

Ponds Valley Preschool

341 Ramapo Valley Rd.
Oakland, NJ 07436
201-337-5609

General Information

Welcome to Ponds Valley Preschool! This letter has been prepared to aid you in understanding our policies/procedures. Communication and cooperation are important to the success of our preschool program. Please feel free to contact Ponds by phone (201-337-5609), email (info@pondsvalleypreschoolnj.com) or through the Ponds Parents' Committee email (pondsvalleyparents@gmail.com). Throughout the year Ponds will be sending information via email, in notices, or by phone. We strive to keep the lines of communication open at all times.

Ponds Valley is a non-profit preschool licensed by the State of NJ, Dept. of Human Services, Division of Youth & Family Services. Our goal is to provide a stimulating and caring preschool experience for children. Ponds works cooperatively with parents to provide a high quality early childhood program. Our atmosphere is one of love for, and basic understanding of, the young child and his/her world.

Age groupings are based on the child's age as of Oct.1 of each year. Classes are offered for 2, 3 and 4 year olds. Children in the 2s class do not need to be toilet trained. Registrations are accepted throughout the year until the class capacity has been reached:

2s class ratio- 1 adult/5 children
3s class ratio- 1 adult/8 children
4s class ratio- 1 adult/10 children

The director and faculty reserve the right to evaluate and recommend placements that deviate from the above policy.

Tuition is due on the first of the month, with a grace period to the tenth- please pay by cash or check. Late tuition will be subject to a late fee (monthly invoices are not sent out so please try to pay in a timely manner). There is a \$20 fee for returned checks.

Ponds offers before/after care, extended hours, daily "lunch bunch" (you provide the lunch), and extra sessions. These programs are all offered on a per diem basis.

Our school hours of operation are as follows:

Morning session- 9-12
Lunch 12-12:30
PM Dismissal 2:45

Please come into the school with your child at the beginning of the morning session. Parents or authorized persons may pick-up at the end of each session (photo ID will be necessary if we are unfamiliar with authorized persons). It is important that you pick your child up on time. A child can become very anxious when all the other children are gone. If you think you'll be late, please

give us a call so that we can prepare your child. There is a \$5 late charge imposed for being late ten minutes, and a \$10 charge for over fifteen minutes. If you have not telephoned us within 10 minutes, the authorized emergency contact person listed on your child's file will be contacted. Throughout this time the staff will continue to try to reach a parent.

In order to make your child's adjustment to school a smooth one, we ask that you come into the classroom with your child. We suggest you reassure them that you'll be back to pick him/her up in a little while, kiss him/her goodbye, and leave (we have found that lingering can make it harder on your child and you). Remember, each child is different, some adjust quickly and some need more time. Please refrain from bringing toys to school - we have plenty to play with here and wouldn't want your child's toy to get broken or lost.

Students need a backpack, full set of clothing (including socks), and a picture of themselves. Please label everything you send in. We request that the children wear sneakers to school for their own safety. Children who are not toilet trained will also need to bring in diapers, changing pad and wipes.

Children staying for lunch should bring lunch in an insulated bag or lunchbox with their name on it. Please remember to include an ice pack. Snack should also be sent from home. Please pack all snacks separately from lunch so that we know what you would like your child to have as a snack. Please let the teacher and director know if your child has any food allergies so that we can maintain a safe environment for them during meal times.

During the year, we will be taking photos of the children. These photos may be used for art projects, advertisements, Ponds Facebook/Instagram. We will not list any names if using their picture on social media. The Director has sole authority for approving Facebook/Instagram photos. **If you do not want your child on social media, please see the teacher or director.**

A progress report will be sent out in the 3s and 4s classes in November. During March, parent-teacher conferences will take place for all of the children. If you have any concerns/comments on a daily basis please don't hesitate to speak with your child's teacher or with the director.

Ponds is a well child center. No student who arrives at school noticeably ill or with a rash or fever will be permitted to attend. The school reserves the right to send a sick child home. Medications will not be administered at Ponds, so please give any necessary medication before coming to school. Children who are being treated with antibiotics (except for ear infection) must be on an antibiotic for 48 hours before returning to school.

Medical Emergency Policy-

The safety of the children is of greatest importance to us. Our staff has CPR and First Aid Training. First aid supplies are kept in each classroom. When an accident or injury occurs to a child, the staff shall administer first aid as necessary and immediately notify a parent. We will take the emergency action deemed necessary to protect the child. If medical attention is required, the staff will call for an ambulance who will then transport the child to Valley Hospital in Ridgewood (or hospital of your choice). If a parent cannot be reached the child's family health care provider will be consulted and the staff will continue to try to locate the parent or

emergency contact person listed in the child's file. Please keep your emergency information updated.

Ponds Valley follows the Oakland public school system for vacation weeks and snow days/delayed openings. The schedule for delayed openings is:

10:45-12:30 morning session 12:30-1 lunch 2:45 dismissal

If there is a delayed opening or snow day you will be notified by email from Ponds Parents Committee (pondsvalleyparents@gmail.com) and there will also be a message on the school phone (201-337-5609).

Parents are encouraged, but not required, to get involved in our preschool. Our Parents' Committee holds meetings throughout the year during school hours. At the meetings fundraisers, and special events are discussed. The Parents' Committee will be sending out emails regarding meetings, fundraisers, snow delays/closings or general information (their email is: pondsvalleyparents@gmail.com). Please feel free to contact them with any questions.