



2022-2023



PARENT HANDBOOK

Jahmaah Hardy & Raysa Hardy, Executive Directors

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Every day at Stepping Stones Child Development Centers, a story is waiting to be told.

This handbook is your guide to our program, policies and operational procedures — a blueprint, if you will, for how we help those stories unfold. We want you to be very pleased and comfortable with your decision of choosing Stepping Stones. If you have **any** questions about the policies in this handbook, or if there’s anything we could be doing better, please speak to a Site Director, call **(973) 375-5437 (kids)** or email us at stonesstepping@yahoo.com To receive important alerts of our School Closures, Emergency Alerts or Important Reminders please  Like & Follow us on  Facebook @ Stepping Stones Child Development Centers and Subscribe to receive text alerts by texting: **STEPPINGSTONES** TO: **833-766-5592**

Please take a few minutes to become familiar with this parent handbook. To complete your registration we ask you to **complete and return the Receipt of Parent Handbook form (Pg.37) and the Enrollment Packet retrievable Online at <https://stonesstepping.com/forms/>** and return it to the email listed above or at your child projective school prior to starting.

We are looking forward to getting to know you and your child and again, if there’s anything we can do to help, please do not hesitate to inform us.



Welcome Parents/Guardians:

Our entire existence is to encourage, stimulate and enhance students intellectual development and provide for their physical well-being.

Stepping Stones Child Development Centers strive to provide leadership role models that will have a positive impact on the quality of life for themselves, their families and the community as a whole.

We have purposely designed a program that will instigate the importance of continued education for Pre-kindergarten and school age students.

Our children have fallen victims to the proliferation of television, video games and lack of healthy physical activities. Stepping Stones Child Development Centers plan to offer parents and young scholars an environment that is nurturing, enjoyable and enriching.

Thank you for your patronage.

Jahmaah Hardy & Raysa Hardy
Executive Directors



Stepping Stones Covid Reopening Plan

As schools prepare to reopen, Stepping Stones will be taking tremendous responsibility for the children we serve ensuring that safeguards and healthy conditions of learning are implemented daily. The requirements outlined below are intended to facilitate the safety and well-being of staff and the students that we serve. These conditions outlined and incorporated into this plan are controlled by and pursuant Per Governor Murphy's Executive Order 251, students, staff, and visitors must wear Center for Disease Control (CDC)-approved facial coverings during the school day as outlined in New Jersey Department of Education (NJDOE) The Road Forward Health and Safety Guidance Section 1.3 are subject to change. Stepping Stones will also comply with the Center for Disease Control and Prevention (CDC), state, and local guidelines.

According to the NJ Department of Health COVID-19 Public Health Recommendation updated on July 6, 2022, "To support and prioritize uninterrupted, full-time, in-person learning and care, NJDOH has moved from an individual case-based response strategy to a transmission mitigation strategy, where the risk of the whole school community, including the risk of interruptions to learning, is considered." Child Care Centers shall continue to follow their communicable disease policy as per the provisions of the Manual of Requirements for Child Care Centers (3A:52-7.1 & 7.11) including but not limited to, not admitting sick children or staff, not allowing sick children or staff to remain at the center and informing parents in writing if their child is exposed to a communicable disease including COVID-19.

Maintaining Health and Safety

- Stepping Stones will screen staff and children for fever and other COVID-19 symptoms prior to entry to the program facility each day. Children and staff with a fever more than 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, will not be allowed to enter the facility. An area, outdoors or in the immediate entryway of the facility, will be designated for screening. Indoor screening areas will be separated from the program facility by walls or physical barriers. Outdoor screening areas will be sufficiently sheltered to allow utilization during inclement weather. Social distancing or physical barriers will be used to eliminate or minimize exposure risk during screening.
- Stepping Stones group sizes shall be determined as per the provisions in the Manual of Requirements for Child Care Centers (3A:52-4.3) 2 ½ years up to 4 years 1:10, 4 years 1:12 and 5 years and older 1:15.
- Stepping Stones will ensure that the spacing of groups within the facility allows for three feet of separation (when possible) between groups at all times, including napping and play periods. Outdoor play will be scheduled in staggered shifts.
- Stepping Stones will take steps to preclude crowding at pick up and drop off times.
- Sharing of supplies, food, toys and other items will be strictly limited. If items must be shared, they will be used by one group at a time and cleaned and disinfected between uses. Stepping Stones will ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items. Children's belongings will be kept separate in individual storage bins or cubbies and sanitized between usage.
- Close person to person contact (hugging, wrestling, games involving touching or tagging) will be strictly limited and discouraged.
- Staff and students will be required to wear CDC approved masks while in the school facility. Where age-appropriate, teachers will reinforce/teach the proper wearing (cover nose and mouth) of masks. Staff will use signals to redirect and correct behaviors when needed.

- Stepping Stones will continue to teach and reinforce healthy hygiene practices to prevent the spread of COVID-19. Students and staff will practice frequent hand washing with soap and water for at least 20 seconds and will be required to wash their hands upon arriving at the center, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. Students will be monitored to ensure proper technique.
- Stepping Stones will plan for and abide by procedures detailed herein for response to COVID-19 exposure in the center. The local health department and the DCF Office of Licensing will immediately be notified of any known or suspected COVID-19 exposure in our program facility.
- Required notices and wall signs will be posted at every entry and exit notifying of guidelines. Floor markings, physical partitions or other safeguards will be used as necessary. (Each school may vary)
- Use of shared spaces (entry ways, restrooms) will be carefully controlled to ensure that children and staff maintain at least three feet of separation.
- Outdoor play time on shared playgrounds will be staggered to prevent mixing between groups. Children and staff will be required to wash their hands upon returning from outdoor play. Physical contact sports games are prohibited and will be replaced with no contact activities or sports (running races, aerobics).
- Meals and snacks will be provided in the classroom or area where groups are regularly situated to avoid congregating in large groups. If meals will be provided in a lunchroom it will be stagger mealtimes
- If a student or staff member develops symptoms of COVID-19 while at the facility they will be sent to a designated room identified as a “Quarantine Room,” located near the main entrance of the school building. Students and staff displaying symptoms will be examined by a nurse and remain in the “Quarantine Room,” until medically cleared to report to class or work. If not cleared, staff will be sent home, and students must remain in isolation with continued supervision until their parent or caretaker arrives to take them home.

Throughout this pandemic, Stepping Stones will continuously communicate our plans with our stakeholders. As we move forward, please remember our priority is to provide our students with the opportunity to grow academically in an environment that is safe, healthy, and conducive to learning.

PROGRAM OVERVIEW

About

The goal of Stepping Stones is to provide a quality program that is safe, fun and affordable. Our programs offer age appropriate activities under the supervision of a competent, trustworthy, caring and qualified staff that understands and meets the needs of the children in our care.

Activities

To meet the physical, intellectual, social, emotional and recreational needs of young scholars. Our program will:

- Provide students a safe and secure environment
- Provide time for homework and assistance if needed
- Offer fun, enriching, academically oriented and recreational activities that help promote confidence, self-esteem and responsibility
- Provide a relaxed, but structured atmosphere where children can socialize and make new friends

Program Hours

Stepping Stones offer before, after and summer school services at the participating schools below.

Hillside District

Abram P. Morris Early Childhood Center

143 Coe Ave Hillside, NJ 07205

Monday through Friday

Operating hours: 7:00 a.m.– 9:00 a.m. & 2:30 p.m.– 6:30 p.m.

Early dismissal days: 12:30 p.m.– 6:30 p.m.

Program Hours (cont.)

Deanna G. Taylor Academy

614 Tillman Street Hillside, NJ 07205

Monday through Friday

Operating hours: 7:00 a.m.– 8:25 a.m. & 2:55 p.m.– 6:30 p.m.

Early dismissal days: 12:30 p.m.– 6:30 p.m.

Ola Edwards Community School

1530 Leslie Street Hillside, NJ 07205

Monday through Friday

Operating hours: 7:00 a.m.– 8:45 a.m. & 2:55 p.m.– 6:30 p.m.

Early dismissal days: 12:30 p.m.– 6:30 p.m.

Hurden Looker Elementary School

1261 Liberty Avenue Hillside, NJ 07205

Monday through Friday

Operating hours: 7:00 a.m.– 8:35 a.m. & 2:55 p.m.– 6:30 p.m.

Early dismissal days: 12:30 p.m.– 6:30 p.m.

Walter O. Krumbiegel Middle School

145 Hillside Avenue Hillside, NJ 07205

Monday through Friday

Operating hours: 7:00 a.m.– 8:15 a.m. & 3:17 p.m.– 6:30 p.m.

Early dismissal days: 12:30 p.m.– 6:30 p.m.

Irvington District

Augusta Preschool Academy

97 Augusta Street Irvington, NJ 07111

Monday through Friday

Operating hours: 7:30 a.m.–8:30 a.m. & 2:30 p.m. –6:00 p.m.

Early dismissal days: 12:30 p.m.– 6:30 p.m.

Program Hours (cont.)

Grove Street Elementary School

602 Grove Street Irvington, NJ 07111

Monday through Friday

Operating hours: 7:00 a.m.–8:30 a.m. & 2:45 p.m. –6:00 p.m.

Early dismissal days: 12:30 p.m.– 6:30 p.m.

Roselle District

Kindergarten Success Academy

150 E 3rd Ave, Roselle, NJ 07203

Monday through Friday.

Operating hours: 2:30 p.m.–6:15 p.m. (Morning Care TBA)

Early dismissal days: 12:30 p.m.– 6:15 p.m

Dr. Charles C. Polk Elementary School

1100 Warren St, Roselle, NJ 07203

Monday through Friday.

Operating hours: 2:30 p.m.–6:15 p.m. (Morning Care TBA)

Early dismissal days: 12:30 p.m.– 6:15 p.m

Harrison Elementary School

310 Harrison Ave, Roselle, NJ 07203

Monday through Friday.

Operating hours: 2:30 p.m.–6:15 p.m.(Morning Care TBA)

Early dismissal days: 12:30 p.m.– 6:15 p.m

Harrison Elementary School

501 Washington Ave Roselle, NJ 07203

Monday through Friday.

Operating hours: 2:30 p.m.–6:15 p.m. (Morning Care TBA)

Early dismissal days: 12:30 p.m.– 6:15 p.m

Program Hours (cont.)

The program begins the first day of school through the last day of school. We will follow the school district calendar and will be open for scheduled holidays and early release days. (Hillside District Only) (see attached on page district calendar and closure calendar)

Summer Camp

Stepping Stones summer camp will operate during the following schedule.

Hillside District

Abram P. Morris Early Childhood Center

June 26, 2023– August 18, 2023 (8 weeks) Tentatively

143 Coe Ave Hillside, NJ 07205

Operating hours: 7:00 a.m.–6:30 p.m. Monday through Friday.

Irvington District

Augusta Pre-School Academy

June 26, 2023– August 18, 2023 (8 weeks) Tentatively

97 Augusta Street Irvington, NJ 07111

Operating hours: 7:30 a.m.–5:45 p.m. Monday through Friday

Grove Street Elementary School

June 26, 2023– August 18, 2023 (8 weeks) Tentatively

602 Grove Street Irvington, NJ 07111

Operating hours: 7:00 a.m.–6:00 p.m. Monday through Friday.

Roselle District

Location & Schedule to be announced

School Closures

If there is an unscheduled, emergency early closing of the public schools due to weather or other safety reasons, Stepping Stones will also be closed. If the schools have a late start, Stepping Stones will only provide after care services for that day.

If weather forces us to close early after programming has already begun parents will be contacted via phone or text message notifying them of the closure. Please make sure to include in your Emergency Contacts a person who can pick up your child early if you are unable to do so.

Stepping Stones observes all emergency closings taken by Public School Systems. Please listen and/or monitor local television and radio stations for closing announcements.

Registration

Each student who receives any services in our program must be registered. Enrollment can be conducted online or within the school. During registration, a student may be signed up for specific days of the week. Students may attend as many or as few hours/days as the parent needs, but full tuition will be charged for days the student is registered for. Changes to your student's schedule can be made by making changes the following service week.

Tuition and Subsidy Programs

- See attached rate sheet for each district. We do offer sibling discounts of \$5 off per child for two (2) or more students. (Excluding Before Care only services) **Please note: Stepping Stones Child Development Centers do not issue refunds. It is the parent's/guardian's responsibility to plan their child(ren) attendance accordingly.** If student attends 2 or fewer days parents should select the "Drop In" options. Services received of 3 days or more requires the full weekly tuition.



Hillside Rate Sheet

<u>BEFORE SCHOOL</u>
\$30 Weekly
Registration Fee: \$25
\$10 Per Day (Drop In)

<u>AFTER SCHOOL</u>
\$85 Weekly
Registration Fee: \$25
\$20 Per Day (Drop In)
\$14 Per Day (Early Dismissal)
SIBLING DISCOUNT
2 Students-\$10 OFF (\$160 weekly)
3 or more Students - \$5 OFF

<u>BEFORE/AFTER SCHOOL</u>
\$100 Weekly
Registration Fee: \$25
\$30 Per Day (Drop In)
\$11 Per Day (Early Dismissal)
SIBLING DISCOUNT
2 Students-\$10 OFF (\$190 weekly)
3 or more Students - \$5 OFF



<u>SUMMER SCHOOL</u>	
\$170 Weekly	\$35 Per Day (Drop In)
Registration Fee: \$25 (Waived if registered by June 1 st)	
\$160 Title 1	\$155 ESY
SIBLING DISCOUNT	
2nd Student -\$10 OFF(\$330 weekly)	
3 or more Students - \$5 OFF	

Please Note: Stepping Stones Child Development Centers do not issue refunds. It is the parent's/guardian's responsibility to plan their child(ren) attendance accordingly. Credits will be issued at the discretion of the Executive Director. If payment is made after Friday closing time (6:30 p.m.) a late fee of \$10 will be added to account. A \$40 late fee will be charged for each child picked up late.



Irvington Rate Sheet

BEFORE SCHOOL	
\$30 Weekly	
Registration Fee: \$25	
\$10 Per Day (Drop In)	

AFTER SCHOOL	
\$80 Weekly	
Registration Fee: \$25	
\$20 Per Day (Drop In)	
\$15 Per Day (Early Dismissal)	
SIBLING DISCOUNT	
2 Students-\$10 OFF (\$150 weekly)	
3 or more Students - \$5 OFF	

BEFORE/AFTER SCHOOL	
\$95 Weekly	
Registration Fee: \$25	
\$30 Per Day (Drop In)	
\$12 Per Day (Early Dismissal)	
SIBLING DISCOUNT	
2 Students-\$10 OFF \$180 weekly)	
3 or more Students - \$5 OFF	



SUMMER SCHOOL	
\$160 Weekly	\$35 Per Day (Drop In)
Registration Fee: \$25 (Waived if registered by June 1 st)	
SIBLING DISCOUNT	
2nd Student -\$10 OFF (\$310 weekly)	
3 or more Students - \$5 OFF	

Please Note: Stepping Stones Child Development Centers do not issue refunds. It is the parent's/guardian's responsibility to plan their child(ren) attendance accordingly. Credits will be issued at the discretion of the Executive Director. If payment is made after Friday closing time (6:00 p.m.) a late fee of \$10 will be added to account. A \$40 late fee will be charged for each child picked up late.



Roselle Rate Sheet

<u>BEFORE SCHOOL</u>
\$30 Weekly
Registration Fee: \$25
\$10 Per Day (Drop In)

<u>AFTER SCHOOL</u>
\$85 Weekly
Registration Fee: \$25
\$20 Per Day (Drop In)
\$14 Per Day (Early Dismissal)
SIBLING DISCOUNT
2 Students-\$10 OFF (\$160 weekly)
3 or more Students - \$5 OFF

<u>BEFORE/AFTER SCHOOL</u>
\$100 Weekly
Registration Fee: \$25
\$30 Per Day (Drop In)
\$11 Per Day (Early Dismissal)
SIBLING DISCOUNT
2 Students-\$10 OFF (\$190 weekly)
3 or more Students - \$5 OFF



<u>SUMMER SCHOOL</u>
\$170 Weekly \$35 Per Day (Drop In)
Registration Fee: \$25 (Waived if registered by June 1 st)
\$160 Title 1 \$155 ESY
SIBLING DISCOUNT
2nd Student -\$10 OFF(\$330 weekly)
3 or more Students - \$5 OFF

Please Note: Stepping Stones Child Development Centers do not issue refunds. It is the parent's/guardian's responsibility to plan their child(ren) attendance accordingly. Credits will be issued at the discretion of the Executive Director. If payment is made after Friday closing time (6:30 p.m.) a late fee of \$10 will be added to account. A \$40 late fee will be charged for each child picked up late.

Tuition and Subsidy Programs(cont.)

- Financial assistance is available for parents that qualify. Stepping Stones is contracted with Community Coordinate Child Care of Union County (4cs) & Programs For Parents. If you are interested in enrolling, please contact us, or inquire within for further information.
- Co-payments can be paid every Friday or once a month, which is due by the 15th of every month. A **\$10.00 late fee** will be assessed if payments are received after the 15th of every month.

Please note: Failure to pay co-payment fee to the provider (Stepping Stones Child Development Centers) will result in the “Termination of child care benefits for all of your children” as stated by (4cs) & Programs For Parents.

- If you are enrolled in any of our subsidy programs you are required to swipe your child in and out every day using the E- Child swipe machine as required or Community Coordinate Child Care of Union County (4cs) and by Programs for Parents. If you fail to properly enter or swipe attendance for any day your child is in attendance, you will be solely responsible for the payment of tuition.
- If a child enters the program for any period, they are considered present for that day and the responsible parent/guardian will be billed accordingly.
- No allowances, credits, refunds, or make-up days shall be made for absences (i.e., sickness). In accordance to Stepping Stones policies and agreement, tuition is due for child(ren) who attends any part of the week. There is no credits given for any non attending days paid for.
- Tuition is due in advance of the time the services are rendered to the child.

Payment Procedures

- Payments should be paid no later than the Friday prior to the week services are provided. If payments are received after Friday closing time a late fee of \$10.00 will be added to the parent/guardian account.
- Payments can be made by clicking “Pay Tuition” conveniently online at www.stonesstepping.com or to the Site Supervisor/Director during our operating hours.

We accept cash & money orders. Personal checks will not be accepted. Please make all money orders payable to the Stepping Stones Child Development Centers.

Delinquent Accounts

No one will be allowed to attend or receive any services in our program with an unpaid balance. If a family account is more than a week past due, student(s) **will not** be allowed to attend the program until the account has been paid in full. A student will be terminated from the program for failure of payment.

Late Pick-up Fees

All parents/guardians are expected to pick up their children on time. If you are unable to do so, it is your responsibility to notify the Site Supervisor/Director that you will be late or send an alternate to pick up your child. Please advise the individual picking up your child to bring photo identification with them. After the site closes, a staff member will attempt to contact the parent/guardian or emergency contact person by telephone. If a child remains in the program an hour after closing time and all emergency contacts and communication attempts have been exhausted, the local police department will be contacted and the child will be released into the custody of the appropriate law enforcement official.

A **\$40.00 late fee** will be charged for each child who is picked up late.

Refund Information

Stepping Stones do not issue refunds. It is the parent/guardian responsibility to plan their child(ren) attendance accordingly. Credits will be issued at the discretion of the Site Director.

Tax Information

Stepping Stones will provide Year-End Statement summaries by January 31st each year upon request only. Please allow up to 5 business days for processing.

Arrival & Departure Procedures

Due to state childcare licensing regulations a manual signature is required during arrival time at all our locations, or we will be penalized. Therefore, you are required to sign your child in and out every day. If you habitually neglect to do so, you will be charged a maximum fee of \$5.00 per missed sign-in or sign-out. Please be advised that your child is not permitted to sign him/herself out.

Arrival & Departure Procedures

Each morning during arrival time Stepping Stones will screen staff and children for fever and other COVID-19 symptoms prior to entry to the program facility each day. Children and staff with a fever in excess of 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, will not be allowed to enter the facility, nor will persons that have been exposed to persons known to have COVID-19 during the preceding 14 days. Students will do a quiet activity before staff escort them to their classrooms. After dismissal students in the program will be escorted to their assigned areas with their teachers.

Attendance is done daily so please notify the Site Supervisor/ Director or contact us at (973) 375-5437 or email us at stonesstepping@yahoo.com. If your child will not be in attendance for the days they are registered for and/or if they have been picked up early from school please contact us.

Students will not be released to anyone other than a parent/guardian, or person authorized on the child's enrollment form unless the child's parent/guardian notifies the Site Supervisor/ Director prior to pick up time. If a staff member is unfamiliar with any person picking up a student, the staff member will ask to see a picture identification before the child is released and the parent/guardian will be notified. Stepping Stones request that parents refrain from talking on their cell phones while picking up their child, except in the case of an emergency. Not only do the children want to tell you about their day, but often our staff would like to be able to speak with you about any concerns they may have.

Emergency Contact

It is strongly recommended that you provide at least three local emergency contacts. You may update your contacts at any time by email or by speaking to the Site Supervisor/ Director.

Custody Arrangements

We recognize many families have unique custody arrangements. Specific court orders will be necessary in order for Stepping Stones Child Development Centers to deny access to any legal parent. You must notify the Site Supervisor/ Director immediately if there are changes to your pickup list including any documentation related to the changes.

Walking from Program

Students may walk home from school only with written parental permission. This form is available from your school Site Supervisor/ Director upon request. This excludes Preschool and Kindergarten students.

Daily Activities

Stepping Stones program offers a variety of experiences and opportunities for children during their time in the program. The Site Supervisor/ Director plans a regular daily routine of activities to provide the security of a predictable day. Upon dismissal from school, all students attending the program will report to their assigned areas. Students are grouped according to their ages.

Homework assistance, crafts, reading, music, games and gross motor activities are also provided during the program.

Homework Time/Assistance

Stepping Stones stresses the importance of homework and sets time aside every day for the students to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. Although we encourage the children to do their homework when it is assigned using the time set aside to complete homework is the responsibility of the child. Please let us know via email if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book. Please make sure to send your child with all materials they will need to complete their work including paper, pencils, markers, etc. as well as headphones or charging cords needed with use of technology devices.

Please note: Stepping Stones staff are not authorized to go into any students personal belongings, therefore, if a student states they do not have any homework we are not authorized to check there folders/backpacks.

Field Trips

Students will have the opportunity to participate in field trips during summer school. Parents will be informed of any field trips in advance and permission slips will be distributed. Without written permission the student will not be able to participate in any field trips. **Please Note: Any students that do not attend the field trips, must find alternate childcare for that day as All Staff will be attending trip. No Credits or refunds will be given for students who do not attend field trips. No Exceptions! Please review the trip schedule and fees before enrolling.**

Children will be transported in buses and/or Vans vended by Shore Vans transportation company.

Photographs

Occasionally Stepping Stones takes pictures or videos of program activities for use on our website, brochures, fliers, etc. Pictures or photos are not used without parental permission as indicated on the enrollment registration form. If you need to modify this release, please notify your Site Supervisor/Director by email or in writing.

Meals and Snacks

Students will be provided with a nutritious dinner and a healthy snack during the academic school year. On early dismissals, students are provided lunch and snack. Breakfast is served by the students attending school. During the summer program students receive breakfast, lunch and snack. If your child has a special diet, please make sure to send them with a healthy meal and/or snack. Soft drinks, candy and gum are not allowed. Please make sure you have disclosed any known allergies of your child(ren) to make sure staff is aware of any possible allergic reactions.

Personal Belongings

All personal belongings, including jackets, backpacks, electronics, chargers, etc. should be clearly labeled to help avoid loss. Please check the school's lost and found in case your child does lose something. Students may bring electronic games to be used during scheduled times and with the permission of their teacher.

Responsibility for the safekeeping of electronic games and other valuable items brought from home remains with the student.

Stepping Stones Child Development Centers program is not responsible for any lost, damaged or stolen belongings. Cell phones are a great way to stay in touch with your student, but it can be very distracting. For this reason, we do not allow the use of cell phones in the program. Students with cell phones should store their device in a location that is not visible to the teacher or other students. In certain situations, students may use the device with teacher approval. If a cell phone is used for any reason without teacher permission, a staff member may confiscate the device. It will be returned to the parent during dismissal. If you need to reach your student during school hours, please call the school.

Health & Safety

We are closely following guidance from the CDC, as well as state and local officials and health authorities, as we take extreme care to maintain our safe and healthy school environment.

Our current health and safety practices include:



Protective Masks

Face coverings are required by law and licensing for any adult or child entering the building (all staff members will be required to wear [CDC required face masks](#) while working with children).



Taking Temperatures

We are screening everyone (staff, children, parents, visitors, etc.) upon arrival for temperature and evident symptoms.



Limited Classroom Access

To curb the spread of germs and control group size, we are refraining parents and family members from entering the facilities.



Wellness Checks

Regular wellness checks are being conducted throughout the day. Parents of unwell children are notified immediately, to help stop the spread of illness.



Safe (and Still Healthy) Dining

We are now only serving pre-plated (or teacher-plated) meals to children.



Enhanced Health Practices

We've strengthened our already rigorous cleanliness and hygiene practices (such as more frequent hand washing, and increased cleaning, sanitizing, and disinfecting of surfaces and items in classrooms).

Illness

Staff will notify the parent/guardian immediately if their child becomes ill. An adult must pick up the child within 30 minutes. Staff will call all emergency contact persons on file if they cannot reach the parent/guardian. Staff will isolate the student and provide supervision until they are picked up.

Medication

Stepping Stones will dispense prescription and non-prescription medication only with the written authorization by the child's doctor. All medication administered by staff must be current and in a pharmacy labeled container. An adult must bring the medication into the program. Students are not permitted to have medication in their possession to take on their own. Expired medications will be returned to the parent/guardian. A medication administered request form is available from the Site Supervisor/Director.

Please note specific documents must be completed for medications to be properly administered. See a Director for paperwork or visit our website on the forms page.

Allergies

It is the parent/guardian responsibility to make sure Stepping Stones staff are aware of any known allergies of their student. Please make sure you have communicated with staff of any steps to be taken in case of an allergic reaction. Specific documents must be completed for medications to be properly administered. See a Director for paperwork or visit our website on the forms page.

Injuries

A written record will be filed of all injuries and accidents. Parents/guardians will be notified and a signature will be requested from parents/guardian notifying them of the incident. In the event of an accident or acute illness, every effort will be made to notify the child's parent/guardian and physician prior to treatment. In a life-threatening emergency or urgent situation, staff will call 911 before making any attempt to contact parents.



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 jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- 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.

TABLE OF 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/staff presents no risk to himself/herself or others. These diseases include

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Giardia Lamblia*	Impetigo
German Measles	Hepatitis A*	Lice
Hemophilus Influenzae*	Salmonella*	Scabies
Measles*	Shigella*	
Meningococcus*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		

Gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

*Reportable diseases that will be reported to the health department by the center.

**Note: If a child has chicken pox, a health care provider’s note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If your child is exposed to any excludable disease at the center, parents will be notified in writing.

Behavior Management Policy

Rules & Expectations

Our students guidance plan strives to accomplish the following:

1. Maximize the growth and development of each child.
2. Protect the group and the individuals around the child.
3. Set reasonable and positive expectations.
4. Provide opportunities to verbalize feelings.
5. Encourage self-control through self-understanding.
6. Help each child grow in responsibility and self-esteem.

The following rules are in effect, although additional rules may be made from time to time, especially for specific parts of the building, grounds and specific activities:

1. Follow the directions given by the teacher/staff.
2. Be respectful of others, yourself and the property.
3. Always remain with a teacher/staff.
4. Be responsible for your own belongings and respect the property that belongs to others, including the school.
5. Walk inside the building.
6. Talking with “inside” voices should be used inside at all times.
7. Use appropriate language.
8. Keep your hands and feet to yourself.

We ask parents to go over these rules with students.

Teachers/staff will conscientiously praise students when they have displayed positive behaviors. When undesirable behavior occurs, the consequences are in effect:

1. Teachers will remind the students of the behavior expected. If further action is necessary:
2. The student will be spoken to apart from others, the incident will be documented, and the teacher/staff will speak with parent/guardian. If further action is necessary:
3. The staff will write up a formal incident report. If further action is necessary:
4. After three incident reports, the child will be suspended for one day. If further action is necessary:
5. After five one-day suspensions in one year or three suspensions within two months, the parents will be given one week to find alternate after school care, and the student will be removed from the program.

Behavior Management Policy (Cont.)

The Site Director has the authority to immediately suspend/terminate any student from the Stepping Stones Child Development program who exhibit dangerous or repeatedly disruptive behavior at any time.

We hope that all students that come to our program do well. If we are not able to meet the needs of a student or the behavioral issues are more complex than our staff can handle, we will meet with the family to give notice of termination.

Consequences/Dismissal Procedures

Suspension and termination from the program are last-resort actions, but student's safety is the most important concern of our program. Please see the positive discipline plan for the steps to be taken in the event of a student's misconduct.

A student will be suspended from the program for one day after three written incident reports (two reports, in the summer program). After five one-day suspensions in one year or three suspensions within two months or two during the summer program, the parent/guardian will be given one week to find alternate services and the child will be removed from the program. Verbal abuse of a staff member or another child by a parent/guardian is also cause for immediate termination.



GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.

Positive discipline is different from punishment. Punishment tells children what they should **not** do; positive discipline tells children what they **should** do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

Anticipate and eliminate potential problems. Have a few consistent, clear rules that are explained to children and understood by adults. Have a well-planned daily schedule. Plan for ample elements of fun and humor. Include some group decision-making. Provide time and space for each child to be alone. Make it possible for each child to feel he/she has had some positive impact in the group. Provide the structure and support children need to resolve their differences. Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

Re-direct to a new activity to change the focus of a child's behavior. Provide individualized attention to help the child deal with a particular situation. Use time out—by removing a child for a few minutes from the area or activity so that he/she may gain self control. (One minute for each year of the child's age is a good rule of thumb). Divert the child and remove from the area of conflict. Provide alternative activities and acceptable ways to release feelings. Point out natural or logical consequences of children's behavior. Offer a choice only if there are two acceptable options. Criticize the behavior, not the child. Don't say "bad boy" or "bad girl". Instead you might say "That is not allowed here".

You can use positive discipline by showing love and encouragement:

Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing. Provide positive reinforcement through rewards for good behavior. Use encouragement rather than competition, comparison or criticism. Overlook small annoyances, and deliberately ignore provocations. Give hugs and caring to every child every day. Appreciate the child's point of view. Be loving, but don't confuse love with license.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.



EXPULSION POLICY

NAME OF CENTER: Stepping Stones Child Development Centers

NAME OF CHILD: _____

SIGNATURE OF PARENT: _____

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

IMMEDIATE CAUSES FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

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

CHILD'S ACTIONS FOR EXPULSION

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

SCHEDULE OF EXPULSION

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

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).

Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements. Reported abuse or neglect occurring at the center.

Questioned the center regarding policies and procedures.

Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

Staff will try to redirect child from negative behavior.

Staff will reassess classroom environment, appropriate of activities, supervision. Staff will always use positive methods and language while disciplining children. Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings. Child will be given time to regain control. Child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

The parent will be given literature or other resources regarding methods of improving behavior and/or recommendation of evaluation by professional consultation on premises. Recommendation of evaluation by local school district child study team.



Cover Letter for DYFS Information to Parents Document

Dear Parent:

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry Hotline (877) NJ ABUSE/ (877) 652-2873.

Please read this statement carefully and, if you have any questions, feel free to contact me at (973) 371-1133:

.....

Sincerely,

Jahmaah Hardy
Raysa Hardy

Executive Directors

Please complete and return this portion to the center. (Please print)

Name of Child:

Name of Parent(s):

I have read and received a copy of the Information to Parents statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.

Signature:.....Date:



Daily Walks

CHILD NAME: _____

PARENT NAME: _____

Upon signing this document, I do do not allow Stepping Stones Child Development Centers staff to take my child on/and outside the school for outdoor activities in the playground, daily walks and/or excursions within a safe distance of the school.

You may reach me at the following numbers in case of emergency:

Phone: _____

Parent/Guardian Signature

Date



INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), 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 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'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 www.state.nj.us/dcf/providers/licensing/laws/index.html 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 issued 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.



INFORMATION TO PARENTS (continued)

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 www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. 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) 292-0422 or go to www.state.nj.us/dcf/ and select Publications.

Parents may secure information about child abuse and neglect by contacting the Community Education Office, Division of Youth and Family Services, PO BOX717, Trenton, New Jersey 08625-0717



Electronic Communications/Social Media Policy by Staff and Parents

Date Originally Adopted: 3/31/2018

Revisions:

Related Documents: This document replaces Email Policies & Procedures (originally adopted 3/31/18)

Electronic Communications Policies & Procedures

“Electronic communications,” for the purpose of this policy, means a communication transmitted by means of an electronic device including, but not limited to, mobile phones, computers, computer networks, or other electronic devices. Electronic communications include any transmission of data, including but not limited to e-mail, instant message, text messages, or any message made through online forums/chats, social media, or other social networking websites.

While Stepping Stones Child Development Centers respects the right of and encourages employees to use electronic communication, employee conduct, including electronic communication, is held to a higher standard than the general public. Employees must set appropriate boundaries between their public, personal, and professional online activity, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent. Employees who post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication shall ensure their use, postings, or publications are professional and appropriate for a school employee. Employees are strongly encouraged to carefully review the privacy settings on their social networking accounts and exercise good judgment when posting or otherwise transmitting electronic communications.

Electronic communications are an efficient, useful method of transmitting information and expediting process. Electronic communication presents unique challenges, some of which have the potential to create division within our community. The following policies and procedures will aid us in healthy working together.

Confidentiality

Any request for confidentiality is to be honored. In discussion groups, electronic communication within the specified discussion groups should remain within those groups and confidential unless the group agrees to approve the sharing of such communication to external bodies or individuals. Only persons authorized to represent any discussion group to another group should engage in email communications with those groups.

No employee may share, with any other party or parties, the electronic communication of any other employee without the express permission of the employee who authored the communication.

Prohibited content

Employees may not use electronic communications to create and/or distribute of any offensive, or disruptive messages, including messages containing offensive comments about race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin or disability.

Employees or Board members who receive any electronic communications with this content should report the matter to the Board President immediately.

Employees may not use electronic communications to disparage, insult, bully, intimidate, accuse, blame, libel, defame or make any negative comments about any other employees. There are proper avenues for grievances, and employees must utilize those grievance procedures rather than electronic communications to other employees or to school parents.

Tone of communication

As people sometimes write that which they might not feel comfortable saying, it is important that people take time to reflect on the content and tone of emails before they are sent. This is particularly important when emotions are high, as it is easy to hit 'Reply' and fire off an immediate response to something another person has written. Sometimes an immediate response doesn't *really* reflect the complexities of the emotions involved.

If a particular piece of writing evokes a powerful, passionate response, it can be helpful to pause and reflect on where that reaction comes from -- is the response particularly influenced by your own thoughts, assumptions, previous experiences, feelings or beliefs, over and above what the other person has actually written?

Ground Rules

1. **Use “I” statements.** “You” statements are often perceived as an attack.
2. **Express needs and wants rather than judgments or critiques;** we always need solutions to our challenges.
3. **Respect the views of others.**
4. **Speak for oneself,** not for groups unless so authorized, as generalizing can create a false impression.
5. **Use cc: field sparingly.** Do not “cc” others as a way to expose, shame, blame or bully. In general, try not to use the cc: field unless the recipient in the cc: field knows why they are receiving a copy of the message. Using the cc: field can be confusing since the recipients might not know who is supposed to act on the message.
6. **Answer all questions, and pre-empt further questions.** An email reply must answer all questions, and pre-empt further questions – If you do not answer all the questions in the original email, you will receive further e-mails regarding the unanswered questions, which will not only waste time but also cause considerable frustration.
7. **Do not write in CAPITALS.** IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response in the form of a flame mail. Therefore, try not to send any email text in capitals.
8. **Do not overuse Reply to All.** Only use Reply to All if you really need your message to be seen by each person who received the original message. Reply to All may never be used to expose, shame, blame, bully, or cast negative aspersions on any other employee.

9. **Read the email before you send it.** Reading your email through the eyes of the recipient will help you send a more effective message and avoid misunderstandings and inappropriate comments.

Privacy

Employees have no expectation of privacy when using school technology equipment, the school email system, or public social media sites. The school board and/or administration may monitor and may investigate an employee's electronic communication and use of school-issued devices and school computer network for improper or illegal use. Employees shall be informed of the consequences that may result from inappropriate electronic communications up to and including dismissal from employment.

Violations of Electronic Communication Policies and Procedures

Use of the school's electronic resources is a privilege, not a right. An employee's privileges may be suspended pending an investigation concerning use of the school's technology resources. Any violations of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of employee's privileges. The board and/or administration may use disciplinary measures to enforce school policy, regulations and procedures. Employees may be disciplined or terminated for violating the school policies, regulations and procedures.

Any attempted violation of school policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Electronic Communications Between Parents and Staff

Increasingly, parents and teachers are using e-mails and text messages to communicate with each other. Electronic communication is often a convenient and helpful way for parents to communicate with their child's teacher, but parents should follow the same guidelines as for any professional communication.

1. Parents should steer all school-related communications through their child's teacher, rather than directly with each other.
2. Teachers and parents should always be positive, courteous and diplomatic in their electronic communications.
3. If a parent has a grievance, proper grievance procedures must be followed rather than the distribution of an email, text or other electronic communication airing those grievances to other parents or staff members.

Existing Policies and Procedures

All electronic communications should comply with all Stepping Stones Child Development Centers policies and procedures.

HILLSIDE PUBLIC SCHOOLS
SCHOOL CALENDAR
 2022-2023

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Total Days: Students- 17 / Teachers- 20						

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Total Days: Students-20 / Teachers-20						

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Total Days: Students-16 / Teachers-16						

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Total Days: Students-17 / Teachers- 17						

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Total Days: Students-20 / Teachers- 20						

Sept. 1, 2	Staff Development-Closed
Sept. 5	Labor Day - Closed
Sept. 6	Staff Development-Closed
Sept. 7	1st Day of School
Sept. 26	Rosh Hashanah - Closed

Oct. 4	Early Dismissal -Professional Development
Oct. 5	Yom Kippur - Closed

Nov. 7	Early Dismissal -Professional Development
Nov. 8	Election Day - Closed
Nov. 10, 11	NJEA Convention - Closed
Nov. 14	Parent Conferences -HS Only Early Dismissal- HS Only
Nov. 15, 16, 17	Parent Conferences Pre.K - 8 Early Dismissal
Nov. 23 - 25	Thanksgiving Recess

Dec. 23	Early Dismissal
Dec. 26 - Jan. 2	Winter Recess

Jan. 16	Martin Luther King Day-Closed
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Feb. 6	Early Dismissal-Professional Development
Feb. 13	Parent Conferences-HS Only Early Dismissal HS Only
Feb. 20	President's Day-Closed
Feb. 27	Parent Conferences Pre.K - 8 Early Dismissal

March 6	Early Dismissal-Professional Development
Mar. 24	Healthy You (SEL) School Closed

April 7-14	Spring Recess
April 21	Ed al Fitr-Closed

May 26	Early Dismissal
May 29	Memorial Day-Closed

June 6	Early Dismissal Students - Election Day
June 16	Juneteenth -Closed
June 21, 22	Early Dismissal-Professional Development
June 23	Last Day of School

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
Total Days: Students- 19 / Teachers- 19						

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Total Days: Students- 23/ Teachers-23						

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Total Days: Students- 13 / Teachers-13						

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Total Days: Students- 22 / Teachers-22						

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Total Days: Students- 16/ Teachers- 16						

This calendar contains three (3) weather/emergency days. If there are emergency days in excess of the three days built into the calendar, they will be added to the calendar as follows: 1-day on June 26, 2023; 2-days on June 26, 2023 and June 27, 2023. Any additional days will be taken away from the April spring break starting with Friday, April 14, 2023 and working backs towards Friday, April 7, 2023. This notice is offered to parents, students and district employees in advance of any arrangements individuals may elect to make at their own risk, to schedule personal or family activities on holidays or recess days that may be covered to school days as required.

Irvington Public Schools

July 2022 - June 2023

183 Days for Students

NO SCHOOL

END OF MARKING PERIOD

184 Days for Teachers

4-HOUR SESSION

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July

4 District Closed
5 Promotional/ Credit Recovery Summer School Begins

August

8 Promotional Summer School Ends
9 Credit Recovery Summer School Ends

September

5 Labor Day - District Closed
6 Fall Conference-Teachers
7 First day for Students
7, 8 & 9 4-hour Session for Students

Teachers' In-Service

October

5-Yom Kippur-District Closed
10 Marking Period 1 Progress Reports Distributed
11 4-hour Session for Students
Teachers' In-Service Day

November

6 Daylight Savings Ends
7 & 9 Fall Break-District Closed
8 Election Day-District Closed
10-11 NJEA Conference-District Closed
11-Veteran's Day-District Closed

16 End of First Marking Period (45 Days)
23 4-Hour Session- Teachers/Students
24-25 Thanksgiving - District Closed
28 Parent/Teacher Conference
4-Hour Session - (Elementary/Middle)

29 Parent/Teacher Conference
4-Hour Session - (Elementary/Middle)
30- Evening Parent Teacher (Elementary/Middle)

December

1 Evening Parent/Teacher Conferences (High School)
13 4-hour Session - Teachers' In-Service Day
21 Marking Period 2 Progress Reports Distributed
23 4-Hour Session Teachers/Students
Schools Closed December 26 - 30, 2022
District Closed December 26, 2022

January

2- District Closed
3 Schools Re-Open
16 Dr. Martin Luther King, Jr's Birthday - District Closed
31-End of 2nd Marking Period

February

9 Marking Period 2 Reports Cards Distributed
14 4-hour Session for Students - Teachers' In-Service Day
20- Presidents' Day - District Closed

March

6 Marking Period 3 Progress Reports Distributed
12 Daylight Savings Time Starts
17-Districtwide SEL Day
3-6 Spring Recess - Schools Closed
7 Good Friday - District Closed
10 Schools Re-Open
12- End of the 3rd Marking Period (45 Days)
21- Eid Al Fitr-District Closed

April

24 Marking Period 3 Report Cards Distributed
16-Marking Period 4 Progress Reports Distributed
29 Memorial Day - District Closed

May

19-Juneteenth- District Closed
21 4-hour Session for Students
22 4-hour Session for Students
Final Day for Students and Teachers (45 Days)
Report Cards Distributed
In the event that more than 3 emergency days are needed, adjustments will be made at the discretion of the Superintendent.

June

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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25	26	27	28	29	30	

Testing Dates 2022-2023

Cycle 1 Testing:	TBD
High School Portfolio Appeals:	TBD
NAEP: (tentative)	TBD
Cycle 2 Testing/Midterm Exam:	TBD
Cycle 3 Testing:	TBD



SY 2022-2023

July 2022						
S	M	T	W	T	F	S
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31						

August 2022						
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21	22	23	24	25	26	27
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September 2022						
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October 2022						
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30	31					

November 2022						
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27	28	29	30			

December 2022						
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25	26	27	28	29	30	31

Jul 4	Independence Day-Schools & Dist. Offices Closed
Jul 5	Extended SY Prog. & Dist. Summer Prog. Begins
Jul 29	Extended SY Prog. Ends
Aug 24-25	New Staff Orientation
Sep 1	Teachers Report Back to Work-Full Day
Sep 2	Aides Report Back to Work-Full Day
Sep 5	Labor Day-Schools & Dist. Offices Closed
Sep 6	1st Day of School for Students-Full Day
Sep 12	1/2 Day Students Only PK-12/PM Staff PD
Oct 10	Columbus Day-Schools & Dist. Offices Closed
Oct 14	MP1 Interim Reports Distributed PK-12
Oct 17	1/2 Day Students Only PK-12/PM Staff PD
Nov 8	Election Day-Schools & District Offices Closed
Nov 9	Veterans Day Observance-Schools/Dist. Offices Closed
Nov 10-11	NJEA Convention-Schools & Dist. Offices Closed
Nov 16	All Students PK-12 & Teachers-1/2 Day All Students PK-12 Parent/Teacher Night Conferences MP1 Report Cards Distributed PK-12
Nov 17	Gr PK-8 Students & Teachers Only -1/2 Day PK-8 Parent/Teacher Night Conferences MP1 Report Cards Distributed-PK-8
Nov 18	PK-8 Parent/Teacher Afternoon Conferences MP1 Report Cards Distributed-PK-8
Nov 23	1/2 Day Students & Staff-Thanksgiving Recess
Nov 24-25	Thanksgiving Recess/Schools & District Offices Closed
Nov 28	Schools Re-Open
Dec 5	1/2 Day Students Only PK-12/PM Staff PD
Dec 21	MP2 Interim Reports Distributed PK-12
Dec 23	1/2 Day Students & Staff-Winter Recess Begins
Dec 26-30	Winter Recess-Schools & Dist. Offices Closed
Jan 1	New Year's Day
Jan 2	New Year's Day Observance-Schools & Dist. Offices Closed
Jan 3	Schools Re-Open
Jan 16	MLK, Jr. Birthday Observance-Schools & Dist. Offices Closed
Jan 23-26	ACHS Gr 9-12 Mid-Terms-Full Day Students
Jan 27	1/2 Day Students Only PK-12/PM Staff PD
Jan 31	MP2 Report Cards Distributed PK-12
Feb 20	President's Day-Schools & Dist. Offices Closed
Feb 24	1/2 Day Students Only PK-12/PM Staff PD
Mar 13	MP3 Interim Reports Distributed PK-12
Mar 20	1/2 Day Students Only PK-12/PM Staff PD
Apr 6	MP3 Report Cards Distributed PK-12 1/2 Day Students & Staff-Spring Recess Begins
Apr 7-14	Spring Recess-Schools Closed
Apr 17	Schools Re-Open
Apr 19	ACHS Gr 9-12 Students & Teachers Only-1/2 Day ACHS Gr 9-12 Parent/Teacher Night Conferences
Apr 28	1/2 Day Students Only PK-12/PM Staff PD
May 15	1/2 Day Students Only PK-12/PM Staff PD
May 22	MP4 Interim Reports Distributed PK-12
May 29	Memorial Day Observance-Schools Closed
Jun 5	1/2 Day Students Only PK-12/PM Staff PD
Jun 6	Primary Election Day-Schools & Dist. Offices Closed
Jun 12-15	ACHS Gr 9-12 Final Exams Full Day Session for All Students
Jun 19	Juneteenth-Schools & Dist. Offices Closed
Jun 22	GWJHS Gr 8 Promotion Exercises (AM)
Jun 23	Last Day of School & 1/2 Day Students PK12 MP4 Report Cards Distributed PK-12/ACHS Sr. Graduation
Jun 26	Last Day of Work for Teachers & Aides-1/2 Day

January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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21	22	23	24	25	26	27
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June 2023						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- School Closed
- 1/2 Day
- Report Cards Distributed
- Interim Reports Distributed
- [/] Students/Teachers Total Days Per Month
- First & Last Day of School

Total # of Days Scheduled [185/188]*
 *Three emergency school closing days were allocated. In the event that additional days are needed to comply with State rules and regulation, the days will be made up during the Spring Recess. Unused emergency school closing days will be deducted from the End of the School Year.

RECEIPT OF PARENT HANDBOOK

Upon signing this document, I _____
verify that I am in receipt of my parent handbook which includes a cover letter
for DYFS, Information to parents, expulsion/exclusion policy, guidelines for
positive discipline, policy of management of communicable disease, payment of
fees policy, rate sheet, toy safety information, daily walk policy &
communication/social media policy.

I also understand that these policies are subject to change.

CHILD(REN) NAMES:

	Teacher		Class
	Teacher		Class
	Teacher		Class
	Teacher		Class
	Teacher		Class

Parent/Guardian Print: _____

Parent/Guardian Signature: _____

Dated: _____