



PARENT AND STUDENT HANDBOOK

2018-2019

All Souls Preschool
Toddlers Too
55 Parkway Drive
Port Chester, New York 10573
(914) 939-4301
www.allsoulspreschool.com
info@allsoulspreschool.com

Gina Flusser
Director

Mission Statement: *The School will provide a safe, nurturing environment in which each child will develop intellectually, physically, socially and emotionally. The School will work, along with families, to lay the foundation for each child to develop a positive self-image, learn to work with others, and acquire the skills necessary to become an independent learner.*

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IMPORTANT CONTACT INFORMATION

Church

All Souls Presbyterian Church
Interim Pastor : Jane Ann Groom

914-939-4300

Secretary: Diane Knowles

All Souls Preschool

School Phone
School Fax

914-939-4301
914-935-0865

Director:

Gina Flusser
General School e-mail
info@allsoulspreschool.com

Teachers:

Toddlers Too Rosemary Mangiamele (co-teacher)
Terri Sicurella (co-teacher)

Juniors

Daniella Zanette (co-teacher)
Jenny Manos (co-teacher)

Seniors

Deirdre Pascale (lead teacher)
Caryn Gutierrez (assistant)

School Federal Tax I.D. Number

06-0740825

School History

All Souls Preschool was founded in 2012 as the result of a merger between two long established area Nursery Schools. When Rye Methodist Nursery School found itself without a home, The Pre-Day School at All Souls Parish reached out and suggested a merger. Having similar philosophies and ideas for future growth helped cement the decision for the two programs to join forces.

Thinking this would be a fresh start and new adventure, it was determined a name change was in order. In an effort to move away from the dated "nursery school" terminology the name ALL SOULS PRESCHOOL was chosen. The "preschool" name more accurately describing the early learning experiences provided at the school.

Staff from both schools worked to bring the best pieces from each program to the table. The result is a high quality early learning environment that allows children to grow and learn at their own pace with the guidance and support of a knowledgeable and caring staff.

All Souls Philosophy

The goals for the program are the intellectual, physical, social, and emotional development of our children. We provide a safe, nurturing, learning environment in which each child will develop a positive self-image, cooperative social skills and ultimately become an independent learner. This process is a gradual one, unique to each child's own developmental pace.

The environment offers components of both an open classroom setting as well as traditional preschool activities. The curriculum is a thematic one in which children are given many opportunities for growth through art, music, movement, block building, literature, science, and math. Activities include dramatic play, sand and water play, painting, play dough, and specific theme related projects. Teachers work towards a balance of individual, hands-on work and group activities that promote cooperation and listening. The variety of both fine and gross motor experiences offered facilitate development and will empower children to become curious, interested problem solvers and decision makers. These tools lay the foundation for a smooth transition to kindergarten, the next chapter in their education.

General Information

Calendar and Hours

- The School Calendar is set by the School Advisory Board. The City of Port Chester Public School calendar is considered when scheduling vacations and holidays
- For Juniors and Seniors, school is in session Monday through Friday from 9:00 a.m. to 12 p.m.
- For Toddlers Too!, school is in session Tuesdays and Thursdays 9:00 a.m. to 11:30 a.m.
- Early drop off and late pick up are not offered
- Children should be picked up PROMPTLY at their dismissal time. This is for your own child's feeling of security as well as for the Teachers who need time to prepare for the next day, and clear the furniture for other groups who use our school space after we leave

Snow and other School Closings

- * The general rule for snow closing and delays is to take into consideration the Port Chester Public Schools. However, there are occasions when the school may act independently.
- * In the age of the smart phone and electronic communication, parents will be asked their preferred mode of receiving information regarding unplanned school closings.
- * We are unable to make up snow/inclement weather days due to our scheduling policy. Holidays also fall under this and therefore are not days that can be made up.

Communication

- A box is located on the desk to the right of the main entry doors for any written communications for the Director, Gina Flusser.
- To speak on the phone with Gina call 939-4301. If she is unable to get to the phone your call will be returned promptly.
- To speak in person with Gina, she is available most days during drop off and pick up times
- The school e-mail, info@allsoulspreschool.com is checked daily by Gina
- Teachers are generally not available for discussions during drop off and pick up times as they are busy with the children. If you need to speak with the teachers please set up a convenient time for a phone conversation or you may ask the director to set up a meeting.
- Changes to your child's normal pick up routine can be noted on the dry erase boards located above the cubbies or outside the Senior's classroom.

- In an effort to be kind to the environment, messages from the school are now send mostly via e-mail to parents. If you would prefer to receive written copies of messages please let Gina know
- Each child has a coat hook and cubby box. The cubby box should be checked daily for artwork or messages
- Formal parent teacher conferences are conducted in March. If you would like to meet with your child's teacher before then, arrangements can be made.
- Teachers are available to answer questions or concerns throughout the year. Appointments can be made through Gina or by directly contacting the teachers via their e-mail addresses
- A bulletin board is provided in the front hall for a "Parent Information Exchange". Parents should feel free to post items on this board.

Program Safety

- Entry for the Juniors and Seniors will be at the door off the parking lot on Linden Drive. Entry for the Toddlers Too program will be through the front entrance of the church on Parkway Drive
- Upon arrival, enter the building with your child (children) and make sure he/she is "checked-in" by a teacher
- At dismissal, your child will be brought to you by a teacher
- All doors will be locked daily at 9:15 and opened again at 11:50 (11:20 for the Toddlers). If you need to gain access to the school during this time kindly ring the bell and someone will let you in.
- During drop off and pick up time be sure to keep your younger children supervised and close by. Often there will be toys and materials out that may not be age appropriate for younger siblings
- No gum, food, money, or toys from home are allowed at school. These items can pose choking hazards and also can cause anxiety if a child does not want to share or items get lost.

Parking Lot Safety

- Parent supervision and hand holding is required at all times in the parking lot
- DO NOT use your cell phone while entering or leaving the parking lot
- Be kind to the environment, don't leave your car idling

Emergency Evacuation Procedures

- In the event the premises need to be evacuated, the standard fire drill procedure will be followed
 - The teachers will walk with the students to the Manse (located next to the church on Parkway Drive)
 - Parents will be notified of the pick-up location
 - Teachers will keep emergency information and cell phones with them at all times
- In the event of an emergency where the safest procedure is to keep the children at school you will be notified via the phone chain.

Health Policies

- Accidents and Emergencies
 - The staff is trained in First Aid and CPR
 - The staff is trained to administer an EpiPen in case of a life threatening situation
 - The Teachers and Director are unable to administer medication of any kind to the children
 - In case of an emergency the Director will attempt to notify the parents. If parents are unreachable, the Director will then attempt to contact those listed on the Emergency Cards. PLEASE KEEP THIS INFORMATION UPDATED AT ALL TIMES
 - In the case of serious injury, 911 will be called and the child will be transported to the nearest hospital accompanied by the Director and/or a Teacher
 - Any ordinary cut, scrape or cut will be treated as needed. Accident reports will be filled out and copies given to a parent or caregiver at pick up time
 - If your child has any allergies (food or other) it is vital you let the Director and Teachers know
- Illness and Exclusion from Care
 - Children exhibiting any of the symptoms listed in the "Exclusion from Care" section should be kept at home. Children who are ill spread infection to other children and staff and also risk further infection to him/herself
 - If your child or any siblings has a contagious illness please notify the Director or Teachers. This will enable the School to post a notice to other families. No names will be used
 - If your child is well enough to come to school this means he/she is well enough to participate in all School activities, this included playing outdoors
 - You will be called to pick your child up if he/she develops any of the symptoms listed in the "Exclusion from Care" section during his/her time at school

- o Physicians list the following guidelines for parents and staff with regard to **EXCLUSION FROM CARE**:
 - Temperature of 100 degrees or more (orally or rectally) – a child should be **fever free for 24 hours** (without fever reducing medication) before returning to school
 - Sore throat or swollen glands – child should be cleared by a physician before returning to school
 - Red, itchy eyes or discharge from eyes – child should be cleared by a physician before returning from school
 - Croupy, hacking or persistent cough – child should remain home until cough subsides
 - Diarrhea or vomiting – child should remain home until he/she is **well for 24 hours**
 - Sores or rash on body or face – child should be cleared by physician before returning to school
 - Head lice – child may not return to school without a note of recent treatment; nits must be removed
 - Yellow, green, or thick white nasal discharge – child should not return to school until discharge subsides
- There is no smoking in the building or on the school playground/blacktop area.

Disruptive Behavior / No Tolerance Policy

The disruptive behaviors described below are not limited to the following: *hitting, pushing, biting, throwing of classroom objects, pinching, spitting, or any behaviors that are continually disrupting other children and interfere with instructional time or pose a safety concern to the children or wider community.*

Intentional and excessive physical disruptive behavior in students is a difficult issue, as such actions are often just as dismaying to the student's parents as they are to the wider community. While we are sympathetic, the school nevertheless must intervene to ensure the safety and security of the other children. When a child is intentionally and excessively physically disruptive to another child and/ or staff, the school will take the following actions:

- The child will be spoken to by the teacher and the director will immediately be informed. Both parent of the disruptive child and victim will be immediately informed of the incident and the actions taken by the school. The teacher will document the incident/action.
- If a second incident occurs, the parent of the child who initiated the disruptive behavior will be called in and asked to speak with the teacher and director to work on classroom safety strategies for the child.
- If a third incident occurs, the parent will be asked to retain an adult to shadow the student, at their own cost. The student will be temporarily suspended and will only be allowed to return when a shadow, paid for by the parents, is in place. The child may not attend school without the shadow until the issue is resolved. Resolution typically includes, but is not limited to, evaluation of a child followed by a CPSE meeting with the school district, and time to implement the recommendations of the CPSE

committee. The shadow must remain in place until such recommendations are implemented.

We will work with parents to find a suitable evaluation and help for complex and difficult issues, if there are continued disruptive behavioral incidents, or if the parent is not willing to comply with this policy, the school will require the student to leave the program.

Potty Training

- All children entering the Junior and Senior classes must be potty trained. We will not make exceptions due to class structure, teacher ratios and curriculum planning. If your child is not trained at start of school please speak to me in person.
- Children attending the Toddler Too program do not need to be potty trained. Parents will need to provide diapers, wipes and an extra set of clothes to be kept in the child's cubby.
- When a child is ready for potty learning please have a discussion with myself and the teachers so that we may devise a plan to follow through with together to help make it a success at home and school.

Clothing

- Simple clothing to facilitate independence is best for school. Sweat pants, leggings, or other easy to manage pants with elastic waists help children help themselves. Please avoid suspenders, belts, overalls or other difficult clothing that is difficult to button or unbutton
- Sneakers and rubber soled shoes are recommended. Please NO crocs or flip flops. If winter boots are needed, bring sneakers or shoes for indoors
- Dress your child appropriately for outdoor play as well as arts and crafts time. Keep in mind your child will get dirty at school
- Always send your child prepared to go outside. A hat and pair of mittens should be kept in your child's cubby during winter months
- Mark all clothing with first and last names
- Spare sets of clothing are supplied by the school when needed. If your child uses the school's spare clothes please wash and return them as soon as possible.

Snacks

- The children will be served a snack each day. The school will provide a dry snack such as crackers, pretzels, plain cookies and water to drink.
- A special birthday snack can be brought in on your child's birthday. Please notify the teacher. The school requests that these snack be as healthy as possible (muffins, cupcakes with a thin layer of icing, banana bread, etc)
- If your child has an **allergy** to certain foods, please provide a supply of suitable substitutes for every day and special snack for parties or birthdays
- We are a **nut free school**. To be safe, make sure all snack you donate have no nuts, nut products, or traces of nuts in the ingredients.

Monthly Book Clubs

- The school participates in the Scholastic Book Club. Monthly book order forms will be placed in the children's cubbies. Due dates will be noted on the forms
- Orders can now be placed by returning the order forms to Gina or can be placed on line
- The school benefits by earning bonus points each time you purchase books, which enables us to expand our library.

Holiday Celebrations

- The School encourages the celebration of holidays and traditions by having a special snack, appropriate story/poem, or preparation of a traditional food
- We invite all families to share their cultural traditions/celebrations
- As a general rule of thumb we acknowledge all holidays in a simple way. Our goal is to keep the commercialism that bombards children in everyday life out of their limited time at school.

Special Events

- There are a number of special events in which the children and families participate throughout the year
 - Two By Two Zoo - petting zoo visits for the whole school
 - The Port Chester Fire Department visits to conduct a fire safety program each fall
 - Picture Taking Day
 - in the fall children are invited to the School for individual and class pictures

- if you are not going to bring your child to school on this day please notify your Teacher
 - Senior Graduation
 - Each years, the Senior children invite their Parents to an end of the year celebration
 - You will receive an invitation and more information as the day draws closer
 - End of the Year Picnic – Front Lawn (weather permitting)
 - This is a family outing for all children. Families and siblings are welcome.

Tuition Payments

- Tuition payments are scheduled as follows
 - 1/4 of the Annual Tuition is due June 1st (this payment is non-refundable) – this pertains to all monthly and quarterly payments.
 - Payment II (also non-refundable) is due September 1st
 - Payment III is due December 1st
 - Payment IV is due March 1st
- When enrollment occurs after June 1 a comparable payment schedule will be arranged
- Any family needing an alternate payment arrangement should discuss this with the Director. These will be granted at the discretion of the Director and the Advisory Committee
- A late fee of \$10 per month is charged for any payment not received by the 10th of any month that a payment is due. Written notice of a delinquent payment will be provided
- A bank charge (approximately \$10) will be charged, in addition to a \$10 late fee, for any checks returned due to insufficient funds
- Only checks or money orders will be accepted for Tuition payments. For security reasons, no cash will be accepted
- It is understood that the School is not obligated to return any part of Tuition payments if the Parent(s) withdraw the child or for non-attendance should the child be absent from the school session for any reason whatsoever, nor will the school offer make-up days
- Should circumstances warrant, and a child is withdrawn from the School at the Parent(s) or School's request the Parent(s) may apply to the Advisory Board, in writing, for full or partial waiver of the balance of tuition due, but it is understood that the granting of such a privilege shall remain to the sole discretion of the School.
- The School Federal Tax ID Number is 06-0740825

Parent Acknowledgment Form

I have received a copy of the School's Parent Handbook. I recognize and accept my responsibility to read and become familiar with its contents. I acknowledge it is designed to provide general information relative to various policies and procedures. I understand that the School reserves the right to add, delete, or modify the contents of the handbook at any time and for any reason.

I accept the contents of the handbook and agree to abide by the information set forth.

Print Parent Name

Parent Signature

Child(ren) Name

Date

School Wide Directory

In early October, the school will provide each parent with a school-wide directory of all the children enrolled in our programs. We hope that this directory will help you arrange carpools or playdates.

I do _____, do NOT _____, (please check one) give All Souls Preschool permission to publish my name, my child's name, address, e-mail address and phone number in a parent directory.

Print Parent Name

Parent Signature

Child(ren) Name

Date

Photography

Taking photographs of the children is one of the ways of documenting their daily activities. Occasionally, some of these photos will be posted on the school web-site.

I do _____, do NOT _____ (please check one) give All Souls Preschool permission to post my child's photographs on the All Souls Preschool web-site.

Print Parent Name

Parent Signature

Child(ren) Name(s)

Date

Please fill out and return this form by September 25, 2018. Thank You.