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### **ACCREDITATION**

Assumption Early Childhood Center is accredited by the Middle States Association of Schools and has been renewed through 2018.

### **ADMISSION POLICY**

New admissions require a birth certificate, physical exam, record of immunizations and baptismal certificate (where appropriate). Registration, Technology and Parent Guild fees & a Tuition Application are required at registration.

### **NON-DISCRIMINATION POLICY**

Assumption ECC admits students of any race, color, religion, national/ethnic origin, gender and disability to all the rights, privileges, programs and activities made available to the students of the school.

## **TUITION**

Tuition is either paid in full at the beginning of the school year or payments are made monthly to C&E Lockbox. All inquiries regarding tuition should be directed to Jim Woods at C&E. Their number is **201-265-7778**.

## **AGE REQUIREMENTS**

Pre-K2: Must be 2 years old by October 1<sup>st</sup>.

Pre-K3: Must be 3 years old by October 1<sup>st</sup>.

Pre-K4: Must be 4 years old by October 1<sup>st</sup>.

KINDERGARTEN: Must be 5 years old by October 1<sup>st</sup>.

## **STUDENT ABSENCE:**

Students should be kept home from school if any of the following symptoms are present:

**ALLERGIES:** Assumption ECC is a nut-free environment. No nut products are allowed for lunch or any classroom activity.

Faculty is aware of the students with allergies in order to maintain a safe environment.

**Nurse/Medications**

## **Early Childhood Development**

Our goal at Assumption ECC is to create a cohesive learning experience for our Early Childhood grades. Our program provides an opportunity for young children to come together in a Catholic/Christian atmosphere with their peers. We accept the child as a unique individual with special talents and abilities. We recognize our role as facilitators in the child's learning process and we wish to nurture all aspects of the child: the social, emotional, physical, spiritual and cognitive. We encourage the students to develop their strengths within our strong academic setting, to build a desire for learning and to always treat one another with respect and dignity.

## **Curriculum**

The Archdiocese of Newark Early Childhood Guide is implemented in our classrooms. The Thematic Approach is most effective in teaching young children. Along with our main subjects, the "specials" of Physical Education, Computers, Spanish, Music and Art are incorporated into the curriculum. Religion is taught on a daily basis and prayers such as the Hail Mary, Our Father, and table prayers are introduced to each child. Children in our Pre-K3, Pre-K4 and Kindergarten classrooms use Sadlier's "Discovering God's World" as part of their faith development.

## **Time Frame**

Students are expected to be in their classrooms by 8:30 a.m. Prompt, regular attendance is absolutely essential to academic success. Arriving late on a regular basis disrupts the classroom atmosphere. A parent/guardian MUST call the school no later than 9:00 a.m. to report an absence. An absence of five consecutive days requires a doctor's note in order for the child to return to school.

### **Emergency Closings**

In the event of a severe storm or another reason warranting an emergency closing, we follow the town decision, except where, in our judgment, a “delayed opening” is necessary. All announcements will be available on the school phone (201-262-0300) and the website. School closing information will also be available on local TV channels. If school closes early due to some unforeseen emergency, children will be retained until parents are notified and arrangements worked out for the child’s transportation home.

### **Assessment**

Progress Reports and Report Cards will be distributed three times a year (as noted in the school calendar). Parents are urged to review all assessments carefully and to meet with their child’s teacher(s) to discuss any questions and/or concerns. Open communication with the teaching staff is the best way to ensure your child’s academic success.

### **Uniforms**

Assumption ECC has a dress code for the students in Pre-K3, Pre-K4 and Kindergarten. In sending your child to our school, you agree to abide by this dress code. Uniforms may be purchased at the following location:

**Flynn & O’Hara  
473 Old Hook Road  
Emerson, NJ  
201-634-0111**

### **Lunchroom**

Lunchroom facilities are available for the students. Lunch may be purchased at school or brought from home. Healthful snacks may be purchased at school. No items containing nuts may be brought into the school. No parent is allowed to drop off “fast food” for lunch as well. The school has a Wellness Policy for all classroom celebrations. A list of recommended snacks is located in the classrooms and on the website. Good table manners, moderate conversational tone and respect for all supervising adults are required of all the students.

### **Field Trips**

### **Parental Rights To School Records**

Assumption ECC abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon written request, the school will provide the non-custodial parent with access to the student’s academic records.

## **Court Orders**

## **Protecting God's Children**

## **Mission Statement**

**Assumption Early Childhood Center is committed to the upholding of Catholic values through the integration of the Gospel message within every facet of school life. We challenge ourselves to never forget the individuality of each child. Our educational program is supported by a nurturing environment. Our children are encouraged to carry with them the Good News of Jesus Christ.**

## **Discipline**

Each staff member of Assumption ECC accepts responsibility for the maintenance of discipline. A student's behavior should meet acceptable standards of conduct as established by the principal, teachers and aides. The staff requires parental support in helping maintain appropriate conduct in the school. In order to keep a parent aware of all situations at school, a parent will meet with the principal and teacher if inappropriate behavior is consistently demonstrated by a student to develop a resolution to the situation.

## **Fire/ Safety Drills**

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire and safety drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

## **Ways That You Can Help Your Child To Learn**

- a. Start each day right with a good breakfast; a calm beginning at home makes the school day better!
- b. Praise your child each day; have a special place at home to display his/her schoolwork and projects.
- c. Talk to your child daily about his/her school day experiences.
- d. Keep the lines of communication open between yourself and the teacher. Inform the teacher of any family situation which could influence your child's behavior.
- e. Encourage reading for pleasure.
- f. Provide all required school supplies for your child to use.
- g. Work at home with skills taught at school.