



# Cassville Nursery

## PARENT HANDBOOK 2023 – 2024

## **PARENT HANDBOOK**

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Dear Families,

Welcome to Cassville Nursery, a state licensed nursery school and extended day child care center. The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as a licensed child care provider. It was prepared to answer many of your questions about our program. Please keep it handy as a reference throughout the school year.

Sincerely,

Miss Vandana Sinha

Owner / Director

## 1 **FACILITIES:**

Cassville Nursery is located on Route 571 just north of the Route 528 intersection. Our postal address is:

Cassville Nursery  
15 Cassville Rd  
Jackson, NJ 08527

There are two buildings on this property; – the one story, 3,600 square foot nursery school and a small two story storage building. Children are not permitted in the storage building. The nursery school operates four classrooms, each designed to support age appropriate care and activities. Ages listed are approximate.

Transitioning from one room to the next is based on age, the child's development and availability.

- Infant Room – newborns to about 12 months
- Toddler Ones Room – about 12 months and walking to age two years
- Toddler Twos Room – about 24 months to age three years
- Preschool Room – age 3 years by October 1, 2023  
about 3 years to age 5 years

Our outdoor play area is completely fenced.

## 2 **HOURS OF OPERATION:**

Cassville Nursery is open year round, 6:30 a.m. to 6:00 p.m. Monday through Friday, except for the following holidays:

Thanksgiving Day	Thursday, November 23, 2023
Christmas Day	Monday, December 25, 2023

We are happy to offer services on the following holidays. However, we ask parents to please sign up if their children plan to attend on these days:

Labor Day	Monday, September 4, 2023
Day after Thanksgiving	Friday, November 24, 2023
New Years Day	Monday, January 1, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024

A sign-up sheet will be posted one week prior to the holiday on a clipboard in the front hall by the office. Please sign up by 9am the (week)day prior to the holiday. If a parent signs up for

service on these holidays and does not bring their child, **they will be fined \$75**. This fine will be imposed if you cancel after the 9am deadline as well.

We offer our services on these holidays for those families who must work and need child care. A minimum of two staff members will always be on site and we will remain open for a single child. Please respect our staff's time and do not sign up and not show up. Cassville Nursery reserves the right to close on these holidays if no child care reservations have been made.

### **3 PROGRAMS:**

Depending on their age, children may be enrolled full time in our Extended Day Program, part time (9am-3pm), or our newly offered 9am-12:30 Preschool Program.

- Extended Day Program  
*This is our full time program. It includes the Toddler/Preschool programs for children in attendance between 9am and 11:30am/12pm (ages 2 and up). Children enrolled in the extended day program can be dropped off anytime between 6:30am and 6:00pm.*
- Preschool & Toddler Programs  
*The Preschool and Toddler programs will be in session September 6, 2023 through (tentatively) June 14, 2024.*

*The Preschool program is led by a certified teacher. Creative Curriculum is implemented. The teachers have carefully developed lesson plans that include activities that both challenge and encourage children to grow and learn at their own pace. Each day children have the opportunity to participate in large and small group instruction. Provided is an environment for all children that is safe, secure, accessible, organized, comfortable, predictable and consistent. Each child's social and emotional needs are met by coaching and supporting our young learner's social skills and problem solving abilities.*

### **4 MEALS:**

Meals and snacks are provided at Cassville Nursery and included in your child's fees. We take great pride in the meals we prepare and serve, and strive to make them nutritious as well as enjoyable. Meals are served family style with the staff and children sitting down and eating together. We intentionally offer familiar as well as unfamiliar foods to encourage a wide range of healthy eating habits.

If you feel that you must send a lunch we ask you to please not send candy, "snack type" foods or soda. We do not serve a dessert with lunch and it is not fair to the other children in the room who do not get that treat. Also, please refrain from sending items with peanuts or tree nuts.

6:30 am – 8 am:	<b>Breakfast</b> Various cold cereals, fresh fruit and milk
10 am	<b>Morning Snack</b> Fresh fruit and water
11:30 am [Toddler] 12:00 pm [Preschool]	<b>Lunch</b> A warm lunch with milk

2:45 pm

**Afternoon Snack**

Fruit (apples/pears/bananas) and something salty (Goldfish crackers, pretzels, saltines....) and water

If you would like your child to join us during a meal, please be sure to arrive on time. If a child arrives after mealtime is over, it can become disruptive to have the child sit alone at the table to eat. The breakfast cart may have already been removed, the children may be moving on to another activity, heading outside to the playground, beginning their morning meeting, etc. Please take this into consideration if your child has not eaten and arrives after our meal time has passed.

**5 ATTENDANCE:**

If your child will be absent on their regularly scheduled day, please notify Cassville Nursery either via email or telephone:

email: [sinha@cassvillenursery.com](mailto:sinha@cassvillenursery.com)

telephone: (732) 276-7244

If your child is out for more than one week and you do not contact us, we will assume you do not need our services any longer and your child's space may be given away.

**6 FEES:**

**6a YEAR ROUND PROGRAMS:** 09/01/23 - 08/31/24

**6a.1 Extended Day Program: (6:30am-6:00pm)**

Age	Weekly Fees				
	5 days	4 days	3 days	2 days	1 day
< 18 mths	395	335	270	186	95
18 mths up to 2½ yrs	365	315	250	174	90
2½ yrs up to 4 yrs	335	285	235	172	87
4 yrs and up	300	255	220	150	77

*A 5% sibling discount is available for the extended day program only. This discount is applied towards fees for the 2<sup>nd</sup>, 3<sup>rd</sup>, and/or 4<sup>th</sup> (older) child.*

*As a child ages moving from one fee category to the next (ie. becomes 18 months old), the weekly fee will be reduced the first full week after this date. For example, if a child attending full time 5 days/week turns 4 on Wednesday, 11/29/23, the fees due for the weeks before and after this date will be:*

Fee Due:	Scheduled Week
335	Monday, 11/20/23 - Friday, 11/24/23
335	Monday, 11/27/23 – Friday, 12/01/23
300	Monday, 12/04/23 – Friday, 12/08/23

**6a.2 Shorter Day Programs: (9am-3pm)**

Age by 10/01/23	Weekly Fees			
	5 days	4 days	3 days	2 days
2 years	270	224	174	126
3 years	255	212	168	120
4 years	240	196	158	116

**6b ACADEMIC YEAR PROGRAMS: 09/06/23 - 06/14/24**

The following Academic Year only fee schedule will be in affect between September 6, 2023 and June 14, 2024. It will NOT be in session the following days:

Thanksgiving Break:	11/23/23-11/24/23
Winter Break:	12/25/23-01/01/24
Spring Break:	03/29/24-04/05/24
Memorial Day:	05/27/24

**6b.1 9am-12:30pm Preschool Programs: *Snack and Lunch Served***

Age by 10/01/23	Monthly Fees Billed in 10 equal installments			
	5 days	4 days	3 days	2 days
3 years	595	495	427	330
4 years	565	475	415	322

**6c SCHOOL AGE BEFORE/AFTER CARE:**

We are an official bus stop for Jackson’s Switlik and Elms schools. Before/After School Care is available during the Jackson Township school year (September 26, 2023 through tentatively June 14, 2024).

If you need services beyond these hours on days that the public school may be closed, please inquire with the Director regarding availability and fees.

Grade School Students	Monthly Fees Billed in 10 equal installments
Before Care only 6:30am-8:30am(bus)	226
After Care only 3:30pm(bus)-6:30pm	342
Before and After Care	409

**6d ADDITIONAL HOURS AS AVAILABLE:**

*If, on occasion you choose to extend your child's day beyond the contracted nursery school hours (ie 9am-4pm rather than 9am-3pm), there will be an additional fee of \$12 per hour.*

**6e ADDITIONAL DAYS AS AVAILABLE:**

*If on occasion you require an additional non-contracted day of care, fees will be billed as follows:*

<b>Age</b>	<b>Daily Fees</b>
< 18 mths	95
18 mths and up	90

**7 PAYMENTS:**

Cassville Nursery accepts checks and Zelle for payments.

Checks should be made payable to "Cassville Nursery" and should be dropped in Miss Sinha's mailbox. This mailbox is situated to the left of the office door near the front entrance. Please include the child's name and the week of service in the memo field of checks as well as Zelle payments.

Cassville Nursery also accepts payments through the Brightwheel app. Brightwheel offers ACH deductions, credit card and debit card payments. A processing fee is charged through the app.

We do not accept cash or money orders.

**7a WEEKLY FEES:**

Weekly fees are due the Friday prior to the week of service.

**7b MONTHLY FEES:**

Monthly fees are due the 25<sup>th</sup> of the prior month.

*Families enrolled in the **Academic Year only program** or **School Age Before/After Care** will be billed monthly (09/06/23-06/14/24). An annual fee for this period has been divided into ten equal payments due September through June. Accordingly the June fee is not for 2 weeks in June, but rather 1/10 of the school year.*

Monthly fee due:

At enrollment  
09/25/23  
10/25/23  
11/25/23  
12/25/23  
01/25/24  
02/25/24  
03/25/24

For the period of:

09/06/23-10/04/23  
10/05/23-11/01/23  
11/02/23-11/30/23  
12/01/23-12/29/23  
12/30/23-01/27/24  
01/28/24-02/27/24  
02/28/24-03/27/24  
03/28/24-04/25/24



04/25/24  
05/25/24

04/26/24-05/24/24  
05/25/24-06/14/24

## 8 **CHILD CARE SUBSIDIES:**

Cassville Nursery is accepting child care subsidies for partial payment. Parents are responsible for the balance.

## 9 **DEPOSIT:**

Deposits will be charged to all families having children enrolled at Cassville Nursery. The amount of the deposit is as follows:

Extended Day Program:	250
9am-3pm Program:	150
9am-12:30pm Program:	150
School Age Before/After Care:	150

Deposits will be returned when 2 weeks notice is given by the parent at the time of withdrawal. If 2 weeks notice is not given, then you will be charged for two weeks. At that time, the deposit will be returned.

## 10 **FINES:**

- **Weekly** fees are due the Friday prior to your child's scheduled week. Payments not received by Wednesday of the scheduled week will be charged a **\$15 late fee**.
- **Monthly** fees are due on the 25<sup>th</sup> of the month prior to the month scheduled. A **\$25 late fee** will be assessed for any payment after the 5<sup>th</sup> of the scheduled month. If monthly fees are not received by the 10<sup>th</sup> of the month, you will need to speak to the Director regarding payments before your child can attend classes.
- **Holiday No Show** Fines – If you sign up for one of the five federal holidays listed under HOURS OF OPERATION, and do not show up you will be charged a **\$75 fine**.
- **Bounced Check** Fine – A **\$35 fine** will be charged for all checks returned for insufficient funds.
- **Late Pickup** Fine - **\$20 fine** as stipulated in section 14 (Late Pickup).

## 11 **VACATIONS:**

Children enrolled in the *EXTENDED DAY* program receive two weeks of vacation per year (September 1, 2023 - August 31, 2024) can be taken by the child with no fee charged by Cassville Nursery. Vacation time cannot be accumulated from year to year. Vacation time must be taken a full week at a time (5 consecutive weekdays). Please notify the Director in writing at least one week in advance when you are planning to take your vacation, so that accurate records may be kept and your account adjusted.

## 12 **LATE PICKUP:**

The center closes promptly at 6:00 pm. Please notify Cassville Nursery if you are going to be late. If you arrive after 6:35 pm you will be considered late and will result in a **\$20 late fine**

charged to your account. At 6:40 pm if your child has not been picked up, we will begin calling you and then everyone else on your contact list to make arrangements for someone to pick up your child. If no one can be reached by 7:15pm and no one has contacted Cassville Nursery to make pickup arrangements, we will call the Jackson Police Department (732-928-1111).

Two staff members will remain on site until the last child has departed. Your consideration is appreciated.

### **13 FEE CREDITS:**

No credit is given for scheduled school holidays, child illness, or for closings due to emergency situations or inclement weather.

Non payment of fees is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Cassville Nursery.

### **14 WITHDRAWAL:**

Two weeks advance notification of withdrawal by a Parent/Guardian must be made to the Nursery School Director at Cassville Nursery. Your child is considered enrolled and you will be charged until written notice is given. The deposit will be returned upon withdrawal. Any outstanding fees, late fees and fines will be deducted from the deposit.

### **15 CLOTHING:**

Please label all removable clothing. Children should dress simply and practically for a workday at school. Clothing should be easily manageable to the child. The fewer the belts and buttons the better. Children who are toilet training or newly toilet trained will have an easier time independently pulling down elastic shorts and pants rather than having to fiddle with buttons, belts and overalls.

Children should wear shoes that are appropriate for running and climbing as we go outside everyday, weather permitting. We suggest closed toe, rubber soled shoes or sneakers. Open sandals expose your child to unnecessary injury and are prone to slips, splinters and stubbed toes.

There are areas in our playground that are not shaded. All children should bring in hats or caps with a brim to protect their faces from the sun.

An extra set of clothing should be left at the nursery school in case your child has a toileting accident or spills something on themselves during the course of the day. Again, please label these items.

### **16 MEDICATIONS:**

Parents may provide medications needed by the child that are approved and instructed by the child's Pediatrician. **Written authorization from the Pediatrician is required.** This includes medication for teething.

All medicines must be in their original container the pharmacist's of the manufacturer's label, child's name, dosage instructions, current dates and times to be administered clearly written. All medicines must be handed to the staff to be stored in an area not accessible to the children. Medications may not be stored in a child's cubby or book bag.

## **17 BIRTHDAY CELEBRATIONS:**

Cassville Nursery does not like to miss any child's birthday! Parents are welcome to send a cake, cupcakes or other treat and/or goody bags in to celebrate during the 10 am snack time. If you do send treats, please do not send anything with peanuts or tree nuts as some children in attendance may have allergies.

If you would like to leave birthday party invitations in your child's classmates' cubbies, we ask that you leave one for each child and not leave anyone out. Otherwise, please use a different method to distribute these invitations. It is very hard for children not invited to a party to understand why they have been excluded.

## **18 TOYS FROM HOME:**

Only naptime items from home will be permitted. Otherwise, please do not send toys from home to the nursery school. Quite often these toys are a cause for disruption.

## **19 FIRE DRILLS:**

Fire Drills are practiced once a month with the children.

## **20 EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION:**

We make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff, while still meeting families' needs for child care. If a State of Emergency is declared in our area, Cassville Nursery will be closed.

School closings will be announced on the Brightwheel app, our website and on Facebook.

In the event that the nursery school loses power, we may need to close. This decision will be made after consulting with the power company and evaluating the situation.

## **21 WHAT TO SEND FOR YOUR CHILD:**

- Spare clothes including underwear and socks
- Family photo
- Infants/Toddlers: Diaper Cream, Filled bottles for feedings, pacifier if used for nap
- Summer Session: Sunscreen, hat with brim or cap

## **22 CONTRACT ADHERANCE:**

It is important you feel comfortable with our policies and procedures. If you do not understand or agree with something, have a concern, or feel uncomfortable it is important that you inform us before enrolling your child at Cassville Nursery.