

# East Hanover Co-op Nursery School

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Where learning and friendship go hand in hand

## **EAST HANOVER COOPERATIVE NURSERY SCHOOL HANDBOOK 2018-2019**

Established 1986

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Facebook: East Hanover Cooperative Preschool

Fully Licensed  
And  
Accredited

Non-Sectarian

Non-Partisan

The East Hanover Cooperative Nursery School is licensed under the regulation of all applicable state childcare agencies. As a matter of policy, the East Hanover Cooperative Nursery School operates to meet or exceed all state and local regulations.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

The East Hanover Cooperative Nursery School admits students, of any race, color, nationality 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 educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **PHILOSOPHY**

The philosophy of the East Hanover Cooperative Nursery School is to provide a unique program that will develop and stimulate each child socially, emotionally, physically, and academically. This school provides a loving, caring, and educational environment for each child by the teachers and strong support by the parents. Learning will be encouraged through carefully planned activities and experiences, as well as the use of a variety of manipulative materials, educational toys, games and free play. All activities are designed to help each child develop independence, self-confidence, creativity, and an enjoyment of learning.

Our school is unique from other nursery schools in several ways. First, the children are our sole concern. Although we need to make sufficient revenue to support the operations of the school, it is not our goal to make a profit. Second, the parents through participation and/or a position on the Board of Directors can get involved in the management of the school. Third, providing a low teacher-child ratio will enhance and benefit the growth of each child.

Through the warm positive environment created by the teachers, and the strong support and participation of the parents, we offer a quality learning experience for our young children.

## **HOURS**

We offer a 4 Year old program from 9- 1:00 Mon.-Fri., a 3 Year old program from 9- 12:00 Mon.-Thurs., and a Young 3's program from 9-11:30 Tues.-Thurs.

## **ENROLLMENT**

To enroll at the Co-Op you need to fill out an Enrollment Application and return it with a \$160 NON-REFUNDABLE registration fee per family.

A "Parent Agreement" form must also be read/signed agreeing to the parent participation requirement that is needed in order to be a part of the East Hanover Cooperative Nursery School.

# TOILET TRAINING POLICY

**East Hanover Cooperative Nursery School's policy on toilet training and admission.**

## Policy for Young 3's

1. Children must be working towards completion of toilet training. All Y3's are required to be in the process of using the potty.
2. Parents will need to be on call to change their child if a potty accident occurs. Teachers are not responsible for changing diapers or pull ups.
3. A complete change of clothing and pull-ups should be left in your child's box in the designated area above the hallway shelf at school.

## 3's and Pre-k

1. Children in the older classes are required to be toilet trained. Parents are responsible for all training.
2. Each child should be able to verbally indicate that he/she has a need, perform the act independently and be able to clean and wipe himself/herself.
3. A complete change of clothing should be left in your child's box in the designated area above the hallway shelf at school.

## FEES

<u>Program</u>	<u>Days</u>	<u>Time</u>	<u>Yearly Tuition</u>
4 Year Old	Monday-Friday	9:00-1:00 PM	\$5,500.00
3 Year Old	Monday- Thursday	9:00-12:00PM	\$4,200.00
Young 3 Year Old	Tuesday-Thursday	9:00-11:30 AM	\$3,100.00

There are three payment plans available: 10 monthly installments, bi-annually, and annually. The annual tuition payments are divided into 10 equal payments and are due on the 15<sup>th</sup> of the month of the preceding month (ex. September 15<sup>th</sup> for the October payment -- \$550.00 per month for the 4 year old program, \$420.00 per month for the 3 year old program and \$310.00 for the Young 3 year old program). We accept checks or money orders. NO CASH PLEASE. A late fee of \$25.00 will be imposed after the 21st of each month and a fee of \$25.00 will be charged for returned checks. There is also a one-time maintenance fee of \$30 per family that is due in August with the first tuition payment. The maintenance fee covers ongoing maintenance of the school throughout the year.

## **ARRIVAL/DEPARTURE**

For the greater safety of our children, please observe the following regulations for arrival and departure. **Please do not park on the horseshoe.** If it were blocked emergency vehicles would not be able to get to the building. Children must enter and exit through the Co-op door. Parents are requested to arrive and depart as orderly as possible. Drive carefully and be alert for children at all times. **Each child must be escorted to and from the classroom by an adult.** Each child must be signed in at drop off and signed out at pick up. Please do not leave your child unattended. Children must be picked up promptly at dismissal time. In addition, please be sure to supervise your children at all times during pick up and drop off. Please do not allow them to pick flowers, run in the parking lot, climb trees, run through the flower beds etc. Not only can this be unsafe, but the church works very hard to maintain their property and we do not want to destroy anything.

## **EXPULSION POLICY**

Unfortunately, there are those rare occasions where we need to expel a child from our program, either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. Included below are some reasons why we may have to expel or suspend a child from this center:

### **IMMEDIATE CAUSES FOR EXPULSION**

The child is at risk of causing serious injury to other children or him/herself.  
Child or children's parent threatens physical or intimidating actions toward staff members.  
Child or children's parent exhibits verbal abuse to staff.

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION**

Failure to pay/habitual lateness in payments  
Failure to complete required forms in registration packet including the child's immunization records  
Habitual tardiness when picking up your child  
Failure to submit all post dated checks

### **CHILD'S ACTIONS FOR EXPULSION**

Failure of child to adjust after a reasonable amount of time  
Uncontrollable tantrums/angry outbursts  
Ongoing physical or verbal abuse to staff and/or other children  
Excessive biting

### **Proactive Actions that will be taken in order to prevent expulsion:**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for actions.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

### **SCHEDULE OF EXPULSION AND/OR SUSPENSION**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion.

An expulsion/suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion/suspension period. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

The parent/guardian will be given a specific expulsion/suspension date that allows the parent sufficient time to seek alternate childcare (sufficient time deemed acceptable by the East Hanover Cooperative Nursery School).

Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center

A child **will not** be expelled if a child's parent(s) have made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements, have reported abuse or neglect occurring at the center, questioned the center regarding policies and procedures or without giving parents sufficient time to make other childcare arrangements.

### **DISCIPLINE POLICY**

1. All children shall be guided and disciplined in a positive manner.
2. If this is ineffective, the child may be removed from the negative situation for a short period of time under supervision ("time-out"). There will be no hitting, corporal punishment, abusive language, ridicule, neglect or harsh humiliating or frightening treatment at any time.
3. After 3 incidents (providing there is no danger to the child or children in the center) that are discussed with the parent or guardian, a parent/guardian observation will be scheduled.
4. If the child's behavior has still not improved, a meeting between the parents, Director and teachers will be arranged to discuss the situation and what further action the school will need to take.

In addition, staff members shall not:

- a. Use hitting, shaking or any other form of corporal punishment of children.
- b. Use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- c. Engage in or inflict any form of child abuse and/or neglect.
- d. Withhold from children food, emotional responses, stimulation, or the opportunities for rest.
- e. Require a child to remain silent or inactive for an inappropriately long period of time for the child's age.

## **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to the effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up the child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is able to pick up the child.

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

1. The child is not released to presumably impaired individual;
2. Staff members will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-NJ-ABUSE) to seek assistance in caring for the child.

You will be asked to notify teachers in writing if your child will be going home with someone else other than custodial parent(s). If it is their first time at the school please be sure that they have picture identification.

### **LATE PICK UP POLICY**

If you are habitually late for pick up (more than 3 times), the fourth time you will receive a Late Pick Up Notice in your child's tote. You will be expected to pay \$1 per minute past the pick up time. The payment will be due at pick up the following day.

### **CLOTHING**

**Children should wear play clothes to school** and dress for outdoor as well as indoor play.

Sneakers or rubber-soled shoes are strongly suggested. As long as weather permits, the children will play outside on the playground. Please, **NO FLIP FLOPS.** Please label all removable clothing such as jackets, mittens, boots, etc. We request that boots are large enough to go on easily.

**Please send a change of shoes so that they do not have to wear their boots in the classroom.**

All children who are enrolled should bring a weather appropriate change of clothes including socks and shoes.

### **TOY POLICY**

We ask that you do not allow you child to bring in toys in from home. Your child will be able to bring something in on their assigned day for show and tell.

### **TOY CLEANING POLICY**

All families are required to attend one Toy Cleaning per year. They are scheduled four times per year. You will receive an email from the Vice President sending you a link to the Sign-up Genie Website. It is your responsibility to sign up for one of the cleanings. You are also required to sign in for the toy cleaning. If we do not have a record of your participation, we will cash your \$50.00 opt out check after the final toy cleaning. If you have to cancel a toy cleaning date that you have signed up for, it is your responsibility to find a replacement or someone that you can switch with. If there is an option to pay \$50 upfront to opt out of a toy cleanings for the year, then it is the responsibility of the parents to submit that payment when due. Opt out opportunities will be decided by the Director and Board of Directors on a year to year basis with the conclusion of survey results.

### **FOOD/ALLERGY POLICY:**

The East Hanover Cooperative Nursery School is a peanut AND tree nut free school. For the safety of our children the following guidelines are MANDATORY...NO EXCEPTIONS!

- All food items that are brought in must not contain any peanuts/nuts or peanut oil. Please read all labels to check for snacks that are prepared in the same plant that processes items with peanuts/nuts. It will indicate that on the label. (Ex. Snyder's Pretzels-processed in a plant that processes peanut butter.) These snacks will be returned.
- We do not except foods without ingredient labels. (No bakery goods no Dunkin Donuts, bagel etc.)
- Must hand in ingredient labels for home baked items 72 hours prior to the event. (All labels must be included even for sprinkles on top of cupcakes)
- If you are bringing fresh fruit, do not cut it. Bring it in whole.
- All packages must be unopened.
- **Goodie bags cannot include any food items, including candy, gum, lollipops etc.**
- Those parents of children with food allergies will be responsible for providing own snack for birthdays, special occasions, as well as providing the school year with back up snack

## **SNACK PROGRAM**

Each day, on a rotating basis, one parent will be asked to bring in an unopened snack and drink for the entire class. You will be provided with a monthly calendar that notifies you of your child's turn to be the "Helper." We want to remind everyone to bring in snacks that are healthy for our children. They should NEVER contain peanuts, tree nuts, peanut oil, peanut butter, or chocolate. *Please read labels carefully – there are children enrolled with severe peanut allergies.* We also ask that you do not bring in popcorn or raisins (they are a choking hazard). Chocolate is reserved for birthdays (for example, icing on cupcakes, brownies, chocolate chip cookies). Also, **please be sure that all snacks are the same – same amount, flavor, and color** – for each child in the class. If you bring in homemade goodies please bring in the labels to ensure there is nothing that a child may be allergic to.

Some snack suggestions follow:

Teddy Grahams (no choc. or choc. chip)	Cheerios cereal (regular flavor)
Graham crackers	Honeycomb cereal
Pretzels (please double check labels)	mini-croissants
Bagels (bagged with label)	Yogurt
Muffins (no chocolate or chocolate chip)	Saltine crackers
Fruit (will be washed & cut at school)	Rice cakes
Vegetables (will be washed & cut at school)	Ritz crackers
Goldfish crackers	Animal crackers
Jell-O	Cheese & crackers
Kix	

Drinks should only be 100% fruit juice (Juicy Juice, Apple & Eve, clear apple juice, white grape juice, etc.) or milk and should not be opened. **DO NOT** bring in punch, soda, Gatorade, lemonade, or chocolate milk.

Monthly schedules will be distributed with ample notice. **If you CANNOT fulfill your day, it is up to YOU to find a substitute.** Please refer to the class lists in your school directory for names and telephone numbers.

## **FIELD TRIPS**

Throughout the year, the 4-year old class will attend field trips. Advance notice will be given for the upcoming outings. **A signed permission slip is required for participation.** Your child will need to wear the school T-shirt on all field trips. These can be purchased at Back-to-School Night.

**Each parent is responsible for attending field trips with their child. If you cannot attend, you can elect to have another parent be responsible for your child. We DO NOT provide transportation, and parents are responsible for their child during the trip. Siblings are not allowed to attend field trips. Field trips are learning experiences for your children, and siblings can be distracting to you as a chaperone, and to the other children in the group.**

## **SPECIAL PARTIES**

You will have the opportunity to bring in "special treats" for various parties throughout the year. Your teacher will put a sign up sheet in the hallway.

No invitations should be distributed at the school for private birthday or holiday parties unless every child in the class is invited. On each child's birthday celebration day parents are invited to bring in a special snack and read a book. If you do choose to give goodie bags please remember our NO CANDY POLICY.

## **COMMUNICATION**

Please check the bulletin board outside of your child's class on a daily basis AND the clothesline along the long hallway wall for important notices and sign up sheets.

PLEASE **read and empty** all notices in your child's bag before the next school day and make sure to check your e-mails on a regular basis. Parent/teacher communication is a very important component in education. Hall posting, e-mailing and sending home important information is our best way to communicate throughout the school year.

## **SICK POLICY**

Any contagious disease in the home should be reported to the teachers.

Children with coughs, runny noses or colds should be kept home.

Each child **MUST** be immunized according to NJ State Laws; **THIS INCLUDES THE FLU VACCINE!** This is a **STATE MANDATED LAW!**

On the day(s) your child is absent, please notify the school by 9:15. For the safety of all of our children please remember to notify us if your child will not be at school.

PLEASE KEEP CHILDREN WITH FEVER OR VOMITTING/DIARRHEA HOME FOR 24 HOURS. WE ALSO ASK THAT CHILDREN WHO ARE PUT ON ANTIBIOTICS TO STAY HOME FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL. PLEASE USE YOUR BEST JUDGEMENT. IF IN DOUBT, PLEASE KEEP YOUR CHILD HOME.

Over the counter medication will NOT be administered at the school.

## **REPORTABLE DISEASES**

### **What is a reportable disease?**

A reportable disease is an illness that the Department of Health wants to know about to keep others from catching it. If an enrolled child has a reportable disease, it must be reported to the local health department and the Bureau of Licensing by the next working day. A list of Reportable Diseases is on the following page.

### **What diseases must be reported?**

The following reportable diseases are commonly seen in children:

German Measles	Whooping cough
Hemophilus influenza	Giardia lamblia
Measles	Hepatitis A
Meningococcus	Salmonella
Mumps	Shigella
Tuberculosis	Scabies
Chicken pox	Lice
Strep throat	
Impetigo	

### **What is a communicable disease?**

A communicable disease is an illness that can be caught from other people. All of the reportable diseases listed above are communicable.

Children with untreated cases of these diseases should not be at the center until they are no longer contagious. A doctor can tell you if someone has one of these diseases and if the person is contagious. As a courtesy, please report these diseases to your teacher so that they do not spread throughout the school.

The following diseases must be reported to the local health department and the Bureau by the next working day after the center learns that a child or staff member has been diagnosed.

Amebiasis	Reye's Syndrome
Anthrax	Rickettsial Diseases, including
Atypical Mycobacterioses	Q Fever
Babesiosis	Rickettsialpox
Botulism	Rocky Mountain Spotted Fever
Brucellosis	Typhus Fever
Campylobacter fetus	Rubella (German Measles), including
Diseases	Congenital Rubella Syndrome
Cholera	Salmonellosis

Dengue	Shigellosis
Diphtheria	Smallpox
Encephalitis, Infectious (Specify)	Tetanus
Food/Water-Borne Disease	Toxic Shock Syndrome
Giardiasis	Trachoma
Guillain-Barre Syndrome	Trichinosis
Hepatitis	Tuberculosis
Type A	Tularemia
Type B	Typhoid Fever
Non-A, Non-B	Veneral Diseases
Unspecified	Chancroid
Hydatid Disease	Gonorrhea
Kawasake Disease	Granuloma Inguinale
(Mucocaneous Lymph Node Syndrome)	Lymphogranuloma Venereum
Legionellosis, including	Ophthalmia Neonatorum
Legionnaires' Disease	Syphilis, Infectious
Potain Fever, and diseases	Viral Hemorrhagic Fevers
Caused by atypical Legionella-like	including, but not limited to
Organisms	Ebola
Leprosy	Lassa
Leptospirosis	Marburg
Lyme Disease	Diseases caused by Vibrio
Malaria	species, including Cholera
Measles	Yersiniosis
Meningitis, Infectious (specify)	Yellow Fever
Meningococcal Disease	
Mumps	
Pertussis	
Plague	
Pneumocystis carinii pneumonia	
Poliomyelitis	
Psittacosis	
Rabies	
Rat Bite Fever	
Relapsing Fever, Louse-borne	

## **EMERGENCY SCHOOL CLOSING**

We follow the East Hanover Public Schools for closings and delayed openings. Most local TV news stations (CBS, NBS, FOX, ABC, News12) will indicate which schools are affected. **If you hear the East Hanover Public Schools are closed, the nursery school will be CLOSED.** In the event of a delayed opening, the nursery school will be **CLOSED**. If school is cancelled, you will receive an email along with a face book update.

The nursery school **WILL NOT** make up any time or missed days due to snow closing, delayed openings or church emergencies. **In the event of a church emergency or early dismissal, you will be contacted by the director or a Board member.**

## **CO-OP COMMITTEES**

As a cooperative nursery school, it is imperative that the parents participate and volunteer to work on our committees. Committee involvement provides you, the parent, with a greater sense of the school's needs and operations. It is **mandatory**, in order for your child to attend the East Hanover Cooperative Nursery School that the parent/guardian participates on two of our committees.

## **VOLUNTEERING**

We would like to make all our parents aware that **OUR SCHOOL IS A COOPERATIVE NURSERY SCHOOL** program and as such, during the course of the year, it is **NECESSARY** to have various fundraising events to help us meet our expenses and offer a variety of educational experiences to your children. This also affords us the opportunity to keep our tuition competitive with other programs. Parents are required to take part in some phase of the school's fundraising events.

Each family is required to log in 5 Volunteer hours, which is to be signed and tracked by the Fundraising Chair Board member. If you haven't logged your 5 hours by the end of the school year your \$200.00 check will be cashed. Participation in fundraising is not tax deductible. Volunteer hours can also be completed through monthly school cleanings, playground and school maintenance, and other responsibilities that fit into serving on a committee.

## **PARENT PARTICIPATION**

Parents are given a unique opportunity at the Co-Op. They are encouraged to participate in the daily operations and goings on of the school. There are many ways to participate.

- Attend monthly board meetings
- Attend Open Parent meetings –Back-to-School night-
- Belong and participate on a committee
- Read a story in your child's class
- Lead a craft in your child's class
- Substitute in the classroom when needed
- Participate in our fundraisers

## **ABOUT OUR STAFF**

### **Fiorina Di Lauri**

Fiorina also known as Mrs. Di Lauri is the director of our school. Fiorina has an extensive background in working with children. She holds a Masters Degree in Social Work from Rutgers University. Her undergraduate studies were completed at Fairleigh Dickinson University. Fiorina is currently a Child Psychotherapist, servicing children in a non-profit organization. Fiorina's past experience includes working at an elementary school and at a mental health organization. Being a mom herself, she is a family-oriented individual who strives to connect with children, families, and staff.

### **Jennifer Cipriano**

Jennifer Cipriano, also known as Mrs. Cipriano, is the head teacher in the Pre-K 4's class. She has a Master of Arts in Teaching from Montclair State University, as well as a Bachelor's Degree

in Finance from Seton Hall University. She joined the Co-Op in May 2013 as an assistant teacher in the Young 3's classroom, and became the teacher for the Young 3's in Fall 2015. She

previously taught third grade, has many years of volunteer experience with children with disabilities and was co-leader of a Girl Scout troop for 10 years. Mrs. Cipriano's strong belief in children learning through play is evident in the 4's class. They are given the opportunity to play, sing, and develop both fine and gross motor skills through multisensory activities. Her warm and

inviting classroom is designed for preparing her students for Kindergarten. They will continue to develop independence and proper social skills while learning and playing in a stimulating environment.

### **Francine Lupo**

Mrs. Lupo is the assistant teacher in the 4's class. She is a resident of East Hanover for the past 23 years. She has three children that started their education at the co-op. She has been with the co-op since 2007. Over the years she has assisted with young 3's, 3's, 4's and summer camp. She is trained in early childhood development and is CPR and first aid certified. She believes that making the children feel loved, special and safe is the foundation for their education.

### **Dariene Inacio**

Dariene Inacio, known as Mrs. I., is the teacher of the 3-year-old program. Her classroom is a fun, exciting and wonderful place where the kids continue to learn the social and academic skills that were introduced to them in the young 3's program. Her values are based on making every child feel safe and comfortable in the classroom. Socialization is particularly stressed by instilling the values of friendship, sharing and kindness. Mrs. I's basic philosophy is for every child to enjoy coming to school and to adjust to a school setting and environment. She enjoys

teaching the children through painting, coloring and multiple other hands on projects but her main focus is for the children to learn through play. The children all have daily routines of identifying their name tags, taking turns being a snack helper, engaging in an activity to help with fine motor skills sharing and communication, clean up time, outside time, free play, and show and tell.

### **Lauren Guaimano**

Lauren Guaimano, also known as Mrs. G., is the 3's assistant. She currently holds a Bachelor of Arts Degree from Montclair State University in the field of Psychology. She has been very busy as a stay-at-home mom for the last seven years, which she considers an exceptionally rewarding time. Her daughter is enrolled in her second year at the East Hanover Co-Op Nursery. During that time, Lauren had often taken the opportunity to volunteer in our school, whenever an aide was needed in Mrs. Inacio's class. It was through this experience that Lauren discovered the love of working with preschoolers in a classroom setting. "Mrs. G," as the children will come to know her, is greatly excited for the year ahead and considers it a privilege to be working with the Pre-K 3 students.

### **Marilyn Zara**

Marilyn Zara, known as Mrs. Zara, is the returning Young 3's teacher. She has her CCP from Virginia and the NJ Group Teacher certification. She comes to us from the Learning Lab in Madison, where she taught both a 4 year old class, Kindergarten enrichment and tutoring. Prior to that, she taught at Rainbow Montessori as both a 3's and 4 teacher. Mrs. Zara has over 13 years of early childhood teaching experience. She believes children should have fun while learning and stresses the importance of fine motor skills in preschool education.

### **Angela Ciccolini**

Angela Ciccolini, known as Mrs. Ciccolini, has worked at the Coop as the young 3's assistant and has assisted with the summer camp program. She is now the assistant in the 4's class as well as subbing and helping out in the rest of the classrooms. She has an Associate Degree from Berkeley College of Business. She has been devoted to raising her two boys for the past nine years. She also incorporated her volunteer time as a Class Mom, which she found rewarding and truly enjoyable. Mrs. Ciccolini is greatly looking forward to working with all of the children this year.

### **Jennifer Knapp**

Jennifer Knapp is pleased to be starting her second year teaching at the Co-Op. She is the Enrichment Teacher and also the Assistant Teacher in the Young 3's Class. She earned her Associate's degree from Essex County College in Early Childhood Education, and a Bachelor's degree in General Humanities from Montclair State University. Previously, Jennifer has been working as a Substitute Teacher and as an Enrichment Teacher in local school systems. She believes that enrichment promotes learning through socialization and explorative activities.

### **Lucia Cesaro**

Lucia Cesaro is excited to be joining the co-op as the assistant teacher in the 3s class. Lucia earned her Bachelor of Science degree from Seton Hall University. After holding positions in Marketing, and owning a business, she chose to stay home with her children. She has been a stay-at-home mom for the past 13 years. A job she has truly cherished. She has 4 children that all have attended the Co-op, her youngest is currently in his 3<sup>rd</sup> year. Throughout the years she has witnessed the love her children have for the co-op, this is what motivates her daily in the classroom.

### **Kara Caulfield**

Kara Caulfield is a mother of four children who have all gone through the co-op over the past 6 years. Presently, she has twin girls, Riley and Emerson, in the 4's class. She is so excited to be assisting the teachers while filling in for Mrs. DiLauri while she is on maternity leave. Kara has a bachelor's in business and over 20 years experience in management. She welcomes the opportunity to be part of such a loving and wonderful staff.

**TABLE OF ORGANIZATION:**

**Executive Board**

Secretary      Vice President      President      Treasurer      Advisor

**Director**

**Teachers**

Head Teacher/4's Teacher

3's Teacher      Young 3's Teacher

4's Assistant      3's Assistant      Young 3's Assistant

Enrichment Teacher