

# Ivy Hedge

## Early Childhood Learning Center

### 2016-17 Calendar

*Celebrating our 45th Year!*



65 Monmouth Road, Rear, Oakhurst, NJ 07755

School: 732-483-0088

Website: [ivyhedge.com](http://ivyhedge.com)

E-mail: [ivyhedge123@gmail.com](mailto:ivyhedge123@gmail.com)

Melissa Kopec

*Owner/Director*



Dear Parents,

**Ivy Hedge** is now required to give this paper out to every parent who enrolls in our school. It was printed by the State Department and we must all abide by this information. Please keep it handy so you can refer to it easily.

### **Policy On The Management Of Communicable Diseases**

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the class and you will be called to take him/her home.

Severe pain or discomfort	Acute diarrhea
Episodes of acute vomiting	Sore throat or severe coughing
Elevated oral temperature of 101.5 F.	Yellow eyes or jaundice skin
Red eyes with discharge	Infected, untreated skin patches
Difficult or rapid breathing	Skin lesions that are weeping or bleeding
Skin rashes lasting longer than 24 hours	Swollen joints
Visibly enlarged lymph nodes	Stiff neck
Blood in urine	

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to school.

### **Table of Excludable Communicable Diseases**

A child who contracts any of the following diseases may not return to the school without a physician's note stating that the child presents no risk to himself/herself.

<u><b>Respiratory Illnesses</b></u>	<u><b>Gastrointestinal Illnesses</b></u>	<u><b>Contact Illnesses</b></u>
Chicken Pox *	Giardin Lamblia *	Impetigo
German Measles	Hepatitis A *	Lice
Hemophilus Influenzae *	Salmonella	Scabies
Measles *		
Meningococcus *		
Mumps *		
Strep Throat		
Tuberculosis *		
Whooping Cough *		

\* Reportable diseases that will be reported to the Health Department by the school.

Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to school. A note from the parents is required, stating either that at least six days have elapsed since the onset of the rash, or that all sores have dried and crusted. If your child is exposed to any excludable disease at the school, you will be notified in writing.

# AUGUST

## Orientation for 2016-2017 School Year

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Tuition Due for 12 months	2	3	4	5	6
7	8	9	10	11 Tuition Past Due	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Orientation Toddler/Beginner		<b>July 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30



## **Ivy Hedge DYFS/School Policy Recommended by the State Department**

What to do if a child is not picked up after school:

1. After 15 minutes call the parent's number - mother first.
2. If child's mother cannot be located, call emergency number or numbers on the child's registration form.
3. If an emergency person cannot be located, call the child's father at his work number.
4. If no one can be located after one hour, call the DYFS number (1-800-792-8610) and you will receive their assistance.

# SEPTEMBER

*Nursery Orientation: Please send in photo for child's cubby*  
*Pre-Kindergarten Orientation: Please send in family photo*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>August 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>October 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			1  Nursery Orientation Tuition Due	2  Pre-K Orientation	3
4	5  Labor Day	6  Staff Day	7  1st Day of School	8	9	10
11	12  Tuition Past Due	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



## Ivy Hedge Early Childhood Learning Center's Discipline Policies

### Your Children Are A Mirror Image of You!

Children learn by watching and imitating. If you speak in a loud voice, the children will be loud. If you speak softly, you will find the children will respond in the same fashion. If you treat a child with respect, the child in turn will be respectful. Children need to be validated. Their feelings and ideas are important and should be treated that way.

### Catch a Child Doing Something Good and Praise Him or Her!

Children loved to be praised, even if it's for a small thing such as putting a toy away or wiping a table clean. If you make it important, the child will respond happily. Be generous with hugs and pats. Rewards can be given for good things the child has done such as being kind to another, helping someone or something of that nature. Try not to reward a child with sweets. Praise and appreciation or a simple "high five" work wonderfully.

### First the Children Must Learn the Rules!

1. We are kind to our peers.
2. We keep our hands to ourselves.
3. We treat our toys with respect
4. We respect the work of other children.
5. We help clean up by putting our toys away where they were before we began to play.
6. We try to wait our turn when other children or teachers are talking.
7. We only run outside on the play yard. We walk inside our halls.

During the first weeks of school, the children will be exposed to these rules and our teachers will make every effort to encourage them to follow them. If or when a child breaks one of these rules, the teacher gently but firmly reminds him/her that they have broken the rule. This is done by getting down to their eye level, making sure there is eye contact, and telling them they cannot do XYZ. If the rule is broken more than once, the teacher will redirect the child or have him/her sit near her to do something like a puzzle or redirect the child to play with a different group of children. Our method is to rarely use a "time out". We have found if the teacher stops the behavior and talks firmly to the child each time it occurs, after about a week, the child just stops on his own. If we do have to use a "time out", it is always inside the classroom, near the teacher and only for two or three minutes. Often just sitting quietly for a few minutes will help settle down and calm a child.

If a child is a constant behavior problem and none of these methods seem to be working, the Director needs to be informed. Unfortunately, there is an occasional child who cannot adjust to school. A conference will then be set up with the teachers, the Director, and the parents so that they can all work together to alleviate the problem behavior. It is rare that a child is asked to leave the school but it is possible. This would occur if we feel that a particular child is a threat or dangerous to other children in our care.

I have read and understand the discipline policies at Ivy Hedge.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Signature of Parent

# OCTOBER

## *Firemen & Police Visit Parents Nights (Parents Only)*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>September 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>November 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					1
2	3	4	5	6	7	8
9	10 School Closed Columbus Day	11	12	13	14	15
16	17	18 Parent's Nite Beginner & Toddler	19 Parent's Nite Nursery	20 Parent's Nite Pre K	21	22
23	24	25	26	27 Halloween Parades & Parties	28 Halloween Parades & Parties	29
30	31 Halloween					



## Ivy Hedge Expulsion Policy

Unfortunately there are reasons Ivy Hedge has to expel a child from their 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 child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from Ivy Hedge.

### **Immediate Causes for Expulsion**

The child is at risk of causing serious injury to other children or himself/herself.  
Parent threatens physical or intimidating actions toward staff members.  
Parent 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 your child.  
Verbal abuse to staff.

### **Child's Action 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.

### **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 work on the child's behavior or to come to an agreement with Ivy Hedge.

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 childcare (approximately one to two weeks notice depending on 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.



# NOVEMBER

*Thanksgiving Feasts • Picture Days  
Pre-K Pow Wow Performances*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 School Picture Days	3 School Picture Days	4 School Picture Days	5
6	7	8	9	10	11	12
13	14	15	16	17 Pow Wow Shows	18 Pow Wow Shows	19
20	21	22 Feasts For Thanksgiving	23 School Closed at 1:00 PM	24 School Closed Thanksgiving Thanksgiving	25 School Closed Thanksgiving	26
27	28	29	30		<b>October 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>December 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



## **Ivy Hedge's Policy on the Release of Children (As Required by the State Department)**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the school shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the school's daily closing, the school shall ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the school, the staff member shall call the Division's 24 Hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgement of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the school shall insure that:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
3. If the school is unable to make alternative arrangements, a staff member shall call the Division's 24-Hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

I have read and understand the Release of Children Policies at Ivy Hedge.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of child

# DECEMBER

*Nursery Decoration Days • Hanukkah Celebrations  
Beginner Cookie Decorating Days*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
<p>November 2016</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p>January 2017</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							1	2	3
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4 Hanukkah Starts	5	6	7	8	9	10																																																																																				
11	12	13 Beginner Cookie Decoration Days	14 Beginner Cookie Decoration Days	15 Nursery Holiday Craft Days	16 Nursery Holiday Craft Days	17																																																																																				
18	19	20	21 Holiday Parties	22 Holiday Parties	23 Holiday Break School Closed Hanukkah Begins	24 Christmas Eve																																																																																				
25 Christmas Day	26	27	28 Winter Vacation School Closed	29	30	31 New Year's Eve																																																																																				



## Ivy Hedge Early Childhood Learning Center Letter to Parents about “Biting”

Dear Everyone,

Just a reminder to everyone that Ivy Hedge has a dismissal policy for those children who “bite” or exhibit other socially unacceptable behavior such as kicking, hitting or hurting other children or the teachers.

Rest assured we know that occasionally any child can exhibit this kind of behavior and it is part of normal growing pains. I am speaking of the children who do not fall into the “normal” range and for whom biting and /or hitting has become a normal way for them to relate to their peers. We feel a responsibility toward all our children to keep them safe from these kinds of incidents. The following is how we feel about it and how we handle it.

If your child bites or hurts a child by kicking or hitting once, we will talk with the child and you about this occurrence. Under normal conditions this will take care of it for the rest of the school year. However, for those children for whom this has become a “habit” another biting, kicking, and/or hitting incident will occur within a few days or a week. If your child should bite or hurt another child on “two separate occasions” you will be asked to leave the school. Security deposits and advance payments are all refunded and we hope we can maintain some degree of “good will” with these families. You will be charged only for the days you have attended.

There is nothing pathologically wrong about biting and/or socially aggressive behavior in these early years. Most children outgrow this behavior by the time they are 4 or 5 years old. However, it can take anywhere from six months to two years for it to be overcome. Unfortunately the school can’t be part of the waiting process.

We are willing to work with all parents of children who are not quite “socialized” yet by taking the child back into our program after three or four months have passed if you feel the aggressive social behavior has been overcome.

If you already know you have a “biter”, please speak to me about it before the school year begins in the fall. We thank you for your cooperation and understanding about this important matter.

Sincerely,  
Melissa Kopec and Staff

**Child & Parent Name** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# JANUARY

*Happy New Year • Crazy Hat Day  
Teddy Bear Day • Pre-K Penguin Unit*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 School Closed	3 School Re-Opens	4	5	6	7
8	9	10	11 Hat Day	12	13	14
15	16 School Closed Martin Luther King Day	17	18 Pre-K Penguin Day	19	20	21
22	23	24	25	26 Teddy Bear Day	27	28
29	30	31			<b>December 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

# FEBRUARY

*Dentist Visit - Dental Health Month - Patriotic Day  
President's Day • Valentine's Day Parties • Jersey Day*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Ground Hog Day	3 Jersey Day	4
	5	6	8	9	10	11
12	13	14 Valentine Day Parties Valentine's Day	15 Valentine Day Parties	16	17 School Closed	18
19	20 School Closed President's Day	21	22	23 Patriotic Day Red, White & Blue	24	25
26	27	28			January 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 March 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

# MARCH

*Dr. Seuss Day • Pajama Day  
St. Patrick's Day Parties*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>February 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>April 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		1	2	3	4
5	6	7	8 P.J. Day	9	10 Dr. Seuss Day	11
12	13	14	15	16 St. Patrick's Day Party	17 St. Patrick's Day Party St. Patrick's Day	18
19	20	21 World Down Syndrome Day	22	23	24	25
26	27	28	29	30	31	

# APRIL

*Toddler “Spring Sprout” • Spring Recess • Earth Day  
Nursery Class Trip to Aquarium*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>March 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>May 2016</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					1
2	3	4	5 Nursery Trip (Tentative)	6 Holiday Parties	7 Toddler's Spring Sprout Holiday Parties	8
9	10 School Closed	11	12	13	14	15
						
16 Easter	17 School Closed	18	19	20	21 Celebrate Earth Day	22 Earth Day
23	24	25	26	27	28	29
30						



# MAY

*Beginner "Spring Fling" • Pre-K Dino Trip to NYC  
Nursery "Circus Shows" • Pre-K Graduation Photos*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Beginner "Spring Fling"	5 Beginner "Spring Fling"	6
7	8	9 Pre K Graduation Photos	10 Pre K Graduation Photos	11 Pre K Dinosaur Trip	12	13
14 Mother's Day	15	16	17	18 Nursery Circus Shows	19 Nursery Circus Shows	20
21	22	23	24	25	26	27
28	29 School Closed Memorial Day	30	31		<b>April 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

# JUNE

## *Pre-Kindergarten Graduation*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>May 2017</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>	<p>July 2017</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>			1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Father's Day	Last Day of School	Pre-Kindergarten Graduation	Staff Day			
25	26	27	28	29	30	

# JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>June 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August 2017</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					1
2	3	4 Camp Closed Fourth of July	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					