

Livingston Academy is open 7am -6pm Monday- Friday all year-round. We are closed all major holidays as well as a few more days throughout the year for Professional Development opportunities for our Teachers. Please see this year's calendar of closings attached to this handbook.

We are located at 30-34 Okner Parkway Livingston, NJ 07039.

We can be reached at 973-486-6162 and office@livingstonacad.com during business hours.

Dear Families,

Welcome to the Livingston Academy. Our goal is to provide a welcoming, safe and developmentally appropriate environment for every child.

This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between parents and teachers are vital.

Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To help accomplish this we depend on parents to be responsible and active child care consumers. We appreciate that parents read this handbook in its entirety, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experiences.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice through email. In addition, the handbook will be updated as needed.

We have an open door policy for our enrolled families at Livingston Academy. Please feel free to reach out at any time.

We are so glad you have joined our community!

The Livingston Academy

PLEASE LABEL EVERYTHING

Please label everything that comes to school with your child's first and last name. Any food or beverage containers must be labeled with the date the item was sent to school as well as the child's first and last name.

NON-DISCRIMINATION POLICY

The Livingston Academy does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin or sexual orientation.

PROGRAM PHILOSOPHY

It is the philosophy of the Livingston Academy that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe that each child is a unique individual and that all children can learn. Our toddler and preschool programs provide inclusive settings that recognize children's varied abilities, interests, needs, and learning styles. We believe children learn best through meaningful play. Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

The goal of the faculty is to build an adequate foundation for the child's elementary school years. Our program is geared toward helping children develop habits of observation, questioning and listening. We want to ease the transition from home to school - helping them to learn how to get along with other children and adults, to develop skills through active play and spurring emotional growth through group activities. We want you, as a parent, to look into our busy, happy, noisy, creative classrooms and see your child at work and play. We want you to realize the validity of that play and the importance of what is being learned. Parents and teachers together can help the children to develop their full potential.

The teachers in our center are advocates for children and encourage them to develop academically and socially. As they listen and learn with each child, they assess and guide the learning process and empower children to make sense of their world.

Children are provided with appropriate materials in our beautiful sunlit rooms. The environment is carefully thought out and room arrangement reflects a child centered view. Materials are displayed in a functional yet inviting manner which nurtures the child's inner creativity. Children's varied abilities are accounted for in the preparation of the centers. Tools and props are rotated frequently to reflect the needs and interests of the group.

Families and culture are celebrated here at the Livingston Academy. The role of parents to our center is vital. The involvement and family connectedness is an integral piece of what makes our program strong. Families are frequently visible in and around the center, sharing life and what they love with the children. Their role in informing and working together with their child's teacher is the glue that keeps our center in place.

PROGRAM GOALS

The Livingston Academy aspires to meet the needs of ALL children and families. We provide care and developmental stimulation through play-based academic growth opportunities for young children as well as educational opportunities for families through our parent resource center and family nights. Teachers at our center see themselves as researchers, learning about each child's development and simultaneously furthering their own pedagogical knowledge.

CURRICULUM

Livingston Academy utilizes the HighScope curriculum as well as an immersive Mandarin program.

The HighScope Curriculum is one of the most respected Early Childhood curriculums in the world. HighScope is a research-based approach to early learning that encourages children to learn at their own pace while being presented with opportunities to challenge themselves. HighScope focuses on Key Developmental Indicators of child development. These KDI are categorized into domains for learning.

The curriculum is designed to make it possible for a teacher to differentiate and scaffold learning for each child in the group while simultaneously working across all of these domains. HighScope works to lay foundations built upon by experiences and open-ended materials encouraging all learning to extend beyond the classroom and into the outside world.

At Livingston Academy, we work hard to create an immersion environment for Mandarin learning. We make sure the children speak Mandarin, hear Mandarin and see Mandarin characters everywhere in the center on a daily basis

The children will have access to a huge amount of children reading materials in Mandarin—plenty of selective reading materials in Mandarin for native Mandarin speaking children, covering classic rhythm, poem, and idiom, which are crucial for language development for young Mandarin learners.

We also have an amazing option to hear and see interactive materials on our library projector during all operating hours. To make the learning more fun!

Moreover the children will get the opportunity to appreciate the culture with the beauty of the language. With teachers who are native Chinese speakers, children can learn the essence of Chinese culture in language study, like traditions, calligraphy, Confucius, etc.

Learning is child-initiated, providing opportunities for the children that support and enrich their development, learning, and growing independence. Curriculum development provides the framework for planning and carrying out work with young children and their families. Curriculum is child-centered, interest-based, and hands-on to encourage each child's growing independence. Each room is designed with interest centers (blocks, dramatic play, manipulatives, art, sensory, library, music & movement, science, etc.) and children choose from a variety of developmentally appropriate activities throughout the day. Assessment is an integral part of curriculum planning. Monitoring and documentation of children's participation within the learning environment is on-going. Children's interests, strengths, and needs are used to shape curricular decisions.

Curricular decisions are closely linked and are shaped by the on-going assessment gathered by the faculty daily. Such decisions are based on the fundamental concepts of being age-appropriate,

individually-appropriate, culturally relevant, and use of anti-bias practices reflected in the program in dialogue with the families of the children.

The classrooms will be rich in language opportunities and experiences. Such opportunities include but are not limited to: stories, finger plays, poems, labeling of items in the classroom in English and Mandarin, visiting with the students during free play, family style dining, children are welcome to share ideas and thoughts throughout the entire day. The children will have opportunities to have a special time to share things from home. The children will be given classroom responsibilities. Children will have opportunities to give their desires for topics to be studied.

ASSESSMENTS

Child assessment is a vital and necessary component of all high-quality early childhood programs. Assessment is important to understand and support young children's development. Each classroom completes screenings and authentic assessments that encompass all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. Assessment is also essential to document and evaluate how effectively programs are meeting young children's educational needs, and to inform of program improvement.

Child Development – Children do not just grow in size. They develop, evolve, and mature, mastering ever more complex understanding of the people, objects, and challenges in their environment. There is a general pattern or sequence for development that is true of most children. However, the rate, character, and quality of development vary from child to child. Culture influences development in different ways, and the goals for children differ from culture to culture.

Quality assessment looks not only at what is happening within the child, but also to the care that the child requires in order to thrive. For a child to develop and learn in a healthy and normal way, it is important not only to meet the basic needs for protection, food and health care, but also to meet the basic needs for interaction and stimulation, affection, security, and learning through exploration and discovery.

All staff is trained in the use of assessment in an early childhood program which includes the purpose and value of assessment and appropriate assessment tools.

Assessment Results – The information gained during all screenings and assessments will be used to develop curriculum, parent education, and evidence for referral.

- Lead teachers use the information gathered during the assessment process, identifying children's interests and needs and use this in planning a curriculum that best meets the needs of all children.
- When appropriate the information is used in planning for individual student needs
- If there is an indication of a developmental delay the teachers will use the information gathered for referral for further diagnostic screenings and assessments. As needed the Local Education Agency will be involved in further diagnostic screenings and assessments.

Confidentiality – All information gathered about a child is kept confidential. Records are kept in a secure area with limited access except by authorized personnel.

- Information obtained and collected by the program will be shared with other staff only on a “need to know” basis.
- Parents and guardians may ask to view screening and assessment results through asking the classroom teacher or the director.
- All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. As appropriate the classroom teacher, the parents, and other essential personnel will be involved in making goals for the child or a referral in cases of developmental delays.
- No information shall be shared with an outside agency without the written consent from the parent or legal guardian.

OBSERVATIONS AND PORTFOLIOS

During the preschool day teachers will utilize observations and interactions to gain knowledge about each child and their learning. Each observer will use guidelines on how to observe children and record their observations.

Child Portfolios-tools may include checklists, social inventory, anecdotal records, self-reflections, progress reports, samples of work, drawings, paintings, writings, stories and photographs, etc. **Parents are welcome to view their child’s portfolio at any time.

KNOWING AND UNDERSTANDING OUR PRESCHOOL FAMILIES

Families and culture are celebrated in the Livingston Academy. The role of parents is vital. Family involvement and connectedness is an integral piece of what makes our program strong. Families are frequently visible in and around the center, sharing life and what they love with the children. Their role in informing and working together with their child’s teacher is the glue that keeps our center in place. It is important to us that we develop skills and knowledge to work effectively with our diverse families. Our staff will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure, their preferred child-rearing practices and information families wish to share about their socio-economic, linguistic, racial, religious and cultural backgrounds. Program staff will actively use information about families to adapt the environment, curriculum and teaching methods to the families we serve.

PARENT PARTICIPATION

You are invited to observe anytime. Observing allows you to note age and individual related behavior patterns and to watch your child as he/she interacts in a social environment.

If you have questions about what you observe (i.e., children’s behavior, use of materials, teacher’s behavior, etc.), please ask the teacher about it. When observing, people often see only a snapshot in time and may not clearly understand the context surrounding a certain action in the classroom.

Your participation is eagerly welcomed in the programs. Your involvement can take many forms, and we hope that all parents will find meaningful ways to participate in their child’s experience. Some ways in which you may choose to participate include, but are not limited to:

- Field trip supervision
- Assistant teaching (occasionally or on a routine basis)

- Leading or assisting in special projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.)
- Construction or collection of materials for the school to use such as paint aprons, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.
- Attending or planning parent workshops
- Eating a morning snack, lunch, or afternoon snack with your child – The school must know 24 hours in advance if you will be eating lunch with your child.
- Planning a cultural experience at our center for the children and/or families.

FAMILY ARRANGEMENTS

The Livingston Academy recognizes that all families are not structured similarly and that some families may live apart due to a variety of circumstances.

Our school teachers and staff are sensitive to the needs of children in these situations and will work to support the entire family. We are happy to provide duplicate information in the child's mailbox to accommodate both parents' need for information.

If information is needed by the center regarding custody, child pick-ups, etc., please provide us with the formal paperwork. Unless we have the appropriate paperwork, we cannot keep a child's biological mother and/or father from picking up his or her child.

VOLUNTEERS

Volunteers in the classroom are welcomed. You, a grandparent, an uncle or aunt, or other significant family friends are welcome to come to the classroom and share special skills, interests and experiences with the children. Possibilities include but are not limited to:

- Read a book
- Tell a story
- Assist with a special art lesson in drawing, painting, sculpture (no arts/crafts project)
- Do some science or math experiments
- Show photos from a past trip
- Tell about your job, hobbies, etc.
- Cooking activities, holiday foods, ethnic recipes, healthy snacks
- Play an instrument, teach new songs
- Teach a dance or exercise program, yoga
- Share information about your culture/country, teach a language
- Talk about your favorite artists, musicians, bring examples of their work
- Gardening and planting

Classroom volunteer hours will be coordinated with the lead teacher of the classroom. If you are interested in volunteering on a regular basis, please indicate that interest.

PARENT RESOURCES

The Livingston Academy provides families with books on a wide variety of topics for families to use. These resources are available in the parent resource binder located at the entrance to the building as well as can be shared via the school email. . Please ask the director about any questions that your family may have about the resources

HOW TO HANDLE A PROBLEM OR COMPLAINT

If a parent has a problem or complaint, it is the policy of the preschool that is directed to the attention of the Director. Parents are encouraged to make suggestions about preschool policies and programs. If a parent feels necessary, they are encouraged to file a report with the Office of Licensing. Contact information is provided on the attached info to the parents document.

PARENT-TEACHER CONFERENCES

Two times a year parents will have the opportunity to schedule a parent/teacher conference with the child's teacher, November and MAY. The conference is a conversation with materials to be shared with the family.

Ongoing, informal communication of parent or teacher concerns and the sharing of special joys, sorrows, and accomplishments in the child's life are important. Please feel free to speak with your child's teacher during arrival/departure, on the child care app or schedule a time to speak privately.

DEVELOPMENTAL CONCERNS

The faculty at LA is dedicated to providing each child and family in our community with an inclusive and nurturing experience. Because we are trained in Child Development, there may be concerns that arise in terms of a child's development. We will request a conference to discuss any concerns we may have as well as parents are encouraged to request the same of our faculty. We have resources to refer parents to as well as welcome and encourage families to share with us any resources we can provide in our spaces to further assist your child's development.

HOME SCHOOL COMMUNICATION

Parent communication will be provided via the child care app and/or the school email.

The faculty at Livingston Academy will update our child care app throughout the day for their class as well as individual children.

Parents will be notified via email or the child care app of any minor injuries, symptoms of illnesses children have been exposed or when pre approved medications have been given. We will also notify of closings or any other announcements via the app and emails as well.

Parents will be notified via phone of any illness symptoms, any injury above the shoulders, a fall from a height greater than the height of the child and of a bite resulting in broken skin as these require further medical care. Parents will also be notified via phone of any unusual incidents or behavioral or developmental concerns the faculty may have. Families may receive an email requesting a conference but personal information will not be shared via email unless requested by the parent to do so in writing.

It is helpful for you to review activities planned for the day with your child. This is a great way to talk with your child about his/her day. You may find if you ask your child, "What did you do today?", you

might hear, “Nothing”. If you know about specific activities that occurred, you can ask more direct questions: “Can you tell me about the picture you painted today?”

We require families to provide us with an e-mail address. This can facilitate timely communication and notification of special classroom and school events. The teachers may also use email to send newsletters and weekly project work descriptions to you.

Discussion of the children, families and faculty in our program as well as our program itself is prohibited outside of our spaces. We lead by example and believe families should reach out to the school directly for clarification, questions or concerns.

TV AND TECHNOLOGY POLICY

Children will not have access to technology in our spaces unless aligned with the curriculum. In these cases, the teacher may permit a child to access the classroom iPad with teacher facilitating or offer programming to enhance curriculum in our library using our projector. The instances will be inquiry based, educational in content and deemed appropriate by our faculty.

Teachers will not have access to personal devices while at our facility, all communication will happen via classroom iPads, the school computer, or the school phone. Teachers are not asked to be available to parents outside of school hours but parents are free to try the office email when school is not in session, answers out of office hours are not guaranteed until the next business day although in an emergency, we will do our best to communicate quickly as we understand these are your children and that is more important than anything else.

SOCIAL MEDIA POLICY

Livingston Academy has a website and a Facebook page. All families will have an opportunity to choose if and where pictures of their children are able to be posted. We will not post children’s names online. In the future we also plan to have a private Facebook page for internal family and teacher postings.

Posting of other children other than your own when pertaining to our community is strictly prohibited for all families and faculty at LA. Damaging, abusive or vulgar language or content pertaining to anyone affiliated with Livingston Academy is strictly prohibited by anyone in our community, families and faculty alike. Any breaches of these policies should be brought to the immediate attention of the Director or Director on Duty.

FAMILY ORIENTATION

Before the school year and summer begins, each family will receive welcome mailings. An orientation night for new families will be offered the week before school and camp begins. Your family will come to the center, meet the teachers, see the classroom and participate in an orientation meeting to help in becoming acclimated with some of the daily procedures of our school. During this time the family will have the opportunity to ask questions about the program with the teachers and director.

TRANSITIONING NEW CHILDREN

We prefer to have new children ease into the room and routine. If a child enters the program in the middle of the year, we recommend a few short visits, gradually lengthening the visit time, prior to full-day enrollment. This helps your child become familiar with the environment and also helps us get acquainted.

Each child is unique in his/her patterns and ease of adjustment to new situations. Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment.

When transitioning your child into our classrooms during the initial visit, we ask that you stay with your child as they will not be officially enrolled and are not included in the teacher-child ratio. It is suggested that visits last, on the average, 1-2 hours. If you would like your child to experience different times of the day, schedule your visits accordingly. For liability purposes, parents may not leave their child unsupervised during visits.

SEPARATION

Children sometimes have difficulty separating upon arrival at school. This is typical behavior which, over time, should decrease as children become more secure in their new environment. Here are a few suggestions to help ease separation:

- Allow adequate time in the morning for arrival adjustment before needing to leave for work.
- While traveling, talk to your child about going to “school,” who will be there, etc. This prepares your child for what will occur. When you are rushed, children feel hurried and anxious.
- When you arrive, help your child get “settled in” by becoming involved in play.
- Once your child is playing comfortably, tell your child it’s time for you to go. (You might also try a two-minute warning ahead of time.) Please, do not leave without letting your child know. Children are establishing their sense of trust and need to see you go and see you return at the end of the day.
- Give hugs and kisses and reassure your child you will be back. It is helpful to give them an idea of your return by identifying a time of day you will be back (e.g. “I’ll see you after snack”).
- If there is still protest and difficulty, teachers are close by to help your child when you leave. Usually, children calm down and begin to play soon after you leave. Remember, even those children who are comfortable in play and in their environment need your attention, affection, and reassurance.

ARRIVAL AND DEPARTURE

Arrival and departure is a busy time at our school. Parents are asked to walk their child to their classroom. Please sign your child in at arrival and out at departure via our child care app. All information parents need to make the teachers and center aware of including change in pick up, how their child slept and ate, if the child received medication and the reason, etc, should be submitted via this app daily. For billing and attendance purposes, parents must sign their child in and out of the program.

ARRIVAL

During arrival it is very important to set up a routine that your family can follow every day. This provides your child with a sense of security. Please keep teachers informed about your child’s health,

mood, eating habits, family situation, or anything you think might affect your child's behavior at school. We recommend that you help put away items in their cubby, walk your child into the room, greet the teachers and friends, help wash their hands and assist your child in selecting a toy or joining an activity. When it is time for the person dropping the child off to go, tell the child you are leaving, and say, "Good-bye". If your child is having difficulty separating, signal a teacher for assistance. Feel free to call us later if your child is upset when you leave, and we will let you know how he or she is doing.

DEPARTURE

If someone we do not know is to pick up your child, it must be stated on the child care app with full name and contact number for this person. We will also require a photo ID for this person at pick up which we will photocopy and store on file with the date and time of pick up as well as their contact number provided by the parent in the app. Anyone picking up the child must be at least 18 years of age.

All families are required to list 3 emergency contacts for their children. If these contacts change, parents are to inform the school immediately through an email with all details of who to add to the pick up authorizations and who to remove. Parents should call the school immediately after sending the email to confirm receipt of information. The information will be changed immediately in the online system, teachers will be informed and parents will need to sign off on the change at drop off or pick up that day.

We will not allow a child to leave the facility with anyone we are concerned about regardless if they are on the pick up authorizations. In this instance, we will ask the person to leave the facility, we will call authorities if we believe the person is under the influence, a danger to themselves or someone else or not well. The child will remain at the center until another designated person is able to pick up.

For further guidance please see the state policy attached to this handbook. "Policy on the Release of Children"

During departure, it is also important to follow a set routine. We recommend that when you arrive, you greet your child and the teachers, and let your child know how much time he or she has to wrap up the ongoing project or activity. While your child is finishing up it is a good time to talk with the teachers to discuss your child's day, but this is not the time to have a full conference with the teachers. If you feel you need a conference, please ask the teacher to set a separate time for you to meet. On the way out, check your child's mailbox. Be sure and say, "Good-bye" to your child's teachers, so they know you and your child are leaving.

Once you have reunited with your child and begun departure, the Livingston Academy is no longer responsible for your child's safety. Please be sure he/she remains with you both inside and outside of the building. Children must hold an adults hand while in the parking lot.

MEALS AND SNACKS

Livingston Academy is a nut free facility. Families provide all food for children. We do not have refrigeration or spaces to heat up lunches. Parents must provide sufficient ice packs to keep lunches cool and thermos for children having warm meals. Food is immediately discarded after meals, we can not send home food once it has been touched or eaten by a child. We will update any notes about your child's meal on our child care app. Families should also provide a cloth napkin and utensils for meals in

an effort to reduce waste. Children under the age of 3 years should have food cut up small enough that it can be pinched between their thumb and pointer finger.

Please inform the center of any dietary restriction.

OUTDOOR PLAY

Outdoor play is an important part of the early childhood curriculum, and we consider the outdoors an extension of the indoor classroom. Toys, materials, and activities are also available outdoors to enhance the children's play experience. Typically, children go outside numerous times each day. If your child is not well enough to play outdoors, he or she is not well enough to attend the Center.

It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, raincoats, rain boots etc.) as we go out in all types of weather unless there is an advisory.

In warmer weather, Parents are required to apply sunscreen before drop off and provide additional sunscreen for the teachers to reapply after nap time (medication form must be signed for staff to apply sunscreen). Children are also encouraged to wear sun hats and to get plenty of drinks to replenish body fluids. Typically, the length of time spent outside is reduced and often the children wait to go outside until late in the day or early morning when the sun is less intense.

CLOTHING

In order to foster independence and self-help skills, we ask that you send your child to school in clothes that he/she can manage independently. Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Because the children work with paint, clay and other messy materials, they should wear clothes that can be laundered easily.

- Tennis shoes or shoes with rubber soles are required. For your child's safety, flip flops and crocs are not permitted
- A complete change of clothes is essential for preschool messes, please have at least one complete set of clothing for your child. The extra set of clothing will be stored in a Ziploc baggie at school. Please be sure to mark your child's name on the outside of the baggie as well as the extra clothing.

TOYS FROM HOME

Bringing toys from home is discouraged. A snuggle toy is permitted for rest time, but we would prefer-unless otherwise specified toys be left at home. The Livingston Academy teachers cannot be responsible for toys and other items brought from home. If children bring toys from home, the teacher may ask the parent to take it back to the car with them or for it to be kept in their cubby for the day.

We welcome books, CD's, and other special items that can be shared during group time or further learning experiences. Please be sure to mark all of these types of items with your family name.

Check with your child's teacher about her policy of bringing things to the classroom.

BIRTHDAYS

If you would like your child's birthday to be celebrated, you are welcome to bring a snack to share, the snack must be nutritious in nature. Check with your child's teacher for suggestions on fun and nutritious snack ideas. Due to child care licensing regulations, all snacks must be pre-packaged and must be sensitive to classroom allergies and dietary restrictions. Please make arrangements with your child's teacher at least two days prior to the birthday.

POTTY/TOILET TRAINING POLICY

There is no one "right" age for a child to successfully use the toilet. Most three-year-olds are potty trained; however, some are not and will occasionally have toileting accidents. This may be due to differences in maturation. Toileting is an important part of a young child's emerging independence. Positive adult-child interactions and convenient toileting provisions (e.g. child-sized toilets and sinks, accessible soap and paper towels for hand washing) can facilitate self-help skills. We are here to help when parents are committed and the child is ready.

Children may begin to wear underwear to school when they have been accident free for 3 days outside of school. If a child has more than one accident in a day, a parent will be notified and can either pick the child up from school to continue training at home or we will assist the child to put on a diaper or training pants and continue to try using the potty for the remainder of the day.

Soiled garments will be placed directly in a Ziploc bag with a note attached, to be sent home.

GENERAL SAFETY PRACTICES

- Background screenings are conducted, and all teachers, enrichment teachers and the Director need to be cleared by the state before working.
- Any employee is required to have a yearly TB test and a health form on file, and all Staff are trained in CPR, First Aid, and Choke Saving/Rescue Breathing.
- All staff members are mandated to report any suspicion of child abuse/neglect, and children are supervised at all times and appropriate child: staff ratios are maintained.
- As previously mentioned authorized pick-up information is on file and in our emergency directory, and If we are not familiar with the authorized pick-up person we will ask to see identification and will match the person's ID with the emergency directory information provided by the parent(s).
- Each room is equipped with a first-aid kit.
- Teachers are also asked take roll and monitor the number of children in their care every 15 minutes as well as before and after all transitions in and out of the classroom and building;
- Teachers move throughout the playground to ensure adequate and appropriate supervision.
- The playground is also monitored closely for safety and improvements.
- All medicines are stored out of children's reach and administered only with written permission of the child's pediatrician. Medication will only be given according to the prescription from their pediatrician.
- Individuals who serve food wear gloves when handling ready-to-eat foods.
- Cleaning supplies are stored out of children's reach.
- Teachers fill out documentation for accidents, incidents, and health-related situations. Parents receive copies of accident/incident forms.
- Teachers follow universal precautions for blood-related accidents and incidents.

- Choke tubes available to test if toys are too small.
- Latex “free” gloves are available in each room for emergencies.
- Toys are checked frequently and broken toys are discarded.
- Emergency numbers and first aid kits are included in a backpack for walking and field trips.
- Parents are informed in advance of all field trips and are encouraged to attend.
- Teacher-child ratio is adjusted for field trips to ensure that there is a higher ratio of adults to children.
- Health and safety information incorporated into the curriculum and taught to the children on a regular basis.

INCLEMENT WEATHER POLICY

The Livingston Academy Announcements Regarding Hours of Operation – Decisions made in the early morning hours will be relayed via email and the child care app. Policy Guidelines for Inclement Weather –

If there is a possibility of dangerous driving conditions, the director will determine if the school will operate on a limited schedule.

If we are Open, with Threat of Inclement Weather, but inclement weather becomes a serious threat, the Director will determine if an early closing time is necessary.

If we were to close early parents will be notified through email, our child care app and telephone calls.

HEALTH POLICY

Each child must have a current health form with immunization history signed by a physician on file at the Livingston Academy. Classroom teachers will notify parents when certain communicable diseases are present and we ask that you notify the center when your child is out with a communicable disease.

Our school has limited isolation space, children developing any symptoms that require dismissal shall be picked up by the parent/guardian as soon as possible. Children will be kept in the director’s office until the parent/guardian comes.

If the child is well enough to come to school, he/she is well enough to participate in the regular program, including indoor and outdoor activities.

Please know that the decision for the child to remain is based upon the teacher’s discretion. Also, the child may not be brought to school if he or she is taking an antibiotic prescribed within the last 24 hours – children must be on antibiotics for 24 hours before returning to school.

Children sent home from school due to illness shall not return to school the following day. A child who is feeling ill needs to be in a quiet place where he/she can rest and have lots of attention and tender loving care.

If children develop a fever while at school they will be isolated and cared for in the director’s office until the parent or emergency contact person can pick them up.

Children may return to school 24 hours after the disappearance of all symptoms, including the disappearance of fever without the use of medication. Children returning with any of the previous

symptoms or illness will be excluded from school immediately. The decision is at the discretion of the staff. Your child's physician may be called if staff members have questions concerning your child's condition.

Please see the attached Policy on Communicable disease for further and more specific information on our policy.

During COVID 19, all children will be required to provide the center with a negative test result as well as a doctor's note that the child does not pose a health risk to themselves or others.

CHILDREN'S HEALTH RECORDS AND OTHER RECORDS

All children are required to have a completed physician's examination form, a physical exam and all immunizations up to date at the time of enrollment. Immunizations are to be kept up to date thereafter following the New Jersey guidelines schedule. A physical is required every year.

Immunizations are an important public health policy affecting children. As a matter of state law, children in the program must be fully immunized or be in the process of becoming fully immunized according to the approved schedule.

Your child's file is kept in the director's office. This office is locked unless center personnel are present. Your child's file is considered confidential and only a limited number of individuals have access to view it. Parents may request to view their child's file at any time. Please contact the classroom teacher or the Director to make arrangements to view the file.

The Director will have access to review the file so that medical and family information is correct and up to date. Lead teachers have access to review files to see what individual/special needs your child has. This information will help with planning and goal setting for your child.

When the program is being reviewed for relicensing, the licensing representative has access to the files that are required by the state. These forms would include but are not limited to: child enrollment, medical forms, and special instruction plans for allergies if one is appropriate.

MEDICATION AUTHORIZATION

Prescription medication shall be in the original container and labeled with the child's name, instruction for administration, including the times and amounts for dosages, and the physician's name. This may include sample medication provided by the physician.

Medication Authorization forms are available for short-term (two weeks or less) and long-term (daily medications). Parents are asked to take home medications once they are no longer administered at school.

Children will not receive over the counter medications at LA unless prescribed by a doctor, the prescription must accompany the medication.

All diaper creams and sunscreens require written permission from a parent.

ALLERGY POLICY

When children are diagnosed with an allergy or there is a known allergy at the time of enrollment the parent must notify the Director with a written doctor's statement. This would include food or other allergies (such as bee stings). All children with any allergies must have an "Individual Care Plan for Children with Special Needs" must be given to the center and must have the doctor's signature to meet licensing standards.

If, for any reason, your child cannot eat a certain food, please provide a written notice from your physician and discuss this issue with the director.

A list of the children with allergies to various foods will be posted in the classrooms for those that prepare snacks and lunch to use in providing alternate seating. Parents will be asked to complete a release form allowing the center to post identified allergies.

CPR/FIRST AID TRAINING FOR STAFF

All staff will be CPR and First Aid trained. Each year, training in CPR and first aid are made available to staff.

CLASSROOM FIRST AID KITS

Each classroom will have a backpack of First Aid supplies. This pack is to be taken with the class whenever leaving the room for outdoor play or taking a "field trip". The kit will contain the following items: CPR Mask, gloves, antiseptic wipes, and alcohol wipes, antibiotic ointment, band aids, gauze pads, Kleenex, paper towels, and germ-x. The classroom teacher should keep the director informed when supplies need to be replaced.

ACCIDENT AND ILLNESS POLICIES AND PROCEDURES

The Parent Information Sheet requires home, office, and emergency phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be phoned. The emergency contact must be someone who can be available in case of mild illness, to provide temporary care for a sick child, and has transportation to school.

If the child would require treatment in the Emergency Room, the parent will be contacted and arrangements will be made for transporting the child to the Emergency Room via 911.

If a child is injured at school in any of the following ways, parents will be called immediately.

Bumps or hits head and/or mouth

Has a bite that broke the skin

Falls from a height greater than their own

Any other injury requiring medical attention

If we cannot reach the parent, the emergency contact will be phoned. The teacher who witnessed the emergency situation will accompany the child to the hospital, bringing records and all parent permission forms.

Parents will be notified of all known minor injuries via email.

CHILD ABUSE POLICIES

Mandated Reporting

As professionals in contact with young children and their families, we are required by law to help state agencies become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/child care workers, are mandated reporters. Thus, it is our policy to report any and all suspected cases of child abuse and/or neglect immediately by telephone and to follow up in writing within 24 hours the same information as reported by telephone. Our school will offer full cooperation of its staff during the investigation of the reported incident.

GUIDANCE AND DISCIPLINE

Please see attached.

UNUSUAL INCIDENTS

In an early childhood setting, things happen that are unfortunately not unexpected such as the occasional bite or rare tantrum/ meltdown. Livingston Academy will document these instances on an "unusual incident report", alert all families involved via email unless an incident requires immediate medical attention or for the child to be picked up and offer resources and assistance to families. If the incident requires LA to report to our state license inspector or Department of Children and Families, we will do so accordingly. If the child needs to be picked up or requires further medical attention the parents will be notified via phone. The names of the children involved will not be shared with any other family other than their parent.

EXPULSION POLICY

Please see attached.

INSPECTIONS

We also receive annual inspections by the local fire station and Health and Sanitation inspections by the New Jersey Department of Children and Families.

These inspections ensure that all fire, health, and safety regulations are met and that we adhere to high quality standards regarding teacher requirements, adult/child ratios, curriculum, nutrition, and other administrative practices.

We will notify families of any concerns that arise during inspections as they are public record.

EMERGENCY PROCEDURES

Keeping our staff and children safe is our number one priority. Both the staff and our families will be well versed in all emergency procedures. We are state mandated to perform both Fire and Evacuation drills on a monthly basis. Both of which will be logged for licensing purposes. Emergency Procedures will be posted by every exit and emergency phone numbers clearly posted by all phones. All parents/guardians will provide, in writing, the names and phone numbers of persons to contact if the parent/guardian cannot be reached, and In case of an emergency, a faculty/staff member may go with the child to the emergency room and remain until a parent/guardian arrives. Teachers will report in

writing any injuries that may occur while the child attends school, and the teacher will also notify the parent/guardian of any injury requiring first aid treatment. All teachers are required to report serious injuries to the Director immediately, and the Director will notify the child's parent/guardian. Shelter-in-place (lockdown) drills are held at irregular intervals throughout the year, and Emergency evacuation plans are posted in each room, the hallway, and outside the Director's office.

TUITION POLICIES

Please see attached.

LATE PICK UP FEES

The Livingston Academy closes at 6:00 p.m. daily. Our staff members work very hard each and every day and want to feel confident that they can leave at 6:00 p.m. Many staff members have evening commitments. Parents who arrive late often interfere with these plans. Parents will be charged a late fee if children are picked-up after 6:00 p.m. Our late fee is \$1 for each minute late, per child.

WITHDRAWAL INFORMATION

Parents are required to give the Center Director a minimum of 30 days notice in writing prior to withdrawing their child from the program. The final month of tuition will be paid with the original deposit. If 30 day notice is not received, the family forfeits the deposit.

CLOSING STATEMENT

A strong home and school environment is essential when building a good environment for young children. All of our staff will try to do our very best to keep you informed and involved in our school program. Clearly, ongoing communication and support from both families and staff make the connection between home and school a two-way street. Please share with us information about your child and report any changes especially during a major crisis. Anything you share with us will be held in confidence. We hope to nurture mutual trust and respect at every opportunity. There will be many ways for parents to become involved in our school's culture. We look forward to getting to know you and your family.