

Magic Kingdom Day Nursery Regulations & Policy Rev.

4/10/08

www.vocationist.org/school.htm

ARRIVAL AND DEPARTURE: The nursery opens at 8:00 a.m. and closes at 5:00 p.m. Monday through Friday. Dismissal time is 3:00 to 5:00 p.m. There are two (2) extended hour sessions available: the 7:30 to 8:00 a.m. session and/or the 5:00 to 5:30 p.m. session for which there will be an additional fee of \$40.00 per week for EACH SESSION.

DAILY SIGN-IN AND SIGN-OUT SHEET: Parents must sign children in and out each day according to 4.4(b) 3ii of New Jersey State Department of Family Services Regulations. Sign-In and out sheet is placed on the left side of the counter by the entrance door.

Upon arrival, all children shall be accompanied by an adult from the car into the school and upon departure, from the school to the car. Children will be released only to persons authorized by the parents. If you must send someone else to pick up your child who is not on our approved list, we must be notified in writing or please call the office for notification. A child will be allowed to leave the Nursery only in the company of one of his/her parents or a person known to the Sisters. If a parent has a restraining order prohibiting the other parent from picking up a child, we require that a copy of the signed order be provided to us.

RATES: The registration fee is \$100.00 dollars and is not refundable, regardless of circumstances. This fee is required at the time of registration. Monthly tuition is based on the number of Mondays in the month: if there are four (4) Mondays then four times weekly tuition and if there are five (5) Mondays, then 5 times the weekly tuition. **TUITION IS DUE THE FIRST MONDAY OF THE MONTH.**

	2-1/2 yrs.-3 yrs. 11 months \$200.00/week	4 yrs.-Kindergarten \$180.00/week	Part-time-Half Days 8 am – 12 pm \$170.00/week	Part-time-Full Day \$190.00/week
Month with 4 Mondays	\$800.00	\$720.00	\$680.00	\$760.00
Month with 5 Mondays	\$1,000.00	\$900.00	\$850.00	\$950.00

Payment: Check for the Nursery tuition fee is to be made to Vocationist Sisters.

SICK DAYS/VACATION: Tuition is charged on a monthly basis, as is the policy in

most other nursery schools and day care centers. If your child is sick or does not attend school for another reason, ***FULL TUITION PAYMENT IS STILL REQUIRED ON THE NORMALLY SCHEDULED PAYMENT DAY.*** This includes personal family vacations during the school year or school closings due to inclement weather.

MEALS: Breakfast is served at 8:30 for the 3 year olds and kindergarten children and at 8:45 for the 2 1/2 year olds and 4 year olds. Lunch is served at 11:00 for the 2-1/2 and 3 year olds and 11:30 for the 4 and 5 year olds. Snack is served at 2:30 for the 4 and 5 year olds and at 2:45 for the 2-1/2 and 3 year olds. ***Children with food allergies are required to bring their own prepared meals and snacks from home. A refrigerator for your convenience is located in the diningroom. No peanut butter please as we have children with peanut allergies.***

WITHDRAWAL FROM SCHOOL: The absence of a child that is not reported to the School will be interpreted as a withdrawal after one (1) week. When a child is to be withdrawn from the Nursery, a two-week written notice should be given.

CHANGES IN ADDRESS OR TELEPHONE NUMBER: Parents must immediately notify the Nursery IN WRITING if there is a change in their address, telephone number or work telephone number.

ILLNESS: Only well children are permitted to attend the Nursery. Any child showing signs of illness, fever, and heavy cold or contagious condition will not be allowed to attend school. If a child develops one of these conditions during the school day, you will be contacted and expected to pick up your child immediately. If you cannot be reached, the person designated as the emergency contact will be contacted to pick up your child. In the event of a lengthy or serious illness, a doctor's note may be requested prior to your child's return to school. The Nursery must be notified immediately if your child develops a contagious illness. If your child obtains a fever over 100 degrees F., they are not permitted to return to school until the fever has broken for a 24-hour period.

MEDICINES: If your child is on medication for a temporary condition, a child permission medication form must be signed by the parent or the person responsible for the child. The medication needs to be in its original container clearly marked with the child's name. The medication cannot be expired. If it is a prescription medication, it needs to be in the original container marked with the child's name and dosage information. ***No medication will be given if they are not in their original containers.***

INDIVIDUAL HEALTH PLANS: Children with diagnosed health issues such as

asthma, food allergies or any other ongoing or emergency condition that requires care and/or medication during the school day needs to have a health plan completed by their child's physician. The plan needs to be in place before the child begins attending school.

NAP & QUIET TIME: A blanket & a sheet are needed for naptime. All the sheets and blankets should be taken home every Friday for cleaning and must be returned each Monday morning.)

CLOTHING: Pants with elastic waistbands are preferred for the children 2-1/2 – 3 years old. (Please label child's clothing with their name.) We are not responsible for any lost clothing.

TOYS: Children should not be allowed to bring toys from home to school unless it is show and tell day and Fridays. The Nursery will not be responsible for lost toys.

IMMUNIZATIONS: No child can be admitted without the following certificates of vaccination required by law (New Jersey Health Department Chapter 14 regulations): ***A copy of immunizations must be given to the School at the time of registration and before the child starts attending school.***

Children Age 2-1/2 to 4 Requirements:

Hib Haemophilus Influenza Type B Vaccine: Children age 15 months to age 4 must have at least 3 doses of HIB. 1 of these doses MUST be administered after child's 1st birthday. Depending on vaccine manufacturer & when series started; appropriate doses for age required.

DTP: Diphtheria, Tetanus, Pertussis Vaccine: 4 doses required

Poliovirus Vaccine: 3 doses required

MMR Measles, Mumps, Rubella: 1 dose required on or after child's 1st birthday

Pneumococcal Conjugate Vaccine: Children age 12 - 4 yrs. 11 mos. must have received at least one (1) dose of PCV on or after their 1st birthday.***

Varicella: 1 dose on or after 1st birthday or proof of disease immunity will be required

Influenza Vaccine: Children age 12 – 4 yrs. 11 mos. must ANNUALLY receive at least one dose of influenza vaccine between SEPTEMBER 1 and DECEMBER 31 each year.***

Children Entering Kindergarten Requirements:

DTP 4 doses required, 1 dose MUST be administered on or after the 4th birthday

Hepatitis B Vaccine: Series required

Poliovirus Vaccine: 3 doses, 1 dose MUST be administered on or after the 4th birthday

Measles: must have 1 dose of measles administered on or after child's 1st birthday. Must have a 2nd dose of measles vaccine prior to entry into Kindergarten on or after 4th birthday.

Varicella: 1 dose on or after 1st birthday or proof of disease immunity will be required.

UNIVERSAL CHILD HEALTH RECORD: This is a new form required by the State of New Jersey according to N.J.A.C. 10:122. *Every child must be examined by a doctor before final admission and the attached Universal Child Health Record MUST be filled out, signed by the parent and stamped/signed by the child's physician. This form is in addition to forms we have required in the past.*

*****NEW REQUIREMENTS MANDATED BY STATE OF NJ BEGINNING 9/2008.**

COMMUNICABLE DISEASES: Prevention of the spread of communicable diseases in schools and other places where children gather calls for the cooperation between parents and school officials. The best way to control a disease in the school is to "Keep It Out" or not "put it in" after it has started. The first step in the control of communicable disease is the knowledge of when and where these diseases are occurring. For this reason, all of the following diseases are reportable to the school. For additional information contact your family physician.

DISEASE	INCUBATION PERIOD (before symptoms appear)	QUARANTINE	CHILDREN RETURN TO SCHOOL
Chicken Pox	12-21 days	None	When crusts are dried but not sooner than the 8th day
German Measles	12-21 days	none	When skin is clear but not sooner than the 4th day
Regular Measles	7-14 days	None	7th day from the appearance of rash
Mumps	12-21 days	None	When swelling is gone, but not sooner than the 7th day.
Scarlet fever	2-7 days	Throat culture is recommended for contacts.	When skin is clear and the child is physically well and has been on antibiotics for a minimum of 72 hours.
Streptococcal Sore Throat	2-7 days	throat culture is recommended for contact.	Antibiotic therapy is recommended for 10 days, but child may not return to school until he/she has been on medication for 48 hours.
Impetigo	Varies	None	When written certification has been received from the physician stating that they have been treated.
Conjunctivitis-Pink eye	Varies	None	When eyes have been treated for 24 hours.
Pediculosis Capitis Head Lice	Varies	Siblings should be examined and treated if needed	With written note from parents and proof of product used for treatment.

The common cold and sore throat are very contagious. During the first three days all students should be kept out of school and properly treated at home as it may be the start of a infection and if not treated, may

lead to a more serious condition, and the child's resistance is lowered and is prone to develop further infection.

SUMMARY:

Magic Kingdom Day Nursery and Kindergarten offers you a safe, supportive, loving and educational environment for your child. The Vocationist Sisters at Magic Kingdom are dedicated to the important task of caring for and helping young children grow and develop into happy, loving, well-adjusted human beings. They are fully aware of the importance and impact of early childhood education.

If you feel that you can meet the above obligations, please sign and return the form below:

I (We) feel that the Magic Kingdom Day Nursery "Regulations" set forth can and will be met by me (us.)

CHILD'S NAME: _____

PARENTS' SIGNATURE _____ DATE _____