for each child are brought by the parents and should be carefully labeled. Mothers who are breast feeding are welcome to come to nurse their infants as needed.

18. NAP GEAR

If your child is in the extended-day or full-day preschool or toddler program, you will need to provide a (labeled) 2x4 fitted crib sheet and a (labeled) 2x4 blanket. Because storage space is very limited we ask that nap gear be as compact as possible. If your child needs a special item for nap time, such as a pacifier or stuffed animal, during the COVID-19 pandemic this item will be sent home every day for washing. In the infant group each child has a crib assigned and Crossroads supplies the bedding.

19. TOTE BAGS OR BACKPACKS

Children should bring a large reusable bag or a large backpack to school each day, even if they do not always have projects to take home. Please check your child's bag each day for messages, soiled clothes, and school projects.

20. PARENT'S VISITS

Unfortunately, during the COVID-19 pandemic, visitors are not allowed in the school – with the exception of nursing mothers who can schedule a time to come feed their baby as needed, once the mother has passed a health/temperature screening. We hope that conditions with the global pandemic will improve, allowing the NJ Department of Children and Families to ease regulations, so that parents will be permitted once again to visit their child's classroom.

21. PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will take place one day in the Fall and one in the Spring. There will be no school on these two days. Under normal conditions, conferences take place in person at Crossroads and you are welcome to bring your child (no siblings who are not currently enrolled at Crossroads, please) to participate in quiet activities while you are having your conference. If current COVID-19 regulations are still in place, we will have our Parent-Teacher Conferences via Zoom. Please feel free to arrange additional conferences with your child's teachers if you feel the need. It is very important that we stay in constant communication so the home and school can work in concert to provide the best possible experience for your children.

22. REFERRAL, SCREENING, EVALUATION, AND ONGOING SUPPORT SERVICES

Sometimes a child comes to Crossroads with an identified need or during the course of their time at Crossroads a child may be diagnosed with a disability. At present, the Director and Crossroads Board of Trustees is working to design, write, and implement a policy regarding referral, screening, evaluation, and ongoing support services for children attending Crossroads Nursery School and Infant Center. Once this written policy has been approved, we will distribute it to all families. (Also please see

Policy on the Expulsion of Children, below.)

23. POSITIVE GUIDANCE AND DISCIPLINE POLICY

The method of guidance and discipline shall be positive and consistent with the developmental needs of the children. At no time is hitting, corporal punishment, abusive language, ridicule or harsh, humiliating or frightening treatment used. Discipline shall not be associated with the behavior of children in regard to rest, toilet training, or food. Children shall not be isolated without supervision. Discipline shall not result in the withholding of emotional responses or stimulation and should not require the child to remain silent for long periods of time.

The best solution is to avoid the need for discipline. An experienced teacher can anticipate frustrations or antagonisms building and hopefully prevent hurtful incidents from occurring between children. The teacher can intervene and help the children find a solution to the problem or effect a change of activity or grouping. If a child does lose control and becomes hurtful or disruptive, he/she can be taken aside by a teacher and engaged in an activity alone or with the teacher until the child regains composure and can return happily to the group.

A word about biting: Because biting incidents are stressful and can be dangerous, parents will be notified immediately if their child receives a bite that has broken the skin. Biting incidents will also be reported to the parents of the biter. At the time of notification, parents may be told that if a second incident occurs during that day, teachers may decide that the child needs to be picked up and taken home for the rest of the day. This decision is in accordance with a board policy which states that teachers will use their discretion in deciding whether or not a child is able to participate in the program for that day.

24. DIAPERING

Children in diapers will be changed as needed. Parents supply their child's diapers and wipes which are kept in the child's marked bin above the changing counter or in the classroom bathroom. Please replenish the supply when low. If you use cloth diapers please also supply a clearly labeled, covered container in which the soiled ones can be kept and taken home at the end of each day.

25. TOILET TRAINING

Successful toilet training is dependent on physical and emotional readiness, not a specific age. We will not push or pressure a child, and will watch for signs of readiness to begin toilet training. Over the years, we have found that the process goes very smoothly when it is in response to a child's display of readiness. It is a much more stressful and complicated process when a child is pushed into toilet training on an adult's schedule.

It is important that parents and teachers work together in the toilet training process. When a child begins to show signs of readiness, we will schedule a parent-teacher meeting to discuss the timing and strategies for effective toilet training at home and school. We ask that you communicate proactively with your child's teachers if you are interested in initiating the transition out of diapers.

We support each child by being calm, consistent and natural about the transition out of diapers, providing ample opportunities for your child to use the toilet, without creating undue tension or stress. We make it part of our regular classroom rituals to take toileting breaks, even for those still in diapers, to help build familiarity and confidence with the process.

We expect children to have occasional accidents while learning to use the toilet. It is during these times that our support is most needed. Therefore, we will not express anger or disapproval, nor will we scold, shame or punish. We will calmly clean up accidents while reminding the child to listen to their body, and assuring the child that he/she can remember to use the toilet next time. We will also give reminders to use the toilet during the day to help him/her to be successful.

26. POLICY ON THE EXPULSION OF CHILDREN

Unfortunately, there are sometimes reasons we have to suspend or expel a child from our program. 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 needing to be 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.

Possible Actions Leading to a Child's Expulsion or Suspension

- 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.
- Persistent and uncontrollable tantrums/angry outbursts putting other children or themselves at risk
- Ongoing physical or verbal abuse to staff or other children.
- The Director has requested that the parent(s) seek additional assessment or support services for the child and the parent(s) refuse(s) to act upon this request
- Professional assessments indicate that the child requires care beyond the scope of what the school can offer. The Director feels that the nursery school can no longer provide adequate care for the child even with minor adjustments and reasonable accommodations.

A Child Will Not Be Expelled for the Following:

If a child's parent/guardian(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.

Proactive Steps That Can Be Taken In Order To Prevent Expulsion:

- Staff will try to redirect a child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will use positive methods and language while disciplining children.
- Staff will recognize appropriate behaviors.
- Staff will consistently set clear rules related to children's safety and respect for others and property.
- Age appropriate consequences will be applied when rules are broken.
- Child will be given reminders of safety rules.
- Child will be given support in learning to express their feelings appropriately and practice problem solving skills.
- Child will be given time to regain control and support to re-engage in play when they are ready.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified of concerns verbally and we will work with families to create supports for the child.
- Parent/guardian will be given written notification of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff will arrange conference(s) with parents/guardians to discuss strategies to promote positive behaviors.
- The parent will be given resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises may be provided.
- Recommendation of evaluation by local school district child study team may be provided.
- Further evaluations will never be implemented without the parent/guardians written consent.

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 suspension or expulsion. A suspension 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. In the case of an expulsion, parents will be given a specific expulsion date that allows the parents sufficient time to seek alternate child care (approximately one to two week's notice depending on risk to children's welfare or safety).