



School Handbook

www.smokerisenurseryschool.org
(973) 838-9088

Table of Contents

[Letter to Parents from the Executive Board](#)

[Letter to Parents from Teachers](#)

[Educational Philosophy and Goals](#)

[Daily Schedule](#)

[Description of Executive Board and Committee Responsibilities](#)

[Co-Op Responsibility Enforcement](#)

[General Information for Parents](#)

[Discipline Guide](#)

[Expulsion Policy](#)

[School Policy on Excludable Communicable Diseases](#)

[Table of Excludable Communicable Diseases](#)

[Policy on Release of Children](#)

[Information to Parents Statement](#)

[By-Laws of the Smoke Rise Cooperative Nursery School Inc.](#)

Letter to Parents from the Executive Board

Dear Parents:

Welcome to the Smoke Rise Nursery School! We would like to tell you a little about our school. Smoke Rise Nursery School was established in 1955 and has been serving our community for the past 60 years. This year, we have slightly changed our “cooperative approach” in order to adapt to the needs of the community. As we have done in previous years, parents are not required to join the “cooperative” part of the school. Parents will be given a discount ONLY if they are interested in working for the school. In return for your involvement, the school can continue to keep tuition costs down and offer special activities far beyond what most other nursery schools can provide.

If you choose to be a cooperative member, each mom/dad is required to sign up for one committee or Executive Board position. Our Board of Trustees has been streamlined to the Executive Board positions which are, President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. Committee positions include Publicity/Photography, Ways and Means and Class Leaders.

It is because of the cooperation and enthusiasm of our parents that the Smoke Rise Nursery School is able to provide the extensive activities that we have for our children. We certainly hope that you take advantage of the great opportunities our school has to offer your child.

Sincerely,

The Executive Board

Letter to Parents from Teachers

Dear Parents:

Welcome to you and your child from the staff of the Smoke Rise Nursery School. We are pleased you have decided to join us and hope that this year will be the start of an enjoyable school experience for you and your child.

Each year we try to add new and exciting ideas, projects, and learning experiences to our curriculum. Children grow faster and learn more during their first five years of life than at any other time. Bearing this in mind, we attempt to give them as many different learning experiences as time allows. At the same time we always remember that the children we teach are socially and emotionally three and four year olds.

Our curriculum is rich in many areas: pre-reading skills, number readiness, social concepts, arts and crafts, cooking experiences, stories, class trips and in-class visitors to help expand your child's knowledge of the world around him/her.

By using the following methods, we will try to teach the "whole" child:

- Large group activities and discussions involving the entire class
- Special learning centers, bulletin boards, and special projects
- Small group activities involving 5 or 6 children to reinforce understanding of concepts presented in large groups
- Individual learning between one teacher and one child

Many activities are planned so that we can aid in the development of your child. Our school offers your child the opportunity...

- To utilize large muscles by using outdoor play equipment and through movement experiences indoors
- To refine small muscles through work with puzzles, scissors, and other manipulative materials
- To learn self-control as he/she is taught acceptable classroom behavior including, to share materials, listen to others, take turns, assume classroom responsibilities, and learn to face and solve problems.
- To ask questions and receive answers about many new and different experiences which will be presented
- To learn the readiness skills in reading, math and handwriting necessary to aid his/her growth in later years.

My co-teacher and I are looking forward to wonderful year and we hope you and your child find the nursery school a rewarding experience. Please contact us at any time and feel free to visit the school and view your child in the classroom through our “mirror room”. We are always open to suggestions, as your child’s best interest is our first priority. We will do everything possible to make this first experience with school a worthwhile and enjoyable one.

Sincerely yours,

Michelle Vogt

Educational Philosophy and Goals

It is the belief of the Smoke Rise Nursery School that we should provide an education directed towards the child's age, interests, and stage of development; an opportunity to express him/herself in a creative atmosphere both as an individual and in varied group experiences; and an opportunity to meet, play and work in a social atmosphere created to help the child become a more meaningful member of society. Our goal is to create an environment in which the emotional, social, physical and cognitive development of all the children will be enhanced.

We hope to reach our goals by providing the children with...

- Opportunities for social interaction through creative play, sharing thoughts and ideas, and helping each other.
- Opportunities for large muscle development through skipping, running, walking and use of our outdoor equipment.
- Opportunities for small muscle development by using crayons, markers, pencils, cutting with scissors, painting with fingers, brushes and objects, working with clay, puzzles and other manipulative materials.
- Opportunities to develop an awareness of numbers by counting, matching numerals with items and calendar work.
- Opportunities to develop an awareness of letters by discussing the alphabet, discussing letter sounds, listening for these letter sounds

in words, visual recognition of letters and their own names and printing their names.

- Opportunities to take responsibility for their own belongings by emptying backpacks, hanging up coats and putting on coats, mittens, etc., and learning how to zipper and button.
- Provide opportunities for the children to develop a good self-image through praise and encouragement.

Daily Schedule

- 9:00 AM Arrival of Children. Play with toys designed to foster small motor development (manipulative, puzzles, craft supplies, etc.).
- 9:20 AM Attendance, flag salute, calendar, weather, and show and tell.
- 9:40 AM Explanation of the activity of the day. This time may also include a large group discussion of the concepts we are working on for the month.
- 10:00 AM Free Play and Small Group Instruction: During this time period, the child is given the freedom to move between self-selected and teacher-directed activities. As often as possible, the children will work in small groups of 4 or 5 children for 10 to 15 minutes. During this time, specific art or learning activities are presented. The purpose of these small groups is to allow us to interact with the children on a smaller ratio. Occasionally, each of the teachers will work with the children one to one. Available activities include:
1. Housekeeping corner, dollhouse, dress up
 2. Trucks, blocks
 3. Puzzles, books
 4. Art/writing center with paper, crayons, clay, chalk, scissors, markers, paints, collage materials, glue

5. Manipulative materials
6. Indoor sand table when available
7. Imaginative – play toys on shelves
8. Cooking experience if planned

11:40 AM	Clean up – hand washing; bathroom if necessary. Children may use bathroom at any time during the session and are asked often throughout the day especially during the early months of the school year.
11:45 AM	Story and Lunch
12:15 PM	Music, rhythm and motor activities, new songs introduced and old songs reviewed daily. Use of rhythm instruments, practice marching and moving to music.
12:45 PM	Preparations for dismissal, coats, backpacks, and outdoor play if weather permits. Indoor play (large motor skills) during inclement weather.
1:00 PM	Dismissal

Description of Executive Board and Committee Responsibilities

The Board of Trustees embodies the Executive Board,
Committee Chairpersons and Class Leaders

- **PRESIDENT:** The President is the executive officer of the corporation. She/he will preside at all meetings of the Executive Board, the Board of Trustees and the General Membership meetings. The President's duties include appointing committees and chair people, planning the school calendar, aiding the Treasurer in planning the budget and overseeing all major activities of the corporation.
- **FIRST VICE PRESIDENT:** The First Vice President shall assist the President and preside at meetings during the President's absence. The First Vice President shall be Chairman of the Enrollment Curriculum Committee.
- **SECOND VICE PRESIDENT:** The Second Vice President shall assist the President and preside at meetings during the President's and First Vice President's absence. The Second Vice President shall arrange special in-school activities and organize field trips for each specified class. They will also assist the First Vice President during the pre-registration, open house, and registration period with school showings and related paperwork.
- **SECRETARY:** The Secretary maintains and updates the school Hand Book posted on the school website. The secretary also creates the Class Book and is responsible for the distribution of it to all parents the fall General Membership Meeting otherwise known as the Class Coffee. She/he shall keep an updated list of all students and shall notify members of any changes. The Secretary will send notices of all meetings and is responsible for the school

correspondences and the recording and maintaining of the minutes of meetings. The secretary shall keep current all digital documents necessary for distribution, publication, or communication by the school.

- **TREASURER:** The treasurer shall be the custodian of the corporation's funds and shall make payments in accordance with the schedule. She/he shall keep full and accurate accounts and present financial statements at the regular meetings of the corporation and the Board. The Treasurer is the Chairman of the Finance Committee. She/he is responsible for billing members quarterly for their tuition. The Treasurer and the President sign all contracts and obligations authorized by the Executive Board and approve in writing any transfer of moneys from checking accounts to savings accounts and vice versa.
- **CLASS LEADERS:** Liaison between parents, Executive Board, and Staff; hosts Fall Class Coffee, Father/Child Picnic and chairperson for the End of the Year Party; establishes text chain, establishes party committee list distributed at class coffee, juice and wipe donation lists, and assists with Open House and Registration. Coordinate with the Teachers for the Winter Sings and Graduation/Spring Sing for refreshments. Assist in setup and cleanup every other year for the Art Show. The class leader is also expected to plan a "Meet and Greet" for moms and children over the summer near the beginning of school. A local playground works best. The class leader may also be asked to assist the teachers with class work preparation such as cutting paper or other "busy work".
- **PUBLICITY/ PHOTOGRAPHY:** Handles all out-of-house advertising of school activities including Open House,

Registration, and fundraisers; maintaining and placing advertisements around the area; sending photos and press releases to local newspapers on a monthly basis. Take pictures on class trips or for other special events; update slideshow for use at the Open House and Orientation (a committee member must be in attendance during these events to run the equipment); prepare an individual slide show for each class for the end of the year and graduation. Maintains website keeping public information up to date. Maintains school Facebook page.

- **WAYS AND MEANS:** Responsible for organizing small fundraisers throughout the year. Also, assist setup/take down for the Book Fair as well as cash register at the fair. Many of our fundraisers are repeated year to year and ongoing records are available to assist the committee.

Co-Op Responsibility Enforcement (Only applies to Co-Op parents)

Smoke Rise Nursery School is a Co-Op nursery school. This means that the school completely relies on the parents who choose, by choosing the Co-Operative tuition option, to volunteer on one of the various committees or Executive Board positions. Without each Co-Op parent's participation and cooperation the Smoke Rise Nursery School cannot run successfully. Generally, the vast majority of parents complete their duties with enthusiasm and without question. By participating in the Co-Op, each family will receive a discount off their tuition per child. To make sure everyone is fulfilling their responsibilities the chairperson of each committee will have a checklist that will be given to the school president on a quarterly basis informing the Board that each committee member has achieved the goals

they have committed to for that quarter. If for some reason those goals were not attained by a committee member, chairperson, or board member, a portion of the Co-Op discount will be added to the tuition bill.

General Information for Parents

1. The schedule for classes this year will be as follows:
 - a. 3 year old class meets 9:00 AM – 1:00 PM on Tuesdays and Thursdays
 - b. 4 year old class meets 9:00 AM – 1:00 PM on Mondays, Wednesdays, and Fridays

Please be prompt in delivering and calling for your child. If anyone other than you or is to pick up your child, please notify the teachers.

2. Each cooperative parent must serve on a committee or Executive Board position.
3. **DRIVE SLOWLY** in the church area and **DO NOT** drive down the hill to the nursery school entrance. Children must be escorted down the hill at all times. Please park in such a way so as you can pull out of your spot going forward rather than backing up in an area where children are present.
4. The classroom door will stay locked until school starts so that the teachers can get ready for that class. If you arrive at school early, please wait in the parking lot and do not allow your child to run down the hill. When one of the teachers waves you down from the bottom of the hill, you may escort your child down the hill to the door.
5. The children may enter and leave through the double doors upstairs only during an emergency or severely inclement weather – ice or snow. Please wait in your cars or outside the building at arrival and dismissal time until the upstairs door is opened by the teachers. The use of this door is a courtesy extended to us by the church. Please do not come into the upper hallway entrance way.

- An orange cone will be placed outside to notify parents that the weather conditions warrant the use of the church door.
6. At the end of the session, the children will be dismissed outside the classroom entrance. Please wait at the top of the hill by the school's bulletin board until the teacher waves to you to come down the hill and retrieve your child.
 7. **PLEASE KEEP YOUR CHILD HOME** if she/he has a bad cold, bad cough, or other sickness, and inform the teacher if your child has a communicable disease.
 8. If you should need to call the teachers please call between 8:15 AM and 9:00 AM at (973) 838-9088.
 9. Please dress your child in clothing suitable for play. Long pants are more comfortable, even in warm weather, for sliding, climbing, and the rough and tumble play that they love. Sneakers are fine but no sandals please.
 10. Please label all removable clothing such as coats, sweaters, mittens, hats, boots, raincoats, etc. All children's items are similar and can easily become confused with those of another child.
 11. Please send your child to school with a **FULL SIZE BACKPACK**. The backpack should be clearly labeled with your child's name.
 12. Please do not allow your child to bring any of their own toys from home to the school. The children will have many school projects and works of art to bring home and may not be able to carry extra items.
 13. Please use the brown envelope in your child's backpack for all communications to the teachers. As your child empties his/her own backpack, the teachers may not see notes that are not placed inside these envelopes.

14. Tuition is due on July 15th, October 15th, January 31st, and April 15th. Tuition checks may be made payable to the Smoke Rise Cooperative Nursery School, Inc. If payment is 10 days late, a **10% late fee is applied. If payment is still owed after 30 days, the family may be notified by the Executive Board to withdraw their child from school.** The April 15th payment must be received before the child can participate in the end of your celebration, class trips, and parties. No refunds are given for sick days, snow days, medical surgeries, or vacations where the student is absent from school. Any hardships regarding payment must be brought to the board PRIOR to the tuition due date. Once it is late you are responsible for the late fee that is incurred. Any decisions on tuition amnesty or forgiveness is strictly upon the decision of the board.
15. Birthday invitations can **ONLY** be sent through the brown envelopes **IF** all the boys, all the girls, or all of the students in the class are invited to the party.
16. The teachers will provide a parent/teacher conference time in February. In addition to this, you may request a conference at any other time throughout the year.
17. In the case of a school closing or the need to communicate any other important/emergency information you will be notified through your class leader or a member of the Executive board. At the time of your class coffee parents may discuss their preferred method of being contacted under these circumstances. In most cases a “text chain” will be established. Parents who do not want to receive text messages may request to be notified in an alternate manner.
18. If you are in the mirror room at dismissal, please exit the room and go outside before the children are sent in to get their coats.

The mirror room is a “secret” place the parents can observe their children in the classroom without their child knowing of their presence at school. If the children discover parents in the mirror room it could become disruptive to the flow of the class.

Field Trips

19. Throughout the year the students will participate in various field trips. In all cases parents are expected to accompany their child on each field trip. If the parent is unable to attend the field trip, they can designate another parent on the permission slip who will be responsible for transporting and supervising the child in the parent’s absence for the entire duration of the trip.
20. Due to insurance liability issues **NO SIBLINGS WILL BE ALLOWED ON FIELD TRIPS. NO EXCEPTIONS.**
21. New Jersey Division of Licensing requires us to have in our files a copy of the driver’s license, vehicle registration, and insurance card for any person transporting a child on a school trip.

Discipline Guide

All Nursery Schools licensed by the State of New Jersey shall have a written discipline guide. This guide is to be posted in the room where parents can see it at any time.

No child shall be disciplined in a manner that would humiliate or embarrass him/her. The child being disciplined should be removed from the group activity and talked with privately.

The misbehavior shall be discussed with the child. He/she should understand why he/she is being singled out and what the teacher's expectations are.

The teacher should take one of the following actions:

- Verbal warning about a particular action
- Separation from the group activity and allowing the child to sit quietly next to a teacher at a table for a period not exceeding 3 minutes

At the end of the discipline period, the teacher shall talk quietly with the child and remind him about appropriate school behavior.

Expulsion Policy

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 school:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him or herself.
- A parent threatens physical or intimidating actions toward staff members.
- A 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.
- Other (explain)

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.
- Other (explain).

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 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 childcare (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 school's alleged violations of the licensing requirements.

- Reported abuse or neglect occurring at the school.
- 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.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

School Policy on Excludable Communicable Diseases

As required by the licensing division (10:122-7.1), under no circumstances shall any nursery school serve or admit any child who has any illness, symptoms of illness or disease that a physician has determined require the child to be confined to home under a physician's care or admitted to a hospital for medical care and treatment.

If a child exhibits any of the following symptoms, he/she should not attend school unless a medical diagnosis from a licensed physician, which has been communicated to the teachers in writing or verbally indicates the child poses no serious health risk to himself/herself or to the other children. If such symptoms occur at school, the child will be removed from the classroom and you will be called to take him/her home.

1. Severe pain or discomfort;
2. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours;
3. Two or more episodes of acute vomiting within a 24-hour period;
4. Oral temperature of 101.5 degrees Fahrenheit or over;
5. Yellow eyes or jaundice skin;
6. Red eyes with discharge;
7. Infected untreated skin patches;
8. Difficult rapid breathing or severe coughing;
9. Skin rashes in conjunction with fever or behavior changes;
10. Weeping or bleeding skin lesions that have not been treated by a physician;
11. Stiff neck;
12. Mouth sores with drooling;

The child may return to school once he/she is symptom-free or a licensed physician indicates that the child poses no serious health risk.

Communicable disease website:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

Table of Excludable Communicable Diseases

Respiratory Illness	Gastro-Intestinal Illness	Contact Illness
Chicken Pox	Giardia Lamblia*	Impetigo
German Measles*	Hepatitis A*	Lice
Homophiles Influenza	Salmonella*	Scabies
Measles*	Shingella*	Shingles
Meningococcus*	Campylobacter*	
Mumps*	Escherichia Coli*	
Strep Throat		
Tuberculosis*		
Whooping Cough	* Reportable Illness	

Policy on Release of Children

- A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the school and to assume responsibility for the children in an emergency if the custodial parent(s) cannot be reached. The provision is that a child shall not be visited by or released to a non-custodial parent. This written authorization, including name, address, and telephone number shall be maintained in the file. 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.
- B. The following is the school's policy to be followed by the teachers if the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time a session ends. The procedure, as specified by the licensing bureau is:
- The child will be supervised at all times;
 - The teacher will attempt to contact the parent(s) or person(s) authorized by the parent(s) and
 - An hour or more after the session ends, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the teachers cannot continue to supervise the child at school, the teacher shall call the Division's 24-Hour Child Abuse Hotline (1-800-792-8610) to seek assistance caring for the child until the parent(s) or person(s) authorized by the parents is/are able to pick up the child.
- C. The following is the procedure to be followed by the teachers if the parent(s) or person(s) authorized by the parent(s) appear to be

physically and /or emotionally impaired to the extent that, in the judgment of the teachers, the child would be placed at risk of harm if released to such an individual.

- The child may not be released to such an impaired individual;
- The teachers shall attempt to contact the child's other parent or person(s) authorized by the parent(s) and;
- If the teacher is unable to make alternative arrangements, as noted above, the teacher shall call the Division's 24-Hour Child Abuse Hotline (1-800-792-8610) to seek assistance caring for the child.

Department of Children and Families
Office of Licensing

Information to Parents Statement

Under provisions of the Manual 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 (DCF). 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 Licensing law to be licensed by the Office of Licensing, 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the “Treasurer, State of New Jersey”, and mailing it to: NJ Department of Children and Families, 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 Office of Licensing'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 Office'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.

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 Office 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 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 to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA) unsafe children's product list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available

at your local library. For more information call the DLPS, DCA, toll-free at 1(800)242-5846.

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 Child Abuse Hotline, toll-free at 1(877) NJ ABUSE. 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.nj.gov/dcf and select Publications.

By-Laws of the Smoke Rise Cooperative Nursery School Inc.

A. ARTICLE I. NAME:

The name of the corporation shall be “The Smoke Rise Cooperative Nursery School, Inc.”

B. ARTICLE II. OBJECTIVES:

Section 1. Objective of the Corporation

The objective of the corporation shall be the management of the Smoke Rise Cooperative Nursery School, Inc. on a non-profit basis.

Section 2. Objective of the Smoke Rise Cooperative Nursery School, Inc.

The objective of the Nursery School shall be the guidance of pre-school children developing social behavior, group behavior, group participation, physical and emotional growth and creative expression for the purpose of preparing them for school.

C. ARTICLE III. MEMBERSHIP:

All parents or guardians of children enrolled for the current school year shall be members. Additionally, for the purpose of the Annual Meeting in May, families or guardians of new enrollees for the next school year, providing all general requirements for enrollment have been met (Article VIII), shall be considered members. Each member family shall have one vote. Membership shall begin when all enrollment requirements are met and shall terminate when the child is no longer enrolled. Those on the waiting list are not members.

D. ARTICLE IV. OFFICERS:

Section 1. Personnel

The five officers shall consist of President, First Vice-President, Second Vice-President, Secretary, and Treasurer, hereafter known as the Executive Board.

Section 2. Election of Officers

Officers shall be elected by voice vote at the annual meeting of the Corporation and shall be voting members of the Corporation for their entire term. If more than one candidate is nominated, voting shall be by ballot. Term of office is 1 year.

Section 3. Duties

President- The president shall be the Executive Officer of the Corporation. He/she shall preside at meetings of the Corporation, Board of Trustees, (see Article V) and Executive Board, and shall appoint committee chairs for those Standing Committees without specific chair requirements. The President shall assign every remaining member to a committee. The President may, with approval of the Executive Board, create new committees, standing or otherwise, and assign duties as needed. The President may also choose, on the same basis, not to utilize during his/her term any one of those standing committees defined in the by-laws, Article VI, Section 1. The President shall serve ex-officio on all committees except the nominating committee. The President shall, with the Treasurer, sign all contracts and obligations authorized by the Executive Board and approve in writing the transfer of monies from checking to savings accounts and vice-versa.

First Vice-President- Shall assist the President and preside over meetings in the absence of the President. The First Vice-President shall be Chairman of the Enrollment-Curriculum Committee.

Second Vice-President- Shall assist the President and preside over meetings in the absence of the President and the First Vice-President. The Second Vice-President shall arrange special in-

school activities and field trips for each specified class. They will also assist the First Vice President during the pre-registration, open house, and registration period with school showings and related paperwork.

Secretary- Shall keep a current directory of all members and currently enrolled children. The Secretary shall send a copy of such lists to all members within the first month of school; the Secretary shall notify all members in writing of any changes in the list. The Secretary shall ensure that the membership is notified of all meetings of the Corporation, the Executive Board, and the Board of Trustees and is responsible for the school correspondences and the recording and maintaining of the minutes of meetings. The secretary shall keep current all digital documents necessary for distribution or publication by the school including the preparation of the Class Book for the class coffee and the School Handbook published on the school website.

Treasurer- Shall be the custodian of the corporation's funds and shall make payments in accordance with the budget. Non-budgeted expenditures shall be incurred and paid only upon the order of the Treasurer and President. The Treasurer shall keep full and accurate accounts and shall present financial statements at the regular meetings of the Corporation and the Board. The Treasurer shall serve as Chairman of the Finance Committee. The Treasurer shall bill members quarterly for their tuition. The Treasurer shall, with the President, sign all contracts and obligations authorized by the Executive Board and approve in writing any transfer of monies from the checking to savings or vice-versa.

Section 4. Status

Called upon by their fellow members, the Executive Board, all of whom shall be willing to serve and shall be duly elected by either

of the two above-mentioned methods in Section 2, shall also be considered equal members of the Corporation, and therefore, shall not assume- because they are officers- any liability for the Corporation.

Section 5. Vacancies

Vacancies among the Executive Board shall be filled upon a majority vote of the Board of Trustees from a slate submitted by the nominating committee. A Presidential vacancy shall be filled, if possible, from the Board of Trustees. Persons so elected shall serve until the expiration of the original term of office.

E. **ARTICLE V. BOARD OF TRUSTEES:**

Section 1. Personnel

The Board of Trustees shall consist of the Executive Board, the two Class Leaders, and the Chairmen of the existing Standing Committees. Salaried teachers shall be notified of the date and agenda, and may attend meetings of the Executive Board and Board of Trustees as non-voting advisors. Each member of the Board of Trustees shall have one vote.

Section 2. Duties

The Board of Trustees shall have general charge and control of affairs and funds of the Corporation. It shall present to the membership all proposed major program activities for ratification. The Board of Trustees shall approve the hiring of any new employee(s) by a 2/3 vote. However, dismissal of any employee shall be a 2/3 vote of the general membership.

Section 3. Vacancies

Vacancies among Chairmen shall be filled by appointment by the President. Persons so appointed shall serve until the expiration of the original terms of office.

Section 4. Meetings

The Board of Trustees shall meet once prior to the opening of school in September. The Board of Trustees shall meet before registration and again prior to the Corporation's start of the new year. There shall be a joint meeting of incoming and outgoing Board of Trustees by June 30th. Special meetings may be called by the President and shall be called upon written request of 1/3 of the members of the Board of Trustees. Board minutes shall be open to any member of the Corporation.

Section 5. Executive Board

There shall be an Executive Board, composed of officers, which shall have the powers of the Board of Trustees between meetings. When acting in place of the Board of Trustees, any vote must be a unanimous vote of the Executive Board. The membership shall be advised of any decisions made by the Executive Board. The Executive Board shall renew or rescind teachers' contracts by April 30th.

F. ARTICLE VI. COMMITTEES:

Section 1. Standing Committees

Standing Committees, except for those with specific chairman requirements, shall be fully assigned by the President with the exception of the Nominating Committee. Every member of the Corporation shall be assigned to a committee. Chairmen shall be members of the Board of Trustees.

Class Leaders- There shall be one Class Leader for every existing class section. They shall assist the First Vice-President and serve as a means of communication from the Executive Board to the parents and vice-versa. Each Class Leader shall host a fall Class Coffee to introduce parents and help plan class parties, projects,

etc. Class Leaders are also responsible for hosting the Father/Child Picnic, starting class phone/text chains, collecting special monies, assisting at registration, setup/cleanup for Art Show bi-annually, and “shop” for classroom supplies needed. The class leader is also expected to plan a “Meet and Greet” for moms and children over the summer near the beginning of school. A local playground works best. The class leader may also be asked to assist the teachers with class work preparation such as cutting paper or other “busy work”.

Enrollment-Curriculum Committee- The enrollment-curriculum committee shall consist of the First Vice-President as Chairman, the teachers and the class leaders. The committee shall assist at registration. In addition, the function of this Committee shall be to act as liaison between parents and the teachers, and to help members understand the curriculum.

Finance Committee- The Finance Committee shall consist of the Treasurer as Chairman, the Executive Board and the Director as Advisor. The function of this Committee shall be to prepare the budget.

Publicity/Photography Committee- This combined Committee shall consist of Chairmen and assigned members. The function of this committee is to handle all publicity and ads in the Smoke Rise News, local newspapers, posters, promotional literature, website, and Facebook page. There shall be one photographer for each existing class section. The photographers will attend class events and field trips and maintain photographic records of these events.

Ways and Means Committee- The Ways and Means Committee shall consist of a Chairman and assigned members. The function of this committee shall be to organize and implement fundraisers,

with the approval of the president and the Committee members, seeking full participation of the general membership.

Section 2. Special Committees

Special Committees shall be formed by the President with the approval of the Executive Board, which shall designate their powers, and the term of the Committees appointment. Members of these committees may be volunteers or appointive. Chairmen of Special Committees shall not be members of the Board of Trustees, but may be represented at any meeting of the Board.

Ad Hoc Committees- Ad Hoc Committees may be formed in accordance with the definitions of Special Committees under Article VI, Section 2.

G. **ARTICLE VII. MEETINGS OF THE CORPORATION:**

Section 1. Annual Meeting

An annual meeting of the Corporation shall be held in May, unless the Executive Board, for the purpose of receiving annual reports from each Standing Committee and of the electing officers for the ensuing year, designates a different date.

Section 2. Regular and Special Meetings

There shall be a regular meeting of the Corporation the first month of school. Other meetings shall be held at the discretion of the Executive Board, or upon the written request of five members of the Corporation. Meetings are to be announced with their purposes to the membership at least one week prior to the meeting, except when deemed necessary by the Executive Board. Such meetings may be called without one week's notice by a unanimous vote of the Executive Board.

Section 3. Quorum

A quorum of the Corporation shall consist of not less than 1/3 of the voting members.

H. **ARTICLE VIII. ENROLLMENT**

Enrollment for the ensuing year shall take place in early spring after announcement in the newspapers or other advertisements. All records are confidential to the teachers.

Section 1. General Requirements

- A. All health records and immunization forms must be completed and returned by September 30. Failure to do so will result in the child not being permitted to enter the classroom. For anyone enrolling after the official start of school, a 30-day grace period will be granted starting from the first day of enrollment.
- B. Applicants will complete and see to the completion of all forms required by the school and the State of New Jersey. Parents of enrolled students are responsible to read the online By-Laws and School Handbook. These can be found at www.smokerisenurseryschool.org. Any parent who is not able to read the By-Laws and School Handbook online may contact the school for a hard copy. A yearly in-person registration fee must be paid on the day of registration. Families enrolling more than one child shall pay only one registration fee (see Article IX, Section 1).
- C. A child having a physical, mental or emotional condition which requires or might require special care or continued close supervision while attending school and all school functions shall be enrolled only with the written approval of the child's physician as required by the State of New Jersey. The physician must also state, in writing, his/her diagnosis of the illness and limitations, if any, to be placed on the child's physical and play activity.

- D. If the above requirements as stated in Article VIII, Section 1, A and C are not complied with, enrollment will not take place.
- E. In the event a condition (physical, emotional, or mental) is discovered after enrollment, Article VIII, Section 1, A and C must be complied with within 14 days. After a 14-day grace period the child, who is still considered enrolled, will not be permitted to attend school until requirements are met.
- F. In the event the teacher finds a child to be a constant disruptive factor in the classroom, the teacher shall consult the parents to seek a common understanding of the situation. Should this condition persist for longer than a period of six weeks, and the teacher feels that too much of her time is required to handle the child –thus seriously depriving the other children; the teacher shall advise the Executive Board and then the child will be dismissed.

Section 2. Specific Requirements

A. Three Year Old Class

- a. A child residing in the Kinnelon School District must be three years old on or before the date required by the Kinnelon Public School System for that enrollment year. A child residing in other sending districts must adhere to the enrollment requirements of their respective school district. As of January 1, late enrollment, (must be three years old) will be considered on a six-week trial basis by the teacher. Any other derivation from the regular enrollment should be directed to the Executive Board.

- b. Pre-registration will be for the children who will be repeating the three year old class; and for the children who currently have siblings enrolled in either class; and for children whose parents have served as members of the Board of Trustees of any school year as long as the term was 6 months or more. **Pre-registration is the responsibility of the parent.** The parent must contact the 1st Vice President to receive the registration packet. Pre-registration will be in the month of January. All pre-registration packets must be returned by January 20th. If you qualify and miss pre-registration, you must register during alumni registration. **No exceptions will be made.** In the event of over enrollment, priority will be given to those currently enrolled or who have siblings currently enrolled in the school.
- c. The date of alumni registration will be determined by the Executive Board and will be on a first come first serve basis.
- d. If anyone eligible for pre-registration fails to pre-register, they will follow regular registration procedures as long as the school has made public notice of the pre-registration dates.
- e. Vacancies during the school year will be filled from the waiting list in the order in which the child was registered, regardless of residence.

B. Four Year Old Class

- a. A child residing in Kinnelon School District must be four years old on or before the date required by the

Kinnelon Public School System for that enrollment year. A child residing in other sending districts must adhere to the enrollment requirements of their respective school district. As of January 1, late enrollment, (must be four years old) will be considered on a six-week trial basis by the teacher. Any other deviation from the regular enrollment should be directed to the Executive Board.

- b.** Pre-Registration will be for the children who are currently in the three year old class; and those four year old members already enrolled who wish to repeat; and for children whose parents have served as members of the Board of Trustees of any school year as long as the term was 6 months or more. **Pre-registration is the responsibility of the parent.** The parent must contact the 1st Vice President to receive the registration packet. Pre-registration will be in the month of January. All pre-registration packets must be returned by January 20th. If you qualify and miss pre-registration, you must register during alumni registration. **No exceptions will be made.** In the event of over enrollment, priority will be given to those currently enrolled or who have siblings currently enrolled in the school.
- c.** The date of alumni registration will be determined by the Executive Board and will be on a first come first serve basis.
- d.** If anyone eligible for pre-registration fails to pre-register, they will follow regular registration

procedures as long as the school has made public notice of the pre-registration dates.

- e. After b, c, and d have been satisfied registration will continue for any child, regardless of residence.
- f. Vacancies during the school year will be filled from the waiting list in the order in which the child was registered, regardless of residence.

I. ARTICLE IX. FEES AND CHARGES

Section 1. Registration Fee

There shall be one yearly registration fee, determined by the Executive Board, per family enrolled. This registration fee, due and payable in person at the time of enrollment, is neither applicable towards the annual tuition of the registered child nor is it refundable. The fee shall be refunded at the parent's request, only if the child is on the waiting list and wishes to be removed.

Section 2. Tuition

- A. The annual tuition shall be determined yearly by the Executive Board.
- B. **Payment**
 - a. Tuition shall be billed quarterly by the Treasurer, payable immediately on July 15, October 15, January 31, and April 15. If payment is 10 days late, a late fee of 10% shall be added to the bill. If payment is in arrears for 30 days, the family may be requested by the Executive Board to withdraw from the school.
 - b. The April 15 payment must be received before a child may participate in any end-of-the-year activities.

- c. Tuition shall be payable when a child is absent from class. In the event an enrollment is terminated by dismissal or by voluntary withdrawal, tuition payments shall be prorated and paid up to date of said termination. Voluntary withdrawal must be submitted in writing to the Executive Board via the Treasurer in advance of said withdrawal.
- d. Tuition shall be prorated for any new student coming in the middle of a quarterly billing.
- e. There shall be a 5% courtesy discount for prepayment of total tuition by September 1.
- f. There shall be a \$150 yearly discount to members of the Executive Board for assisting the school with the more demanding and time consuming duties.

C. Refunds

Refunds shall be made only when a child's enrollment is terminated before the end of the school year. Whether the termination shall be by dismissal or by voluntary withdrawal, the tuition payments shall be prorated until the date of said termination. Refunds will not be given for absences due to illness, vacation and/or medical reasons, snow days or holiday breaks. The registration fee shall not be refunded.

J. ARTICLE X. FISCAL POLICIES

Section 1. Fiscal Year

The fiscal year shall be July 1 to June 30.

Section 2. Accounts and Audit

The books and accounts of the Corporation shall be kept in accordance with generally accepted accounting practices and shall be reviewed at the end of each Treasurer's term of office by a Certified Public Accountant.

Section 3. Dissolution

In the event of the dissolution of the Corporation, its assets shall be distributed to such charitable and educational organizations in the area, which are tax exempt for Federal Income Tax purposes, as the Board of Trustees shall determine.

K. ARTICLE XI. AMENDMENTS AND PARLIAMENTARY AUTHORITY

Section 1. Amendments

The By-Laws may be amended or revised by a unanimous vote of the Executive Board followed by a 2/3 vote of the membership, provided the membership has been notified in writing of the proposed amendment(s) or revision(s) at least two weeks prior to the vote.

Section 2. Parliamentary Authority

Robert's Rules of Order (revised) shall be parliamentary authority for all matters of procedure not specifically covered by the By-Laws or by specific rules or procedures adopted by the Corporation.

L. ARTICLE XII.

The Smoke Rise Cooperative Nursery School, Inc. shall be operated on a non-discriminatory basis and that regardless of race, creed, or color, anyone shall be admitted to the school provided proper enrollment procedures have been followed.

M. ARTICLE XIII.

These By-Laws replace and supersede any previous By-Laws and render them null and void.

N. ARTICLE XIV. MISCELLANEOUS

The handbook, including the class list, shall not be used by any member of the Corporation or given by any member of the Corporation for any mailing list or solicitation of any kind whatsoever without written permission of the Executive Board.

BY-LAWS REVISED AUGUST 2015