A modern preschool rooted in Jewish values

PARENT HANDBOOK

2026-2027

5787

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This document can also be found online at

www.kaplanpreschool.org

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The Kaplan Preschool is part of the United Synagogue of Hoboken. We are a Jewish preschool open to children of any faith. Kaplan is licensed by the State of New Jersey, Department of Children and Families. Kaplan opened in September 2000.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Kaplan Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, disability or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

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MISSION STATEMENT

Kaplan Preschool (KPS) is committed to creating a nurturing and inclusive community for preschoolers and their families.

Each child is empowered to develop at his or her own pace in an integrated Jewish and secular curriculum.

Each family member is welcomed into the school community through our parent association.

Each teacher is supported in his or her professional development.

Kaplan Preschool is part of the United Synagogue of Hoboken's mission to welcome young families into the Jewish community.

PHILOSOPHY

Kaplan Preschool provides an exceptional early childhood education program that nurtures the whole child. Our curriculum blends a rich, play-based, developmental approach with a vibrant Jewish program that celebrates Shabbat, Jewish holidays, and values. We place a strong emphasis on social-emotional learning, recognizing that children thrive through active participation, hands-on experiences, meaningful conversation, and exploration. Academic skills are thoughtfully integrated into this engaging and nurturing framework.

Through the Jewish curriculum,our students:

- experience the Jewish calendar through Shabbat, holiday activities and celebrations,
- integrate Jewish values,
- gain a sense of spirituality and gratitude,
- participate in an environment that is conducive to Jewish observance,
- become involved with the Jewish community.

Academic skills are thoughtfully integrated into meaningful, engaging activities that align with how young children naturally learn—through play, exploration, and social interaction. Here's how key academic areas are woven in:

1. Literacy and Language Development

- **Dramatic play** encourages storytelling, role-playing, and rich vocabulary use.
- **Reading corners** with accessible books support print awareness and early literacy.
- **Songs, rhymes, and fingerplays** build phonemic awareness.
- **Conversations with teachers and peers** develop listening, speaking, and comprehension skills.

- **Journaling and art** foster early writing skills and self-expression.

2. Math Concepts

- **Block play** introduces counting, measurement, symmetry, and spatial awareness.
- **Manipulatives like beads or puzzles** teach patterns, sorting, and number sense.
- **Cooking activities** involve measuring, sequencing, and recognizing quantities.
- **Games and board activities** reinforce counting, turn-taking, and logical thinking.

3. Science and Inquiry

- **Nature and sensory tables** promote observation and questioning.
- **Simple experiments** encourage prediction, cause and effect, and data collection.
- **Exploring the environment** builds understanding of living things and the natural world.

4. Social Studies and Community Awareness

- **Role-playing and classroom jobs** teach responsibility, cooperation, and community roles.
- **Circle time discussions** develop empathy, communication, and a sense of belonging.

5. Fine and Gross Motor Skills

- **Art activities like cutting, drawing, or sculpting** strengthen hand muscles for writing.
- **Outdoor play and movement games** support physical development and coordination.

Academic learning in a play-based preschool is embedded in authentic, hands-on experiences. Children are not taught through worksheets, screens or rote instruction but rather through play that encourages curiosity, discovery, and joyful engagement with the world around them.

SCHOOL PROGRAMS

Preschool Ages and Hours

School is in session Monday through Friday; 8:00-6:00 pm.

Gan Katan class

Kaplan has an exemption from our license to operate a 2 hour drop-off art enriched class for 2 year olds; our Gan Katan class - called **TUTIM.**

Add-on Programs

- Students can add the early drop-off, lunch bunch, afternoon enrichment or our after-care program at any time during the school year.
- Students can sign up in advance for the rest of the school year at any time for a prorated fee or pay by the day
- Students in Tutim class can add the longer day once they turn 2 ½ years old.

Early Drop-off 8:00 to 8:45 am.

- Students may bring a dairy/ or vegetarian breakfast to eat during this time
- Parents may drop off students at any time during this window.

Lunch Hour 12:00-1:00 pm

- Lunch and various classroom and/or outdoor activities

Afternoon Enrichment Programs 12:00-3:00 pm

- Lunch at 12:00
- Outdoor and indoor activities, including literacy, math and science.
- Nap time for 2 1/2's and 3's
- Non nap room available
- Pre-K 4's students do not nap during the day

After-care 3:00-6:00 pm

- Snack
- Outdoor play
- Specials class
- Group activities

SCHOOL POLICIES

Arrival and Dismissal Procedures

- WE HAVE A FEW SPACES IN FRONT OF THE BUILDING THAT CAN BE USED FOR QUICK DROP OFF
- DO NOT PARK DIRECTLY ACROSS THE STREET FROM THE SYNAGOGUE OR SCHOOL. THESE SPACES BLOCK DRIVEWAYS.
- At all times: LEAVE ROOM FOR AN EMERGENCY VEHICLE TO PASS on Park Avenue.
- There is no double parking in front of the synagogue or school building along Park Avenue.

Arrival

- **Early drop-off:** Takes place between 8:00am and 8:45am. Early drop-off students may arrive at any time during this window.
- **Regular Arrival:** Students may arrive at any time between 8:50am and 9:10am.

Dismissal

- Parents have the option of picking up their child inside the school or having one of the Kaplan team members walk your child outside. Let the security guard know if you want us to bring your child outside.
- Children will only be released to their parents or authorized individuals as directed in writing by their parents.
- If a non-custodial parent has been denied access or granted limited access to a child by court order, it is the obligation of the parent that has secured the order to provide the school with the order and revised orders as soon as revised orders are entered so that the school may comply with the terms of the court order.
- If someone other than an individual listed on your dismissal form is picking up your child, you must call the school or email us at office@kaplanpreschool.org

As per State policy on the Release of Children, if a student is not picked up by an authorized individual and staff members have attempted to contact those individuals authorized by the parents and an hour has passed, the preschool can call the New Jersey Division of Youth and Family Services 24 hour Child Abuse Hotline to seek assistance in caring for the child until the parent is able to pick-up the child. Parents who are chronically late in picking up their child may be fined. *Children do not like being the last one picked up at school.*

Babysitting

Teachers and staff members of the Kaplan Preschool are **not** permitted to socialize or work for current Kaplan families in any capacity. This includes transporting students to and from school.

Backpack

Students should come to school each day with a backpack, clearly labeled with their name. Backpacks are necessary to carry your child's artwork and to hold your child's possessions- including gloves, hats, boots, etc.

Birthdays

Celebrations

- Children are welcome to celebrate their birthdays during snack time.
- Parents provide a store-bought certified kosher celebration treat

- No other party items may be brought in. This includes birthday paper plates, napkins, goody bags.
- Family members may join the class for this celebration.
- Contact the teacher directly - a few days before - to work out the plans.

Birthday party invitations, thank you's and gifts

- If the entire class is being invited, feel free to use the Kaplan class Google or WhatsApp group to send invitations and to communicate about the party.
- Kaplan cannot distribute thank you's, goody bags or birthday gifts between families.

Out of respect to the families and the school, we ask that you do not schedule birthday parties in conflict with the following family schoolwide events:

- *December 6, 2026 -Hanukkah Party - 10:00-12:00*
- *March 21, 2027 - Purim Carnival- 10:00-1:00*

Clothing

- Dress your child in play clothes and sneakers or other rubber-soled shoes. We will be using paints, glue and other "messy" materials every day. Please do not send your child to school in "good" clothes.
- **All clothing should be labeled with your child's name**. Each child will need a shoe box or other container as specified by the lead teacher with your child's name on it and filled with a seasonally-appropriate complete change of clothing. This includes underwear, shoes and socks. This container will remain at the school.
- Change it as your child grows and the seasons change. If your child wears diapers or pull ups, you will need to send them into the school regularly.
- Our **students play outside every day, even in the winter**. Your child should come to school in the winter with a hat and gloves, boots and warm jacket. Snow pants, snow boots, hats and gloves are required for outdoor play when snow is on the ground.
- Outside play is an integral part of our program.

Conferences

Parent/Teacher conferences are scheduled in the Fall.

- This is the opportunity for you to have a face to face meeting with your child's teacher and to fully discuss your child's progress and goals for the school year.
- In addition, you may contact your child's teachers or the school administration at any time with questions.
- We use the Remini app to communicate.

- *Kaplan student and siblings are not permitted to attend parent/teacher conferences*

Discipline Policy

The State of New Jersey's Division of Youth and Family Services requires that we provide a brief explanation of our philosophy of discipline. This explanation is a separate document signed by all parents and kept in your file at school. This policy is to aid in your child's social/emotional growth. All the teachers at Kaplan have training in Early Childhood Education and developmentally appropriate practices.

It is our philosophy that discipline is not punishment. At all times, we strive to teach our students to make positive social choices that help them be dynamic members of our community. We work on skills that support the development of positive self-esteem, good communication skills and self-discipline. We always expect kindness and consideration for others and want to instill pride and good feelings in every child.

At Kaplan Preschool you can expect that we WILL

- create a positive "yes" environment for children by ensuring that our guidance is developmentally and age appropriate and focused on promoting positive behaviors
- use a respectful tone when speaking to children and our language is used to praise, encourage and explain and to provide appropriate words to help children solve conflict and express their emotions
- model appropriate behavior for children and provide opportunities for child choice, decision-making and problem-solving.We provide alternatives and redirect children to appropriate behaviors.

At Kaplan Preschool you can expect that we will NOT

- use an inappropriate tone or language to shame, humiliate, threaten or intimidate children. We refrain from name-calling and labeling.
- use corporal punishment or any physical contact as a means of showing disapproval or punishment. (This would include but is not limited to spanking, pushing, pulling, biting, grabbing.)
- use food as a reward or a punishment in any way, nor will we force or withhold sleep.
- withhold or force physical activity.

Emergencies at School

Individual emergencies

- Parents sign a medical release form allowing the Preschool to seek emergency medical care for any enrolled child.
- In the event of an emergency, the Director, or her designee, will take immediate action to get medical attention for your child. We will then contact you or your authorized emergency contact.

School emergencies

- If there is an emergency situation concerning the school or the synagogue building, the teachers will walk the children to one of the following locations:
    - **Stevens Cooperative School, 301 Garden Street**
    - **130 Park Avenue**
- We will send a message through Remini,
- We will also place a sign on the Kaplan school entrance door with instructions.
- Parents are asked to pick up their child as soon as possible from the emergency site.

Expulsion Policy

The Expulsion Policy detailed and signed in your Student Contract states

The Board of Trustees of the Synagogue may terminate this contract upon written notice in the event of any of the following events:

A. The Faculty recommends that your child be withdrawn; or
B. The parent(s) or guardian(s) do not fulfill all their duties; or
C. Any tuition payment is unpaid for thirty (30) days following the due date.

It is our goal to support the families and students in our community.

Our program strives to meet the needs of all our students. In rare circumstances this is not possible. In the event a child is struggling in the class we will meet with the parents to develop a plan and make recommendations. We may recommend that your child be evaluated by an early intervention specialist. Every effort will be made to work together with parents with the goal of creating a plan to support the student in the classroom. Parents are responsible for sharing specialist reports and working together with the school to implement the plan.

If the director determines it is necessary for the functioning of the class, a parent may be asked to pick up their child.

Immediate expulsion could be warranted by safety concerns or potentially dangerous behavior conducted by a student or parent.

We will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations or questioning the center directly regarding policies and procedures.

Field Trips

Kaplan activities are held at the school location.

If a field trip is planned outside of Hoboken, a parent needs to give permission and may be required to accompany the class.

If teachers plan a walk in the community, parents are notified prior and sign a digital permission slip.

Each Friday we enter the USH sanctuary on the second floor for a Shabbat sing a long led by Rabbi Scheinberg. This is considered a field trip within the school.

Fire Drills

Fire drills are conducted monthly as required by the Hoboken Fire Department and our licensing agency. The alarm is sounded and the entire school must evacuate and meet at our pre-arranged meeting places. Fire drills are conducted at different days and times so all students and teachers have practice evacuating our building.

Food

Our food policy is complicated!

The school will only serve certified Kosher food.

Food From Home:

- **For your child to eat** snacks and lunch. Food **cannot contain** any of the following:
    - **Meat** or **poultry**
    - Any **pork** products
    - **Shellfish**
    - **PEANUTS** (other nuts or nut butters are permitted)

- **For the entire class** to eat (i.e.: birthday treats), it must be
    - Certified Kosher dairy or parve (no meat). Check with the office if you are unsure how to know if food is Kosher.
    - Nut free and store bought

Lunch

Students who stay to eat **lunch** at school have 2 lunch options:

- **School lunch**: is available for $10.50/day.
    - This is the only meat permitted in the building.
    - A kosher caterer delivers lunch to Kaplan.

    - The lunch order form is sent to all families each month. Orders are accepted until noon on Wednesday for the next week, unless otherwise noted
    - Contact office@kaplanpreschool.org with questions about our lunch program

- **Home lunch**: parents can pack a lunch from home
    - as per the restrictions noted above;
    - We will heat up home lunches at school if requested and sent in a microwave-proof container;
    - Lunches are not refrigerated at school, parents are responsible for including an ice pack.
    - Label any meat substitutes - the Kosher police may call you otherwise!

Other food

Students must bring every day:

- Morning snack,
- Lunch, after care snack - if applicable
- Water bottle labeled with your child's **first and last name** (this is a NJ State requirement)

Gift Policy

Twice a year, at Hanukkah and the end of the school year, the Parent's Association will sponsor a gift collection for Kaplan staff. Participation in this collection is strictly voluntary and anonymous. The money collected will be shared among the entire school staff as a demonstration of the parents' appreciation of their devotion to our children.

Health Records

All enrolled students must have a copy of the Universal Child Health Record or equivalent performed by a health care provider within one year prior to admission.

A copy of the students Vaccination Record is also required.

Students attending Child Care Centers in NJ are required to have a flu shot each year and provide documentation to the school by **November 15**.

Holidays

Our school celebrates all of the Jewish Holidays and Thanksgiving.

- Christmas, Easter, Halloween and Valentine's Day are **not** celebrated in our school.

- Please respect the school's policy by **not** sending your child to school in a Halloween costume or sending Valentine's Day cards to be distributed at school

Illness

In case of illness

- Students must be kept home if they have any symptoms of an illness.
- Students must be kept home if they do not feel well enough to fully participate in the school program.
- *Parents should email the school in the morning or send a message to their teacher on Remini if a child is ill and/or unable to attend that day.*
- The director has the discretion to ask your child to have a doctor's note prior to attending school.

Keep your child home when the following conditions exist:

- Fever – 100 degrees or above
  Children should be fever free for 24 hours before returning to school
- Diarrhea
- Ear pain
- Vomiting
- Persistent cough
- A green or thick white nasal discharge
- Sore throat and/or strep throat
- Flu-like aches and pains, weakness or general lethargy
- Unexplained rashes- we must have a doctor's note
- Head lice- we have a no nit policy
- Reddened eyes/pink eye
- Herpes mouth sore
- Coxsackie– student can return when the blisters scab over
- Virus - when the student is well enough to participate fully

To return to school after an illness

- **Children must be fever free for 24 hours**
- **Children must be on antibiotics for 24 hours**
- **Children who come to school are expected to partake in all activities, including going out-of-doors**. If you feel that your child is not up to being part of the entire program, please keep him/her home until he is totally recovered.

Should your child become ill in school

- **They will be separated from the group**.
- You will be contacted and expected to take your child home within 30 minutes after the call has been made.
- If you are not available, emergency contacts will be called. It is important that the school is aware of local emergency contacts.

The director will notify families if a child in the class has a serious contagious illness through the Remini app.

Immunization Requirements

Our licensing requires that we have a copy of the child's immunization records on file.

All students must be fully immunized. See requirements below.

- All children who attend Kaplan must be vaccinated according to the NJ Department of Health Requirements
- We do not accept religious exemptions
- Medical exemptions must be signed by a physician and will need to be reviewed and approved by the Kaplan Preschool Medical Director

Incident/Illness/Accident Reporting

Teachers complete an incident/illness/accident report under the following circumstances.

- An accident occurs and the child hits his/her head
- An accident occurs and the child has a mark on his/her body as a result
- There is a biting or aggressive incident between students
- First aid is applied
- A child does not feel well or becomes sick during the school day
- The teacher suspects abuse or neglect

Lockdown drills

At least twice during the school year we will practice with the students "silently going to our special place in the classroom".

Medications/ Allergies, Special conditions

A parent must inform Kaplan of any allergies or medical conditions their child has and if they need medication to be kept at the school.

The parent will need to have their pediatrician complete a Special Care Plan for their child. This plan will stay at the school with the medication. The medication must be in its original box, labelled and not expired.

Prescription Medication will be administered by an administrator of the school under the following conditions:

- Written parent or guardian consent is on file
- The medication is in the **original container labeled by a pharmacist** with
    - the child's name, medication name, dosage and strength of medication,the date the prescription was filled, and the name of the health provider who wrote the prescription
    - The medication's expiration date
    - Administration, storage and disposal instructions

- We have a Special Care Plan from your child's doctor on file

Nonprescription Medication will be administered by an administrator of the school under the following conditions**:**

- Parents or legal guardians will provide the medication in the **original container**.
- The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer.

A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition or prevention. Example: sun screen, acetaminophen, Epi-pen. We need a record of the medication order.

Record of Medication Order form:

The instructions should include:

- the child's name;
- name of the medication;
- the dose of the medication;
- how often the medication may be given;
- the conditions for use;
- any precautions to follow; and
- potential side effects;

A child may only receive medication with the permission of the child's parent or legal guardian.

A list of your child's allergies to medications or other substances or foods should be kept strictly up to date in school files in Guidestar. This information is posted in all classrooms.

Parent Notification

We are required to notify parents directly when one of the following occurs at the school. We will make every effort to contact a parent by phone. If we are not able to reach you, we will email parents. If a parent does not respond within 15 minutes we will make another attempt to reach a parent by phone.

- A child is bitten and the skin is broken
- A child sustains a head injury
- A child falls from a height greater than the height of the child
- An injury requiring professional medical care occurs - We will call parents immediately, if the parent is not reached - we will follow up with their emergency contact.
- A child is ill and needs to be picked up

Parent Participation

Parent participation is an essential component of your preschool experience. Our participatory environment encourages the development of a strong sense of community.

Our Parent Association leaders send parents a sign up to volunteer for committees- class parents, fundraising, social events at the school, open house representatives, and more. This group also acts as an advisory board for the Director. The Chairpersons are selected by the Director.

Pictures

Family members or caregivers are only allowed to take a picture or video of their own child. You are responsible to make sure that no other child besides your own is seen in any picture or video that you take while at school.

Parents, relatives and caregivers are prohibited from posting photos or videos of any child other than their own that are taken at school.

School Communication

Contacting the School

The director is available on a daily basis to answer questions or discuss your concerns. director@kaplanpreschool.org

Email: office@kaplanpreschool.org

This email address is the best way to communicate with the school. This email address is monitored all day.

The school telephone number is 201 653-8666

Communicating with your child's teachers

- Contact your child's teacher via Remini or school email
- Email the office with a request to speak with your child's teacher so they can be relieved of classroom responsibilities and speak with you
- Email the office:
    - if your child is out that day and/ or going away
    - if your child's drop off and pick up times are different
    - If there is a change in the regular pick up person

Back to School Night

The School will hold at least one mandatory parent meeting in the fall—Back to School Night—so that parents can meet with classroom teachers and review curriculum and class plans. There may be other parent meetings during the school year, as necessary.

School Directory and Class E-Groups

The school will distribute a class directory with address, email and telephone numbers, and create class email groups for communication among families. The Class parent will set up a What's App group.

Please **let us know if you are not receiving information or emails.**

The directory is the property of the Kaplan Preschool and is published and distributed as a service to Kaplan families and staff. The use of the directory or e-groups for commercial or other non Kaplan purposes without the express consent of the Director is prohibited.

Remini

The school uses a secure family communication and documentation application called **Remini**.

- Each class has a school issued ipad loaded with the Remini application to be used by the teachers for attendance logs and to take photos of the children and their work.
- This program is used by the teachers to communicate with parents, send and receive messages, and for our weekly newsletter and by the office to contact parents in an emergency situation.

Parents download the Remini App on their Apple or Android device to receive messages and pictures.

The School office will send you a link to join the class or search for "**Remini-School & ECC**" in the App Store or Google Play.

THE REMINI APP IS USED AS OUR EMERGENCY NOTIFICATION SYSTEM.

How we use Remini

The classroom teacher will send pictures each day with a brief note.

She will write a longer note each Friday, giving parents information on what happened in class in the past week, upcoming class events, pictures and reminders.

At times, you will receive additional messages and notes from your teacher during the week.

You can send messages directly to your child's teacher through Remini. The teacher will respond when she has a minute away from leading the class. For more immediate communication contact the office.

The director will send a Shabbat note on Remini each Friday. This will include flyers announcing upcoming school and community events and messages for the families.

Important Emails and Telephone Numbers

United Synagogue of Hoboken 201 659-4000

Kaplan Preschool	201 653-8666
Rachelle Grossman, Director	201 910-6056 cell
	director@kaplanpreschool.org
Rabbi Rob Scheinberg	201 855-6696 office
	201 892-2083 cell
	rabbi@hobokensynagogue.org
School e-mail address	office@kaplanpreschool.org
School website	http://www.kaplanpreschool.org
Instagram	@kaplanpreschool

School Forms - Guidestar

Each child needs to have a registration form filled in our Guidestar digital library. Included in the registration is a link to download our packet of forms and policies.

Our annual forms packet includes:

- Information to Parents Document
- Policy on the Release of Children
- Policy Guidance and Discipline Policy
- Policy on Methods of Parent Notification
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media
- Permission for Emergency Treatment
- Dismissal Authorization Form
- Permission For Neighborhood Walking Trips
- School contract

Guidestar information needs to be updated when there is a change.

Emergency telephone numbers, cell phone numbers, new home or work numbers and authorized pickups should be updated immediately in Guidestar if they change during the year. Don't forget to give us your new address if you move.

Security

Security and safety is a top priority!

This pertains to building access, dropping off and picking up students, visitor access, safety drills, staff training, security cameras, working closely with the Hoboken Police Department and other important security policies.

- There is a security guard at the front door when school is open

- We have a 2 buzzer entrance system and we only open one door at a time. Please wait until the other door is closed before entering or exiting the school. **THIS IS A CRITICAL PART OF OUR SECURITY SYSTEM**.
- **DO NOT OPEN THE DOOR INTO THE SCHOOL AT ANY TIME**. We have strict procedures on who is authorized to open this door during the school day.
- **DO NOT LET ANYONE INTO THE BUILDING** while entering or exiting the building.

Separation Guidelines

Separation from caregivers can be very difficult for some children. We will work closely with you to make the transition as gentle as possible.

Shabbat

Since Shabbat is central to the Jewish experience, our preschool strives to instill in our children an appreciation for the prayers and rituals of candle-lighting, blessings over the wine and challah, and music of Shabbat. The Rabbi and/or a music teacher will join us for a weekly Shabbat program on Friday morning. This will include a visit to the sanctuary.

The school offers a **challah program**. Families can pre-pay at the beginning of the year to have a challah sent home with their child every Friday. Details will be available at the beginning of the school year.

Snow Days and School Closings

- We follow the Hoboken Public School System closings for inclement weather.
- In addition, we close for Jewish holidays as noted on our calendar.
- The Director has the discretion to close the school if there is a concern about weather, road or building conditions, inability to meet licensing requirements or for necessary calendar changes.

Parents will be notified through Remini if school is closed.

There will be no refunds or make up for days missed due to weather or other unsafe conditions.

Social Media Policy

This policy includes (but is not limited to) the following technologies:

- Social networking sites (ie. Facebook, X, Instagram, TikTok, SnapChat)
- Blogs, Discussions forums, Collaborative online spaces, Media Sharing services (e.g. YouTube), Kaplan Preschool Website, What's App.

Kaplan Preschool aims to ensure that our school, students, educators, or families are not compromised on any form of social networking or related website.

We acknowledge that social media can play an important role in maintaining communication with families and the local community in today's society.

The posting of confidential and identifying information about the children, parents, or staff at KPS on social media (e.g. Facebook, Instagram, X, etc.) is strictly prohibited.

Solicitation

Solicitation of Kaplan families is not permitted, on or off the school property. Class lists and email lists are the property of the Kaplan Preschool. Use of these lists for non-school related events is strictly prohibited.

Stroller, Scooter and Bike Parking

Parents can leave their child's Stroller, Scooter or Bike at the school when they drop off in the morning.

- No food or valuables should be left in your stroller
- We provide identification tags for all items- leave something with your name to identify until you receive a tag.

Technology and Screen Viewing

Students at Kaplan Preschool will not have access to screen time while at school.

School issued iPads may be used occasionally by the teacher to research a question that arises during the classroom discussion or for visual materials to enhance the curriculum.

The school assigned iPads or school cameras will be used for all pictures taken of the students and their work.

Toileting

Students do not need to be toilet trained to attend Kaplan.

- Diapers are changed on an "as needed" basis. If children are staying for any enrichment or after care hours they are changed prior to joining the new group.
- Kaplan teachers will help you with toilet training. Discuss with your teacher and send extra clothing.

Toys in School

As a rule, children are discouraged from bringing personal playthings to class due to possible loss, damage or class disruption. At the beginning of the school year, some children find it necessary to bring something from home as a transitional aid. As the year progresses, however, we encourage your child to say goodbye to his/her toy before they leave home or the car. If it is impossible,

we will try to keep the item in your child's cubby for safekeeping during school hours.

Tzedakah (charity) and LOTS (lunch on Thursdays)

Each Thursday we ask that you bring a bag lunch to school that is donated to the Hoboken Shelter. We will notify you when the program begins.The lunch should include a sandwich, drink, fruit and treat. The lunch should be brought at arrival and placed in the basket outside the door. At other times during the school year we collect gently used clothing, books or new baby items for local Hoboken organizations.

Unsafe Children's Product Information

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parents of a child enrolled at our center, with this informational statement.

As per the Department of Law and Public Safety (DLPS), Division of Consumer Affairs' (DCA), Kaplan Preschool routinely reviews the list of unsafe children's products and there are no unsafe products in our facility. For your reference, this list can be accessed online at www.cpsc.gov/recalls

FINANCIAL POLICIES

Application and Initial Payment Fees

All fees are per student, not per family.

	PAYMENT TYPE	COST
Returning students	Non-refundable or transferable deposit	$1,800
New student	Non-refundable or transferable application fee	$75.00
	Non-refundable or transferable initial payment at time contract is returned to KPS	PK $1,800 GK $750

Payment Options

- Payments may be made by cash, e-check, personal check or credit card (3% charge).
- Payment in full by July 2: 2 % discount
- Semi-annual payments
  - Half tuition paid on July 2
  - The balance due on Jan 2
- Monthly payments
  - July, August, September, October, November. December, January.
- Bring any questions to the director.

Withdrawal

When a child is withdrawn from KPS, no refund will be given for deposits or tuition already paid. Additional payments are not required.

The application fee and deposits are non-refundable, and may not be used to pay other USH obligations, including dues or Learning Center tuition.

We appreciate 30-days notice if your child is withdrawing from the school.