



365 Broadway • Hillsdale, NJ 07642 • Tel. (201) 722-8500 • Fax (201) 722-9613

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POLICIES

SECURITY

Parents must take the following steps with regard to security at Loving Touch:

- Make sure upon entry and when leaving Loving Touch that the school doors are securely closed.
- Do not give the outside door security code to anyone. If an authorized adult is coming to the school to drop off or pick up your child, they must ring the bell and show proper identification to a Loving Touch staff member.
- Do not hold or open the door for anyone.
- All visitors to Loving Touch must check in at the Office to sign-in.

PICK UP/DROP OFF

In order to ensure the safety of all children at Loving Touch, we require each child to be escorted into and out of the building by a parent or other authorized adult. Parents (or other authorized adult) are required to sign their children in and out of school each day.

When dropping off children in the classroom, please drop off the younger sibling first. When picking up your children, please pick up the older child first.

The center closes promptly at 6:00 p.m. In the event that you need to speak to any staff member, kindly arrive earlier in order to allow time to do so.

Parents picking up their children after 6:00 p.m. will be subject to a charge of \$10.00 for up to the first 15 minutes and \$15.00 for each additional 10 minutes thereafter. This charge will appear in the tuition invoice for the following month and must be paid together with the tuition.

ABSENCE

If your child is going to be absent, kindly call the school in the morning (after 7:00 am.) so that we can maintain proper attendance records.

ILLNESS

Loving Touch is a school licensed to serve children who are in good health. In order to assure the safety and health of all the children in our program, it is imperative that you do not send your child to school if he/she is obviously ill. Such illnesses or symptoms of illnesses shall include, but not be limited to, any of the following:



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- Severe pain or discomfort
- Diarrhea
- Two or more episodes of vomiting within a 24-hour period
- Elevated temperature of 101 degrees Fahrenheit or higher
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult, rapid breathing
- Skin rashes (excluding diaper rash) lasting more than one day
- Weeping or bleeding skin lesions
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine or feces/stool

Should your child become ill while in our care, you will be notified to pick him/her up. We require that you pick up your child within one hour. Until your arrival, he/she will be comfortably isolated in the Office. *If you can not be here within the hour, you must have a back-up person available. Please notify the office to who will be picking up your child.

Parents must provide two telephone numbers at which they can be reached in the event that their child must be picked up because of illness or injury.

Parents must also provide the names and telephone numbers of at least two additional individuals authorized to pick up their child in the event that the parents cannot be contacted.

Parents are urged to make sure that they or their authorized representative pick up an ill child within one hour. It is unfair to their child, their child's teacher and the other children to leave their child at school when ill.

Parents who do not pick up their ill child within one hour will be subject to a fine of \$10.00 for every 15 minutes beyond the hour. Any fine will be reflected on the tuition invoice for the following month and must be paid together with the tuition.

Unless a child is symptom-free for 24 hours or a licensed physician indicates in writing that the child poses no health risk to himself/herself or to other children, the child may not return to school.

Parents are reminded not to send an ill child to school. All parents must inform Loving Touch of any medication given to their child before coming to school, whether prescription or nonprescription. Parents are also advised that they should not medicate an ill child before sending him/her to school without informing Loving Touch in the hope that the illness will go unnoticed. This conduct is unacceptable and unfair to the other children as well as the child's teachers. Any parent found to be doing this repeatedly will lose their tuition deposit and will be asked to leave the school.



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All medication administered at Loving Touch must be authorized by a written statement from a physician or parent. All medications must:

- Be in the original container
- Indicate the child's name
- Indicate the dosage

Medication will be administered once daily at lunchtime by an authorized staff member.

Please update your child's immunization records with us after each doctor's visit.

POTTY TRAINING

Parents and teachers must agree that the child is ready to potty train.

- Commitment is made by parents to train at home.
- Child will be praised often for his/her success and positive reinforcement will be given (reward system if needed).
- Parents will provide a daily supply of pull-ups/training pants.
- Parents will provide sufficient change of clothing, as needed.
- Parents will be notified daily of their child's progress.

DISCIPLINE

The following steps will be taken for any child who exhibits dangerous behavior:

- 1st offense:** Teacher will meet with parents.
- 2nd offense:** Director and teacher will meet with parents.
- 3rd offense:** Child will be shadowed at parent's expense
- 4th offense:** Child may be expelled from school, at Director's discretion. No refunds given.

TOYS

Except for toys that may be needed to ease your child's initial transition from home to school, a special naptime buddy, we ask that you kindly leave your child's toys at home or in your car. If a personal item is brought to school, it must be labeled with the child's name, as well as shared with the other children, and we cannot be responsible for it. If your child would like to bring in something that relates to our curriculum and would enrich the students' learning experience, we will appreciate it being shared with the class, but ask that it be left for several days. We also suggest that you discuss it first with your child's teacher so that she can work it into her weekly lesson plan.

TUITION

In the event that you choose to withdraw your child from Loving Touch, any deposit will be refunded provided you give Loving Touch thirty days' written notice of withdrawal of your child.

Any fees unpaid by the 5th of each month will incur a \$25.00 late charge and the child/children will not be admitted to school until all amounts due have been paid in full.



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A \$20.00 charge will be incurred for a returned check. This charge will be reflected on the tuition invoice for the following month and must be paid together with tuition. Future payments must be made by cash, money order or bank check.

Your signatures below, payment of tuition and your child's continued enrollment at Loving Touch shall constitute your acceptance of and agreement to the foregoing Loving Touch Nursery School Policies.

We are looking forward to providing a happy, healthy and safe environment for your children, and enjoying a pleasant, long-standing relationship with you.

Sincerely,

Loving Touch Nursery School

Michelle Albergo
Director

MA/amp
4/28/98

Kindly return this portion (only) to the Office as soon as possible. Thank you.

Child's Name: _____ Class _____

Child's Name: _____ Class _____

We acknowledge receipt of and agree to abide by the Loving Touch Nursery School Policies.

Parent's Signature Date: _____

Parent's Signature Date: _____



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POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, unhealed skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the center without a healthcare provider's note stating that the child presents no risk to himself/herself or others:

Respiratory Illnesses

- Chicken Pox**
- German Measels*
- Hemophilus Influenzae*
- Measles*
- Meningococcus*
- Mumps*
- Strep Throat
- Tuberculosis*
- Whooping Cough*

Gastrointestinal Illnesses

- Campylobacter*
- Escherichia coli*
- Giardia Lambliia*
- Hepatitis A*
- Salmonella*
- Shigella*

Contact Illnesses

- Impetigo
- Lice
- Scabies
- Shingles

*Reportable diseases that must be reported to the health department by the center.

** Note: If a child has chicken pox, a health care provider's note is not required for re-admitting child to the center. A note from the parent is required, stating either that at least six days have elapsed since the onset of the rash, or that all sores have dried and crusted.

If child is exposed to any excludable disease at the center, parents will be notified in writing.



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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 that 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 a 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 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's 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 insure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members 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 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).



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EXPULSION POLICY

NAME OF CHILD: _____

Unfortunately, there are sometimes reasons we have 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(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from our center.

IMMEDIATE CAUSES FOR EXPULSION

- The child is a risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay / habitual lateness in payments.
- Failure to complete requested forms including child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Verbal or sexual harassment towards staff members.

CHILD'S ACTIONS FOR EXPULSION

- Failure of a child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting. (Pertains only to children in Toddlers, Pre-School and/or Pre-K)

SCHEDULE OF EXPULSION

If after 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 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 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 date that allows the parent/guardian sufficient time to seek alternative child care (approximately one to two weeks notice depending on risk to other's welfare or safety). Failure of the child/parent to satisfy terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parents/guardian:

- 1) Made a complaint to the Office of Licensing regarding the center's alleged violations of the licensing requirements.
- 2) Reported abuse or neglect occurring at the center.

- 3) Questioned the center regarding policies and procedures.
- 4) Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN 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 behavior.
- Staff will consistently apply consequences rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- 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.
- Recommendation for evaluation by professional consultation on premises.
- Recommendation for evaluation by local school district child study team.



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Kindly return this portion (only) to the Office along with child's registration packet. Thank you!

Child's Name: _____ Class: _____

I/we acknowledge receipt of and agree to the Expulsion Policy as set forth by Loving Touch Nursery School.

Parent/Guardian Signature

Date: _____

Parent/Guardian Signature

Date: _____