



A Star Is Rising Early Learning Center

September 28, 2021

Dear Parents,

A Star Is Rising would like to welcome all new/returning parents and wish you a Happy New School Year. Here's a few important school policies to help this new school year run smoothly.

Schedule, Hours & Tuition:

Our school day begins at 6:15am and ends at 6:30pm. We strongly suggest for all full-time students in the Toddler, Preschool and Pre-Kindergarten classrooms to arrive **no later than 8:30am**. This will allow for our classroom routine to begin at 8:30am every day.

There is a \$1-minute late fee after 6:30pm.

A Star Is Rising Early Learning Center follows the Dumont school districts delays/closings. If the Dumont School district determines a delayed opening, A Star Is Rising will open at 8:15am. This information will be sent via text, and posted on ClassDojo, Instagram, and Facebook.

Latest drop off is at 10:30am.

Payment:

Full payment is due by Monday every week. Payment grace period is no later than Friday. Full tuition is still paid in the case of holidays, snow days, *delays, and illness. If tuition was not paid by Friday, there is a \$10.00 a day late fee charge. We understand that this may be difficult due to pay schedules. If you have any problems, please notify the school so arrangements can be made. All other payment arrangements are made at the discretion of A Star Is Rising and is strictly on an individual basis. There will be a \$45.00 returned check fee.

After one year with A Star is Rising, ONE week per year is granted for vacation (Payment Covered)

(Tuition is due ahead to avoid daily late fee)

Cancellation of enrollment: Deposit is held as a security advance. The one-week security deposit will be applied to the child's last week of enrollment if a two (2) week written notice is turned in. Security deposit is **not returned**, it must be used as your last week of enrollment. If the child is pulled out without (2) week notice the *advancement is lost*.

Drop-off: Mornings can be a remarkably busy time for both students, parents, and teachers. Each morning, as students arrive, they will be greeted by the teachers and ask to **independently** carry their own belongs to class and put their belongings in their cubby, hook, and refrigerator basket. After each child has put away his/her belongings, they will participate in free indoor playtime until 8:30am. This allows children to begin the school day and prepare for upcoming activities while all students arrive at school. This also allows teachers the opportunity to speak with parents or address other issues that may arise during the morning (change in pick-ups or

special instructions from a parent). Each child will be screened to obey with new state guidelines. Please note parents are not allowed to enter the school during operating hours.

Must sign in/out child in the attendance book daily!

Pick-Up: Just like drop-off, pick-up time is also a very busy time especially in our parking lot! For the safety of all children, it is necessary that at least one teacher is aware of who each child is leaving with and must sign them out in their class attendance sheet with initials. We know that this may be an inconvenience to you at times, but it is mandated by state. During school hours, our main entrance door is always locked for the safety of all children. Please use the walkie-talkie located at the main entrance (press and hold to inform us who you are and who you are picking up). If you need to pick up your child earlier on a particular day, please let one of the teachers know at morning drop off or call us at 201-771-7022. Please comment a star emoji below to reassure us you read the content in this letter (in ClassDojo comments).

Remember, the safety of all children is our main priority.

Toys: A Star Is Rising is well equipped with age-appropriate toys for all students to play with throughout the day. We ask that students **DO NOT** bring toys/plush (security blanket) from home unless it is for show & tell. If a child does bring a toy to school, it will be returned to the parent.

Please know that A Star Is Rising is not responsible for lost or broken toys brought to school.

Fire Drills: The New Jersey State of Licensing requires that we complete monthly fire drills and lock down drills. Fire drills may occur at any point during the day. Because of this, students must always keep their shoes on throughout the day with no exceptions.

Lock down: Lock downs are a response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. Generally, Shelter in Place means simply staying indoors. Some situations that might require sheltering in place are severe weather conditions, extreme temperatures, or a public disturbance. During this drill or actual emergency, students will be engaged in safe and quiet activities. Lock down drills will be conducted twice in a school year. If there is an emergency, all families will be contacted via ClassDojo.

Relocation Sites: If for any reason we need to evacuate the building, we have one relocation site:
Primary Relocation Site: Dumont Location- Dumont Library
Secondary Relocation Site: A Star Is Rising (215 N. Washington Ave. Bergenfield, NJ 07621)

Outside Play: We will play outside on the playground at least once a day, including during the winter. In cases of extreme weather (thunderstorms, heavy rain, or snow) we will have our playtime inside. Since we will be going out during winter months, each child must have proper clothing with them. These items include snow pants, winter jacket, snow boots, gloves, scarf, and a hat.

Clothing: We ask that you send three complete extra sets of clothing to school. We will keep each child's clothing labeled with his/her name at school in their personal storage box or cubby. Please do not bring items in a plastic bag because it's a choking hazard. In the event that a child needs to use the extra clothes, we will send the clothing home and ask that you replace whatever the item was.

Lunch/Snack: Both lunch and snacks are "parent provided". Please inform the school of any **allergies** that your child has since we may have to notify other parents of food restrictions (such as peanut butter). All students will have two snacks (morning and afternoon) and lunch at

12:00. Provide enough drinks (water) for the day. A Star Is Rising does not provide food or drinks.

Nut Free School! Daily supplies only – NO bulk

Nap / Rest: We have a designated nap / rest time at 1 pm until 2:30 pm (an hour and a half). We ask that children do not get dropped off at this time because we do not want to disturb the other children's rest time.

Latest drop off for the day 10:30am.

Illness: In the event a child becomes ill during school hours, the parent/guardian will be notified by the school. If the child is vomiting or showing signs of infection, rash, diarrhea, or a persistent fever, the parent/guardian will be asked to pick the child up from school. The child must remain out of school until his/her symptoms clear and are fever free without medication for a minimum of 24 hours. If your child develops a contagious illness (such as pink eye, strep throat, etc....) please notify the school so that we can send a memo home to parents that their child has been exposed to the illness. A doctor's note signed and stamped is mandatory upon return.

Administration of Medicine: A Star Is Rising does not administer over the counter medication or antibiotics. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to school, and again when returning home/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider. The first dose of any medication should **always** be given at home and with enough time before the child returns to school to observe the child's response to the medication given.

Daily health need medication will only be administered if the child health care has provided a Health Care Plan, parent authorization and the medication must have the child's name, address, Health Care provider is indicated on the label.

Please ask if more information is needed.

Covid-19

Children that have a fever of 100.4 (38.00C) or above or other signs of illness shall not be admitted to the facility. We encourage you to be on the alert for signs of illness in your children and to keep them home when they are sick. Students who are absent for 3 days or more will require a negative PCR test upon arrival.

Children are to wear a face mask upon arrival. We recommend that each child has an extra face mask just in case (broken, lost, or damaged).

Please provide extra mask since disposable mask are easily broken.

In closing, we hope that making some of our policies clear will help make another year a safe, fun and productive one! As the year goes on, we may notice reoccurring issues or problems and will notify parents/guardians as they happen. If you have any questions, concerns, or comments at any point during the year, please contact us. We are looking forward to beginning our school year and getting to know you and your child!

Thank you,
A Star Is Rising Early Learning Center, LLC.