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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.
- 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.
- All visitors must present identification upon request and may be denied access if proper authorization cannot be verified.

### **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.

The center closes promptly at 6:00pm. 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 6:00pm will be subject to a charge of \$15.00 for up the first 15 minutes and \$20.00 for each additional 10 minutes thereafter. This charge will appear in the tuition invoice for the following month and must be paid together with tuition.

The center reserves the right to request photo identification from any individual picking up a child if the staff member does not personally recognize the individual.

### **ABSENCE**

If your child is going to be absent, kindly message on Brightwheel app or call the school so that we can maintain proper attendance records.

### **MEDICATION**

All medication administered at Loving Touch must be authorized by a written statement from a physician or parent. A message can also be sent on the Brightwheel app.

All medications must:

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



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Medication is administered in accordance with the labeled directions and written authorization.

**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.

- A commitment must be made by parents to potty train at home prior to starting at school.
- 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**

Loving Touch Nursery School uses **positive behavior guidance** that is developmentally appropriate and consistent with N.J.A.C. 3A:52.

Discipline practices include:

- Redirection and positive reinforcement
- Clear and consistent expectations
- Modeling appropriate behavior
- Providing children time and support to regain control

The following are **strictly prohibited**:

- Corporal punishment
- Humiliation or ridicule
- Withholding food, rest, or bathroom use
- Physical restraint, except as necessary to prevent immediate harm

When a child exhibits ongoing or dangerous behavior, the center will follow the **Expulsion and Suspension Policy**, including documentation, parent conferences, and support planning.

### **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



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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/credit will be refunded provided you give Loving Touch thirty days written notice of withdrawal of your child.

Any fees unpaid by the 5<sup>th</sup> of each month will incur a \$35.00 late charge and the child/children will not be admitted to school until all amounts due have been paid in full.

A \$45.00 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. Tuition policies are separate from discipline decisions. Financial matters alone will not be used as disciplinary action against a child.

### **LICENSING & PARENT RIGHTS**

Loving Touch Nursery School is licensed by the New Jersey Department of Children and Families – Office of Licensing.

Parents have the right to:

- Review licensing inspection reports
- File a complaint without retaliation
- Receive a copy of the center's policies
- visit the center at any time during hours of operation to observe the program without prior approval

To contact the Office of Licensing:

**DCF Office of Licensing**

PO Box 657

Trenton, NJ 08625-0657

Phone: **1-877-667-9845**



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### **CHILD ABUSE AND NEGLECT REPORTING**

All staff are mandated reporters under New Jersey law and are required to report suspected child abuse or neglect immediately.

Reports are made to the NJ Child Abuse Hotline:

1-877-NJ-ABUSE (1-877-652-2873)

### **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES AND ILLNESS**

Loving Touch Nursery School is licensed to serve children who are in good health. To protect the health and safety of all children and staff, children who exhibit signs of illness or communicable disease may not attend the center.

### **EXCLUSION CRITERIA**

A child should not attend the center if they exhibit any of the following symptoms:

- Severe pain or discomfort
- Diarrhea
- Two or more episodes of vomiting within a 24-hour period
- Elevated temperature of **101°F or higher**
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or 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

### **ILLNESS DURING THE SCHOOL DAY**

If a child becomes ill while in care:

- The parent or guardian will be notified immediately.
- The child must be picked up within **one hour** of notification.
- Until pickup, the child will be supervised and separated from other children as appropriate.



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Parents must maintain current contact information and provide the names and phone numbers of at least **two additional individuals** authorized to pick up their child if the parent or guardian cannot be reached.

Failure to pick up an ill child within one hour may result in a **late pickup fee**, consistent with the center's late pickup policy.

## RETURN TO CARE

A child may return to the center when:

- The child has been symptom-free for **at least 24 hours, or**
- A licensed health care provider provides written documentation stating that the child poses no health risk to themselves or others.

## 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 Measles\*  
Haemophilus influenzae\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat\*  
Tuberculosis\*  
Whooping Cough\*  
RSV\*

### Gastrointestinal Illnesses

Campylobacter\*  
Escherichia coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles  
Coxsackie

\* **Reportable diseases** that must be reported by the center to the local health department, as required by law.

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



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### **NOTIFICATION OF EXPOSURE**

If a child is exposed to a reportable or excludable communicable disease while attending the center, parents will be notified in writing, consistent with health department guidance.

### **COMPLIANCE AND COOPERATION**

Parents are expected to act in the best interest of their child and the school community by complying with this policy. Repeated failure to comply may result in a required conference with administration and, if unresolved, may lead to suspension or expulsion in accordance with the center's Expulsion and Suspension Policy.

### **TRANSPORTATION POLICY**

Loving Touch Nursery School does not provide routine daily transportation to or from the center.

Transportation may be used **only for center-sponsored, pre-approved field trips or special class activities.**

When transportation is provided for a class-sanctioned trip:

- Transportation will be arranged through a licensed and insured transportation provider.
- Parents or guardians will receive **advance written notice** of the trip, including destination, date, and transportation details.
- **Written parental consent** will be required prior to the child's participation.
- Appropriate staff supervision will be maintained at all times in accordance with licensing requirements.
- Emergency contact information and required medical information will accompany the group.
- Children will not be transported without proper authorization.

Parents will be notified in advance of any transportation used by the center and may decline participation without penalty.

### **EMERGENCY PROCEDURES**

The center maintains written plans for emergencies including fire, severe weather, lockdowns, and evacuations.

Parents will be notified as soon as practicable in the event of an emergency affecting their child.



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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 AND SUSPENSION POLICY

Loving Touch Nursery School is committed to maintaining a safe, healthy, and developmentally appropriate environment for all children in accordance with N.J.A.C. 3A:52 and guidance issued by the New Jersey Department of Children and Families (DCF).

Suspension and expulsion are used **only as a last resort** after reasonable, documented efforts have been made to support the child and family, except when immediate action is required to protect the health and safety of children or staff.

## DEFINITIONS

### Suspension:

A temporary removal of a child from the program for a defined period while additional supports or assessments are pursued.

### Expulsion:

The permanent removal of a child from the program when the center determines it can no longer meet the child's needs or ensure safety, despite documented intervention efforts.

## IMMEDIATE CAUSES FOR SUSPENSION OR EXPULSION

Immediate suspension or expulsion may occur when:

- A child's behavior presents an **immediate and serious risk** of physical harm to themselves or others.
- A parent or guardian engages in **threatening, intimidating, or physically aggressive behavior** toward staff, children, or families.
- A parent or guardian's conduct significantly compromises the **health, safety, or orderly operation** of the center.

In such cases, action may be taken **without prior notice** when required to ensure safety.



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## PARENT OR GUARDIAN ACTIONS THAT MAY RESULT IN SUSPENSION OR EXPULSION

- Failure to meet financial obligations after written notice and reasonable opportunity to resolve.
- Failure to provide required documentation (including immunization records) as required by **N.J.A.C. 3A:52-7**, after repeated written requests.
- Chronic late pick-up that places the center outside of licensed operating hours.
- Verbal abuse, harassment, threats, or intimidation toward staff or others.
- Sexual harassment or inappropriate conduct toward staff.

## CHILD BEHAVIORS THAT MAY RESULT IN SUSPENSION OR EXPULSION

- Persistent behaviors that pose a serious safety risk and do not improve after documented interventions.
- Repeated physical aggression (including hitting, kicking, or biting) that remains unmanageable despite support strategies.
- Severe emotional or behavioral needs that the program is **not equipped to safely accommodate**, even after reasonable modifications and referrals.

A child will **not** be suspended or expelled solely for behavior that is **developmentally appropriate**, nor for reasons related to disability, suspected disability, or need for services.

## REQUIRED INTERVENTIONS PRIOR TO EXPULSION

When safety allows, the following steps will be taken and documented:

- Observation and written documentation of concerning behaviors.
- Use of positive guidance and redirection strategies.
- Environmental or classroom adjustments.
- Consistent communication with parents or guardians.
- Parent conferences involving teaching staff and administration.
- Development of a behavior support plan when appropriate.
- Referrals for evaluation or services (Early Intervention, Child Study Team, or other professionals), with parental consent.



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## SUSPENSION OR EXPULSION PROCEDURE

- Parents or guardians will be notified **verbally and in writing** of the reason for suspension or expulsion.
- Written notice will include:
  - Description of behaviors of concern
  - Interventions attempted
  - Length of suspension, if applicable
  - Conditions for return, if applicable
- Families will be provided **reasonable time** (generally one to two weeks, unless immediate safety concerns exist) to secure alternative child care.
- Failure to comply with agreed-upon conditions may result in permanent expulsion.

## NON-RETALIATION PROTECTIONS

A child will **not** be suspended or expelled because a parent or guardian:

1. Filed a complaint with the Office of Licensing.
2. Reported suspected child abuse or neglect.
3. Questioned policies, procedures, or practices.
4. Requested evaluations, accommodations, or services for their child.

Retaliation of any kind is strictly prohibited.

## PROACTIVE STRATEGIES TO PREVENT SUSPENSION OR EXPULSION

The center will use developmentally appropriate strategies including:

- Positive behavior supports and redirection.
- Consistent routines and expectations.
- Praise and reinforcement of appropriate behavior.
- Staff training in behavior management and trauma-informed care.
- Confidential documentation of behavioral concerns.
- Ongoing family communication and collaboration.
- Referrals to support services when appropriate.

## FINAL STATEMENT

Suspension and expulsion are safety-based decisions, not disciplinary measures. Loving Touch Nursery School reserves the right to take necessary action to protect the health, safety, and well-being of children, families, and staff in accordance with **New Jersey licensing regulations**.



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## EXPULSION AND SUSPENSION POLICY

### PARENT / GUARDIAN ACKNOWLEDGEMENT

**Child's Full Name:** \_\_\_\_\_

I/we, the undersigned parent(s) or legal guardian(s), acknowledge that we have received, read, and understand the **Expulsion and Suspension Policy** of Loving Touch Nursery School.

I/we understand that:

- The center is committed to maintaining a safe, healthy, and developmentally appropriate environment in accordance with **New Jersey Department of Children and Families – Office of Licensing (N.J.A.C. 3A:52)**.
- Suspension and expulsion are used only as a last resort, except in cases involving immediate health or safety concerns.
- Reasonable, documented efforts will be made to support children and families prior to expulsion when safety allows.
- Certain behaviors by a child or parent/guardian may result in suspension or expulsion if they pose a risk to the safety or well-being of children, staff, or others.
- The center will not retaliate against families for filing complaints, reporting concerns, or requesting evaluations or services.
- I/we have been given the opportunity to ask questions and seek clarification regarding this policy.

I/we agree to cooperate with the center in implementing strategies to support positive behavior and understand that failure to comply with agreed-upon conditions may result in suspension or expulsion, consistent with New Jersey licensing regulations.

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Center Representative (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## POLICIES PACKAGE

### PARENT / GUARDIAN ACKNOWLEDGEMENT OF RECEIPT

**Child's Full Name:** \_\_\_\_\_

**Program / Classroom:** \_\_\_\_\_

I/we, the undersigned parent(s) or legal guardian(s), acknowledge that we have **received and reviewed** the Loving Touch Nursery School **Policies Package**.

I/we understand that this package includes, but is not limited to, policies regarding:

- Health and communicable disease management
- Emergency procedures
- Release of children
- Discipline and behavior guidance
- Transportation and field trips
- Expulsion and suspension
- Licensing information and parent rights

I/we understand that Loving Touch Nursery School is licensed by the **New Jersey Department of Children and Families – Office of Licensing** and operates in accordance with **N.J.A.C. 3A:52**.

I/we acknowledge that:

- The policies are intended to promote the health, safety, and well-being of all children.
- I/we have had the opportunity to ask questions and seek clarification regarding these policies.
- Receipt of this policies package does **not** limit or waive any rights, including the right to file a complaint with the Office of Licensing.



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I/we agree to cooperate with the center in following these policies as part of our child's enrollment.

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**Parent / Guardian Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Parent / Guardian Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Center Representative (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_