



Kathy Dunn Cultural Center

- ◆ Pre-K 3
- ◆ Pre-Kindergarten
- ◆ Kindergarten
- ◆ First Grade
- ◆ Summer Program



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Discipline Policy

The methods of guidance and discipline used shall:

1. Be positive.
2. Be consistent with the age and developmental needs of the children and lead to the child's ability to maintain self-control

Staff members shall not discipline children for failing to eat, sleep or for soiling themselves.

Children may be removed from a group activity to another area, provided the child is under supervision and continuously visible

The center shall maintain on file a written policy on the disciplining of children by staff members. The policy shall:

1. Reflect the provisions specified above and include the acceptable actions that a staff member may take when disciplining a child. (discussion, re-direction, time-out)
2. Be distributed to every staff member
3. Be posted in a prominent location within the center

The center shall secure and maintain on file each staff member's signature attesting to receipt of the policy.

For school-age child care programs the following shall apply:

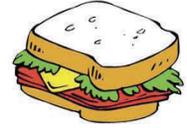
1. The center shall permit children to participate in the development of discipline rules
2. The center shall establish procedures to ensure children are aware of rules

Special requirements to prevent child abuse and/or neglect and inappropriate staff behaviors toward children

- Staff members shall not use hitting, shaking, or any other form of corporal punishment
- Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment
- Staff members shall not engage in or inflict any form of child abuse/neglect
- Staff members shall not withhold food, emotional responses, stimulation or rest/sleep
- Staff members shall not require a child to remain silent or inactive for inappropriate amount of time for child's age



Snacks and Lunches



All full time children need to be provided with 2 snacks and 1 lunch and drinks. Many children have peanut allergies that could be deadly. We ask that you not send in peanut butter or food that contain nuts.

There are other food allergies therefore we do not allow children to share their snacks or lunches.

If your child has a food allergy please make sure that you notify the center and fill out the appropriate medical forms.

Each Friday we offer Pizza Day. An order form will be sent home at the beginning of each month. The cost is \$2.00 per week and must be ordered in advance.



All part time children must be provided with one snack and a drink.

Please try to provide a healthy snack and lunch for your child.

Parties

Throughout the year we will celebrate different holidays. The classroom teacher will have a sign up sheet for snacks. If you want to bring in something that is not on the list, please speak to the classroom teacher.

If it is your child's birthday you may send in snacks for a party. Here are some suggestions:

- cupcakes
- munchkins
- chips
- pretzels
- Jell-O
- fruit/vegetables



***Please do not send in an entire cake or birthday candles.

Drop Off and Pick Up

Drop off and pick up time can become quite hectic. We ask that you obey the following rules while the gates are open.

-Pull in to the left of our Kindergarten building and drive all the way through. Even if you are going in the side door, pull up as far as possible. Pull over to the side. Do not park in the middle.

-Do not pull in or back in the wrong way.



-We realize everyone is in a hurry but please have patience.

-If you are in driveway please limit your time in the building. Parents are always welcome, however, if you plan on staying for more than a moment you must park on the street.

-Please do not be offended if you are asked to leave the parking area.

Sleep Policy

It is our policy that any full time nursery or pre-kindergarten students have a rest period. They are not required to sleep, but must lay quietly and relax. (In accordance with State Policy).

Our center provides a mat for each child. Each mat is numbered to ensure that your child receives the same mat each day. All mats are cleaned and disinfected.

For rest time please provide a small sheet, light blanket and pillow.

* Please label each item with a permanent marker. These items will go home each Friday to be washed.



Health Policy

All children attending school must have a completed health form, signed by a physician.



A parent will be contacted to pick up a child for the following reasons:

- contagious disease (such as chicken pox)
- contagious skin rash (severe rashes must be looked at by doctor)
- Fever (99 or higher)
- Severe cold/cough
- Conjunctivitis (pink eye)



If your child has been absent due to a contagious disease, a doctor's note must be brought in to confirm it is safe to return.

If your child is sent home with a fever he/she may not return to school until he/she is fever free for 24 hours.

Please be sure all telephone numbers are up to date to ensure immediate contact in case of emergency.

It is our policy not to dispense over the counter medication. If your child is on prescription medication you must provide a note from your doctor and fill out a medication form, which we will provide.

Injections are not given, except for emergency care (epi-pen).



Days and Hours of Operation

The academic year at the Kathy Dunn Cultural Center begins the Wednesday following Labor Day and runs through June.

Our summer program begins in July and ends a week prior to Labor Day.

*Exact dates will be noted on monthly and yearly calendars.

We are open from 7am to 6pm, Monday through Friday.

Full time hours are 7am to 6pm. The academic day is 9:00-3:00. We do not charge extra for morning and afterschool care, It is included in the price of full time tuition!

If your child attends our full time program he/she may be dropped off at any time during the day. However we suggest that you arrive by the beginning of the academic day at 9:00. It is disruptive to a class to have children coming in at all times.

Part time Pre-K 3 hours are 9:00-11:30.

Part time Pre-K 4 hours are 9:00-12:00

Please arrive 5 minutes before class begins.

Any parent picking up a child after 6pm will be charged \$5.00 for every **5 minutes** .



The Kathy Dunn Cultural Center will be closed the following days:

Day after Labor Day	Good Friday
Columbus Day	Easter Monday
Thanksgiving	Memorial Day
Day after Thanksgiving	Fourth of July
Christmas Eve—New Year's Day	The last week of August
Presidents' Day	