



# Parent Handbook 2017-2018

## Princeton Junior School

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**This is an annual publication stating school policies and procedures as well as pertinent information regarding faculty/staff, trustees, parent association, and families. The information contained in this Handbook is published solely for school-related use by the School's parents, faculty, staff and students and may not be used for solicitation or other non-school related purposes. Please familiarize yourself with its contents.**

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# Mission

Princeton Junior School graduates are confident, creative young scholars who possess a passion for learning and compassion for others and who are prepared for a life of continual growth and leadership in our global society.

As an authorized IB World School, we align with the IB mission:

- The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.
- To this end the IBO works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.
- These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences can also be right.

# PJS Community Covenant

The Community Covenant was collaboratively written by faculty and staff and is revisited before the beginning of each school year. It is discussed in all classes and is signed by all members of the school community.

At Princeton Junior School...

*We take pride in our work, our play and ourselves.*

*We cultivate our community and embrace diversity.*

*We take care of our school, the Earth and all living things.*

# Educational Philosophy

The School's philosophy of education teaches children to build on core knowledge, increasing the depth and strength of that knowledge as they mature. The central tenets of the educational program lie in its challenging curriculum and attentive faculty, enabling Princeton Junior

School to pursue the highest academic standards in a small class size, while respecting and supporting individual styles of learning.

Princeton Junior School embraces and practices Constructivist Learning. It is a philosophy that students must be actively engaged in the construction of knowledge. This is a belief that students are not empty vessels to be filled but rather active agents in making meaning of the world around them. Through constructivism: learners are viewed as unique individuals with individual backgrounds and experiences, that learning is an active, social task, that the responsibility for learning resides in the learners, and that they should be actively involved in the learning process. It follows the principle that students should be challenged within close proximity, yet slightly above, their current level of development, feelings of competency and mastery of material are the greatest motivators for future learning and that the teachers are the facilitators in this learning process. **See *PJS Curriculum Handbook*.**

## History

The Princeton Junior School began in 1983 with twelve students and four teachers in a church basement. Over the years, our steadily increasing enrollment led us to rent several facilities in Princeton while seeking a permanent home. In 1992 we purchased a six-acre parcel of farmland on which we built our Schoolhouse in 1998.

Princeton Junior School is a small, independent school that focuses exclusively on early childhood education. It is culturally diverse with no formal religious affiliation, although there is a deep sense of the spirituality of the process of learning. Children are taught humility, trust and courage.

### Accreditations, Awards and Memberships

Authorized World School for the International Baccalaureate Primary Years Program; Accredited by New Jersey Association of Independent Schools (NJ AIS); member of National Association of Independent Schools (NAIS), Association of Delaware Valley Independent Schools (ADVIS), Organizing Action for Sustainability in Schools (OASIS) and Common Ground

## Program Overview

### Academic Programs

Princeton Junior School is a Reggio inspired authorized International Baccalaureate Primary Years Program World School, specializing in early through late childhood. PJS began the authorization process in the spring of 2013. It included participation in IB- recognized professional development to understand the IB PYP framework and philosophy, an onsite visit

by an IB consultant, collaborative curriculum review and revision, and the creation of an action plan to facilitate the implementation of the IB PYP program at PJS. After an onsite verification visit by a team of IB PYP educators in April of 2015, PJS was granted authorization in July of 2015.

The Reggio Emilia approach was founded in Italy by Loris Malaguzzi after WWII and has been acclaimed as the “best schools in the world,” transforming the view of children as naturally creative, curious and capable of pursuing their interests in deep and meaningful ways. The Reggio approach dovetails with Princeton Junior School’s International Baccalaureate Primary Years Program (IB PYP) beginning in the Preschool through Grade 5.

The IB PYP program began in 1997 and has international distinction and acclaim with over 2,000 IB PYP across the globe. The PYP emphasizes the whole child as an essential prerequisite for Middle Years (MYP) and Diploma Program (DP), also part of the IB continuum and at the forefront of education in the world. The IB PYP provides top notch resources and opportunities to its growing network of schools. Its elegant curricular framework is inquiry-based and conceptual. It is also transdisciplinary and crosses cultural and physical boundaries, emphasizing intercultural engagement. This design is build based on the complexities of an unpredictable future our children will inherit. Students develop into young scholars who have strong habits of mind, as passionate intellectual thinkers and compassionate leaders in a global society. **See PJS Curriculum Handbook.**

### **Auxiliary Programs**

Many parents find they need supervised childcare and extra-curricular activities for their children after the regular school day has ended or on days the School is closed. We offer several programs to meet this need: an After-School Program (Extended Workshop), After School Enrichment and a Vacation Day Program for students on professional, conference days and for most school holidays. We also offer a summer camp for children ages 2-12. These programs are intended to support a similar philosophy and approach as our academic programs, yet with alternate structures from our regular school setting.

# **PRINCETON JUNIOR SCHOOL AND PARENT PARTNERSHIP**

Our School will aspire to:

- Provide the highest standard of education for all children in the School

- Cultivate in each child a lifelong passion for exploration, discovery and achievement
- Foster respect for one another, the larger community, and the environment
- Cultivate and nourish a spirited and diverse community
- Attract exceptional faculty dedicated to academic rigor and character development
- Provide a safe and secure environment that honors childhood
- Communicate pertinent information regarding policies, curriculum, and activities on a regular and timely basis
- Model integrity and civility in all contacts with parents and students
- Address concerns that parents may have in a timely manner
- Encourage parents to become actively involved in school life

As a parent of a child who attends PJS, I will aspire to:

- Support the mission and policies of the School
- Act as a positive role model for the children and for other parents
- Bring my child to school on time and fulfill the School's attendance requirements
- Drive slowly, not talk on the phone, and be patient during drop-off and pick-up
- Support the efforts of the School and Parent Association
- Express concerns appropriately to the right person in a timely manner
- Keep the PJS community healthy by not bringing my child to school when he/she is sick and being considerate of food allergies and related policies
- Maintain healthy and constructive communications with my child's teachers
- Make sure my child has proper sleeping and eating habits at home
- Minimize screen time and spend time with my child as his/her first teacher

## **OTHER PARTNERSHIPS AND COLLABORATIONS**

### **Partnership with Rider University:**

Teachers and students at Princeton Junior School will benefit from a strengthened connection between theory and classroom practice toward a lab school model. This partnership provides opportunities for teachers to conduct action research and pose critical questions of their own teaching practices and student learning in their classrooms and then work collaboratively with interns to examine these questions.

# ORGANIZATION

## School Governance

An independent Board of Trustees made up of 12 voting members, 2 non-voting members and 2 honorary members governs Princeton Junior School. The non-voting members are the Head of School and the faculty representative. The Board has four officers and a variety of committees, some of which are standing committees and some of which are formed on an ad hoc basis to meet the needs of the School's strategic plan. Rotating membership is offered to those who qualified.

## The Board's Role

The Board is charged with ensuring the long-term, mission-based, sustainable success and viability of the School. The Board meets on a regular basis to monitor the direction of the school in relationship to its strategic plan. The Board hires the Head of School and provides guidelines, policies and support.

## School Administration

The **Head of School** serves as the professional, institutional, and educational leader of the School and is authorized by the Board to oversee all administration. The Head leads the School in accordance with its mission and the policies approved by the Board. The Head has complete authority for faculty/staff and student selection, evaluation, and dismissal. The Head is responsible along with the Director of Finance and the Treasurer of the Board for developing and monitoring the School's resources.

The **Assistant Head of School** reports directly to the Head of School. In collaboration with the Head of School and the Administrative Team the Assistant Head of School oversees and implements policies approved by the Board of Trustees that would provide for the efficient and effective functioning of the School's operations. The Assistant Head assumes the role of the Head in the Head's absence. The Assistant Head is liaison with state and local agencies.



The **Director of Finance and Operations** is responsible for risk management and all financial operations of the School including bookkeeping and financial analysis. The Director oversees all vendor contracts and is responsible for human resources, policies and benefits

The **Controller** along with and Treasurer of the Board, Head of School and the Director of Finance and Operations is responsible for the risk management of the School. The Controller is responsible for regulatory compliance.

The **Director of Admission** is responsible for recruiting mission-appropriate students and managing the admission process from inquiry to matriculation and also the re-enrollment process of current students. The Director represents the School and its mission to prospective families and the community.

The **Executive Assistant** is responsible for assisting the administration, faculty and parents in all aspects of school operations.

The **Pedagogical Leadership Team** facilitates professional learning and the instructional quality assurance system at Princeton Junior School. This team consists of academic and instructional coordinators who work in close collaboration with Head of School. They oversee the development and implementation of the Learning Principles, the School's partnership with Rider University, the International Baccalaureate Program, the curriculum, the Reggio Program and the faculty professional development.

The **School Nurse** is supplied through the non-Public School Service that is state funded. The nurse, who is part-time, monitors medical records and serves as a resource to students, parents, and teachers re: health-related issues.

The **Director of Development** oversees and cultivates fundraising and stewardship at Princeton Junior School in partnership with the PJSPA and the Head of School.

The **Building & Grounds Manager** is responsible for ensuring that the school is unlocked and available for use by the PJS community during regular school hours, and for administering access by personnel who need to use the facilities outside of school time.

## Special Services

On occasion, a student may have specific needs that cannot be met within the regular classroom or our usual curriculum. These needs may be identified at the time of enrollment. They may also be the recommendation for evaluation by a classroom teacher during the school year. Students who are eligible to receive state-funded supplemental instruction, may be scheduled into individual or small group tutoring sessions with a teacher from Middlesex Regional Educational Services. Middlesex Regional Educational Services, a Non-Public

School Service, is a state-funded agency that provides supplemental instruction to qualifying students living in NJ in language arts, mathematics, speech and English as a second language. The New Jersey State Department of Education certifies all Middlesex Regional Educational Services teachers. The agency also provides home instruction to students who are unable to attend School for a period of two weeks or more because of illness or injury.

The School initiates referrals for all Middlesex Regional Educational Services. The parent or guardian of the child must sign applications for a specific service. Middlesex Regional Educational Services will conduct evaluations upon the request of the School and parents.

Students who are not eligible for state-funded services may receive supplemental evaluation and/or instruction at the school, from a variety of learning specialists including reading, speech, ESL and more. **There will be a separate fee for these services and payment must be arranged separately with the providers.**

Please contact the Head of School or Assistant Head of School for further information if you are interested in these Special Services.

## Parent Association

The Princeton Junior School Parent Association (PJSPA), founded in 1983, serves to facilitate communication and cooperation among parents, students, faculty, administration and trustees, and to enhance the quality of the students' educational experience at Princeton Junior School.

The PJSPA is vital to all aspects of school life. It not only supports the School's educational philosophy and academic development, it also strives to promote a sense of community and "school spirit" through a variety of programs, fundraisers, fairs and family activities. By providing such opportunities for enrichment and support, the PJSPA hopes to encourage parents' interest in the School. PJSPA membership is open to all parents. Membership dues are collected annually.

Parents are encouraged to attend the variety of events throughout the year. The participation of each parent is encouraged and essential to the mission of the school.

Class Parents form a vital communication link with teachers and fellow parents. They help teachers with classroom projects and events; they recruit parents to help with activities and mentor new parents.

# Equal Employment Opportunity

Princeton Junior School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, national origin, age, disability, genetic information, veteran status, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School's equal employment opportunity policy.

## STANDARDS OF CONDUCT

### Community Covenant

*We take pride in our work, our play and ourselves.*

*We cultivate our community and embrace diversity.*

*We take care of our school, the Earth and all living things.*

All constituents are expected to **sign** and **standby** our Community Covenant.

# Student Expectations / Negative Behavior / Discipline

## Student Expectations

The aim of the Primary Years Program is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world. At Princeton Junior School we cultivate this through the “Learner Profile.” *(Please see page 9 of the Curriculum Handbook.)*

Gentleness and firmness with children are both important as together we build a solid educational foundation, and a caring school community. Cooperation among parents, faculty/staff and children is essential.

Inherent in a caring community are both opportunities and challenges. Children come to School from diverse backgrounds with various notions of how to learn and how to get along with one another. For some, self-discipline is already mastered; for others, it is new. Student misbehaviors can often be turned into a valuable “teaching moment.”

The values we uphold are honesty, respect, responsibility, willingness to do our best, compassion and service to others. The school also underscores the importance of proper manners among all the children. Students learn that there are consequences for negative behavior.

## Negative Behavior

1. Abusive behavior may include harassment, taunting, and bullying of a verbal, physical, and/or psychological nature. This type of abuse will command the immediate attention and action by the Head of School or her designee. Depending on the severity or repetition of the offense, the response may range from reprimand up to and including dismissal of the student.

2. Should a child in grades preschool through Grade 5 bite another child, she/he will be sent home for the remainder of the day. However, biting is a common and developmentally appropriate behavior in very young children, and must be treated accordingly. If a child bites another child or adult in the toddler class, the teacher will respond to the behavior in a non-angry manner, taking a variety of predetermined steps to help the child understand that biting is not an acceptable behavior, and to try to prevent it from happening again. Both sets of parents will be notified of the incident and informed of valuable strategies to use in this situation. Parents of the biter will be provided with information about why a young child bites,

and how to prevent this behavior. In the event that a child is a chronic biter, an action plan will be discussed and agreed upon by parents, teachers and administration, to assist the child with learning that this behavior is unacceptable, and to help prevent biting from occurring.

3. If a child is unwilling or unable to cooperate – and continually demonstrates negative behavior toward others, he/she will be asked to leave the School after having been cautioned by the Head of School. The Head of School will make a decision involving the temporary suspension or permanent expulsion of a child. As mandated by the State of New Jersey Department of Human Services, parents will be given a specific expulsion date that allows the parent sufficient time to seek alternate arrangements for the child, approximately one to two weeks notice depending on the immediate cause for the expulsion. Immediate causes may include a child at risk of causing serious injury to other children or himself/herself, abusive behavior, or a parent who demonstrates physical or verbal intimidation toward faculty or staff members. Every effort will be made to be respectful of the child's and family's right to privacy. It is our hope that such a decision will never be necessary, given our commitment to support the children of this School.

### Discipline Section

If a child demonstrates negative behavior, the following steps will be taken, the sequence and substance depending upon the severity of his/her situation and grade level.

Based on these values, the following guidelines are emphasized. Princeton Junior School reserves the right to evaluate a child's progress along these lines:

1. The teacher encourages child (ren) to resolve a negative situation with words, i.e., to follow the Golden Rule – (Community Covenant)
2. There will be a logical consequence of any continuation of negative behavior.
3. The teacher separates the child from his/her group/learning activity asking the child to take time-out to reevaluate his/her actions. The teacher talks to the child during "time-out" period about the negative behavior. The teacher takes a positive tone and reinforces positive responses from the child, i.e. "Tell me why you are here." "Join us when you are ready."
4. Negative behavior may result in a phone call from the teacher to the parents.
5. Continued negative behavior will result in conferences with the teacher, the Head of School or Assistant Head of School who will then confer with parents about their child's negative behavior. Discussions are carried out in the spirit of partnership. A written record of all such dialogs will be kept.

# **Parent Guidelines**

The School believes that a positive and constructive working relationship between the School and a student's parents (or guardians) is essential to the fulfillment of the School's mission. We expect parents to cooperate with the educational process, and to enter a covenant with the School by supporting school policies and administrative decisions. Thus, the School reserves the right to discontinue enrollment, not enroll a student, or take other action if the School concludes that the actions of a parent, guardian, or other family member makes such a positive and constructive relationship impossible or otherwise interfere with the School's accomplishment of its educational purposes.

Parents or faculty/staff may not solicit members of the school community or use the School directory for business purposes, whether for themselves or on behalf of others. School directory information is not to be shared outside the school community.

## **POLICIES AND PROCEDURES**

The following policies and procedures are designed to ensure your child's comfort and success as a fully participating member of his/her school community. Therefore, your cooperation is essential.

### **Attendance Requirements**

Daily interaction by your child with teachers and classmates is crucial to the learning process; any interruption impedes this growth.

If a child is frequently absent, the family and the School will look at the nature of the absence and respond accordingly.

If a child has a prolonged medical absence a physician's note is required.

Excused absence days

- Illness
- Religious obligations
- Legal obligations
- Immediate family emergencies
- Medical/dental appointments (that cannot be scheduled outside of the school day)
- Death in the family

Absentee notification: Parents must communicate with teachers (email – if possible) when absences are anticipated.

All absences (excused and unexcused) are recorded and included in the student's permanent file.

## Late Policy

A student's late arrival disrupts classroom instruction and has an adverse effect on other students in the class as well as himself/herself. A student in grades Kindergarten through Grade 5 will be considered late when he/she arrives after 8:10 am. (A student in Early Childhood Program will be considered late when he/she arrives after 9:00am.)

The teacher will notify parents if a child is chronically late. Continual lateness will result in a meeting with the Head of School to discuss the impact of the extended lateness, on the student's educational progress and the steps that will be taken to address the late issue. Unresolved issues with lateness may impact the successful completion of a grade level.

# **Make-Up Requirements**

A student is required to make up all work missed during an absence or due to lateness in a timely and satisfactory manner.

# **Cell Phone Use**

Please silence your cell phones in the building and refrain from using them in the pick-up and drop-off lanes.

We ask that children not bring cell phones to school. If there are extenuating circumstances that require an urgent need for a child to have a cell phone, please speak to the Head of School. We also suggest that adults (including faculty/staff) not “friend” students on Facebook.

# **Computer and Internet Acceptable Use Policy**

Princeton Junior School is dedicated to integrating the latest technology into the classroom in a safe and age appropriate manner. The school complies with all required state and federal regulations for the use of technology by children under the age of 13 and uses the guidelines established by the International Society for Technology Education. Each year parents and students are asked to read and review the Computer and Internet Acceptable Use Contract and return a signed copy to the technology teacher. Questions related to the contract and policy can be sent to the technology teacher.

# **Media Policy**

For educational, marketing, and fundraising purposes, we often share images of our students and samples of their work in classroom communications such as, but may not be limited to weekly updates from teachers, student portfolios, slide shows, press releases,



advertisements, video productions, photo displays, admissions/fundraising materials, and on our website. It is our policy that students' names are not attached to these submissions. In the event that a student's name is required for publication, the school will contact the parents for permission in advance. By signing the Media Policy statement, you indicate that you understand this policy and grant permission to Princeton Junior School to use your child's image and/or work for the purposes as described.

## Consultations / Reports / Conferences

Throughout the school year, we encourage ongoing contact between teachers and parents. You are free to make an appointment with a teacher or administrator at any time during the year, and/or to visit the School. Telephone calls to teachers should be made before 6:00 pm, please.

International Schools' Assessment ( I S A ) for Grades 3–5 are administered in February and are used by our teachers as diagnostic tools. These tests are not a comprehensive picture of a child's knowledge and serve as one way of measuring a student's progress and assessing the School's curriculum. We believe class work; projects and reports, etc. give a better overall picture of a child's development and achievement.

Parent/Teacher Conferences are held three times a year. Both parents are urged to attend. You will be updated regarding your child's educational process. Should any question or problem arise at other times, your child's teacher is available for individual consultation. The content of any discussion will remain confidential. (*Please see Curriculum Handbook Page*)

Written progress reports cite areas of achievement as well as areas in need of improvement.

Teachers' final written reports will be emailed to parents at the end of June. This report becomes part of each child's permanent record.

## Daily Schedules

### Daily Schedules

The arrivals and departures of students are events that deserve and require the utmost vigilance for reasons of safety, security and traffic. Therefore if you want to speak to a teacher, please make an appointment and refrain from conversations at drop-off and pick-up times.

At school parents are asked to stop and check in at the front desk before going to a classroom. We also ask that parents respect the classroom schedules and make appointments when they want to speak with teachers.

<b>At A Glance...</b>	<b>Arrival</b>	<b>Dismissal</b>
Grade 2nd – 5th	8:00-8:10 am	3:00 pm
Grades K & 1st	8:00-8:10 am	2:50 pm
Toddlers & Preschool Classes	8:15-9 am	12:00 pm
Early Childhood Afternoon Program	12:00 pm	2:45 pm

### **Arrival**

#### **7:30 am: “Early Birds,”**

Children who must arrive before 8:00 am are called Early Birds. They may enter the building only with permission from the designated attendant who will stay with them until 8:00 am. Parents may never leave their child outside before “Early Bird” admittance. A fee of \$5.00 will be billed for children arriving between 7:30-7:45am.

### **Arrival Procedures**

#### **8:00- 8:10 am Kindergarten – Grade 5**

Teachers greet arriving cars at the sidewalk in front of the main entrance. A teacher will open the car door, help the child out of the car and escort the child to the building. **STUDENTS ARRIVING AFTER 8:10AM WILL NEED TO BE SIGNED IN AT THE FRONT DESK BY AN ADULT. (Any child arriving to class after 8:20am is considered “Late”)**

#### **8:15- 9 am Early Childhood Program**

Parents escort their children directly to the classroom/ preschool playground.  
**(Please arrive before 9am)**

### **Rotating Schedule K-5**

K-5 afternoons will be run on a rotating 6 day schedule cycle (A Day - F Day). This allows us to have specials on non focus Fridays. It also means that we will not miss specials due to holidays or snow days. Overall, this schedule allows more classroom time as well as more time for

collaboration between grade level and specialists teachers. The first day of school will be an 'A' day. After we reach an 'F' day the next day in the cycle is an 'A' day. Each day that we have afternoon classes will follow the A-F cycle. The classroom teachers will have the rotating schedule posted in their classroom. ***It will also be posted on the PJS Family Calendar.***

### **Circle Protocol**

Please enter the circle counter-clockwise slowly and pause in front of the main entrance. Please **remain** in your parked car until an **adult receives between 8-8:10am**. Children must exit a vehicle on the **school side only**. **Children arriving prior to 8am must be accompanied into the building by an adult.**

**For the safety of all, please DRIVE SLOWLY obey all signs and do not back up or pull out around vehicles in front of you.** If you wish to enter the School, please park in the lot. Do not leave your car temporarily parked on the circle (this is a police/fire regulation). For the safety of our children, **Do not use cell phones** in the circle.

### **Dismissal**

Dismissal times are staggered in order to ease traffic and ensure safety:

Early Childhood Program	12:00 pm
Early Childhood Afternoon Program	2:45 pm (classroom/playground pick-up)
Grades K & 1st	2:50 pm
Grades 2nd – 5th	3:00 pm

Early Childhood Afternoon Program children need to be picked up in the ECP wing (either in their classroom or on the preschool playground).

Grades K–5th: Children will wait outdoors with their class and teacher (weather permitting). Teachers will dismiss a student to his/her designated car or parent/guardian.

If a parent/guardian arrives after designated dismissal time, the child will be placed in the After School Program and charged a \$30 drop-in fee.

After School Program: If your child is in after school enrichment, he/she will be delivered to the After School Program upon his/her class dismissal for the day. Your child will remain with the class throughout its scheduled time. When the class is over, the teacher will bring all

members to the Commons seating area for dismissal. Those children who remain beyond enrichment dismissal time will be escorted to the After School Program and charged a \$30 drop-in fee if applicable.

### **Friday Focus Days**

On most first and third Fridays of every month, School will be dismissed as follows to allow for faculty meetings and professional development. Dismissal times:

11:50 am – Early Childhood Program  
12:00 Noon – Grades K–5th

If a child cannot be picked up at the above dismissal times, they will be placed in After- School Program and charged a \$30 drop-in fee if they are not enrolled in the Afternoon Program.

### **Drop-in Early Childhood (ECP) Afternoon Program**

Children may be placed in the Early Childhood (ECP) Afternoon Program from 12:00 noon to 2:45pm. The Director of this program is ***Dina Kunkle***. Drop-in arrangements are subject to availability of space. They must be made with the school office 24 hours prior to the drop-in date, if possible. Please contact Director of ECP Afternoon Program to make arrangements. The fee of \$30 will be billed.

### **After School Enrichment Program**

Children may be placed in the After School Program from 3:00-6:00 pm. The Director of this program is ***Allison Smith***. If you wish your child to attend on a regular basis, please make arrangements with the school office ahead of time. If you wish to leave your child on a drop-in basis, notify the School Office at least 24 hours in advance to check availability of space. The fee for the After School drop-in service is \$30 per day, which will be billed. Also \$25 charge for every 15-minute period after 6:00pm will be charged for late pick-ups.

The Outreach & Enrichment Coordinator, ***Sharis Swartley***, coordinates the After School Enrichment (Clubs) Program. Specific enrichment classes are organized around student interests and ages (Toddlers- Grade 5). These classes vary each trimester and may include Sports, Art, Technology, Language and Music classes. Our faculty and guest instructors will staff these classes.

Our 2/3rd Grade Teacher, ***Larry Anton***, oversees the Homework Club\* and the 5th Grade teacher, ***Stephen Kovacs***, conducts SSAT Review.

\*Forms with schedules and fees will be sent to all parents.

# Choir

The PJS Choir is offered to students in Grades K-5 under the direction of the School's music teacher. This program provides students an additional opportunity to perform at school functions as well as represent the School at community events. A rehearsal schedule will be provided at the beginning of school.

# Community Service

Consistent with the mission of the School, PJS fosters a variety of community service activities in partnership with Glitter Lemonade. Please see our website for details and events.

# Dress Code

Appropriate school attire will allow children to play actively inside and outdoors. Provocative language, picture, or symbols on clothing are not appropriate. Hats are not to be worn inside the building. Faculty/Staff have the authority to address clothing issues on an individual basis. Early Childhood Program children are required to have a complete change of clothing in School at all times. All children are required to supplement their regular apparel with appropriate clothing and footwear according to the weather. **Students remove outdoor shoes when inside and must have an extra pair of socks and indoor shoes to be left in School.**

# Food

Many children have allergies or dietary/health restrictions. Children must not share food during lunch/snack time because of such allergies and restrictions. Please check with your child(ren)'s teacher when bringing in food for the class.

**PJS is a NUT/ PEANUT AWARE SCHOOLHOUSE, therefore in the Early Childhood Program students may not bring food containing nuts or peanuts to school whatsoever. In the Kindergarten through Grade 5 classes students may not bring food containing nuts or peanuts to class/school events or parties.**

Parents are strongly encouraged to send their children to school with a nutritious snack and lunch each day, if not signed up for the Smart Lunch Program or Pizza Thursdays. A healthy diet, along with good sleep and adequate hydration positively impact a child's well-being and academic performance. We ask that parents carefully consider healthy food choices that keep foods close to the "whole food" state (i.e. apples, oranges, carrots, etc). When selecting packaged foods, please choose foods that contain whole grains and are low in sugar and fat. Avoid processed foods that contain high fructose corn syrup, artificial coloring and hydrogenated oil (trans fats). Water is the best beverage choice. We encourage all PJS families to teach our children to develop a healthy habit of reading food labels and increase mindfulness related to food consumption.

We encourage parents to embrace the School's "waste free" lunch campaign by using reusable or recyclable containers, reducing the amount of non-biodegradable wrapping material and avoiding single-use drink bottles, boxes or pouches.

A snack will be provided for those students in the After School Program.

## Homework

Purposeful, age-appropriate homework provides students with meaningful and engaging extensions of learning from the classroom into the home and enhances and deepens student understanding of concepts explored in the units of inquiry and/or subject areas.

Homework stimulates the spirit of inquiry, curiosity and investigation in students and supports and reinforces understanding. Ultimately, we want students to understand the importance of maintaining intellectual, physical and emotional balance in and out of school.

Purposes of homework:

- To develop a home/school partnership
- To consolidate and reinforce skills, knowledge and concepts
- To extend learning that has taken place in school
- To develop important habits of self-discipline and organization

Please give your child a designated time and place for homework to help develop a sense of responsibility and accountability. We expect the children to complete the homework assignments. Consequences for not doing so will be handled by individual teachers.

Daily Reading (Kindergarten – Grade 5): Reading habits and skills are developed through establishing a love of literature in a range of genres and forms. All students are expected to

read and/or be read to by their parents on a daily basis. Parents of students learning English as an additional language should also include regular reading in the child's first/mother tongue language as research shows that proficiency in the child's first language influences the development of proficiency in additional languages.

Homework Early Childhood Program: Parents are requested to read to their children in their mother tongue every night, play with them, talk to them about their day, share their library books and take field trips with them as often as possible.

The Homework Program is offered to children in Grades 1-5 every Monday, Tuesday and Wednesday from 3:15 pm to 4:15 pm (Thursdays are included starting in January). This provides a time for children to establish a routine and schedule in which to do their homework with a teacher who is familiar with the curriculum. There is a daily drop-in fee of \$15.00 if your child is not enrolled in the After-School Program.

SSAT Preparation is offered to children in Grade 5 during the summer (a two week course) and every Thursday September through December from 3:15 pm to 4:15 pm.

## Lost and Found

We encourage you to put your **child's name on all clothing and belongings**. Lost articles of clothing will be put in front entranceway hall tree for a short duration and then placed in the white wooden chest to the left of main entrance. At the end of each season items will be given to charity.

## Supplies

Every child should bring a backpack to School daily in order to carry books, show-and-tell items, snacks/lunch etc. You will be sent a list of supplies required for your child's daily routine. Please make sure that he/she brings them to School on the first day. The replacement of lost books provided by the School is the responsibility of the child's parents. Please check your child's backpack each day for communications from school, permission forms, etc.

# Transportation

Princeton Junior School does not provide bus transportation for students. Local NJ public school districts, however, are required by state law to provide transportation for students in Kindergarten and above living between a two and a twenty-mile radius of the School. In cases where the district decides not to provide buses, the State will reimburse NJ parents for part of the cost of private transportation.

Every spring, NJ parents of Kindergarten and older children will be asked to fill out the Application for Private School Transportation and return it to School by March 1. We will then send it to your local school district. Neither buses nor reimbursement can be guaranteed unless this form is returned by the deadline. Should a family move and change school districts after the March 1 deadline, **they must notify** their previous school district as well as the school district of their new residence to receive reimbursements.

# Visitation

For the **safety** of our children, **enter through the main entrance** and register in the guest book at the front desk. Please do not visit classrooms without checking in at the front desk. All individuals not directly affiliated with the School will be required to register in the guest book and obtain a visitor's badge. Upon departure, please sign out and leave through the main entrance. All other doors are kept locked for safety and security. The front door is locked from 8:30am to 6:00pm and visitors can buzz the front desk to gain admittance.

# Windows to the World / Library

Windows to the World is an evolving global literacy program that increases our awareness and understanding of our interconnected world, and ourselves by exploring universal themes through a lens of international children's literature. Reading and discussion will increase understanding and empathy, examine commonalities and differences, spark imagination and curiosity, and encourage action to create a better and more just world. We ask that all borrowed books be cared for and returned on time. Parents are responsible for damaged or lost books.



# COMMUNICATIONS

We encourage open communication as the basis for a strong school community.

Telephone: School Office: (609) 924-8126

If during school hours, voicemail picks up your call, please follow the automated directions and leave a message. We will return your call promptly.

After School Program: (609) 924-9175

FAX: (609) 924-7456

Website: [www.princetonjuniorschool.org](http://www.princetonjuniorschool.org) Please check the website for announcements of school closings, calendar events and more. Emergency closings will be posted by 6:00am.

Back-to-School Night: an essential meeting during which teachers define goals, curriculum, schedules, groupings, assessment, and answer any questions. The Head of School reviews the PJS educational philosophy and introduces faculty/staff and Parents Association officers.

Bulletin Boards: Ongoing display throughout the school of children's art, creative writing, snapshots, newspaper articles, and PJSPA news.

Daily Messages: Written notes from parents (guardians) describing any changes in a child's routine (food, medication, end-of-school pick-up, Afternoon Program, After School Program, etc.) should be given to his/her teacher at the beginning of the school day. The School **will not release** your child to someone whose name is not on the Pick- up Information Form without written permission.

Email Guidelines: PJS faculty and staff can be reached by email. To reach any faculty or staff member, please use the person's first initial and full last name along with [@princetonjuniorschool.org](mailto:princetonjuniorschool.org) or check the school directory.

Please use emails the way you would use a postcard (could be read by anyone). Any message that requires more than "postcard" length should be communicated in person or by regular mail. Please be advised that faculty time is limited during the day and every effort will be made to respond within 24 hours. Time sensitive information should still go through the

School Office by phone or by way of a note. Teachers have limited access to email during the school day.

Emergency Closings: PJS has an emergency program/procedure called Alma. This program alerts you by telephone (home & cell), email and text messages. We will conduct a test each school year.

- We will post information on the homepage of our website (look under Announcements”) at [www.princetonjuniorschool.org](http://www.princetonjuniorschool.org) by 6:00 am on the day affected by weather. You can call the school’s main number 609 924-8126, then press extension 200. The message will reflect any closing or delay by 6:00 am.
- When it is possible to make a determination the day or evening before a weather event, we will do so. However, the determination is usually made early in the morning of the day affected by weather. Please check for information before leaving for school.
- In the event of a delayed opening, we will announce the time that school will open **for all students. Please do not arrive before this opening time.** Dismissal times will stay the same for that day. Please remember that all children will still have a snack on the days of delayed openings.
- Should there be a need for an early closing on a given day, Alma will notify parents. Parents are always welcome to pick up their child early if there is a concern about weather conditions.

Facebook: [facebook: PrincetonJuniorSchool](https://www.facebook.com/PrincetonJuniorSchool). Please visit the site for reminders of upcoming school events and to connect with other members of the PJS community online.

Fireside Chats: Discussions facilitated by Hein response to parent/community issues and questions.

Mail: the School's mailing address is 90 Fackler Road, Lawrenceville, NJ 08648.

Meetings: All-school meetings such as Back-To-School Night provide an opportunity for parents, faculty/staff and Trustees to communicate with one another. Attendance is strongly encouraged.

Parent Handbook: An annual publication stating school policies and procedures. ***The information contained in this Handbook is published solely for school-related use by the School’s parents, faculty, staff and students. The Handbook is emailed to parents and is posted on the website. Please familiarize yourself with its contents.***

## Parents must sign a statement that they have received and read the Handbook.

School Directory: Pertinent contact information for families, faculty/staff, Trustees, and Parent Association. ***The Directory may not be used for solicitation or other non-school related purposes.***

Telephoning Teachers: If you wish to speak with your child's teacher, the best time to call is after school (4:00-6:00 pm). Kindly refrain from calling **a teacher at home after 6:00 pm unless it is urgent.** Phone numbers are published in the Directory.

Weekly News Update Blog: A weekly electronic announcement of PJS news and upcoming events.

Weekly Teacher Blogs/ Seesaw Post: A brief communication highlighting class activities, projects and themes. Your teacher will direct you how to access the post. Seesaw will launch on October 6, 2017.

## HEALTH

*If a child exhibits any of the following symptoms, he/she may 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*

*Diarrhea*

*Vomiting*

**(A child must be symptom free from both diarrhea and vomiting for 24 hours prior to returning to School)**

*Elevated oral temperature (child must be fever free, without the use of a fever reducing medicine, for 24 hours prior to returning to School)*

*Yellowish/greenish discharge from nose*

*Sore throat or severe coughing*

*Red eyes with discharge Yellow*

*eyes or jaundice Infected  
 untreated skin patches  
 Difficult or rapid breathing Skin  
 rashes  
 Swollen joints  
 Visibly enlarged lymph nodes  
 Stiff neck  
 Blood in urine  
 Severe headaches, earaches, toothaches, nosebleeds*

Once the child is symptom-free or has a physician’s note stating that he/she no longer poses a serious health risk, he/she may return to School.

## Communicable Diseases

**Please** note the following New Jersey Guidelines for Communicable Disease:

<b>Table of Communicable Diseases</b>		
Respiratory Diseases	Gastro –Intestinal Diseases	Contact Diseases
Chicken Pox German Measles* Hemophilus Influenza* Measles* Meningococuss * Mumps* Strep Throat Tuberculosis* Whooping Cough*	Campylobacter* Escherichia coli* Giardia lamblia Hepatitis A* Salmonella* Shigella*	Impetigo Lice Scabies Shingles

\*Reportable diseases, as specified in N.I.A.C. 10:122:7.10(a)

# Medical Records and Emergency Forms

State law requires that we have on hand immunization records for all students enrolled in the School. In addition, we ask parents to fill out emergency forms that list emergency contact telephone numbers and a signed release for emergency treatment. It is **essential** that parents notify the School if there are changes in daytime emergency contact numbers.

Please notify the School of any new health-related issues your child may have. It is imperative to keep medical information current in order to provide proper care.

All medical forms (included in your summer mailing) must be completed and returned before the first day of School.

## Medication

If a child is required to take medication during the school day, your written approval, the instructions and the medication (including vitamins) in its original container should be delivered by you, the parent/guardian to your child's teacher, who will forward it to a designated staff member. The following information should accompany the medication: the date, your child's name, the name of the drug, the name of the physician and the directions for administration, (the dosage, how much and how often; the expiration of drug; any storage requirements; any adverse effects; etc.). Please have your doctor complete our Medication Administration Form (included in your summer mailing). Please let us know whether the medication needs to be refrigerated. For ease in administration, we prefer that physicians arrange the medication schedule so that the drug may be given at lunchtime. A designated staff member will administer medication unless the School has approved prior arrangements. If medication changes or ceases, please notify us in writing.

The School also requires parental consent to administer non-prescription drugs. Procedures for administering these drugs will follow those outlined above for prescription drugs. Because of the danger of Reye's Syndrome, we shall never administer aspirin unless directed by a physician.

## **Early Childhood Program Toilet Training**

Children entering the preschool class and above should be toilet trained by the opening of school in September. Realizing that “accidents” do happen, a child must be able to use the toilet consistently.

## **Restrictions: Allergies/Dietary**

Parents should inform the School of any allergies – great or small – that their children might have. In addition, parents should inform the School of any dietary restrictions which their children must follow. Such information will be communicated to faculty/staff and to parents who volunteer to help with field trips, food distribution, etc. (See Food section of this Handbook)

## **SAFETY Fire & Safety Drills**

A Fire Drill will be conducted once per month. Procedures and documentation of each drill follow the rules set by the Municipal Fire Department.

There will also be Emergency Security Drills conducted according to N.J. State Law.

## **Security**

All outside doors are locked during the day. Everyone is required to enter and exit by the Main Entrance. The Main Entrance inside door is also locked during school hours, from 8:30 am to 2:40 pm. During these hours, parents and visitors are asked to ring the doorbell, located to

the right of the inside double doors. The person at the front desk will activate the security system to open the door. Please push the handle down and pull to open the door.

We will continue to lock the outside doors and use the bell system for the After School Program.

## Volunteer Drivers

A parent must submit to the School Office his/her current automobile insurance card, vehicle registration and driver's license to be permitted to transport children on field trips. The itinerary of every field trip must simply be "back and forth" – no stops for snacks or treats.

## FINANCES

Princeton Junior School relies on tuition income for its day-to-day operations. Therefore, we depend on our expected cash flow. We request your cooperation and attention to the following details:

**Non-refundable** Reservation Deposits (\$1000 per child plus \$100 if the child attends the Early Childhood Afternoon Program or the After School Program) are due and payable with the return of a signed Enrollment Contract. All deposits should be made payable and remitted to Princeton Junior School.

**Deposit** – Each enrollment contract must include a deposit of \$1,000. This deposit will be deducted from the first payment.

## Tuition Payment Options

### One Payment Plan

100% of the annual tuition due and payable on July 1, 2017, for which there will be a \$200 discount.

### Two Payment Plan

50% percent of the annual tuition is due and payable on July 1, 2017 and the 50% balance is due and payable on December 1, 2017.

## Ten Payment Plan

10% of the annual tuition is due and payable on the 1<sup>st</sup> of each month July 2017 through April 2018, for which there will be a \$20 non-negotiable service fee added to each payment.

If these schedules do not fit your circumstances, please contact the office prior to the due date to discuss the possibility of an adjusted payment schedule.

## Fees

- A \$25 late fee will be charged if your payment is not received by the 15<sup>th</sup> day after the payment due date.
- A \$25 change fee will be charged for a change in payment options. This is in addition to any applicable \$20 service fees.
- A \$35 fee will be charged for each returned check or unaccepted electronic payment.
- Early Childhood Program: There will be a \$50 fee for each schedule change. Please plan your child's schedule carefully.

## Miscellaneous Items

### Friday Focus Care

On most first and third Fridays of each month, PJS students are dismissed by 12:00 noon. These "Friday Focus" dates are noted at the beginning of the year on the website school calendar. Afternoon care is available on these days on a per diem basis. **The per diem rate for Friday Focus care (from 12:00 noon to 3:00 pm) is \$30. Note: Friday Focus Care is covered in the Full Year Package.**

**Early Bird Care** is available on a per diem basis from 7:30 to 7:45am Monday through Friday. **The per diem rate for Early Bird Care is \$5.00 for any part of the period.** (Early Childhood Program siblings of elementary school students who are dropped off at 8:00am with their siblings will not be charged these fees).

### Drop-in Fees for Early Childhood Afternoon Program and After School Program

Drop-in care (24 hours notice appreciated) is available on a per diem basis. **The per diem rate for the program is \$30.**

Please note that there **will be a \$25 per 15 minute fee charged for late pick-ups after 6:00pm.**

**A separate monthly invoice** will be sent for all the above Miscellaneous Items as well as Vacation Day fees. Payment is due within 15 days of the date of the invoice.



**Homework Program** is offered to children in Grades 1-5 from 3:15 to 4:15pm Monday through Wednesday afternoons through late November and Monday through Thursday thereafter. **The per diem rate for this program is \$15 for children not enrolled in the After School Program.** \*\*Please note that any child not picked up by the end of the Homework Program will be placed in the After School Program and charged the \$30 After School drop-in fee instead of the \$15 Homework Program fee.

A **separate monthly invoice** will be sent for all the above Miscellaneous Items as well as Summer Camp and Vacation Days fees. Payment is due within 15 days of the date of the invoice.

## **In order to begin the school year in September tuition must be paid current to date.**

**If a child is withdrawn from School during the enrollment contract period (May 1, 2017 through June 30, 2018) all financial obligations must be satisfied. In the event that PJS must take legal action to enforce its rights or obligations under the contract the School may recover all costs and legal fees of such action. Also, a certified/guaranteed check is required before student records will be released.**

**In June 2018, no child is considered to have completed the school year and no grades or reports will be sent until all fees are paid in full under the terms of the enrollment contract.**

It is important to keep the School informed of any delays in payment. These or any other concerns should be discussed with our Assistant Head of School/Director of Finance and Operations.

## **Financial Aid**

The purpose of the Financial Aid Program is to enable students who have completed the regular admissions procedure and have subsequently been accepted, to enroll at Princeton Junior School regardless of their family's ability to pay the full cost of tuition. The admissions

process aims to achieve social, cultural and academic diversity; the Financial Aid Program encourages an economically diverse school population including a strong representation from middle-income families.

Tuition Aid Data Services (TADS) will process financial Aid applications for the 2017-18 school year. TADS will generate a recommendation using financial information supplied to them by parents/guardians. The PJS Financial Aid committee determines all Financial Aid awards.

Applications for interested families are available by going online to [www.tads.com](http://www.tads.com). Families who already receive aid need to apply each year.

For further information please contact the Director Financial Aid.

## Giving Opportunities

At Princeton Junior School we are blessed to have a generous philanthropic community, which provides our School with the important resources that every independent school needs to thrive. We would like to take this opportunity to thank all our donors: our trustees, parents, grandparents, faculty/staff, alumni, alumni parents and friends of the School. We are grateful for their support and humbled by the wonderful spirit of generosity we see each year.

### Annual Giving:

Annual Giving is the cornerstone of our School's fundraising efforts each year. This fund helps us keep enrollment fees more affordable and helps improve our educational programs. As with most independent schools, tuition does not entirely cover the cost of educating a student. Every family is strongly encouraged to participate in contributing to this fund at whatever level is comfortable and appropriate.

### Giving Circles

Head of School's Circle	\$25,000	or more
The Nautilus	\$10,000	to \$24,999
The Commons	\$5,000	to \$9,000
River Friendly	\$2,500	to 4,499
Labryinth	\$1,000	to \$2,499
The Woodlands	\$500	to \$999
The Birch Tree Allee	\$100	to \$499
Rain Garden	up	to \$99

PJS has a proud history of giving from parents, faculty/staff, trustees, and special friends of the school. High participation numbers are a key factor that many grant makers take into consideration when deliberating over which schools to fund. Even the smallest contribution can make a huge difference in our ability to receive these grants. In the fall, a letter from the Head of School is sent out to solicit for this fund. When donating, please designate "PJS Annual Giving" on your check. Annual Giving runs each year from July 1<sup>st</sup> to June 30<sup>th</sup>. Although the first solicitation letter is sent in the fall, gifts to help PJS flourish are accepted throughout the year. If you wish, you may make a designated gift to fund a particular area of interest.

## Ways of Giving

Contributions to PJS may be done in the following manner

- Gifts of Cash
- Checks may be made payable to *Princeton Junior School* and sent to:  
90 Fackler Rd., Lawrenceville, NJ 08648
- Securities - Gifts of appreciated securities are an excellent way to make a gift and can offer you significant tax advantages. Please contact the school at 609-924- 8126 for instructions.
- Credit Cards - Gifts to PJS may be charged to your credit card and is explained on our website.
- Matching Gifts - Many corporations have matching gift programs that will help maximize the charitable gifts of their employees. Your employer's personnel or human resources department may be able to provide you with the required forms. This is an important and easy method to increase (sometimes double) the value of your gift.

### Transformational Philanthropy

A gift in a will, a planned gift or a gift of real estate are some of the ways to give a **major gift** to support the future of our School. Please consider including Princeton Junior School in your estate planning. The life-changing academic program at Princeton Junior School provides an opportunity for a "transformational philanthropic gift." The possibilities for improving the educational experience of children and their families are infinite. You can make a difference in the lives of generations of children by supporting PJS with a major gift.

### Volunteering

"Time is a precious commodity that cannot be measured in dollars and cents." Our community at PJS flourishes and thrives in large part because of the volunteer involvement of families and friends. Parents, teachers, staff, trustees and students donate each year countless hours.

Our PJS Parent Association provides a sign-up form each year allowing parents to volunteer for their specific area of interest. All these efforts help create a stronger, healthier and more energetic School.

### Parent Association Sponsored Fundraisers

Auction: This event is the primary fundraising effort for the PJSPA. It is a festive evening with a silent and live auction for parents and friends of the School held mid-year. Donations for the Auction are sought from both the PJS community and the greater Princeton area.

At the beginning of the academic year the PJSPA in concert with the Head of School, determines specific objectives for the money raised at this Auction. A pre-determined percentage of money raised supports the Annual Giving and the Scholarship Fund.

Other fundraisers: Special events are held throughout the school year to raise funds for specific projects. A few examples are: Movie Nights, wrapping paper sales, special parties and intimate dinners that help raise money to support PJSPA goals. Ongoing collections include Box Tops for Education, McCaffrey's receipts and ongoing contributions from Target (Take Charge of Education) and Amazon.com. Please visit our website for further details.

## TRADITIONS AND SPECIAL EVENTS

All-school traditions and events are open to parents, siblings and friends and all are encouraged to participate. These events are essential in the building of a strong school community. You will be notified in advance about each of the following:

- **All school gatherings**– will usually occur Friday mornings. Led by students, faculty/staff, parents and guest speakers, our assemblies reflect a variety of interests and curricular connections at PJS. Please check the calendar for special events, which are posted in advance. “Friday Weekly Updates” and the PJS website master calendar will inform you of upcoming events.
- **Back to School Party** – held at the beginning of the year, this event provides an opportunity for everyone to come together after summer vacation, to reconnect with good friends and introduce new families to the school community.
- **Back to School Night** – an essential meeting during which teachers define goals, curriculum, schedules, groupings, assessment and answer any questions. The Head of School reviews the PJS educational philosophy and introduces faculty/staff and Parent Association officers.
- **Bonfire & Festivities** – an autumn evening of food, activities and fun for the PJS community.
- **Halloween Parade** – all school costume parade first thing in the morning.

- **Thanksgiving** - this informal gathering is held before Thanksgiving Recess. Traditionally, each class bakes bread. A delicious communal soup will be prepared and served to our community by our PJS Soup Dads. Parents, siblings and friends are welcome to come and share in giving thanks. Families contribute food items to combine with a donation from McCaffrey's Market of turkeys, to help local families in need in Trenton.
- **Winter Party** – held prior to the Winter Break. Annual Giving Tree: Evergreen decorated with donations of warmth (winter hats, gloves, scarves, socks for HomeFront)
- **Martin Luther King Jr. Day** - honors Dr. King through a community service effort.
- **Earth Week** – celebrates the arrival of spring and PJS's commitment to the environment. Parents and friends are encouraged to visit PJS's "outdoor learning centers," the student gardens, the birdhouses, and the various student-planted paths and walkways.
- **Grandparents / Special Friends Day / Founders' Day** – a wonderful morning devoted to enriching and celebrating the bond between each student and their grandparent or special friend. A May Pole dance and celebration is performed in recognition of the founders of our School.
- **PJS Olympics & Splash Day** – a morning of fun-filled events held every spring for faculty/staff and children.
- **Pizza Thursdays** – offered every Thursday before a Focus Friday. Forms for pizza payment are included with the summer packet.
- **Graduation** – a final ceremony in June to honor and celebrate the accomplishments of all PJS students – special recognition is given to our Grade 5 graduates.

## OUTSIDE OF SCHOOL ACTIVITIES

A child's class naturally becomes the central focus of his/her social life. Classes build the closest bonds when all the parents in the class work together. To make social connections positive and avoid hurt feelings, we suggest the following guidelines:

- Unless a birthday party is very small (only one or two close friends), all the students or all the same gender students as your child in the grade, should be invited to the party.
- When inviting more than a few members of a class for a play-date, please consider not picking up all the children together from school.
- Do try and have all of your child's classmates or child's gender classmates over for an individual play-date over the course of the year.
- When social issues arise outside of school, immediate and positive communication between parents is best. The school cannot be responsible for

the behavior of children outside of school hours; therefore, parents need to work together to hold all children to appropriate standards of behavior at social functions not held at school.

- It is beneficial for children to have social opportunities outside of school within their local community. Children are happiest when they have friends both through home and school.