

Please and Thank You Children's Place, LLC

# Parent Handbook

*Program Practices, Policies, Procedures*

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Owner & Preschool Teacher



**PTYCP**

**2019 - 2020**

CONFIDENCE

CREATIVITY

CHARACTER

COMMUNITY

## Contact Information:

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**Website:** [pleaseandthankyouchildrensplace.com](http://pleaseandthankyouchildrensplace.com)

*Office Hours 1:00 – 5:00pm Monday - Friday*

Licensed by NYS  
Office of Children and  
Family Services  
GFDC ID: # 621236

OCFS Regional Office:  
117 East Stevens Ave. Suite 201  
Valhalla, NY 10595  
(845) 708-2400  
[www.ocfs.ny.gov](http://www.ocfs.ny.gov);  
toll-free complaint line  
1-(800) 732-5207

NYS Registered Business

Welcome to Please and Thank You Children's Place! Thank you for choosing PTYCP to nurture your little one! We are a fun, passionate, enthusiastic environment committed to making a difference in your child's developmental growth and education. We look forward to building a positive and collaborative relationship with you during your preschooler's journey.

This Parent Handbook provides families with important information regarding PTYCP policies and practices. Policies and practices are necessary for the health and safety of all children in our care, and for the ongoing positive experiences for all children, staff, and families. When enrolling children in PTYCP, families are acknowledging and agreeing to meet program policies and practices outlined in this packet, in addition to the forms included in the enrollment packet. If you would like to discuss or share any information before beginning the program, please direct them to the provider by phone, by email, or by scheduling a private appointment. It is PTYCP's wish to maintain a harmonious, safe environment for the well-being of all children, families, and staff. These practices will help us to bridge together the environments that support your family and shape your child's development. Please read through this document in its entirety prior to filling out enrollment forms, and remember, I am just a phone call away to answer any questions.

**How to Access Regulations:**

PTYCP is licensed through the Office of Children and Family Services and is required to follow OCFS licensing regulations under GROUP FAMILY DAYCARE. Upon enrolling your child, parents can access OCFS Group Family Daycare Regulations at the following:

- 1) Website <https://ocfs.ny.gov/main/childcare/regs/416-GFDC.pdf>
- 2) Telephone (845)708-2400
- 3) On-Site; in our parent binder located on top of the cubbies in front of the parent bulletin board.

Parents with regulatory complaints may contact OCFS at:

- 1) [www.ocfs.ny.gov](http://www.ocfs.ny.gov)
- 2) Toll-free complaint line 1-800-732-5207

**Mission:**

Please and Thank You Children's Place believes in a child's ability to learn, grow, and achieve his or her greatest potential. By collaborating with families and by providing developmentally appropriate practices, we become a partnership which recognizes the fundamentals of early learning. Our goal is to nurture and encourage the learning process across developmental domains for every unique individual. We celebrate growth in confidence, creativity, character, and community!

**A Partnership with Families:**

We thank you for entrusting us with your most precious gift! Our priority is to provide your child with a safe, loving, nurturing environment. At every age and stage of learning, your child needs our collaborative support. We believe in ongoing communication between staff and parents to bridge developmental growth from both home and in the program setting. This early support shapes positive learning habits, which will continue to evolve and strengthen as your child progresses to elementary

school. We promise to take a proactive approach with your child's needs along his or her preschool journey.

**Open Door Policy:**

Parents are welcome to visit us any time during your child's scheduled program hours. We encourage you to see what your child is exploring and learning during the day. It's a great way to stay connected! You may also volunteer your time with program activities or share something special of your own. If you wish to be a program volunteer, please let me know.

**"Shoes-Off" Policy:**

We practice a "shoes-off" policy to promote comfort and engagement during indoor activities, as well as to promote hygiene. Children are required to wear socks year-round.

**Enrolling & Maintaining Enrollment:**

PTYCP's contracted year runs from September through August for the days you have requested in your enrollment agreement. OCFS, our State licensing agency, requires families to submit specific forms for your child to attend our program and to maintain enrollment. All paperwork must be submitted for review prior to your child's start date. Updates may be required during the program year- advanced notice will be provided. Updates that are not submitted when due may result in temporary interruption to program participation;

- Completed Enrollment Packet
- Child's Medical Form with up-to-date immunizations; any special needs must be indicated on your child's medical form, as well as an individualized care form between the parent, provider, and child's physician; a copy of any IEP forms.
- Child's Emergency Form

**Registration & Enrollment Deposit:**

A \$100.00 registration fee per child is due for the first year enrolled in PTYCP; \$75.00 for your child's second year; the registration fee is non-refundable. A deposit equal to 50% of one month's tuition is due with the registration fee to hold your child's placement for the year. This deposit is applied to the final August payment when your child is completing the program. The deposit is non-refundable if disenrolling from PTYCP prior to August, and any remaining tuition balance is due if the spot cannot be filled.

Open enrollment for the following year begins in January on a first-come, first-served basis. If you would like to hold your child's placement for the following year, you can request a 2020-2021 registration form to give written permission to roll over your previous deposit and enclose the registration fee.

**Tuition Policy:**

Tuition payment is due on the 1<sup>st</sup> of each month. If tuition falls over the weekend, payment is expected by Thursday or Friday, depending on your enrollment days. Tuition is payable to Please and Thank You Children's Place, LLC by check only. A receipt of payment is provided monthly. Form W-10 is provided by January 31<sup>st</sup>, for your

income tax preparation. Parents are required to sign Form W-10 as acknowledgment for paid services to PTYCP. Families are responsible for maintaining invoices for taxes or for other purposes. An email reminder is provided to families before payment is due. Tuition is based on enrollment, regardless of attendance, September through August. Any absences due to illness, personal obligations, family vacations, emergency or weather-related closings are not reimbursed or discounted from the monthly tuition; there are no make-up days. Leave of absence requires full tuition payment for leave time prior to leave date. Failure to pay for leave time prior to leave date will result in termination of services, as enrollment spots are not held.

**Late Payment Fee & Insufficient Funds:**

A \$10.00 fee is added for each calendar day payment is late, starting after the 1<sup>st</sup> of the month. PTYCP will decline services if tuition payment and late fees have not been satisfied in full by the 5<sup>th</sup> of the month.

Enrollment will not be held if tuition is not rendered by the 5<sup>th</sup> of the month.

A \$35.00 fee will be assessed to the current monthly tuition for insufficient funds.

**Disenrollment/ Separation from Child Care Services:**

While we strive to build positive relationships with families and to provide optimal experiences for children in our care, there may be considerations leading to the decision to end program services. Some instances may be straightforward, such as non-payment. Other instances may be very delicate and involved, considering the level of support/best environment for the child's optimal growth and development. During these instances, we will make every effort to work with the child's family. If it is determined that the program would not be able to provide best support for the child, we will make every effort to assist in finding a program that better suits the child and family's needs. Reimbursing partial or full month's tuition for services not rendered is at the discretion of the provider, depending on the circumstance.

**Photographs/Video Recording:**

CHEESE! We love taking and sharing photographs! To protect the privacy of our families and their children, photo taking is limited to your child only. Some families choose not to participate in photographs and media. Video recordings on the property of PTYCP is limited to PTYCP staff only. I will happily share videos with you throughout the year. Photo taking while out together during our destination field trips is at your personal discretion. If anyone is concerned about their child/family being photographed during our destination field trips, please let me know in advance.

**Transportation Policy:**

All children must be provided with their own means of transportation to and from the program. Staff is prohibited to transport children enrolled in the program.

**Drop-Off Procedures/Parking:**

Our program begins promptly at 8:30 am. We will be eager to receive your child and start the day! Please understand that children cannot be accepted before 8:30 am under any circumstance. Since we are in a residential area, we ask families to drive slowly and safely when arriving to and departing from the program. You may turn into

the driveway of 7 Ann Street; however, PLEASE refrain from turning into other residential driveways. Park your car appropriately street-side; do not park your vehicle facing in the opposite direction on street-side parking. We want to be mindful of our community getting ready for their own day, and to other families looking for street parking and/or leaving.

Children must be accompanied by an adult to the main entrance. The gate has a child lock to be opened by adults only; an additional safety measure for children when we are on the playground. Families are welcome to come into the program at drop off time except for rainy, icy, or snowy weather to minimize tracking in water and salt. Please inform staff should any other person be picking up your child. Any alternate person must be indicated as your child's emergency contacts and will need to bring photo identification for your child to be released from our care.

Children's arrival routine begins with placing belongings in his or her cubby, washing hands, and getting into learning fun! Parents may wish to say goodbye at the red door or come in to help settle your child. If your child experiences separation anxiety, we can discuss strategies and best drop-off procedures prior to the start of preschool to ensure ease of transitioning for your child and family members. In general, most children may need six to eight weeks to fully adjust to preschool. We follow a daily routine to promote predictability and ease of transition. A polite side note- since the focus is on welcoming children and starting our day, the ideal time for in-depth discussions with staff would be during office hours between 1pm-5pm.

**What to Bring:**

We want your child to be comfortable and ready to explore during his or her morning. Your child will need a seasonal change of clothing to keep in his or her cubby bin, a picture of your family, diaper ointment, insect repellent and/or sunscreen as needed, a daily lunch/drink packed in a lunchbox, and a bag or backpack big enough to fit lunchbox and school folder. Parents are responsible for providing pull-ups and wipes. Please label ALL items with your child's first and last name.

**Personal Belongings:**

Please keep toys or other personal belongings, including any type of jewelry; necklaces, rings, bracelets (except for earrings) at home, so that your child can enjoy engaging in program activities and interacting with his or her peers. Our no-jewelry policy is mainly for safety as they are a potential choking or injury risk. PTYCP is not responsible for any damaged or lost items.

**Dress for Fun & Mess:**

We move around A LOT, and we sure do get messy! Children's attire is important for their safety, comfort, and ease with bathroom facilities. Consider your child's need to move about, to unbuckle, unzip, pull down clothing for toileting, as well as the need to cool down or warm up. Sneakers are the only footwear permitted; snow or rain boots as needed; closed-toe water shoes for summer water play. Any type of open shoe, heeled shoe, or boots are considered a tripping hazard. While we know children love to dress fancy from time to time, we want everyone to be safe, comfortable, and

having fun. Summer attire and tips will be shared as we approach the summer months, sensory/water play and sprinkler days.

### **Curriculum & Hands-On Learning Fun:**

We understand, respect and appreciate the unique abilities and skills preschoolers acquire during their young lives. We nurture the whole-child to support growth in all areas of development- self-help skills, cognitive skills, social-emotional, fine and gross motor skills, receptive and expressive language skills at each child's intuitive pace.

Curriculum is adapted by NYS Early Learning Standards and Developmentally Appropriate Practices. Our philosophy focuses on social-emotional competence while embracing elements of Reggio, Montessori, Play-Based, and Project-Based Approach theories in early childhood development and education.

Our small, mixed-age group allows us to provide each child with more individual attention and care, and for children to learn from one another. Our commitment is to encourage children to develop a positive sense of self, to feel capable in what and how they learn, to be confident in expressing their creativity, and to learn how to get along with and care for others in their community.

What does a morning look like at PTYCP? Learning through play, hooray! We know children make sense of their world and learn best by exploring through hands-on, multi-sensory experiences. Our environment, indoors and out, encourages children's self-discovery, growth in self-esteem, independence, and positive relationships. During the summer months we spend a longer portion of our morning outdoors, including sprinkler days, water play, nature and science, extra messy art, and group games.

Throughout the year, ongoing observations of children's emerging interests, considering cultures, traditions, everyday life experiences, and individual abilities serve fundamental roles in the ways we organize and plan learning objectives/goals to create child-led learning experiences. Our weekly lesson plans are viewed as a learning path or guide, and materials are changed each week (sometimes longer) to support approach, engagement, and skill development across subjects and developmental domains. Your child will become:

*A Chef-* We incorporate fun cooking activities each month, a variety of cooking tools and ingredients.

*An Artist-* process art, and enriching materials for children to explore their creative expression and strengthen fine motor skills.

*A Mathematician; A Writer & Illustrator-* Math and Literacy skills come in many shapes and forms, literally and figuratively! We include a variety of sensory modalities for children to acquire skills, including Handwriting Without Tears, to promote letter recognition, letter-sound relationships, and letter formation. We incorporate a genre of books to develop a love of reading, to understand parts of a book, to learn concepts of print, and most importantly, to strengthen imaginations!

*Multilingualistic & Musician-* Language learning is offered through many of our whole-group activities in the garden room. We embed American Sign Language (ASL) as well as basic Spanish. Your child will most likely show off their ASL at home and be proud to

teach you a few signs or come home singing a song to a familiar tune, likely on repeat mode- you just might find yourself singing that song in the shower! We do love to get moving and grooving to fun musical songs, fingerplays and nursery rhymes, plus learning to play musical instruments!

*An Observer, Explorer, A Thinker, A Designer-* through the many ideas ignited by his or her imagination and creations with loose parts and blocks; critical thinking and problem-solving.

*A Scientist-* our indoor and outdoor provocations include so many of your little one's enthusiastic curiosity about nature and how things work. Our outdoor landscape is the perfect setting to elicit thoughts and feelings about their world. We love to participate in gardening fruits and vegetables, planting flowers, observing nearby animals, and so much more!

*A Theatrical Performer-* developing language skills, discovering role play and soaring imaginations during dramatic play in the noodle room, where we recreate real-life experiences such as Farmer's Market, Ice Cream Shoppe, Restaurant, Post Office, Home Living, Bakery, and Puppet Show Theater.

*A Caring Friend & Helper-* kindness, care, compassion and character. We help lay a foundation for respect, responsibility and social reciprocity, as each friend continually contributes to our morning, making learning that much more interesting, meaningful and fun. We're building each other up, building relationships, building a community, and building our future!

### ***Social-Emotional Growth, Self-Regulation & Developmental Behavior Management:***

Establishing and maintaining a trusting relationship with your child so that he or she feels safe and secure while away from home is our top priority. We believe the foundation of a healthy sense of self-esteem, healthy relationships with others, and a life-long love for learning is best supported by collaborative efforts between teachers and families.

We encourage social-emotional competence by focusing on our five promises explicitly and experientially; the ideals of caring for oneself and for others in our world. We are a calm, flexible environment where social skills are continuously embraced and celebrated. We are an environment where making mistakes is seen as learning opportunities to grow from. Teachers mentor, facilitate and guide social interaction by modeling socially appropriate behavior, social language, social responsibility, and problem-solving skills. We are mindful of children's developmental differences and approaches for guidance/interaction. Teachers can comment and/or ask questions to help children to think about actions and ways to resolve situations or feelings. There may be times when a child benefits from redirection, such as waiting for a turn at a center. Sometimes a child will need extra attention with a teacher, away from a situation, to review the event and to regain emotional regulation, or to simply have time to process an event and regroup. In any situation, children's feelings and safety are respected. We believe in positive discipline only, and the use of "time-out" or any other negative discipline as defined in NYS Group Family Day Care is prohibited.

Children are:

- Encouraged to use their words to communicate their feelings and needs
- Encouraged to take turns with listening and speaking
- Encouraged to problem-solve, negotiate, and compromise

- Given choices for the ways in which they can self-direct or self-correct
- Encouraged to care for others
- Reminded of our Five Promises to help them achieve success
- Praised in various ways for achievements
- Provided with opportunities to work towards and celebrate their accomplishments

We implement pro-social behavior models/tools daily to foster social-emotional competence within a positive learning environment for each child. These tools ultimately become second nature as our group blossoms into a community. To further promote children's self-direction, self-control, and self-regulation, we carefully consider the physical learning environment. The flow of learning areas, number of children at each area, and ease of time to allow each child fulfillment and engagement of their choosing. Materials are arranged at eye-level, and learning centers are set up as invitations to spark children's natural quest to investigate and learn; whether it be a choice to engage in a solitary activity or to engage in a cooperative group activity. We want children to feel welcomed in their space, their community, their home away from home.

**Snack Time, Lunch Time & Nutrition Information:**

Our program offers a light, nutritious morning snack for all children, with water as the primary beverage per NYS regulations. Breakfast is expected to be served at home. Please provide your child with a healthy lunch packed in a lunchbox. To support your child's independence with mealtimes, and to help teachers provide optimal lunch supervision please do the following:

- pre-cut or slice foods as needed
- pre-peel any fruits as needed (oranges, apples)
- pack utensils (disposable, or metal- we will send home in lunchbox)
- pack a drink (no glass containers)
- consider food wrappers, bags and containers children can open/close easily

Any leftovers or unopened foods will be sent home in your child's lunchbox. Please let us know if your child develops a food allergy or changes to his or her diet. Information on healthy food and beverage choices and the prevention of childhood obesity, along with a multitude of resources are available through NYS Department of health, and can be viewed on their website at:

[https://www.health.ny.gov/prevention/prevention\\_agenda/physical\\_activity\\_and\\_nutrition/](https://www.health.ny.gov/prevention/prevention_agenda/physical_activity_and_nutrition/)

**Toilet Training:**

We follow health and safety procedures/guidelines for diapering and will aid families and children as they are ready to be toilet trained. Please understand that the decision to potty train during program hours is expected to be a mutual decision between provider/family when we are sure your child is truly emotionally ready to take that next developmental step. We want your child to feel safe and secure to venture this goal outside of the home. Another consideration is awareness and readiness. Some things to discuss is whether your child is aware of having to go potty, can hold urine/feces, and can communicate needing to use the bathroom. If your child is in the pull-up phase, we do require pull-ups with side Velcro tabs so that he or she does not have to

undress/dress when using the bathroom. Please do not send your child to preschool in underwear without having a mutual plan set up. If your child is approaching the toilet training phase, let's talk about it more and put together a plan. We can do this!

### ***Napping Arrangements***

Our morning preschool does not include a designated nap time; however, a child may become tired while in our care and need to rest. PTYCP will provide a clean rest mat and blanket for your child to nap. Your child will remain in a room with staff. Staff will physically check your child every 15 minutes, with your permission, as indicated in the enrollment packet.

### ***Pick-Up Procedures:***

Dismissal takes place promptly at 12:00pm at the red door. Families are asked to wait on the pavers as we release children one at a time. Our primary goal at this time is to release children safely to each family; we will have plentiful forms of communication about your child's day at PTYCP. Please hold your child's hand when you leave the property as an added safety and supervision measure during increased traffic.

### ***Late Pick-Up Fees:***

We do understand that the unexpected can happen and ask for a commitment from parents to arrive promptly at the scheduled pick-up time. A late fee of \$2.00 per minute beyond the scheduled pick-up time will be added to your monthly bill; late fees will be due as indicated on the invoice.

### ***Important Safety Reminder:***

The playground/property is considered closed before and directly after dismissal. Please refrain from gathering in the road or on neighboring properties. This will help to keep everyone safe, to be watchful of motorists, and to be mindful of our neighbors. You'll have a parent directory to participate in so that you can plan some fun get-togethers and meet up outside of preschool.

### ***How to Reach Staff During Programming:***

Please call our landline at [914-468-6656](tel:914-468-6656) when you need to reach us while your child is in our care, such as an early pick-up, change in authorized pick-up. Emails are not read during program hours.

### ***Communication & Email:***

Communication between PTYCP and families is such an important way for us to collaborate and helps us to serve your child best! From little news, to BIG news, please share with us anything that can impact your child's day and/or to better help us understand more about your child's developmental journey. Parents can email or call ahead of time, or feel free to send in a note in your child's school folder. Be sure to add PTYCP's email to your email contact list to receive timely notification. I send **A LOT** of emails 😊 My Email address: [carmel@pleaseandthankyouchildrensplace.com](mailto:carmel@pleaseandthankyouchildrensplace.com)

Please check your child's school folder daily. It will be a source of information sharing and a means to send home your child's work. A weekly newsletter is emailed to each

family at the end of the week. It's a fun way to share our activities and learning, as well as important messages. We will send home/email flyers to announce upcoming events and/or reminders. Our Facebook page is also a wonderful resource to read about and view pictures of activities, as well as family-friendly resources in early childhood. The program's website will list upcoming events/reminders. Remember, photographs or videos of your child in action at PTYCP is only shared on Facebook or in advertising with your written permission in the enrollment packet.

The best time to schedule calls/meetings/answer emails will be after the children have been dismissed, as I am committed to supervision and interaction with our group during program hours. I follow standard "office hours" from 1:00-5:00, Monday through Friday, and will make every effort to return phone calls and/or emails the same day. However, please feel free to call if you have something important to share, or checking in, etc.

If your child is receiving early intervention or CPSE services, please know that I will not be able to attend meetings in person or by phone. However, I am more than happy to fill out any forms and/or speak with Chairpersons and Therapists during the afternoon when parental written permission has been provided. Please know that we value communication and uphold confidentiality in every aspect of your child's programming and home life.

***Birthday Celebrations:***

Celebrate good times, come on! We are happy to celebrate birthdays and even have a special birthday display wall! Please notify us in advance if you would like to celebrate your child's birthday. You are welcome to send in individualized treats to celebrate during our morning snack time!

***Special Instructors & Family Field Trips:***

In addition to our curriculum, special instructors may be offered throughout the school year to enhance children's learning and development (contingent on the number of children enrolled). Family field trips will be local to the area. Information will be emailed/posted on the Website/Facebook page in advance, including the location, day and time. Programming will not be offered on the day of field trips. A parent, caregiver, or other adult is required to transport and accompany your child on field trips.

***Our Calendar:***

Our calendar lists scheduled closings for the year. Information regarding special events will be sent home in your child's school folder or emailed with advanced notice. Feel free to post your calendar in your home for frequent checking.

***Closings:***

There may be closings due to inclement weather, or a circumstance preventing program operation such as a power outage. Weather related closings or delays will be emailed. Be sure to check your emails during the winter months, especially when snow/ice is forecasted.

Staff absences are reserved for illness, emergencies, or unavoidable obligations that may prevent program operation for a specified day, for example, jury duty. We ask for your understanding if the inevitable happens. Families will be notified via phone or email in the event of a non-weather-related closing; tuition is not reimbursed or discounted. Providing reliable service to our families is important to us. We will do our best to maintain continuous services.

**Health Care Policies:**

Children and staffs' health and well-being is a priority. PTYCP cares for well-children who do not show any symptoms of illness, as outlined by the NYS Health Department and Office of Children and Family Services. If your child becomes ill at home, please call or email PTYCP to let us know the nature of illness. Notice of Illness is shared to alert families to the nature of illness, symptoms, and any necessary steps needed.

A child who shows any of the noted symptoms must remain at home during illness and may return to the program after 24 hours symptom-free without the use of medication, when no longer contagious, or as approved by your child's physician in writing indicating date seen, illness, treatment, date to return to preschool. **When required, a physician's note MUST be received prior to your child's return; no exceptions.**

Symptoms can include:

- Fever (100 degrees or higher; axillary temperature)
- Diarrhea
- Vomiting
- Rash, hives, or welts that appear and spread quickly
- Eye infections
- Cold; a constant runny nose clear, green, or yellow
- Persistent cough
- A suspected or diagnosed communicable disease as defined by the New York State Department of Health

Daily Health Check:

Staff is required to perform a visual health check of each child as he or she arrives to the program. If your child appears ill, he or she cannot be accepted into the program.

If your child becomes ill while in our care, we will contact you immediately; your listed emergency contact, if unable to reach you. We will make every effort to provide your child with a comfortable area to rest within our licensed area, where he or she can be supervised yet away from other children. **We ask for your child to be picked up within 30 minutes of reaching you, as we need to consider the care of all children while also keeping your child as comfortable as possible.** Remember, your child must remain home and be symptom-free for a full 24 hours to return to school. This regulation helps to reduce the spread of infection to other children and staff.

**Medications:**

PTYCP administers topical over-the-counter products only; with written parental permission, as indicated in the enrollment packet. PTYCP does not administer any other medications, except for emergency medications such as epinephrine auto-injector devices, diphenhydramine, asthma inhaler and asthma nebulizer with appropriate OCFS documents completed and signed by the child's parents, along with medical documentation from the child's physician. Should your child need to be given medication, the parent/guardian/stepparent or a relative within the third degree of consanguinity (18 years of age or older) can administer the medication. Please inform staff of medication type, dosage, and time medication was given at home, as we must maintain a record on site in the event of an emergency.

**Incident Reports:**

Parents are provided with a detailed OCFS incident report form in the event of a minor accident, e.g., scraped knee, a behavioral incident, or illness during our care. Should a more serious event take place, but does not require 911, the parent will be called immediately to discuss and may be required to pick up their child before 12:00 dismissal.

**Medical Emergency:**

If your child has an emergency that requires immediate medical attention, 911 will be called, as well as the parents. If we are unable to immediately speak with parents, we will notify your listed emergency contacts. If your child requires hospitalization, he or she will be transported by ambulance with emergency information and will be supervised by EMT staff. Please know that PTYCP staff is required to remain on site.

**Evacuation Drills:**

Monthly evacuation/fire drills are practiced at random times during program hours, using two points of egress. Primary egress is located at the red door, and secondary egress is located at the garden room door up the stairs to the main living floor and out the front door. The emergency evacuation procedures with diagrams are posted in the Sunshine Room, Noodle Room, and Garden Room.

**Sheltering- In- Place Procedure:**

Our group practices how to remain safely indoors during a natural disaster or lockdown. Our program is equipped with additional water and non-perishable foods, blankets, flashlights, first-aid if we are instructed to shelter. Drills are practiced a minimum of two times per calendar year. We remain together in the garden room, and calmly engage in quiet activities with children during a weather-related event; we practice sounds off in the event of a lockdown. Parents will be notified in advance when we will have a drill.

1. Children and teachers remain in the designated program space together as a group.
2. Teacher calls parents to confirm we have commenced sheltering in place.
3. In the case that we are located to a different location by emergency services, teacher will notify parents and OCFS as soon as possible. If written notification is required, a written notice is placed on the main entry to the childcare space unless

an immediate threat precludes us from doing so. Teacher takes the Emergency Kit/First Aid, children's records, Food/Supplies Bag, and cell phone.

4. Our program site maintains a variety of supplies including food, water, first aid and other safety equipment to allow for the protection of the health and safety of the children if parents are unable to pick up children due to a natural disaster. This plan considers children's needs for an overnight stay, such as non-perishable food and water supply in sufficient quantity, clothing, blankets, mats, diapers, and wipes.
5. Teachers remain calm and reassuring to comfort children. Teachers help redirect children to calming and enjoyable activities during the event. If children must remain overnight, teachers will provide children with rest and appropriate supervision.
6. Teacher calls parents to confirm our shelter-in-place has concluded.

**Staff Background Checks, Continuing Education and Mandated Reporting:**

Staff is required to receive background checks through the statewide central registry and fingerprinting to ensure your child is in safe hands. NYS Office of Children and Family Services require staff to complete 30 hours of training related to childcare and/or early childhood education and development for every 2-year licensing term. We receive training in Health and Safety, CPR/AED/First Aid for infants, children and adults, and Child Abuse and Maltreatment.

As **mandated reporters**, staff is required to report any suspected abuse or maltreatment of a child receiving childcare. Reports are made to the statewide toll-free number:

**1-800-342-3720.** **Non-mandated reporters** (neighbors, relatives, parents, etc.) who have reasonable cause to suspect child abuse or maltreatment may also use the statewide, toll free number to make reports. If you suspect a child has been harmed or is at risk, please call **1-800-342-3720.**

**Residential Swimming Pool:**

The residential swimming pool on premise is permitted and meets both Town and State Zoning laws and regulations. Pool access is gated by a fence, perimeter barrier and combination lock; installed pool alarm. Children enrolled in PTYCP are prohibited to pool use as per insurance restrictions.

**Pet Safety Plan:**

Our beloved furry family member is our one and only pet who resides in our home. Jacks, our dog, lives in the main living area of my family's home; he is separated from our designated preschool area, indoors and outdoors. Jacks is a friendly dog, up to date with vaccines, and licensed with the Town/Village of Harrison. During preschool hours, Jacks is tucked comfy and cozy in his crate with his favorite bedding, blanket and toys.

**PTYCP & My Home:**

My life's work is to provide a preschool learning environment where children will be safe, nurtured, and loved. My family has so graciously donated part of their home to help me fulfill my life-long dream. How lucky am I?! Balancing my family's privacy and operating PTYCP is an on-going effort. Please support our balance by caring for our family's home and privacy. Please know that our program is open only during your child's program hours, with staff present. Any after-hours in-person accommodations (between 1 and 5pm) must be scheduled in advance as an appointment. Thank you so much for your support and understanding.

**Our Gratitude:**

Mrs. Carmela and I are honored to be your child's preschool teachers! With each day we will learn more about your child, develop a child-teacher bond, begin to watch friendships blossom, support a caring school community, and grow a partnership with your family. We hope to build memorable and loving experiences together. We extend our gratitude to you for entrusting us to be part of your child's very special journey and for sharing your family with us.

If, at any time, you would like to discuss the contents outlined in the parent handbook, please do not hesitate to reach me! The goal is for on-going, open communication for the benefit of your child and for your peace of mind.

Warm Regards,

Carmel Tuminaro, M.S.Ed.  
PTYCP Owner & Preschool Teacher  
*Cheers to Preschool!*