

POLICIES AND PROCEDURES

OF

# Rosebud Academy



**2025-2026**

[Rosebud Academy](#)

## Preschool Administration / Staff

Pastor: Father Dave Grover  
frdavegrover@strosenj.com

Principal: Ms. Deirdre Rood, PhD  
drood@strosenj.com

Director: Fern Love  
flove@strosenj.com

Mrs. Mondoro's Transitional Kindergarten jmondoro@strosenj.com

Mrs. McGovern's 4's mmcgovern@strosenj.com

Ms. Reed's 4's creed@strosenj.com

Mrs. Christy's 4's schristy@strosenj.com

Mrs. Ridinger's 3's nridinger@strosenj.com

Mrs. Holmes' 3's bholmes@strosenj.com

Mrs. Kuzniar's 3's kkuzniar@strosenj.com

[Rosebud Academy Website](#)

School Nurse [nurses@strosenj.com](#)  
ON ST. ROSE OF LIMA CAMPUS **ONLY**

## Important Telephone Numbers

School Telephone Number: 856-617-0750

St. Rose of Lima School: 856-546-6166

School Nurse (St.Rose): 856-546-6166 Press 2

## MISSION STATEMENT

**“Guided by the Truth of the Gospel message, St. Rose of Lima School family nurtures hearts, minds, and bodies by growing in Truth through the Dominican Tradition of study, prayer, community, and service to shape Catholic life and leadership for the future.”**

The Rosebud Academy is a subsidiary of St. Rose of Lima School and is governed by any and all policies thereof, in addition to any and all policies and procedures posted below.

## PHILOSOPHY

The Rosebud Academy community is composed of parents, administration, faculty and staff who work together to develop the whole child.

We believe that a child can grow spiritually, academically and socially in a safe and nurturing environment.

We support the parents' role as a child's first and most important “educators” and promote regular communication between school and home. We encourage parental involvement.

Praying and learning about our Catholic faith are important parts of our school day. Our students not only learn about their religion, but are also called to put their faith into action through example and service. We believe that respect for others and maintaining an atmosphere conducive to learning is important.

We endeavor to develop each child's potential according to his/her individual ability by providing well-planned instruction, appropriate challenges, and supportive services. We encourage cooperative learning, higher order thinking skills, and the appropriate use of technology.

Our educational mission is guided by the precept “To Teach As Jesus Did”.

## STATEMENT OF NON-DISCRIMINATION

Rosebud Academy will honor the equality of all peoples, avoiding all forms of discrimination and respecting the dignity of each person by providing service without regard to economic status, race, sex, national origin, gender, ethnicity, age (in accordance with the law) or disabling condition (if, with reasonable accommodation on the part of the school, the disabled person could be accommodated).

## AGE REQUIREMENTS

The Threes - The child should be 3 years old by September 30<sup>th</sup> of the academic year. **The child must be toilet trained.** (Please refer to our Independence In Toileting Policy, page 12)

The Fours - The child should be 4 years old by September 30<sup>th</sup> of the academic year. The child must be toilet trained.

Transitional Kindergarten- The child should be 5 years old by September 30<sup>th</sup> of the academic year. The child must be toilet trained. ***Transitional kindergarten requires approval by the preschool director based on student experience and ability as well as completion of a 4 year old curriculum.***

## ABSENCES

If your child will be absent from school, we ask that you call and let us know. Please email your child's teacher or call the school office.

## **ARRIVAL AND DEPARTURE**

- When arriving for half day and full day dismissal, please park in the parking lot at your assigned time and line up on your classroom's line at the school's entrance

### **ARRIVAL**

- 8:20am

McGovern

Reed

Christy

- 8:30am

Mondoro

Ridinger

Holmes

Kuzniar

### **HALF DAY DISMISSAL**

All students dismiss at 11:45am

### **FULL DAY DISMISSAL**

#### **2:10pm**

Rosebud students who have siblings in other schools and require a 2:10pm dismissal for travel time. This is ***by request only*** and should be communicated directly with your child's teacher as well as Mrs. Love.

#### **2:20 pm**

McGovern

Reed

Christy

#### **2:30 pm**

Mondoro

Ridinger

Holmes

Kuzniar

### **School-wide Early Dismissal**

Aftercare is available on these days with the exception of the day before Christmas Break, Easter break and the last day of school

- All students dismiss at 11:30am

### **BIRTHDAYS and OTHER CELEBRATIONS**

Rosebud Academy celebrates each child's birthday by having him/her participate in morning prayer for a special blessing. Parents can have their child's classroom also participate in celebrating by providing **take home treats** only for the classmates. We **MUST** be very concerned and aware of students with allergies and other health concerns when providing treats as Rosebud Academy is a **peanut free environment**. The following procedures and options should be considered:

- ✓ The parent **MUST** contact the teacher school 3 days prior to the celebration for approval.
- ✓ Either one of the following are acceptable ways to celebrate:
  - Provide a snack for each child **to take home** at the end of the day. This snack **MUST** be packaged or in a zip-lock baggie for the children to take home. **CAUTION:** Be sure the teacher has approved this snack because of potential allergies and other health concerns.
  - Celebrate with a non-edible treat, (ie. Mini play-doh, bubbles, stickers) for the students to take home and enjoy.
- ✓ Parents are not obligated to participate in either of the above practices.

If you are planning a birthday party but are not planning to invite the entire class, we ask that you distribute invitations outside of school so that no one's feelings get hurt if he/she is not invited.

### **COMMUNICATION FROM THE SCHOOL**

It is important that all lines of communication be open for the benefit of your child's welfare and education. Please utilize our email system to contact teachers, staff and administration. Please allow at least 48 hours for a response. If it is an emergency, please call the school office and leave a message for the person you would like to contact.

Each month, a classroom calendar from your teacher and a school newsletter from the director will be published notifying you of upcoming events.

In an attempt to **GO GREENER**, These items will be emailed to each family. However, we will send home important and necessary documents in paper form as needed.

Parents may not distribute any materials to the class unless approved, in writing, by the director. In that occasion the parent would be responsible for any publication costs.

We will also use the REMIND platform for **one-way communication from the school** and for emergency alerts. Please be sure to download the REMIND app. The program will be introduced and reviewed at the orientation evening.

### **DISCIPLINE**

As in all Christian ethics, the primary purpose of Rosebud Academy's Student Conduct Code is to develop within our students the self-discipline needed to become productive members of their family, school, church and community. Students of Rosebud Academy are encouraged to practice Christian charity and courtesy toward everyone. This involves respecting all persons as well as their property and rights. Related to this should be their desire to live in a safe world with the understanding that rules often exist for the greater good of the whole.

Rosebud Academy is dedicated to:

- ✓ Creating an environment that is conducive to academic success as well as moral and Christian.
- ✓ The development of ethically sensitive and responsible persons.
- ✓ Providing a sound educational and Christian program where regulations and policies guide a student's life by encouraging independence, maturity, self-discipline and respect for the rights and viewpoints of others.
- ✓ Establishing a safe school environment that believes in and practices non-violence in resolving conflicts.
- ✓ Developing relationships with parents/guardians that promote active home and school
- ✓ Providing a positive school environment that defines student expectations and motivation for developmentally appropriate behavior.
- ✓ Plan and inform students of consequences that relate to misbehaviors that are prompt, fair, consistent and equitable.

Our teachers and staff strive to promote positive behavior and use different means of acknowledging proper behavior that may include, verbal acknowledgements, privileges, stickers, notes home to parents and other ways.

Unacceptable inappropriate classroom behaviors include:

- Excessive talking or distractions to other students
- Ignoring classroom rules and procedures
- Violating personal space with self / objects

Consequences for misbehavior:

1. Two (2) *reminders* of the appropriate behavior
2. Third reminder will include a brief (less than 5 minute) reflection period
3. Fourth reminder will result in a note/email home to the parent so that parents can reinforce positive behaviors
4. Continual disregard for classroom rules and procedures will result in a parent/teacher conference to develop a Behavior Modification Plan.

### **DRESS/ UNIFORMS**

Students should wear his/her Rosebud Academy shirts, which can be purchased through [Risse Brothers](#) and either navy skorts, shorts or sweatpants with elastic waistband which can be purchased at the outlet of your choice. In the winter months, students may also wear navy sweatshirts. Students should have white socks and velcro, non-light up, sneakers. Students should appear neat and tidy each day. If your child is enrolled in our full day program they will also need a lunchbox and sleep pad with his/her name. Additional lunch information is found in the LUNCH/SNACK section of this document. Please mark your child's name on all boots, sweaters, mittens, and all other loose clothing articles which will be removed.

### **EARLY DISMISSAL**

A child who must be dismissed early must bring a note stating the time and reason for the early dismissal. The note must also identify the person who will be picking up the student. The note must be signed and dated. Emails to the child's homeroom teacher (please cc director) are acceptable but must be received prior to 8:10am. If you rely on email do not assume the teacher has received it unless you are notified of confirmation.

### **EMERGENCY ACTION PLAN**

Procedures for handling an evacuation or lockdown situation are posted inside each classroom and drilled monthly. In the event of an evacuation, our first alternate location will be the Church Building. If the Church is deemed unsafe parents will be contacted via REMIND and the students will be relocated to a secondary location.

### **EMERGENCY SCHOOL CLOSINGS**

If the school will be closed due to inclement weather, parents will be contacted via REMIND. We will follow the school closing decisions of St. Rose of Lima School.

### **EXTRA CARE PROGRAM**

Rosebud Academy Extra Care Program strives to create a safe and enjoyable atmosphere for the children who attend our school and is designed to meet the needs of working parents while allowing your children to play, work, and enjoy various indoor and outdoor activities under the direction of dedicated staff. The program will operate only on the days that school is in session. It is the expectation that the usage of this program is planned ahead and maintained on a regular schedule so that Rosebud Academy may plan the staffing accordingly. Last minute changes will be accommodated to the best of our ability but are not guaranteed.

The following fees are associated with the Extra Care program at Rosebud Academy:

Please note there is a \$25 registration fee for all who use Extracare. It will be added to your first invoice.

#### **BEFORE CARE:**

- 7:15 am to 8:15 am
- \$ 12.00 per day / per child

#### **AFTER CARE:**

# of Children	Until 4:00 pm	After 4:00 pm but Before 5:30pm	Add for Early Dismissal
One Child	\$15.00	\$18.00	\$14.00
Two Children	\$17.00	\$20.00	\$14.00 per child
Three Children	\$19.00	\$21.00	\$14.00 per child
<b>Lateness ---Pick-up after 5:30pm will result in a charge of \$1.00 per minute.</b>			

There is an expectation of cooperation regarding student behavior and parent responsibility for financial obligations and pick-up procedures. Failure to cooperate may result in dismissal from the program.

### **CHANGE OF INFORMATION/EMERGENCY INFORMATION**

Parents are requested to complete emergency information cards before the beginning of each school year. It is important that changes to this information are immediately communicated to the school office. Any change of address, telephone number, and/or e-mail address should be reported to the school office as soon as possible.

All unlisted numbers should be specified. Be sure to clarify if a custodial guardian is not the parent of the child.

If parents are away for any reason and a child is being cared for by a relative or another adult, please inform the school office and the child's teacher. The name and phone number of this person must be on file in the office.

### **FIRE DRILLS**

The preschool conducts fire drills at least once a month.

### **HARASSMENT**

Rosebud Academy will not tolerate any form of discrimination or acts of harassment of its employees or students on the basis of age, race, color, national origin, sex, religion, disability or any other protected status. All employees and students are responsible for ensuring that the school is free from all forms of harassment.

Harassment is any unwelcome verbal or physical conduct directed at an individual based upon age, race, color, national origin, sex, religion, disability or any other protected status which disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile working environment.



### **ILLEGAL SUBSTANCES**

Cigarettes, drugs, and alcohol are forbidden. Anyone on Rosebud Academy property can not possess, use, transmit or be under the influence of any illegal substance on the school grounds, on school/activity buses, or at any school-related activity. Violations of this policy will be handled in accordance to the directives stated in Diocesan Policy, which states that persons who possess, consume, buy or sell drugs or alcohol and/or be suspected of possession, consumption, buying or selling will be referred immediately to the school administration for appropriate action, including disciplinary sanctions.

### **ILLNESSES and COMMUNICABLE DISEASES**

Parents are asked to keep students at home when they show symptoms such as vomiting, skin eruptions, diarrhea, eye irritations, severe headache, chills, fever, head lice or earache. A runny nose and /or constant coughing is also cause to give the student a day of rest. ***Students may not return to school until they are asymptomatic for at least 24 hours.***

If your child appears to be ill at the time of drop off it is at the discretion of the teachers, and or director to deny admittance for the day.

Because we will not have a school nurse on campus, if your child should become ill at school, we will isolate your child and call you to make immediate pick up arrangements. Rosebud Academy reserves the right to contact the emergency contact person listed on your enrollment form, and when necessary, utilize the emergency release you have provided. In case of emergencies Rosebud Academy will utilize Emergency Medical Services (911) and contact you immediately, in addition to contacting the St. Rose of Lima Principal and school nurse.

It is especially important to notify us if your child has a communicable illness. The state of NJ requires that a child must have written notice from a doctor to return to the classroom after being treated for any communicable disease.

### **LATE ARRIVALS**

Drop off for students can begin at their assigned time, **8:20 or 8:30 am**. Students are considered late at **8:40 am**. When your child/children are late for school, it disrupts the start of the day for them and their teachers.

### **LOST AND FOUND**

Be sure to identify all of your child's belongings, including articles of clothing with his /her name to avoid loss. Book bags, lunch boxes, and all school materials should also have the child's name on the inside of these items. Inquire at the school office for the location of any lost and found items.

### **LUNCH and SNACK**

Rosebud is a peanut free environment. Full day students must bring both a snack and lunch. Packed lunches should be in a sturdy container or lunch bag labeled with the child's name. Please pack a healthy lunch, drink and napkins for your child. Drinks may include water, juice and/or milk. Soda or "High Power Drinks" are not permitted. **NO GLASS CONTAINERS**. Snacks should be nutritious and healthy. Knives and sharp utensils are not permitted. ***Candy is not appropriate.*** Lunches can not be refrigerated or heated while at school.

Half day students must bring one non-perishable snack during the day, such as pretzels, goldfish, or crackers.

### **MEDICATION and HEALTHCARE**

Although at least one member of the staff will be CPR certified at all times, we will not have a nurse present at Rosebud Academy. Our teachers are NOT permitted to administer any medications to the students, including but not limited to Tylenol, cold medicine, and cough drops. The exception is only in an Epi-Pen and under the writing instruction of the parent and child's physician. If your child requires any special treatments, and or chronic medication please contact St. Rose of Lima's school nurse and create a care plan that you are willing to administer, under the direction of your physician and guidance of the school nurse.

### **OUTSIDE COLLECTION**

No student / parent is permitted to make a collection of money or sell any materials for his/her own purpose or for any cause or organization outside the school.

## **PARENT / TEACHER COMMUNICATION**

It is important for parents and school personnel to be in communication with one another. There are provisions for formal conferences once a year. In addition, school personnel will initiate phone calls and/or written communication throughout the year as necessary.

Parents are encouraged to do the same. If you wish to speak to anyone concerning your child, please send a note, email, or leave a message at the school office. Questions regarding academic progress or other concerns in the classroom should be discussed with your child's teacher. If there is need for further discussion, an appointment can be scheduled with your child's teacher and/or the director. Each teacher can also be contacted through email. Please allow at least a 48-hour response time. ***Please do not use dismissal time as an opportunity to conference with the teacher; their attention at this point must be to the safe dismissal of each student.***

Proper protocol in the sequence of communication is essential. If you have a concern about your child's progress or classroom related issues, initial contact should be made with the teacher. If necessary or if the situation/concern is broader than the classroom, an appointment can be made with the director. Students are also encouraged to speak directly with their teachers and are welcome to speak with the director at any time.

**Gossip/Rumors can be very dangerous and disruptive to a school community. If you hear gossip or rumors about anything you believe impacts the health and welfare of the school community or anyone in that community, please contact the proper authority within the school for clarification and understanding.**

## **PARKING**

For safety purposes, please park only in designated parking spots. Pedestrian flow is heavy at arrival and departure times and additional traffic in the parking lot could be hazardous. Please enter the south side of the school yard from Russell Ave and exit from the north side of the parking lot. Traffic signs are marked in the parking lot.

## **PROGRESS REPORTS**

Formal progress reports will be sent home three times a year (Fall, Winter, Spring). Informal progress reports will be periodically sent home to keep the parents informed of the student's progress. We schedule conferences as needed. If at any time during the year you have a concern which you would like to discuss, feel free to contact the teachers to arrange a mutually convenient time for a conference. We discourage impromptu conferences at the end of the day. The teachers and staff must care for all the children and be sure they are dismissed safely. Their focus must be the latter during dismissal.

## **RELEASE OF CHILDREN**

Students may be released only to the child's parent(s) or person(s) authorized by the parent on the emergency form to take the child from the preschool and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If, at the teacher / staff's discretion, the adult picking up appears to be impaired and/or unable to assume responsibility, the child will not be released and the next emergency contact will be called. Please be sure to notify the school, in writing, any changes to your child's dismissal routine. We CANNOT release a child to a person(s) that is not on file on the emergency form without your explicit written permission. **NO EXCEPTIONS.**

## **SCHEDULE OF SUSPENSION**

### **PARENTAL ACTIONS THAT MERIT SUSPENSION FROM THE PROGRAM**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up/dropping off your child.
- Verbal abuse of staff.

### **CHILD'S ACTIONS FOR SUSPENSION**

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

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 expulsion. An expulsion action is meant to be a period of time so that parent/guardian may work on the child's behavior or come to an agreement regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the preschool. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternative child care (approximately 7- 14 days notice depending on the risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent dismissal from the preschool.

### **SECURITY**

The school follows emergency and security regulations as recommended by local and county agencies. Fire drills, lockdowns, and emergency evacuations are practiced monthly. Students, staff, and all visitors are expected to participate and cooperate during these drills.

All external doors to the building are locked at all times. No one, including students, staff, or visitors should open the doors for anyone.

Parents/ designees dropping students and /or picking up students, during regularly scheduled times are to utilize the designated student entrance between the school and church.

Parents/ designees picking up students from After Care are to utilize the entrance at the opposite end of the school.

At no time after school hours should students, parents, or visitors be wandering through the building. All should remain in the designated area of the activity in progress.

Your child's safety and the safety of all staff and visitors is ultimately the responsibility of all of us. If you see any unauthorized persons on the school property or in the building, question them and bring it to the attention of the administration or staff.

If for any reason, the students are evacuated from the school building, students will gather in the church until clearance is given. If for any reason, the administration is directed to evacuate the school and parish property. Students will be escorted by their teachers to a secondary location. Parents will be notified via **REMIND** or e-mails that a possible dismissal may happen from that location. This process will be coordinated with the local police.

### **SCHOOL CLOSINGS/REMIND**

In the case of extraordinary circumstances such as extreme weather, equipment failure, or other crisis, it could be necessary to cancel school. We will utilize our School Reach phone and email system. Please do not call the school office or the parish office.

*REMIND* is a communication broadcast system that enables our school personnel to notify all households and parents by text and email within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. Please contact the office if your email or phone contacts change. The service may also be used to communicate general announcements or reminders. This service is provided by *REMIND*, which specializes in school-to-parent communications.

It is important for you to update telephone/email information with the school office to ensure prompt delivery of such messages.

Should school be in session when inclement weather begins, the parent / designees will need to pick up his/her child(ren) by following the proper sign out procedures.

No student will be allowed to leave school with anyone other than the parent or persons indicated as authorized on the emergency card, without the written permission of a parent. Please be sure to update through the school office all addresses, phone numbers, and authorized pick-up persons on your child's emergency card.

## **SCHOOL PICTURES / PHOTO PERMISSION**

Individual and class pictures are taken in the fall of each year and are pre-ordered for purchase. The dates are indicated on the school calendar and will be confirmed by your classroom teacher.

***Little Stars Portraits*** is the current provider of school pictures.

The school will seek parental permission for the use of pictures of their children on marketing brochures, web-site, or other means of media. At no time should anyone be publishing or posting pictures of any student at Rosebud Academy on personal web-pages, blogs, facebook, etc. without the consent of the parent. The school will not be responsible for any such postings.

## **TOILETING**

### **Refer to [Independence in Toileting](#) for further information**

It is the expectation that every child is potty trained and self-sufficient in the lavatory. Children with frequent bowel movement accidents (3) will be asked to 1.) move to a half day program 2.) suspend attendance until they are fully trained. If assistance is needed a staff member will provide that assistance as they see appropriate. At no time will a staff member be alone with a child behind a closed door. *Please supply the school with a change of clothes for your child. The change of clothes should include shirt, pants, underpants, and socks. Place these items in a large zip-lock bag and include your child's name and class on the bag. These items do NOT need to include a Rosebud Academy uniform shirt.*

## **TUITION & FINANCES**

Tuition payments are made directly through [FACTS Tuition Management](#). There are four (4) payment plans and several payment options. The first plan ---Full Payment due August 1<sup>st</sup> can be made directly through the school by check ONLY. Full Payment by Credit Card MUST be done through FACTS. The other plans are two-payments, four-payments or 10 monthly payments. Payment options are set-up to include: Direct Withdrawal or Credit Card. No checks will be accepted.

## **WEAPONS/THREATS**

Weapons of any kind are forbidden on the school grounds, on school/activity buses, or at any school-related activity. Actions or threats of action that endanger the safety of students and staff members will not be tolerated. Any student found with a weapon in his or her possession will be suspended immediately until the situation is investigated thoroughly. Law enforcement can be contacted if deemed necessary, especially if it affects the safety of anyone in the school including the person with the weapon.

## **AMENDMENTS TO THE HANDBOOK**

*The school retains the right to amend this handbook for just cause at any time. Parents will be given prompt notification if changes are made. This Handbook is intended to provide students and parents with as much information as possible regarding school policies and procedures. However, it is not all-inclusive. There will be additional points of information, procedures, and policies that will be communicated throughout the year by way of the newsletter or a special notice. The director has the authority to amend these guidelines as deemed necessary.*