

PARENT HANDBOOK
2016-2017
JUNIORS, PK3, PK4, 4/YTG

THE  **AUXILIUM SCHOOL**
Learn More Here

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MISSION STATEMENT

The Auxilium School fosters the growth of the whole child: physical, social, emotional and spiritual according to the teachings of Jesus Christ in the Salesian spirit of St. John Bosco.

PHILOSOPHY

The Auxilium School seeks to serve the needs of the children and their families. In keeping with the philosophy of St. John Bosco, patron of educators and friend of youth, through environment and instruction, we strive for the complete human and Christian formation of the children, fostering in them the values and attitudes of the Gospel which will help them grow into responsible, honest, committed adults that God would have them be.

A program of well-rounded educational possibilities is offered to develop the child's skills in all areas. Learning materials and experiences are devised to be developmentally appropriate, meaningful and concrete. Language/Reading ability is prompted through the development of verbal skills, and reading and writing readiness skills. Mathematical ability is advanced through use, discovery and problem solving. Science and Social Studies are based on the child's interest in the natural and social world around him/her. Physical Education and Health are part of the child's daily routine. The child's creative expression is cultivated through art, music and dramatic play. The promotion of social behavior, facilitation of the social skills, encouragement of individual choices, development of the child's conscience and suitable religious experiences are continually incorporated into the curriculum through age-appropriate activities and experiences. The use of technology is integrated into the learning experiences.

Every effort is directed toward cultivating the formation and growth of a child who knows that he or she is loved by God and others, builds a positive self-image, begins to understand the difference between acceptable and unacceptable behavior, and acquires sensitivity to the rights and dignity of others.

AMENDMENTS TO THE HANDBOOK

This handbook is subject to change at anytime when determined to be necessary by the school administration. If changes are made to the handbook, parents will be notified.

ACADEMIC POLICIES

CURRICULUM

The curriculum of The Auxilium School reflects the curriculum recommendations of the Diocese of Paterson, N.A.E.Y.C., Grow NJ Kids and the NJ Division of Youth and Family Services.

It includes a developing understanding of the goodness of God and other appropriate religious education concepts, reading readiness, math readiness, the development of gross and fine motor skills, music, dance, expression, computers, etc.

The children are presented with a great variety of learning opportunities, yet the emphasis is on allowing the children to develop at their own individual timetables and with their own styles of learning.

PORTFOLIO ASSESSMENTS

The progress of our children is evaluated through the use of portfolio assessments. Portfolio Assessment meetings are held in November, February and May, according to the dates determined by the yearly/monthly calendar. Teachers will make themselves available for meetings with the students' parents to discuss their growth and development as needed.

ACCREDITATION

The Auxilium School is a licensed child care center in the state of NJ. as of September 9, 2010 and reaccredited in June 2015.

SCHOOL POLICIES (in alphabetical order)

ACCIDENT/INJURY POLICY

Accidents or injuries which occur while your child is in our care are addressed in the following manner: The teacher or caregiver in charge, at the time of the incident, assesses the child/children involved. The nurse is called if medical attention is needed. The parent/guardian will be notified of the situation if warranted. The teacher or caregiver completes an accident/injury report. The school nurse and director review the report. If any disciplinary action is required school policies will be followed. Parents/Guardians may request a copy of the accident/injury report.

ADMISSION POLICY

The following are the requirements for admission of a child into The Auxilium School Pre-K programs. Minimum age: 3 years old by October 1, 2016.

- **Fully** potty-trained
- Basic overall motor and physical coordination readiness
- Ability and willingness to follow simple directions
- **Signed Parent Handbook acceptance of school policies** and a willingness to collaborate actively with the school during the child's educational process.
- Health history information, including ALL IMMUNIZATIONS RECEIVED and a physical examination **MUST BE SUBMITTED FOR CHILD TO ATTEND**. All health records must be in the school's possession no later than the first day of school, Sept 6th, 2016 or you will not receive an ADMIT CARD for your child to enter class.

Preference is accorded to children who have siblings already attending The Auxilium School. All other applications are subject to place availability within the recommended class size limits. The Administration reserves the right to withhold admission from the candidates, or ask a family to withdraw their child if they demonstrate a lack of readiness to adjust to the school environment, to group interaction, or to any of the above-mentioned requirements, or to families who have shown lack of cooperation with the policies and procedures stated in this handbook.

ATTENDANCE

School is in session from 8:40 AM – 2:00 PM. Children should be brought to school punctually in the morning and are to be picked up with the same punctuality in the afternoon. In case of an emergency, and if a parent is not able to pick up his/her child at 2:00, the office must be notified by phone, and the child will be placed in the After School Care Program.

A child is marked late if he/she arrives after the morning assembly, at which time the parent must come to the office for a late pass, and walk the child to the classroom.

ABSENCE

If a child is going to be absent from school, a parent needs to call the school and let the Nurse know at Extension 2 that the child is out. If the child is absent due to sickness, parents are asked to report to the Nurse the nature of the illness. State law mandates that a child is not allowed to return to school unless they are fever free for 24 hours. (See Health & Communicable Disease section) Parents may inquire from their child's teacher if their child can make up a sick day on another day.

APPOINTMENTS

Parents are welcome and encouraged to come to school to speak to the teachers or Director. However, appointments must be made to coincide with teachers' or Director's schedule. Parents must not meet with teachers while school is in session, or while she is engaged in supervisory duties.

ASBESTOS

The school's Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Emergency Response Act (AHERA). This document is available for examination upon request.

ARRIVAL/DISMISSAL PROCEDURES

The children's arrival/dismissal procedure is as follows:

- Parents are to use the "Drop-Off Procedure" in the morning. Children are to enter the school building through the front door entrance. Parents who prefer to walk their children to the hall, must park in the parking lot.
- The front door entrance opens at 8:00 am and the students who arrive earlier than that are to use the hall entrance for morning care. Parents who drop their children off between 6:30 – 6:45 AM need to bring their children to the Infants and Toddlers building. Children who arrive after 6:45 AM are to be walked into the hall and signed in

by their parents until 8:00 AM when the Hall door is locked. After 8:00 am, parents must follow Old Swartswood Road down to the parking lot, proceed through the parking lot, across the causeway, up the little driveway and around to the front door. A volunteer parent, if available, will take the child from the car and escort him/her safely to the school entrance. A staff member will be available with a clipboard containing class lists for the parents to sign in their children.

Parents are asked not to leave their cars to escort their child to the hall as this causes traffic jams. At pick-up, parents need not leave the car, as the teachers will bring the children to them. However, the parent must sign their children out, take their child from the staff member and buckle him or her into the car seat, as NJ state law requires. If your child's regular pick-up time is changed, please notify his/her teacher in writing, or call the school office. Parents who are not able to pick up their children by 2:15 pm will need to sign them out of the school's After School Care program.

If someone else, authorized by the parent, will be picking up a child, parents must notify the teacher and/or office. If an emergency arises during the school day, a parent may call the office to give notification of a change about who will be picking up their child.

AM ASSEMBLY

The morning assembly will begin at 8:40 AM and will consist of:

- Prayers
- Flag salute and patriotic song
- "Good News" – A time when the Director, teachers or students share news
- Thought for the day or special presentation

BEFORE/AFTER SCHOOL CARE

Morning Care is from 6:30-8:40 AM and After School Care is from 2:00-6:30 PM

The After School Care (ASC) schedule includes nap/quiet time, story/video time, gross and fine motor activities, snack at 4:00 PM, and arts and crafts.

The fee is \$8 for children who stay up to 4PM and \$16 for children who stay up to 6:30 PM.

There is an additional late fee of \$25 per every 15 minutes past 6:30 PM.

BIRTHDAYS

On your child's birthday, he/she is invited up to the front of the hall during morning assembly. All sing "Happy Birthday," and the child is presented with a birthday ribbon. The child also has his/her name on a candle placed on the monthly birthday cake. Parents are invited to send in a special birthday treat on this day.

CLASS SUPER PARENTS

Each class will have "Super Parents" to volunteer to assist the teacher in special events/activities. This role allows the parents to be more involved in their child's educational experience at The Auxilium School. "Super Parents" will also be responsible for the phone/email chain in that class.

CLOTHING

Clothing should be “child friendly” to facilitate running and playing. Shoes should have rubber soles, no clogs, high heels, etc. They should also have backs or straps so they are secure and won’t slip off. Clothing that is easily manipulated by the child is recommended to encourage independent dressing.

COLLECTION OF MONEY

Collections may not be taken without the Director's permission.

COMMUNICATION

Communication between school and home takes place in a variety of ways:

- “Orientation Night” packet in August
- Computer/internet: see www.campauxilium.org for updates and your child’s teacher’s “class page” on the website.
- Instant Alert communication will be used for school closings, emergencies and special announcements.
- Parent Handbook
- Parent/Teacher conferences for PK 4 are November, March and if needed in May
- PK 3 conferences are in February and May
- Teachers/Director is available for conferences by appointment. Please call the school office or contact your child’s teacher.
- Calendar: A Tentative Yearly Calendar is distributed at the end of the school year” and a monthly calendar is sent home before the beginning of each month. Please consult the monthly calendar for any updates/changes from the “Tentative Yearly Calendar.”
- Phone Calls: Parents are encouraged to call the office whenever they are uncertain of procedures, activity details or email your child’s teacher.

If, due to family situations, additional copies of calendars/monthly packets, etc. are required, please contact the office.

Communication of academic progress behavior, social/emotional growth, medical information and any other personal/confidential information will only be given to the parents or legal guardians of their child. Copies of court orders, dictating custodial rights, must be kept on file in the school office. The school will adhere to the restrictions in the court order.

COMPUTER

Children will often use the computer lab. The teacher and teacher assistant will teach students how to use the computer, Smart Board and Smart Table for the development of Reading/Math readiness skills.

CONTACT INFORMATION

The teacher and the office must be notified of changes in contact information. This includes address, phone, and email address. Forms are available at website.

DISCIPLINE

One of the most important outcomes of personal formation is a healthy self-discipline which will enable the child to respond positively and in a self-controlled manner in a variety of settings.

In keeping with the philosophy of The Auxilium School, every effort is made to work with parents in fostering the basic attitudes toward self-control in the child.

Using the means of reason, religion and loving kindness, as set forth in St. John Bosco's educational system, the faculty and staff explain to the children in terms that they can grasp what is expected of them. Instructions are given in small doses with frequent repetitions to allow the young to assimilate the behavioral goals established for them. Dialogues held between children themselves encourage the beginning of seeking solutions through peaceful means and open the way towards an understanding of personal responsibility for their choices of behavior.

ELIGIBILITY

In order to help the children learn mature self-control proper to their age, we seek to establish a peaceful orderly atmosphere with basic rules. The fact that a child has been registered at our school indicates that its rules and policies are accepted by parents and guardians. It is expected that the judgment of school authorities concerning the discipline of the students will be respected and supported by parents. If a student's behavior is generally disruptive and uncooperative, it may be necessary to ask the parents to remove the child for the day, or, if the misbehavior increases the parent may be asked to choose another school for the child.

EMERGENCY PROCEDURES

Fire drills, Lockdown drills, and evacuation drills, will be practiced during the school year.

In case of inclement weather, or any other emergency in which The Auxilium School should require closing, parents/guardians will be notified through the Instant Alert System, and by logging onto www.campauxilium.org.

Parent's home phone numbers will be placed in the Instant Alert System, but it is up to the parents to go online to insert other desired means of contact, such as cell phones, text, or email. (See Instant Alert System.)

A complete Emergency Operations Plan is available for review in the school office. Emergency communication, chain of command, release policy, etc. are all implemented in this Plan. Each class is equipped with emergency communication equipment including intercoms, walkie talkies, and telephones.

EXTRA CLOTHING

Every parent/guardian is asked to send an **EXTRA COMPLETE CHANGE OF CLOTHING**, including socks and underwear, clearly labeled in a plastic zip-locked bag, which needs to be replaced **SEASONALLY**. A large painting smock (or large T-shirt) may also be required.

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 children in order to prevent this policy from being enforced. The following reasons we may have to expel or suspend a child from the center.

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- Parents threaten physical or intimidating actions toward staff member.
- Parents 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 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 want 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 the 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 the environment, appropriate activities, and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behavior.
- 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 behavior
- The parent will be given literature or other resources regarding methods of improving behaviors.
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team

FUNDRAISING OBLIGATIONS

Parents are provided with a form explaining the Fundraising Agreement at the time of Registration. Parents are asked to determine if they want to participate in the Fundraising Activities or sign up for a Buy Out Option.

FIELDTRIPS

Fieldtrips usually take place twice during the school year. Parents/guardians will be notified in advance of the specifics of the trip and they will be asked to sign a permission slip. No child may take part in any trip without the parents/guardians written permission. For identification purposes all children and chaperones who attend the trip must wear a Camp Auxilium or "The Auxilium School" T-shirt or sweatshirt. Parents/guardians are welcome to attend all field trips. No child will be allowed to attend the May field trip unless tuition and all fees are paid in full.

HEALTH AND COMMUNICABLE DISEASES

There is a full time nurse at The Auxilium School.

The following communicable diseases have been specified by the State of New Jersey as diseases for which a child may not be admitted to or remain in school:

Chicken Pox (all lesions crusted over)

Lice (treated and nit free)

German Measles

Impetigo (treatment and dry lesions)

Giardia Lamblia (after three negative stool cultures)

Hemophilus Flu (symptom free)

Mumps

Temperature over 100 degrees (**fever free for 24 hours**)

Strep Throat (24 hours after initial antibiotic treatment)

Scabies (24 hours after initial treatment)

Diarrhea (diarrhea **free** for 24 hours) Excluded from School of 2 or more episodes of diarrhea over a 24 hour period.

Conjunctivitis (24 hours after initial antibiotic treatment and doctor's note of clearance)

Whooping Cough

Tuberculosis

Shingella

Measles

Children, who had been ill with a communicable disease, will not be readmitted to class until reception of a note from the child's physician stating that the child no longer presents any danger to others.

In addition to the state mandated communicable diseases, children will be excluded from school if they exhibit green or colored discharge from the nose, fever, vomiting, or diarrhea. Our teachers, or our nurse, will also notify parents if their child has expressed lethargy, pain or discomfort during the school day.

Children should not be sent to school if they have fever or have been sick during the night. If a child becomes sick during school or is injured, parents will be notified by phone to pick up the child. Please ensure that your child is picked up **within one hour of notification**. For this reason it is essential that any change in home or work phone number be communicated to the school secretary.

All children must have a Universal Health Care form annually signed by a physician including notation of a physical and all immunizations required by the State of New Jersey. As per the policy of the Diocese of Paterson, NO child will be admitted to school without the required immunizations.

HOMEWORK

Some homework will be given to the four and five year olds. It will reinforce reading and math readiness lessons given in school. Homework will include writing practice, phonics and math pages. It is always recommended that parents/guardians read stories to their children on a regular basis. Taking family walks and/or riding bikes are strongly encouraged.

Teachers will post announcements, etc. online at www.campauxilium.org

ILLNESS OR INJURY

If a child becomes ill or is injured, the parents/guardians will be notified promptly so that he/she may receive the care that is needed as soon as possible. Parents are responsible for having alternative persons available to pick up their child **WITHIN ONE HOUR** should he/she become ill at school. Children should be picked up within one hour of notification that he or she is ill.

INCLEMENT WEATHER

In the event that The Auxilium School is closed, delayed opening or early dismissal because of inclement weather notification will be given through the Instant Alert System.

INSTANT ALERT SYSTEM

This instant alert system is our tool for notification and communication. Parents will be contacted through this internet based system on their home/cell phones, text message and email.

LABELING

Personal items, such as, toys and clothing, as well as any other personal belongings are not the responsibility of the school. Therefore, clothing, lunch boxes, book bags, nappers and other materials should be clearly labeled with the child's name.

LUNCH/SNACK

Everyday parents send morning snack and lunch for their child.

MEDICATIONS

Medications may be administered when necessary by the school nurse and/or designated school personnel. The following guidelines must be exactly adhered to:

1. The parent/guardian must provide a properly written request for the administration of the prescribed medication.
2. Written orders are to be provided to the school from the private doctor stating the diagnosis or type of illness involved, the name of the drug, dosage and time of administration. **MEDICATION MUST BE IN ORIGINAL CONTAINER.**
3. The medication must be brought to school, including Epi-pens in the original container appropriately labeled (name of child, name of drug, dosage, time of administration, name of physician) by the pharmacy or physician.
4. Non-prescription (over the counter) drugs must be accompanied by a signed physician order stating the name of child, name of drug, date, dosage and frequency of administration. A written note from the parent/guardian is also required giving permission for the dispensation of the drug.
5. All medications must be delivered to and be picked up from the school office by a parent/guardian. Children should NEVER bring and/or keep medicine with them.

MONEY

Money should be turned in through an envelope with his/her name and class and the purpose of the money written on the outside of the envelope. Teachers will send this to the office in the morning. Money may also be dropped at the Finance Office.

OFFICE HOURS

The office is open for regular school business from 8:30 am- 3:30 pm., Monday through Friday. If you have any questions regarding tuition/fees, please contact Julie Teets, the Finance Assistant, between 8:30 am – 2:30 pm.

OUTSIDE PROGRAM – At the end of May, classrooms are packed to prepare for Summer Camp. Students usually have a week of fun activities to wrap up the school year. The last three weeks of school are spent in an “Outside Program” where our students have different outside activities such as swimming, boating, relay races and biking. Students also bring money to buy refreshments in the afternoon.

PARKING

Parents and visitors are asked to park in the large parking lot. The area on the causeway, in front of the cabins or behind the main building is not designated for parent/visitor parking. No one should park his/her vehicle on Old Swartswood Road.

PARTIES

Throughout the year, holiday/special event parties are celebrated. Irrespective of the days your child attends school, all children are invited to attend these parties. Parents are also welcome to attend and celebrate with us. Parents are encouraged to bring in a special treat to celebrate birthdays. Please contact your child’s teacher for specifics.

PRAYER

As a Catholic Institution, we have the privilege of praying together daily. Morning prayer is offered at morning assembly. Prayer before meals is said before lunch in the classroom. The Guardian Angel prayer is said before dismissal.

PROMOTION/RETENTION

Children who enroll mid-year into The Auxilium School may need to repeat the class if they haven't mastered the curriculum by the end of the school year.

RATIOS

The staff/child ratio, according to the State of NJ, will be kept at The Auxilium School:

Under 18 months	1:4
18 mos. – 2 ½	1:6
2 ½ – 4 years	1:10
4 years	1-12
5 years	1-15

This ratio will be kept at all times while children are on The Auxilium School property.

*However, when children are resting/sleeping the ratios may be adjusted as follows:

Under 2.5 years	1:10
2.5 and older	1:20

*At least one staff member shall be physically present in the room or area in which the children are resting/sleeping and shall be able to summon other staff members without leaving the room or area.

RELEASE POLICY

Children will only be released to parent(s)/guardian(s) or persons authorized by them. If unable to pick up the child on a given day, a note must be sent to the office stating the name of the person authorized to pick up the child on that day. Please inform the pick-up person that they will need to present proper identification. The release form must be kept updated at all times. Please notify the office immediately when a change of address or telephone number occurs. Any person (parent(s)/guardian(s) who arrives to pick up a child and is impaired in anyway will not be allowed to pick up the child. We will immediately go to our Authorized Pick-up list.

SCHOOL BAGS

All children must have a school bag **LARGE** enough to hold large artwork, papers, lunch boxes, extra clothes, etc. to ensure that all papers and notices reach home safely. Parents are encouraged to look in their child's school bag daily for any important information.

SECURITY POLICY

The Auxilium School is committed to ensuring the safety and well being of our children and staff members.

Classrooms are kept locked during the day. For this reason, all visitors must report to the office before going to the children's classrooms, and are to wear a visitor's pass. Children are always under the visual/auditory supervision of a staff member.

TARDINESS

If a child arrives after Morning Announcements at 9 AM. He/she will be given a late pass in the office. This pass is given to the teacher who will mark him/her late in the attendance register.

TELEPHONE

Telephone calls should be limited to emergencies. Children will not be called to the phone. In case of illness or injury, the Director, Secretary or Nurse will notify a parent/guardian

immediately. Should you wish to speak with a child's teacher, please call the office and we will have the teacher return your call at her earliest convenience.

TERMINATION OF CARE BY PARENTS

When parents decide to terminate the childcare agreement, they must give one-month's written notice. In the great majority of cases termination of care by the parent is due to reasons such as relocation, child changing school, etc. However, not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child or family, every effort will be made to discuss this with the parents in order to determine and resolve the cause. If this is not possible, the parent and/or program may choose to terminate the agreement on a timeline that is in the best interest of the child.

TERMINATION OF CARE BY SCHOOL

The child's adjustment to the program and the appropriateness of this particular care arrangement for an individual child may cause concern for the child's wellbeing. If we do not feel that the program is meeting the child's needs, The Auxilium School's Infant/Toddler Program reserves the right to terminate the care agreement on a timeline that is in the child's best interest. Other reasons that may result in the termination of a specific care agreement are as follows:

1. Non-payment for childcare services and/or lack of adherence to our tuition payment policies.
2. Lack of parental cooperation with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
3. Abusive behaviors and/or verbal threats by parents toward the program staff, other parents or any child (immediate termination).
4. Child exhibits special needs or needs related to serious illnesses that the program cannot meet. In this case, we will make every effort to involve the parents in order to decide on the best course of action for this child.
5. Child exhibits extreme, inappropriate behavior that jeopardizes the safety of the child or other children and caregivers.

TOYS

The school provides toys and manipulatives for the children's' academic development and enjoyment. No toys should be brought from home with the exception of specific, "Show and Tell" items, which need to be labeled with the child's name. We ask that **no toy weapons** be sent in for "Show and Tell."

TUITION AND FEES

Tuition is broken down into ten installments, paid prior to the fifteenth of each month, for ten months beginning in August. Fees are paid at the time of registration.

Parents are responsible to pay in ten installments, one each month, whether or not, the child has attended all the days he/she was registered for. This includes the first ten emergency closing days. (ex: snow days) Should the number exceed ten, the remaining days are gratis. Payment is not required in the case of prolonged illness. (i.e., a two week period or longer.) A physician's note, however, is required for our records.

Juniors/ Pre K/ Tuition

- 2 days per week \$84.25 per week (\$337 installment payment)
- 3 days per week \$121.50 per week (\$486 installment payment)
- 4 days per week \$152.50 per week (\$610 installment payment)
- 5 days per week \$173.50 per week (\$694 installment payment)

Year to Grow Program – 5 day/week program \$132.50 per week

Fees

- New registration fee- \$100 per child or re-registration fee- \$50 per child
- **FEES:** Curriculum, health, supplies, billing- \$165.00 per child

There is a \$25 “Bounced Check” fee if the check is returned from the bank.

VISITORS

Parents are welcome to visit The Auxilium School during the year. Parents are invited and encouraged to take an active part in the school programs and celebrations. If you regularly participate you must take the “Protecting God’s Children” class offered at the beginning of the school year. Attending a class trip does not require Protecting God’s Children.

As per our School Security Policy, persons - other than parents and guardians will not be permitted to visit the children/classrooms during regular school hours unless invited.

Visitors must sign in at the office before going to the classrooms. They are to wear a visitor’s badge” which allows them to enter the classrooms.

VOLUNTEER POLICY

Parent volunteers are always welcome to assist us in our work with their children. Specific areas of volunteers include our morning drop-off program, lunch time and assisting with special events. Every parent involved in our parent-volunteer programs such as morning pick up and Lunch helpers must have completed the “Protecting God’s Children” workshop before beginning to volunteer at school. No parent-volunteer will be given responsibility of children except under the direct supervision of a staff member.

THE  AUXILIUM SCHOOL
Learn More Here

**THE AUXILIUM SCHOOL
NEWTON, NJ**

**PARENT HANDBOOK
ACKNOWLEDGEMENT AND RECEIPT FORM
2016-2017**

I acknowledge receipt of the Handbook containing the policies, rules and regulations for **The Auxilium School**. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the parents and school during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the Handbook. I understand that the rules and regulations contained in the Handbook are established for the benefit of all. I understand my responsibility to support the school in the policies it has established, and to adhere to the rules and regulations set forth in the Handbook.

I will comply with any addendums to this handbook, which will be communicated to me within ten days of the change or addition.

Parent's Signature _____

Child's Name _____ Class _____

Date _____