

# Plainview Nursery School

Handbook for Parents

2018-2019 Edition

84 Southern Parkway  
Plainview, NY 11803  
(516)938-8383

## HISTORY OF OUR SCHOOL

The Plainview Nursery School was organized in 1954 by a group of parents who wanted to give their children the best possible nursery school experience. To achieve this goal, at a fee within the means of many families in our community, the parents formed a cooperative on a non-sectarian, non-profit basis. At that time, the only available building was an old barn, but in spite of the inadequate facilities, the educational program was excellent.

The success of the venture motivated the parents to improve the physical aspects of the school. After many months of trial and setbacks with the zoning authorities, the present land site was purchased in the spring of 1956.

Additional fund raising activities enabled the persistent and devoted group of parents to realize their dream. In September 1956, our present building was opened. Thus, only two years after its inception, the Plainview Nursery School was one of the few cooperative nursery schools to own a building designed specifically for such use.

In September 1973 we completed a major renovation to add new dimensions to our nursery school program. An article with pictures illustrating our new structural changes appeared in spring issues of *Better Homes and Gardens* and *Newsday*. In the summer of 1975, we added a swimming pool to augment our summer program. In 1978 a talented playground architect designed an innovative plan for our outdoor area. Additions were made in 1992.

### WHY NURSERY SCHOOL?

It is our belief that the years from 2 to 5 are important formative years, and these are also years of great pressure from parents, siblings, grandparents, neighbors, and peers. At the Plainview Nursery School, the expectations we hold for children are realistic ones, based on the combined thinking of the leaders in the field of child development.

In our nursery school we offer the child a world of people like themselves, with challenges like their own. We see youngsters as they are, apart from their families and also (because we work so closely with the parents) in their place in the family. We expect a wide range of behavior and we know that many "problems" are only temporary lapses. We feel that we can help a child to grow socially, emotionally, physically, and intellectually; we can open his or her eyes to the world of nature and language and music.

We can help children to feel good about themselves and their own accomplishments. These learning experiences are made possible by an atmosphere that provides both the acceptance and limits so essential to the young child's development.

### THE PROGRAM

There is a structural routine in each classroom; nonetheless a teacher's plans are kept flexible to accommodate changes in interests, moods, or weather. There are alternate periods of quiet and active play, as well as a balance of indoor and outdoor activities.

When the weather is fair, the children will begin the day in the playground. Our outdoor play areas

provide for many activities. There are ample facilities for climbing, swinging, running and playing in the sand box. Bicycles, wagons and ladders provide additional opportunities for physical development. After a mid-session snack, the "working" period of the program allows the child to participate and share in a variety of activities. Today your child may choose independent play with the puzzles, books or blocks; yesterday he joined a group in the doll corner, dressing up and washing dishes. Tomorrow, it might be the easel or the clay or the woodworking bench that appeals to him. Opportunities will also be provided for singing, rhythmic play, or listening to a story.

Trips are a very important part of our program; they stimulate and enrich classroom activities. Some of our popular standbys are the purchase of pumpkins for Jack O'Lanterns in the Fall, a visit to the Library, a visit to the Fire House or visits to other local attractions in nearby communities, depending on the current curriculum in the classroom.

### **AFFIRMATIVE ACTION POLICY**

We advertise for children in the public media in order to make openings known to all. Children are admitted, regardless of race, color, national or ethnic origin.

## **MANAGEMENT OF THE SCHOOL**

Our school is a cooperative association involving all parent members whose responsibility it is to optimize all aspects of running the school, including building maintenance, fundraising, and classroom participation. In addition, the general membership assists with the preparation of the annual budget, and elects an Executive Board. This Board hires the educational Director who deals with parent-teacher relations on a day-to-day basis in school and works with the Board on administrative matters. The Director hires and evaluates the teachers.

General Membership meetings will be held twice during the school year, once in the fall and once in the spring. Parent attendance is mandatory.

## **MEMBERSHIP OBLIGATIONS**

### **Security Deposit**

Each parent member shall pay a security deposit the winter before the child enters school. This deposit is returnable on August 1st following the child's termination of the school year, providing all financial and other obligations (including classroom participation) have been met. Each parent must pay a non-refundable building maintenance fee.

If it is felt, by the Director and the teacher, that the child has not made a satisfactory adjustment to school, the child may be withdrawn and the participation deposit will be returned. If a student is relocating, a two-month written notice is required in order to obtain a refund of the participation deposit. If the child is withdrawn from school for any other reason after payment of the security deposit, and the Executive Board has received no request in writing, the deposit will be forfeited. Any exceptions to this ruling will be at the discretion of the Board.

### **Tuition**

Since we are a non-profit institution, we determine our tuition by the expenses of the previous school year.

Tuition may be paid in full prior to the start of school. As an accommodation to the membership, tuition may be paid monthly without a finance charge, provided that monthly tuition is paid on time. Tuition must be paid the 1<sup>st</sup> of the previous month. (E.g. October's tuition is due on Sept. 1<sup>st</sup>). A fine of 10% is imposed after the 1<sup>st</sup> of the previous month. Because tuition is an annual fee, no refunds are given for illness, vacation or snow days.

### **Classroom Participation**

There are six classes -- two in the morning, two in the afternoon plus one toddler class on Tuesdays and Thursdays. Each class has one certified teacher assisted by an aide. Each month, each class parent will provide a calendar indicating the dates of each child's "special day." If the member is unable to participate on its assigned date, the member must find a replacement and report the change to the class parent. It is the member's responsibility to find a replacement. Replacements must be mature, responsible and over eighteen years of age.

The participating parent is requested to act very much as an "assistant teacher." A detailed description of responsibilities is posted in each classroom and also provided with the orientation materials. Additional tips for a successful "special day" can be found below in the section marked "Helpful Hints on Classroom Participation."

Participation is a fundamental part of our program. It is imperative that you or a substitute shows up on your child's special day. If you miss your special day, \$50 will be deducted from your participation deposit. If there were unavoidable and extenuating circumstances that precluded you from participating on your special day, then, a letter must be written to the Executive Board informing them of the events. The Executive Board, in its sole discretion, will determine whether to return all or any part of the \$50 penalty.

Classroom participation is optional. You may choose to participate once a month (full participation), every other month (half participation, or not at all (no-participation). Tuition fees are set accordingly. Regardless of whether you participate as a helper, your child will still have a "special day".

### **Tasks and Committees:**

As members of a cooperative nursery school, we are actively involved in many aspects of our school. Each of you is join one committee or pay the opt-out fee, all which helps the school to run proficiently. The tasks are specific jobs that fall under committees such as Purchasing, Special Events, Maintenance and Membership or you can join a committee such as the Fundraising Committee or Class Parent Committee. You will sign up for a committee at Orientation. Of course, we look forward to your enthusiastic participation throughout the year.

### **Other Obligations**

- Transportation is the responsibility of each individual parent. Most parents form car pools. The Participation Chairperson will assist in any way possible. Please review the "Suggested Car Pool Rules" in this document.
- It is compulsory for all parent members to attend all orientation meetings.
- An insurance fee must be paid with your first tuition for an accident insurance policy that covers your child from the time he enters the school until he leaves.

## **GENERAL INFORMATION**

### **School Calendar**

In general, the school follows the calendar of the Plainview-Old Bethpage Public Schools. A school calendar is provided at orientation or may be obtained from the Director. The school calendar may be amended, or classes may be canceled or delayed, if necessary, in case of emergencies, including hazardous driving conditions, power outages, floods, bad weather, etc.

### **Bad Weather**

We are automatically closed when the local public schools are closed. School will also be closed when driving conditions are hazardous. The President and Director make this decision.

Please watch and listen to News 12 for snow closings. You may also receive a call from our telephone committee advising you of early dismissals in the event of hazardous weather or other emergency conditions

### School Hours 2018-2019

Toddler Class (Tues & Thurs)	9:15 - 11:45
3 & 4 yr am	9:00 - 12:00 (Friday Ends at 11:45am)
3 & 4 yr am Lunch bunch/Enrichment	12:00 - 1:30
3 & 4 yr full day	9:00-3:15

#### Extended Care Hour Options:

Before Care: 8:00-9:00am

After Care: 3:15-4:15pm

### Conferences

Parent-teacher conference days are scheduled during the months of November and May for three and four year olds. Toddlers will conference in January.

### Confidentiality of Student Records

Our entire staff is committed to maintaining a child's/family's confidentiality. Student records are open only to the particular child's teacher and to the Director.

We are a team of professionals, who will work together to brainstorm solutions, sharing techniques and recommending resources. Hence, it is appropriate and standard procedure, that a teacher may address a particular problem to the educational team, at weekly staff meetings, without disclosing the family name.

Additionally, at any time, the Director may keep the Executive Board members apprised of any ongoing situation, without disclosing the family name, and with the understanding that this information is strictly confidential.

### Clothing

Please do not send your child to school in "good" clothes. Dress your child for an active, messy day. Parents and children should wear washable clothes to school. Dungarees are appropriate for both boys and girls. Please do not send girls to school in fancy party dresses, as they may catch a hem while climbing. No clogs or open sandals, please.

Each child must have a complete change of clothing in school (suitable for the season of the year). Boots and other clothing should be of the type and size that the child can learn to manage by himself. Please label all outer clothing, including boots and mittens. Children should wear layers of

clothing at the change of the season. Since an important part of our day is spent outdoors, warm outer clothing is necessary for parent and child.

In addition, we ask all parents to avoid sending children to school with umbrellas as they may be dangerous. We fear your child may fall carrying a backpack and umbrella while navigating the staircase with slippery, wet feet.

### **Food**

Allergies should be told to the teacher and Director at the start of the school year. Allergies are posted on the refrigerator in the kitchen. Although, the teacher and aide will be vigilant respecting allergies, it is always a good idea to check the allergy list before serving snack.

Children should eat breakfast before they arrive in the morning, or lunch in the afternoon. Snacks may be used as part of the curriculum by the teacher, often related to the unit topic and as an experience in tasting. A child whose parent is participating may bring special treats for a birthday or a healthy snack any other time during the year. We encourage healthy snacks of fruit, vegetables, cheese, puddings, etc. Snacks containing peanuts or peanut butter are not permitted.

### **Smoking**

Our school is a smoke free facility. There is to be *no smoking* in the classroom or yard.

### **Help Us With**

Small cans, dress-up clothing (for both sexes), collage materials (i.e., feathers, fabrics, etc.), gently used books and outdoor toys.

### **Child Abuse**

Should staff suspect possible child abuse or neglect, observations and dates must be documented as required by New York State law. Any suspicion of abuse by staff at the preschool must be documented and personally reported to the Statewide Central Register of Child Abuse and Maltreatment (SCR) unless there is knowledge that another mandated reporter in the preschool has already made a report to the SCR concerning that abuse and maltreatment.

### **General Membership Meetings**

General Membership meetings will be held twice during the school year, once in the fall and once in the spring. Parent attendance is mandatory. Agendas include enlightening guest speakers presenting current childhood and community issues, as well as open discussions about the school's budget, event planning and committee status.

This meeting is in no way a forum for and it is prohibited to discuss matters relating to staff or students at which their reputation, privacy or rights to due process, or those of others could, in some way, be violated.

## **Grievance Policy**

- All complaints from parents should be immediately addressed by and directed to the classroom teacher.
- Parents may address concerns to the Director, if they have been unsuccessful in resolving a particular issue, and are still seeking a solution.
- Any member of the school shall be permitted to attend meetings of the Executive Board and participate in a discussion without a vote, at the discretion of the Executive Board President.

## **Classroom Update and Daily Happenings Forms**

Parents are informed of the activities of their child's class through monthly classroom updates from the child's teacher. Typically, the update will include weekly unit topics, class activities, field trips and suggestions for parents. In addition, you may receive a "Daily Happenings Form" from time to time. These forms are used if something out of the ordinary occurs involving your child, for example, your child spilled juice and needed to be changed, your child cried for a short time or your child got a minor cut or scrape.

## **Telephone**

The school's number is (516) 938-8383. The Director may be reached there to answer queries, otherwise, please leave a message on the answering machine. On Fridays, the Director and teachers have a staff meeting between the hours of 12:00 Noon and 1:00 PM.

## **Backpacks**

Our primary means of communication is by backpack. Important notices, reminders, newspapers and projects are sent home in the backpacks. Therefore, it is important to equip your child with a roomy and sturdy backpack and to check your child's backpack every school day. You may communicate with other members or our staff and even pay tuition via the backpack. Please make sure your notes are clearly labeled with the addressee's name and, if you are writing to another member, the child's class. Since we rely on backpacks so heavily, it is imperative that on your participation day you check each backpack thoroughly.

## **OFF TO A GOOD START**

The importance of a good initial adjustment of your child to school cannot be over-emphasized. We have a few suggestions that may help ease the transition from home to school. When you speak to your child about nursery school, mention some of the things or people there. Be as casual about it as possible -- do not build up the things the children will do there.

It is most important for you to attend school with your child the first few days. Be prepared to stay if you are needed. Some children will say "goodbye" at the door, and others may need a parent for many days. If your child does want you to stay, do so as unobtrusively as possible. Do not try to push your child into activities; they learn by watching and will join the group when ready.

Always tell the teacher and your child when you are leaving. The teachers will work with you in helping your child to adjust happily to school.



We always welcome parents to our program, but feel after your child's initial adjustment to school, any additional observations need to be set up with prior permission of the teacher and Director.

## **SAFETY POLICIES**

The staff is informed of safety rules, special hazards, and commonly occurring accidents. They receive detailed instruction on evacuation procedures, use of fire extinguishers, and how to report an accident. There is one staff member on duty at all times who has a current first aid certificate. The Director inspects the facility for hazards on a continual basis.

### **Prevention**

- The children are under direct adult supervision at all times. Fighting is not allowed; running and throwing of objects are not allowed.
- All poisonous substances are stored in a locked cupboard out of the reach of children.
- No toys or equipment with easily removable small parts (eyes, wheels, etc.) are allowed. No suckers or hard candies are allowed.
- All sharp objects are stored out of the reach of children. Objects such as scissors are used only under direct supervision. The classroom equipment is observed continually for stability, smoothness of wooden objects and safe corners.
- All shelving is securely fastened to the walls. The heater and other appliances are bolted down to the floor and inspected regularly.
- The play yard is fenced, and no child is allowed outside to play unless there is a staff member present.
- All electric outlets in rooms where children will be working or playing are capped. Flammable materials are stored in a separate cupboard out of the children's reach. This cupboard is not near any flame or heat source, nor is it near an exit to the building or doorways to other rooms. The hot water temperature does not exceed 120 degrees. Electrical appliances are used by staff members only. Whenever cooking is done as part of the curriculum, the children are cautioned and under the direct supervision of staff. Electrical appliances and matches are stored out of reach when not in use. Any hot surfaces, pipes, radiators, etc. are protected by guards.
- Each staff member knows the locations of the fuse box, the main electrical power switch, and the water main valves. The electricity shall be cut off at the main switch in the event of electrical fire, earthquake, or tornado warning.
- Stairways are kept clear at all times. Hand railings are available at the proper height and are kept in good repair.
- Any time the children leave the building as a group, they are required to walk in an orderly fashion and are accompanied by the staff, and other adults if deemed necessary.

## Emergencies

- **Fire** - The preschool conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan and alternative is drawn and posted in the school. The 911 emergency number and the exact address of the building are posted by the telephone. Fire drills are held throughout the year. The fire alarm system, emergency power pack lights, and fire extinguishers are checked yearly for proper function. All staff members know how to use the fire extinguishers. In the event of a fire, the building shall be immediately evacuated. Our fire alarm system automatically notifies the fire department. A designated staff member may attempt to extinguish the fire while the building is being evacuated. All other staff members are to remain with the children and see them safely to the designated emergency shelter.
- **Blizzard** - In the event of a blizzard when parents are not able to pick up their children, the staff will house the children at the facility until a parent, guardian or a predetermined emergency contact person can pick them up.
- **Power Failure** - Two flashlights in working order are kept in our hallway closet. Power pack emergency lights are installed to light each exit.

## HEALTH POLICIES

The Director is responsible for observing the health and development of children, handling illness, implementing accident prevention and emergency procedures, keeping health records complete and current, and informing parents of community resources. Some or all of these duties may be shared with, or delegated to, other staff members or under specific circumstances, with parental consent, the child's home school district. A consultant or agency may be called upon to assist in screening referrals and follow up procedures, and providing advice about children with special needs. During the course of the year, screenings are available, with parental consent, for speech, hearing and amblyopia.

### Staff Health

Prior to employment, each employee must submit a Medical Report Form signed by his/her source of medical care based on a thorough examination within three months. Statements must be submitted every year thereafter.

All staff must submit evidence of freedom from tuberculosis before employment and every two years thereafter. If a mantoux test proves negative, no further evidence is necessary; if the mantoux is positive, a chest x-ray must be taken. If the x-ray is negative, such evidence is sufficient, but the x-ray must be repeated every two years.

Any employee who contracts a communicable disease that presents a health hazard to the children is put on immediate sick leave.

### Children's Health

- **Health Care Summary** - Each child is required to have on file a health care statement,

obtained from the Nursery School, which includes a record of a physical examination, up-to-date immunizations and the signature of the child's source of medical care. A child's health care statement **must** be submitted by **the first day of school** or within **14 days thereafter**. If we do not have the health care statement **within 14 days after the start of school**, the child will be **excluded from the program**. Please note that the health care statement may not be dated **more than 90 days prior to the start of school**, (e.g. no earlier than June 1<sup>st</sup> for September enrollment). A physician, public health nurse, or preschool screening clinic may do this physical.

- It is a requirement that all children, **3 to 5 years of age**, attending nursery school, must have a dental exam. The form is to be completed by your dentist and returned by the first day of school. (Children in the Toddler classes are exempt from this requirement).
- **Medication** - Only in cases of severe allergic reaction or life threatening illness, may a parent provide the staff with **prescription** medication. This prescription medication must be accompanied by written instructions from the physician, including the child's name, the prescription number, name of medication, date filled and instructions for dosage. In addition, we also require the physician's name, address, telephone number and signature. Parents who provide a prescription medication to the school for their child, must complete and sign the school's "hold harmless agreement", obtained from the Director. This agreement is to be signed by **both parents** and must also be **notarized**. The school is not responsible for administering non-prescription medications, i.e. aspirin, Tylenol, to children. The school welcomes parents to come during school hours to administer any needed medication to their child
- **Emergency Procedures** - The Director, all teachers and assistant teachers have first aid and CPR training through an accredited course. In the event of a serious accident or illness requiring emergency care, the child's parent, guardian, or authorized person shall be notified immediately. A qualified staff member shall administer first aid. The 911 emergency number is posted by the telephone. The local rescue squad or ambulance service shall provide emergency transportation; the local hospital shall provide emergency care. In the event that a child is transported to the hospital, his/her health summary and signed *Permission for Health Care* shall be sent along. A staff member shall accompany the child until the arrival of the parents, guardian, or authorized person.
- **Accident Reports** - An Accident Report shall be completed for each accident except minor scratches and abrasions. The report shall be made as soon as possible following the accident, filed in the Accident Log, and one copy shall be given to the parent.

### **ILLNESS POLICY**

The following procedures and guidelines have been developed to prevent and protect our children from the spread of disease.

- When children arrive at school, they should be in good health and free from symptoms of contagious disease. Symptoms of contagious disease can be, but not limited to: earache, runny nose, irritability, swollen glands, fever, diarrhea, headache, rash, sore throat, heavy cough, red or running eyes, unusual drowsiness, or, vomiting. Children with the above

symptoms will be sent home for care.

- If your child develops any of the following illnesses, please notify the Director immediately: chicken pox, fifth disease, head lice, conjunctivitis (pink eye), impetigo, strep throat, meningitis or mononucleosis.
- Please inform the teacher regarding any questionable behavior or emotional behavior before school.
- Please call the school if your child will be absent, so that we can inform the teacher.
- Do not send your child to school following a night with temperature, even if your child wakes up without any temperature the following morning. (Even if the child is in the best of health, he is certainly tired).
- Be sure a child is no longer contagious from strep throat before he/she returns to school.
- Please do not request that we keep your child indoors. Children returning from an illness must be well enough for full participation.
- When a child becomes ill at school: (1) he/she will be brought to the office to rest on a comfortable couch; (2) the parent will be notified to pick up the child; (3) in the event that we cannot reach you, the emergency contact phone numbers you have provided will be used.
- The school adopts the standard of the health department regarding the incubation periods of communicable diseases.
- **The teacher/Director reserves the right to exclude a child from class if she thinks he/she is infectious.**

### **MEETING SPECIAL NEEDS**

It is becoming increasingly common for preschoolers to be evaluated for and receive services to address developmental delays (for example, delays in speech or fine or gross motor development) or other issues (for example, problems with discipline, behavior, socialization and self-help skills). Discovering that your child may need services can be an extremely emotional, confusing and frustrating time for parents. We believe that we can be helpful in many ways.

Through experience and by observing your child in the context of other similarly aged children, our staff may be able to recognize delays or issues that would not be readily apparent to the family. If such is the case, a member of our staff will communicate their concerns to the parents.

Depending on the issues involved, we may be able to provide resource material regarding the area of concern or the evaluation process, and relevant agencies or support groups. We can also arrange to conference with you and your professionals.

We understand that the evaluation process and your child's therapy can be viewed as an intensely personal matter. Nonetheless, we believe it is necessary to keep the school up to date on all developments and it would be detrimental to exclude the school from the process. By keeping the school informed, we can insure that the teacher is acting in concert with the child's therapist.

### **Special Education Itinerant Teacher:**

It is possible that a child's home school district will provide a SEIT, Special Education Itinerant Teacher, who will accompany a child to school for part or all of a child's day. He/she is a specially trained teacher who will integrate himself or herself into the classroom, helping a child function to his fullest potential.

If your child's SEIT accompanies your child to school in order for him/her to function appropriately in our environment, in cases of extended absence of that child's SEIT, the parent may be called upon to perform all or some of that SEIT's responsibilities during that absence.

### **Suggestions for the parent:**

As soon as possible, arrange to talk to the Director or your child's teacher regarding your child's status (being evaluated, has been evaluated, and receiving services).

Provide the Director with all paperwork related to the evaluation or the services, for example, a copy of the evaluation and the IEP.

Invite a representative of the school to all planning meetings that you have with the school district or your child's therapist.

Ask your SEIT or therapist to provide the school with a copy of progress reports. If your SEIT or therapist provides you with daily happenings forms or session notes, request that a copy be given to your child's teacher.

### **What You Can Expect From The School:**

You can expect your child's teacher to be vigilant and observant and to let you or the Director know if a child exhibits any behaviors indicating such child should be evaluated for itinerant service.

You can expect your child's teacher and/or the Director to speak frankly to you regarding their observations, their recommendations for further evaluation, and their view of the prescribed treatment.

You can expect your child's teacher and the Director to pay careful attention to the recommendations of specialists, do their utmost to implement such recommendations, provided they are educationally sound, and to be supportive of you and your child.

You can expect your classroom teacher to want to be in close contact with any specialist (i.e. speech, OT, PT) who provides services for your child. Frequent communication between teacher and therapist by phone or backpack, has been shown to benefit a child's optimum progress.

Although evaluations and special services are common at this age, we understand that most parents

would consider these matters to be personal; therefore, discussions regarding such concerns will be kept confidential. In the event that it is determined that our program is not appropriate for a particular child, the Director may recommend that this child be withdrawn from our school. Our school will assist in the responsibility of helping the family to seek evaluation and more appropriate placement. Upon the Director's recommendation, the child shall be removed. The Director reserves the right to discuss a child under consideration for removal with the President of the Executive Board. The school reserves the right to determine if our program will be appropriate to meet the special needs of any child.

**DIAPER POLICY**

Many of our toddlers and threes are not yet ready for toilet training and will attend pre-school in a diaper. It is not uncommon that one of them will have a bowel movement while in school.

It is our policy not to embarrass this child. While we realize that a dirty diaper is certainly not an emergency, it is unpleasant for the child who might develop a rash, the odor unpleasant to the staff and class, and more seriously, the possibility exists of leakage that might contaminate floors, chairs and other surfaces. Accordingly, in order to avoid discomfort to the child and unsanitary conditions at the school, each parent of a child enrolled in our toddler or three-year-old program will be asked to choose from the following options:

**Please complete Box A or Box B.**

<p><b>A) I hereby give permission to the teaching assistant the Toddler/3 year old class to change my child's diaper and/or assist him/her on the potty. <i>I DO NOT require a telephone call to come in to the school.</i></b></p>		
_____	_____	
_____		_____
Parent Name	Signature	Date

**If you choose to diaper your child yourself, then you will need to complete Box B.**

<p><b>B) I <i>DO NOT</i> give permission to the teaching assistant in the Toddler/3 year old Class to change my child's diaper and/or assist him/her on the potty. <i>I would prefer a telephone call to come in to the school to change or assist my child.</i></b></p>		
<p>I _____, agree to either remain at home, provide a beeper or cell phone number or the telephone number of a specified location, so that I may be reached to change my child's diaper. I agree to be at the school within 15 minutes of receiving the telephone call. <b>Please use these numbers to contact me in the event my child needs diapering and I am not at home.</b></p>		
Cell # _____	Work # _____	Other _____
<p>1. I have discussed diapering with (person's name) _____, who has agreed to change my child. Please call (phone #) _____ in the event that I cannot be reached.</p>		

## FIELD TRIP POLICY

Our field trip procedures, including procedures followed in the event of an emergency are as follows:

- Each parent is required to transport their child to any field trip. In the event that you are unable to do so, the director may arrange for your child to be transported by another parent.
- Please drop off a labeled car seat, booster seat or special seat belt harness, if your child normally rides in one.
- Each driver and student must have a field trip driver authorization form on file with the office, in order to participate on field trips.
- Children are encouraged to use the bathroom before leaving.
- A staff member will be in the office to answer phones in case of emergencies. If you have car problems, etc., please notify the school, which will make the appropriate emergency phone calls.
- The Director will carry emergency phone numbers and medical authorization forms. If a child needs first aid or medical attention, the Director will notify parents and/or other emergency phone numbers provided by the parent.

## SUGGESTED CAR POOL RULES

The school is not responsible for daily carpools. Below is a list of suggested recommendations for a smooth carpool operation.

- When weather permits, drop-off and pick-up begins at the side entrance on Prospect Ave. Two cars may park there for drop-off or pick-up. Others must wait on Southern Parkway.
- In rainy or inclement weather, drop off and pickup will originate at our front door on Southern Pkwy.
- Consider play dates among carpooling children to familiarize children with each other.
- Please do not slow down the line by talking to drivers.
- 
- Leave early enough. Classes start promptly at their specified hours.
- Use **only** the curbside of the car to let the children off.
- The participating parent should escort each child to his car or the classroom, as

appropriate, so that the drivers need not leave their cars.

- If you need to leave the driver's seat, park and remove the ignition key.
- Drive smoothly. Children can be frightened as well as injured by sudden stops and bumps.
- Observe all street signs. Do not honk your horn or block driveways, crosswalks or intersections or make U-turns on Prospect or Southern.
- Do not allow children to stand when the car is in motion. Every child must be seat-belted.
- Use your flashing emergency lights while waiting on the carpool line.
- Make sure car seats are adjusted properly. You may need to adjust the straps to accommodate bulky winter coats.
- It is the responsibility of the participating parent to secure children into their car seats.

## **DISCIPLINE**

### **Parent's Role during Participation**

At no time when you are in the classroom, is corporal punishment or physical punishment of any child, acceptable behavior. Discipline is the role of the teacher at all times.

A parent's role while in the classroom is to observe and report immediately to the teacher, any situation they consider to be dangerous or escalating. Acceptable methods of discipline redirect a child and are instructional, calmly stating safety rules, i.e. blocks are for building, you may not throw blocks. Voices are never raised; sarcasm is never to be used.

### **Teacher's Role during Participation**

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated by a teacher and reminded of acceptable behavior.

Removal from the group for a period of "thinking time" is the next tactic used for a child who continually demonstrates unacceptable behavior. This thinking time is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior.

Corporal punishment is not an accepted method of dealing with young children's behavior. Children will not be hit, slapped, or spanked in any manner while attending this preschool.

If behavior problems persist, the parents are asked to a conference to discuss what may be helpful in motivating their child to behave in an acceptable way. It may be suggested that the child be



involved in a behavior modification program, with the parents having the option of being involved in the process. The director will help families access available resources.

### **HELPFUL HINTS ON CLASSROOM PARTICIPATION**

The parent's job in the classroom is to assist the teachers. They need your help and welcome your presence. You are not an intruder -- you are a *participant*. The following suggestions will be valuable to you in dealing with situations that may arise during your participation days. Your full understanding and acceptance of these suggestions is important to you, to the children, and to the entire educational program of the school.

- Arrive five minutes before class time and be prepared to be the last parent to leave.
- Find a replacement (another parent from your class) if you are unable to participate on your assigned day, and report this change to the class parent.
- Dress comfortably; wear low heels and washable clothes appropriate for the weather.
- Do not visit with other adults during the session, inside or outside.
- Do not bring your child's siblings or other young children to school or on field trips.
- Learn as quickly as possible where things are kept, the daily schedule, routine procedures, and the children's names.
- If you have a special talent or skill, please share it with us, when you participate.
- Admit if you become involved in a situation more difficult than you can handle and ask the teacher to take over for you.
- Learn from the teacher the rules for each activity and be sure that each child is aware of the rules. For example, aprons are to be worn at the easels and water table, etc.
- Listen as much as possible to the teacher's directions so that there is a consistent pattern of approach to the children. You will hear such positive phrases as "Putting away time, Penny;" "It's time for juice, Peter."
- Use few words with the children and make positive statements whenever possible.
- Use a quiet voice at all times. Go as close as possible to the child to whom you are talking so that you have his/her full attention.
- Respect the children as individuals. Be as courteous to them as you would be to any adult. Use "please" and "thank you" to set the pattern for the children but do not remind them to do the same. Children learn by imitation.
- The tone of our classrooms should be one of active, happy children's voices. Adults in the classroom should use soft, even tones and avoid "roughhouse play." Adults should avoid encouraging activities that are not appropriate for indoor play areas.
- Avoid discussing the children in their presence.

- Avoid putting your hands on the children or "dragging" them to conform to routine. Such procedures seldom bring desired results and tend to antagonize a child.
- Give help only when necessary. Give the children plenty of time to complete a task like buttoning and unbuttoning, putting toys away, washing their hands, etc. Children enjoy learning to be independent.
- Respect a child's privacy. Don't make inquiries of the SEIT or school staff or about a child's SEIT, therapy or progress. Such inquiries should be directed to the parent.
- Refrain from asking, "What are you making?" Young children usually are just in the manipulative stage and have fun doing the activities for their own sake.
- Avoid showing a child "how" to make a thing. Try not to influence the children's free use of materials.
- Give the children your undivided attention. They can sense any lack of interest in them.
- Remain with the group unless you are directed elsewhere. Children are sensitive to restlessness.
- Make sure the child who has waited a long time for a toy gets a chance to use it.
- Leave the guidance of your OWN CHILD to the teacher whenever possible, BUT don't deliberately ignore him/her. Try to include other children when working with your own child.
- If you resolve a conflict between children, notice that a child is sick, think a child is not acting like his/her usual self or observe anything out of the ordinary, please inform the teacher.
- No cell phones in class. Please turn off your phone or instruct people to call you on your phone during school hours only in case of a medical emergency.
- Look upon your participation day as a learning experience for yourself and your child, and HAVE FUN!