

LOOKING GLASS CHILDREN'S CENTER

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..... A PEEK INSIDE THE LOOKING GLASS
... OUR BROCHURE INFORMATION

WELCOME TO LOOKING GLASS

Our day is designed to balance free play activities and teacher directed activities. Our littlest citizens, our babies, gets lots of TLC and individual attention. Their needs for food and comfort are met as they arise. There is ample time for songs and fingers plays, stories and poetry, music and dancing, exercise, fresh air and cuddling.

As they gain independence and enter toddler hood, the children begin to work in learning center. They also have the opportunity to participate in a number of supplemental classes.

Our "big kids", then three to six years old, have all of these and more activities available to them. They also begin more formalized academic study .

We know that when children are happily involved, their parents can go to work/ school/ home and put in a productive day as well.

OUR PHILOSOPHY

We believe that children's primary means of learning about our world is through play. When they play, children are imitating and practicing what they have experienced. As adults , we provide the examples they emulate. We have designed our program to provide a maximum of positive experiences, time to explore, and a variety of equipment to stimulate experimentation and consequently growth. This growth involves the whole child-emotionally, mentally, physically, socially and intellectually.

REGISTRATION:

We accept registrations at any time of the year provided there is space available for the child. There is a registration fee for enrolling in our program. Some of our supplemental programs have fees as well. You will be informed about this.

SIBLING DISCOUNTS:

We do provide a 10% discount for a second child in the same immediate family when both children attend full-time. There are NO discounts for part-time or extended family members (such as cousins or friends).

TUITION :

The tuition is based on a specific time period. The tuition amounts for each time period are outlined in the Tuition Rates Sheet. There are no deductions, refunds and adjustments in tuition for absence due to illness, vacation, holiday, school closing for weather, staff training, withdrawal from school, or any other reasons. Factors within our control are taken into account when annual tuition rates are determined.

TUITION PAYMENT:

Tuition payments are due on the first day of attendance each week. A non-refundable \$ 100.00 registration must accompany the enrollment application for all new enrollees.

PAYMENT POLICY:

Weekly payments are due on the first day of attendance each week. We allow for a grace period of until Friday of the same week. There will be a late payment fee of \$ 5.00 if payment is not made by Friday of the following week, enrollment will temporarily be suspended and subject to another registration fee.

Monthly payments are due on the first day of the month and subject to 10% late payment fee if not paid by the tenth day of the month. Enrollment may be suspended if payment is not received by the 15th. If a payment is returned unpayable, the return fee is \$ 30.00. repeated returns will require payment in cash.

PAYMENTS METHOD:

We accept cash, check or money order as payment for child care fees. In addition, we accept co-payments from the Voucher Corporation, Essex Cares for Kids, and Family Development Program, and are open to accepting other methods of payment.

SCHEDULING:

No child may be dropped off before 6:30 am or picked up after 6:30pm. Children may attend on their assigned days only; no arbitrary switching is permitted. If a child needs extra hours on occasion, they are considered extra hours, not substitution for missed day.

GROUP ASSIGNMENT:

Each child is assigned to a group upon enrollment. This group is for the year.

DAYS AND HOURS

Looking Glass is open from 6:30 am to 6:30 pm, Monday through Friday. Full and part-time hours of care and education are available. Children may be enrolled two to five half or full days. Children age 20 months through six years may join us for a morning session of 9:00 am to 11:30 am, also two to five days per week. Half days can be morning or afternoon.

EXTRA HOURS:

Occasionally a child who attends less than full-time may need additional care hours. Parents are asked to make their needs known in advance and we will try to accommodate your needs. We cannot guarantee to be able to do this. There is an additional charge for extra hours.

SIGN IN/ SIGN OUT:

We are concerned with the safety and well being of your child. No child is permitted to leave the premises except with an adult who has been authorized by the parent. In order to maximize our security, we ask everyone to observe our policy. Each child must be signed in by the drop off person each day. The sign in/out sheets are kept in a book at our main entrance. The drop off person must sign both time and signature. Each child must also be signed out by the pick up person. Again, this person must be authorized to remove the child from school. The pick up process is monitored; please inform all pickup persons that they may be asked for identification if not recognized by a particular staff member. This is for the safety of your child's departure as instructed by you.

ABSENCE FROM SCHOOL:

If a child is to be absent on a regularly scheduled day, parents are required to call in between 8:00 and 9:00am with the reason of the absence. Notice of planned absence (such as vacation) should be noted in advance. In either case, a date of expected return is requested.

LATE PICK UP:

Part-time: Arrangements may be made for extra hours of care for an additional fee beyond regular hours. Please be clear on the exact hours your child may attend *Full-time: Our closing time is designed to be considerate and fair. If you find that you will be late, please arrange for alternate pickup and notify us. Please ensure that your child is picked up by 6:30pm.

Our closing time is 6:30pm. Late pick-ups cannot be tolerated. Violations will incur: \$ 1.00/ minute. If a child is not picked up by 7pm and we have no contact with the family, we are required by law to contact the Division of Youth and Family Services of New Jersey (DYFS).

RELEASE OF CHILDREN:

Please inform us of your plans for pick-up of your child at the end of the day. We do not release a child except of the person(s) authorized in writing at time of registration, by the parent. Authorized pickup persons may be changed at any time. This must be noted in child's file. We will ask for identification of any person not known to us. We may refuse to release a child to anyone who appears to be impaired and unable to provide safe transport.

WITHDRAWAL FROM SCHOOL:

Each child is expected to complete the year for which he/she is registered. When the time comes for your child to move on, a written notice stating the reason for leaving is requested.

REASONS FOR DISMISSAL:

The following reasons that our school would be inclined to dismiss your child from our center:

- frequent delinquent non-payment
- ongoing behavior problems that become disruptive to our program.
- failure to pick up your child after an hour of being notified
- frequent late pick-ups

OPEN DOOR POLICY:

Parents of enrolled children may visit our school at any time without having to secure prior approval from the director or any staff member. In addition, another family may be authorized to have these same privileges. Please feel free to visit when you can. We welcome visits from our parents.

OUTSIDE VISITORS:

We welcome visitors at our school. We are proud to show you around and tell you about our programs. We do, however, ask you to make an appointment for that visit. This will insure that someone is available to devote time to you. In addition, this also provides that the safety and security of our children are maintained.

WEATHER:

In the event of a weather emergency, delayed opening or school closing, please contact the school by 5:30 am and listen to the message. We do our best to limit the weather closings, but must consider the safety to travel with small children in vehicles. NO TUITION CREDIT will be issued in Emergency School Closings.

QUESTIONS:

We encourage communication between parents and the school. Please do not hesitate to discuss with us any questions or concerns about the policies and programs of the school or the meaning, application or alleged violations of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention as well.

PRAYER:

Our children have a diverse religious background. We say a blessing before meals. We use a faith based program called "EXPERIENCE GOD" for our kindergarten, first and second grade class.

MEALS:

Breakfast, lunch and mid afternoon snack is available for an additional fee of \$ 4/day to be ordered two weeks ahead not on a daily basis.

OUTDOOR PLAY:

Playing outdoors in the fresh air during every season is beneficial to the health of the children. We do take the children outdoors daily, except in the most extreme weather. Please assure that your child is prepared everyday with the appropriate outerwear.

Please do not ask us to keep your child in because he/she is not well enough. A child who is too ill to spend a period of time playing outdoors is too ill to be in school.

PERSONAL BELONGINGS:

All of a child's personal item must be marked with the child's name. This applies to clothing, bedding and supplies, including bottles.

Every child must have a complete change of clothes at school. Infants need a crib sheet; a full size crib sheet also fits well on a toddler cot. In addition to a sheet, each child must have a blanket. Except for infants, children need a pillowcase for storing their bedding.

We discourage bringing of personal toys (except security objects) to school. Those which are brought in will be placed in a "safe place" until its time to go home.

No staff, parents, children or visitors are allowed to wear shoes inside the infant room.

LGCC TOILET TRAINING POLICY:

Learning to use the toilet for the bodily functions of urination and defecation is a part of growing and maturing. These functions are in the control of the child, not the outside forces of adults. The child is made aware of the process through casual discussions and observations, both at home and in the diapering process at school. The child is then able to make the decision to stop using diapers and begin using the toilet for these bodily functions. It then becomes the responsibility of the parent to teach the child proper cleansing techniques.

We do not toilet train children at our school; the child makes the decision to switch diapers for underpants. Praise and encouragement are used if and when appropriate.

If a child becomes eligible for the preschool group and has not given up diapers, the child is informed that with the "bigness" of preschool comes the "bigness" of no diapers. The child then decides the course of action.

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life- safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at www.state.nj.us/dcf/providers/licensing/laws/index.html or obtain a copy by sending a check or money order for \$ 5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review. Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

INFORMATION TO PARENTS

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it. Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/ and select Publications.

ILLNESS POLICY:

If in the last 24 hours your child has had fever, diarrhea, or vomiting, your child should not be brought to school. Your child must be symptom free 24 hours prior to readmission to school.

If a child becomes ill at school, you will be called to take your child home. Any child who has had a communicable disease must have a note from a physician noting that he/she has recovered, is no longer contagious and can be admitted into a group setting. If a child displays any of the symptoms listed below, he/she will be isolated from the other children and the parents will be contacted. If the parents cannot be reached, we will call one of the emergency numbers listed on the application form. Arrangement must be made to have the child picked up within one hour.

Symptoms of special concern are:

- diarrhea (more than one loose stool).
- severe coughing
- difficult or irregular breathing
- yellowish skin or eyes
- pink eye (eye does not necessarily have to be pink but may be discharging mucus)
- sore throat
- unusual rashes or spots
- vomiting
- severe itching of body and scalp
- fever of 100 F or more
- extreme or unusual behavior

NO TUITION CREDIT WILL BE ISSUED IN CASE OF ILLNESS.

MEDICAL INFORMATION:

When a child enrolls at Looking Glass, all immunization must be up-to-date. The child must also have a physical examination. The result of the examination, along with the immunization record, must be completed by the child's physician on our form. Without our medical form, the child may not enter school. It is the responsibility of the family to keep immunization records up-to-date. When a child is immunized, we must have the specific immunization and full date in writing from the administering physician. If a child is due for an immunization and cannot receive it, the reason must be written, along with a new date for the immunization, signed by the physician. If a review of our records reveals incomplete immunization information, you will be asked to remove your child from school until the information is on file.

MEDICATION:

Children recovering from an illness may need to continue medication for a period of time after returning to school. We will administer the required medication provided a school-issued Request for Administration of Medication is fully completed and signed and the medication is fully completed and signed and the medication is brought to school in the original container with the label intact and readable. Liquid medications must be brought in with your own marked measuring spoon. Medication and spoon must be in a "zip-lock" type bag. Children who need medication on a long-term basis need to have this same form completed and updated periodically.

MEDICATION ADMINISTRATION IN CHILD CARE

PURPOSE: This policy was written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.

INTENT: Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

GUIDING PRINCIPLES and PROCEDURES:

1. When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
 - Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
 - Any OTC without instructions for administration specific to the age of the child receiving the medication must have a complete permission Form from the health care provider prior to being given in the child care center.

MEDICATION ADMINISTRATION IN CHILD CARE POLICY

7. Examples of over-the-counter medications that may be given include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Cough suppressants
- Topical ointments, such as diaper cream or sunscreen

8. All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control
- A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are attached to this policy and include:

- Permission to Give Medication in Child Care
- Universal Child Health Record
- Emergency Contact Sheet
- Medication Administration Log
- Medication Incident/Error Report

12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

17. The Medication Administration in Child Care Policy will be reviewed annually by the following: Child Care Director, Licensing Consultant, Child Care Health Consultant and Parent/guardian.

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°F
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated 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 unless contraindicated by local health department or department of health.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

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

RESPIRATORY ILLNESSES

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

GASTROINTESTINAL ILLNESS

- Campylobacter*
- Escherichia Coli*
- Giardia Lamblia*
- Hepatitis A*
- Salmonella *
- Shigella*

CONTACT ILLNESS

- Impetigo*
- Lice
- Scabies
- Shingles

*REPORTABLE DISEASES THAT MUST BE REPORTED TO THE HEALTH DEPARTMENT BY THE CENTER.

**NOTE: IF A CHILD HAS CHICKEN POX, HEALTH CARE PROVIDER'S NOTE IS NOT REQUIRED, STATING EITHER THAT AT LEAST SIX DAYS HAS ELAPSED SINCE THE ONSET OF THE RASH, OR THAT ALL THE SORES HAVE DRIED AND CRUSTED.

IF A CHILD IS EXPOSED TO ANY EXCLUDABLE DISEASE AT THE CENTER, PARENTS WILL BE NOTIFIED IN WRITING.

EXPULSION POLICY

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 know 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 this center.

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward 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 required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

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 or other children.
- Excessive biting.
- Other (explain)

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parents/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 sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety). 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):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.

- Reported abuse or neglect occurring at the center.

- Questioned the center regarding policies and procedures.

- 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, appropriate activities and supervision.

- Staff will always use positive methods and language while disciplining the children.

- Staff will praise appropriate behaviors.

- Staff will consistently apply consequences for rules.

- Child will be given verbal warnings.

- Child will be given time regain control.

- Child's disruptive behavior will be documented and maintained in confidentiality.

- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

- Give the parent literature of other resources regarding methods of improving behavior.

- The director, classroom staff and parent/guardian will have a conference (s) to discuss how to promote positive behaviors.

- Recommendation of evaluation by professional consultation on premises.

- Recommendation of evaluation by local school district child study team.

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make is possible for each child to feel he/she has had some positive impact in the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time out—by removing a child for a few minutes from the area or activity so that he/she may gain self control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl". Instead you might say "That is not allowed here".

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse love with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
 - Hitting, shaking, or any other form of corporal punishment
 - Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
 - Engaging in or inflicting any form of child abuse and/ or neglect
 - Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

USE OF TECHNOLOGY AND SOCIAL MEDIA

Employees may be held responsible for any online behavior or content that connects them to the Center or implicates the Center in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the Center's mission and philosophy. The publication of photos, images, or artwork of students at the Center, whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at the Center have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and administrators of the Center in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does the Center wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee.

POLICY ON THE RELEASE OF CHILDREN:

Each child may be released only to the child's parent(s) or person(s) to take the child from the center and to assume responsibility for the child in an emergency if the parents(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 parents(s) or person(s) authorized by the parents 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 Division's 24 hour Child Abuse Hotline (1.800.792.8610) 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 judgement 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 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 Division's 24-hour Child Abuse Hotline (1.800.792.8610) 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).

METHODS OF PARENTAL NOTIFICATION

Announcements are made through letters and front desk signage.



LOOKING GLASS IS A CELL PHONE FREE ZONE

KEEP OUR SCHOOL SAFE FOR OUR CHILDREN

- *KEEP CELL PHONES OFF BEFORE YOU PULL IN THE DRIVEWAY.
- *AVOID USING CELL PHONES IN THE BUILDING.
- * **OBSERVE SPEED LIMIT OF 5mph.**

*DUE TO THE VERY LIMITED SIZE OF OUR PARKING LOT, WE DO NOT ENCOURAGE HANGING OUT AND CHATTING WITH TEACHERS AND OTHER PARENTS. THIS WILL CAUSE A "MASSIVE" TRAFFIC JAM (OTHER PARENTS NEED TO PICK UP THEIR CHILDREN TOO AND NOT LEFT WAITING ON THE STREET). PLEASE BE CONSIDERATE OF OTHER FAMILIES.

*IF THERE IS A NEED FOR YOU TO STAY LONGER IN THE SCHOOL, PLEASE PARK BY THE PLAYGROUND.

*IF IN ANY CASE YOU HIT SOMEBODY'S CAR, PLEASE BE COURTEOUS AND ACKNOWLEDGE.

*VIOLATION WILL RESULT IN LOOSING PARKING PRIVELEGES.



MICROWAVABLE SOUP, CHEF BOYARDEE AND MAC N CHEESE SHOULD BE SENT TO SCHOOL COOKED AND PLACED IN A LEAK-PROOF CONTAINER

WASH YOUR CHILD'S LUNCH BAG ON WEEKENDS.

LOOKING GLASS CHILDRENS CENTER

16 Bellevue Avenue Bloomfield NJ 07013 973.338.0264

SCHOOL YEAR 2019-2020 HOLIDAYS

July 4, (Thursday)	Independence Day
September 2, (Monday)	Labor Day
September 3, (Tuesday)	Staff Development
October 14, (Monday)	Columbus Day
November 21, (Thursday)	Thanksgiving Recess
November 22, (Friday)	Thanksgiving Recess
December 24, (Tuesday)	Christmas Break
December 25, (Wednesday)	Christmas Break
December 26, (Thursday)	Christmas Break
December 31, (Tuesday)	New Year's Break
January 1, (Wednesday)	New Year's Break
January 20, (Monday)	MLK Day
February 17, (Monday)	President's Day
April 10, (Friday)	Good Friday
May 25, (Monday)	Memorial Day
July 3, (Friday)	Independence Day

**PLEASE CALL THE SCHOOL (by 5:30 am)
FOR EMERGENCY CLOSING
ON SNOW DAYS AT 973.338.0264**

**LOOKING GLASS
CHILDRENS CENTER**

NAME: Lunch Order Sample

week of: JANUARY 6 and JANUARY 13

TO GUARANTEE YOUR CHILD'S LUNCH PLEASE
ORDER ON OR BEFORE JANUARY 6, MONDAY

PLEASE ATTACH YOUR PAYMENT

OF LUNCH* ordered _____ x \$4.00 @ =

*INCLUDES BREAKFAST,
LUNCH AND SNACK

\$
CHECK #

	monday	tuesday	wednesday	thursday	friday
JAN 7	PIZZA MILK OR JUICE <input type="checkbox"/>	WHITE RICE SWEET N SOUR CHICKEN MILK OR JUICE <input type="checkbox"/>	WHITE RICE CHICKEN N' BROCCOLI MILK OR JUICE <input type="checkbox"/>	CHICKEN NUGGETS/FRIES MILK OR JUICE <input type="checkbox"/>	PIZZA MILK OR JUICE <input type="checkbox"/>
JAN 14	PIZZA MILK OR JUICE <input type="checkbox"/>	WHITE RICE SWEET N SOUR CHICKEN MILK OR JUICE <input type="checkbox"/>	WHITE RICE CHICKEN N' BROCCOLI MILK OR JUICE <input type="checkbox"/>	CHICKEN NUGGETS/FRIES MILK OR JUICE <input type="checkbox"/>	PIZZA MILK OR JUICE <input type="checkbox"/>





LOOKING GLASS CHILDRENS CENTER

16 Bellevue Avenue Bloomfield NJ 07013 973.338.0264

WEEKLY TUITION RATES

REGISTRATION FEE: \$ 100.00

LATE PICK FEE \$ 1./MINUTE


PART TIME	5 days	4 days	3 days	2 days
MORNING SESSION Ages 20 months - 6 years 9:00 am - 11:30am	\$ 200.00	\$ 190.00	\$ 180.00	\$ 170.00

PART TIME	5 days	4 days	3 days	2 days
INFANT/TODDLER/PRESCHOOL 7:00 am - 12 noon or 1:00 pm - 6:00pm	\$ 235.00	\$ 225.00	\$ 210.00	\$ 200.00

PART TIME	5 days	4 days	3 days	2 days
PRE-K/KINDERGARTEN 7:00 am - 12 noon or 1:00 pm - 6:00 pm	\$ 210.00	\$ 200.00	\$ 190.00	\$ 180.00

FULL TIME Infant/ Toddler	5 days	4 days	3 days	2 days
	\$ 305.00	\$ 290.00	\$ 275.00	\$ 250.00

FULL TIME Preschool	5 days	4 days	3 days	2 days
	\$ 285.00	\$ 270.00	\$ 255.00	\$ 240.00

FULL TIME Pre K/ Kindergarten/ First Grade	5 days	4 days	3 days	
	\$ 260.00	\$ 250.00	\$ 230.00	

* TUITION SUBJECT TO CHANGE

REV. FEB 2019