
CLARENCE CENTER PRESCHOOL

Welcome!

I wish to extend my appreciation to you for choosing Clarence Center Preschool, Inc.! For your convenience, I am enclosing the policy packet that provides an overview of the program rules and philosophies. The center is small enough to enhance and promote individual attention for your child, but fortunate enough to have vast space both indoors and outdoors for their growth and enjoyment.

Clarence Center Preschool, Inc. is open all year round, Monday through Friday from 7:00am to 5:30pm. I encourage you to visit your child(ren) anytime during the school hours. Phone calls are welcome to discuss any questions you may have regarding your child's progress in our programs. I look forward to a wonderful educational journey with you and your child.

Warmest regards,

Jean L. Van Kuren

Owner - Director



WELCOME TO OUR PHILOSOPHY OF CHILD CARE

At Clarence Center Preschool, Inc., we wish to welcome you and your child into our program. Our hope is to provide an environment that promotes positive self-esteem while encouraging growth and appropriate developmental challenges to your child. Through “hands on” experience, your child will learn about him/herself and their environment. "Learning by doing" is a very important part of our Early Childhood Education Programs.

By accomplishing suitable tasks, your child will develop self-confidence and a sense of self. We accept each child for who they are and encourage growth at their individual level and ability. Our goal is to provide as many enriching experiences as possible so that your child will develop into a happy self-assured adult.

OUR PURPOSE

Clarence Center Preschool, Inc. provides a nurturing environment to help your child grow. The program is geared toward each child's developmental progress in social as well as cognitive and physical areas.

The staff share a common goal of providing caring guidance in spacious safe facilities with a wide variety of equipment and materials for learning activities and active play.

HOURS OF OPERATION

Our daily school year hours of operation are from 7:00am to 5:30pm.

Summer hours are from 7:30am to 5:30pm

ADULT TO STUDENT RATIOS:

| | |
|---------|-----|
| 2 YEARS | 1:5 |
| 3 YEARS | 1:7 |
| 4 YEARS | 1:8 |
| 5 YEARS | 1:9 |

PROGRAM DESCRIPTION

We provide care for children ages 18 months to 5 years of age. Our programs encourage development in cognitive, social, emotional, language, creativity and fine & gross motor skills areas. Activities, of course, would vary depending on your child's development. Included would be special interest areas that promote music and movement, language arts, socio-dramatic play, small and large motor functions, group activities or quiet contemplation. Intellectual stimulation is enhanced through self-initiated, group initiated and teacher initiated activities. Children learn by doing and experimenting. Therefore, we provide time for an open concept of free play where a child has choices regarding what they will do and how they will do it.

Our 4 year old programs' planned curriculum is a Universal Preschool Program carried out in conjunction with the Clarence Central School District. Our certified teachers will be challenging and motivating your child in all areas of Kindergarten Readiness. This program will enhance the social, emotional and educational needs of all the children involved. We are proud that our center is a part of this educational endeavor with the school district.

Planned activities revolve around weekly themes and teacher creativity. An outdoor enclosed play area is utilized on a daily basis, if weather allows. Swings, climbers, slides, riding toys and a sandbox are a part of the outdoor play yard. We also have a garden that the children help take care of all summer and a picnic area for them to have lunch or snack. A large grassy area is available for active play.

Field trips will be scheduled regularly throughout the year to coincide with holidays, weekly themes or fun community events. You will be notified in advance of any field trips and permissions slips will be required in order for your child to participate along with the fee. Please be sure to have your child at the center by the appointed field trip times. Everyone is invited, even if it is not your scheduled day.

PARENT ROLES

Parental participation in classroom activities, projects and field trips is always encouraged and provides needed program support. We strongly encourage parent participation throughout the year. Your suggestions and concerns about your child are valuable to the teachers. Confidentiality is maintained regarding your concerns and feelings about your child and his/her progress. Parent roles also include, but are not limited to, following discipline policies of the center. Incurable behavior will not be allowed. It is important for the parent to encourage positive behavior in their child.

Be assured that we want to work with both you and your child to promote healthy happy growth. We will keep you informed of any happenings and current information regarding your child and the Preschool.

PLEASE READ THE BULLETIN BOARD ON A DAILY BASIS. ALSO, BE SURE TO CHECK YOUR CHILD'S DRAWER AND MAILBOX FOR IMPORTANT INFORMATION.

DISCIPLINE

We strive to achieve children's independent peer-oriented behavior in an adult-guided setting. Young children have been characterized as egocentric, active, distractible, emotional and very limited in self-control. These qualities present challenges to both parents and our teachers.

Your child needs to feel secure and confident, while learning to share with and respect the rights of others. Children need to practice interpersonal skills while abiding by simple rules of safety.

A positive approach to behavior includes: an accepting atmosphere, calm and firm handling of conflict, familiar and comfortable routines, consistency in handling situations and supportive supervision. At no time shall a child be made to feel belittled or embarrassed. A child shall never sustain physical harm or restraint other than holding him/her to maintain a safe environment. Discipline should be geared toward teaching a child appropriate behavior while preserving and enhancing their self-esteem.

However, intolerable behavior that includes, but is not limited to: hitting the teachers, hitting other children, spitting and foul language will not be tolerated at the Preschool. The following disciplinary measures will be in effect for this kind of behavior.

The first time your child strikes a teacher, he/she will receive a written warning.

The second time your child strikes a teacher, you will be called to come and pick up your child.

The third time your child strikes a teacher, you will be asked to see child care services elsewhere.

PERSONNEL POLICIES AND PRACTICES

We would like you to be assured of the health of the teachers caring for your child. Each teacher is required to have a physical examination and T.B. test in order to work with your child.

All teachers have had varied experience working with your children. We strive to provide quality, loving and developmentally appropriate care for your young child. Be confident that our concerns center around what is best for your child. Each employee has been screened and cleared through the New York State Central Register for child abuse. Each employee has been fingerprinted to check for any criminal background. Our employees have had Infant, Child and Adult CPR training, as well as First Aid.

Staff meetings, briefings and training sessions are held on a regular basis to allow all employees to be up to date on current child care theory and practices. The teachers are trained in Child Abuse and are mandated reporters of any suspected case of child abuse based on concrete evidence will be reported to the State Child Abuse Hotline.

POLICIES

It is very important for all parents to be informed of our policies and procedures. We ask that you please take a few minutes to acquaint yourself with the Preschool's policies.

AGE

The child must be between 18 months and 5 years of age. Age groupings are generally based on the child's age as of December 1st of each year. Groupings are flexible and the child may be moved from one group to meet special needs. In order for your child to be in the 3 year old room, they need to be fully potty trained. The Preschool is open to all children regardless of race, nationality or creed.

ARRIVAL AND PICK-UP

School hours are 7:00am to 5:30pm. Summer hours are 7:30am to 5:30pm.
Doors will be unlocked at 7:00am to allow staff time to set up for the day.

A LATE PICK-UP CHARGE OF \$5.00 FOR EVERY 5 MINUTES WILL BE APPLIED WHEN PICKING UP YOUR CHILD LATE FROM OUR CENTER. LATE PICKUP TIMES ALSO APPLY TO THE UPK PROGRAM 2:30PM & AND THE HALF DAY PROGRAM 12:00PM & 5:30PM.

Please be certain that your child is accompanied into the center through the front entrance of the building and is released to a teacher. Upon leaving, please be certain that your child says goodbye to a teacher. Please do not let your child go unattended in the hallway while you are busy with other matters. We want all children to be safe at all times.

PLEASE SIGN THE "IN-OUT" SHEET FOR YOUR CHILD EVERY DAY.

This enables us to be certain when each child arrives and to whom the child is released to at the end of the day. Our NY State Licensor will check this when he/she comes to inspect the teacher to child ratios.

If you know you are going to be late, please let us know so that we can reassure your child.

If anyone other than yourself is to pick up your child, be sure to notify the Preschool in writing for safe release of your child. A photo I.D. will be required before we release your child to that person. For your child's safety, we can only discharge to a pre-designated adult.

SMOKING IS STRICTLY PROHIBITED INSIDE THE CENTER.

SCHOOL CLOSINGS

Any school closings, due to severe weather or any other emergency circumstance, will be announced on WKBW and WBEN radio stations and Channel 2 or 4 TV.

CLARENCE CENTER PRESCHOOL WILL BE CLOSED FOR THE FOLLOWING LEGAL HOLIDAYS. YOU WILL BE RESPONSIBLE FOR A FULL FEE WHEN YOUR CONTRACTED DAY FALLS ON A HOLIDAY.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

***WE CLOSE AT 3:00PM ON GOOD FRIDAY & NEW YEAR'S EVE.**

FINANCIAL POLICIES AND PROCEDURES

Registration fee: A \$50.00 non-refundable registration fee is charged annually per child. This fee will be used to cover administrative expenses, including children's liability insurance.

Upon registration, your account will be billed the registration fee and a security deposit equal to your child's first week's tuition. This will be applied to your child's first week of attendance. Payment of the total amount due is required to secure your child's enrollment in our program.

The paid registration will hold a spot open for your child each Fall. Parents must pre-register by February 1st to guarantee a spot for the Fall semester. The Preschool's calendar year, in terms of enrollment, runs from September thru August. If you decide not to begin enrollment, your deposit and registration fee will be forfeited.

Family discount: A 10% discount will be given to families that have more than one child attending the Preschool. To qualify for the discount, the children must both be enrolled for five full days per week. There is no discount if you are in the UPK program or are less than five days.

OUR PREFERRED METHOD OF PAYMENT IS BY CHECK PAYABLE TO
"CLARENCE CENTER PRESCHOOL, INC."

PLEASE PUT THE WEEK YOU ARE PAYING FOR ON YOUR CHECK.

CHECKS RETURNED TO US BY THE BANK FOR INSUFFICIENT FUNDS WILL RESULT IN A CHARGE
TO YOU OF \$35.00.

PAYMENT IS TO BE MADE EVERY FRIDAY FOR THE COMING WEEK. IF PAYMENT IS NOT
RECEIVED BY MONDAY, A LATE FEE OF \$5.00 PER DAY WILL BE CHARGED EVERY DAY STARTING
WITH MONDAY.

**ONCE YOU ARE TWO WEEKS DELINQUENT ON YOUR CHILD'S ACCOUNT, YOUR CHILD MAY
NOT RETURN TO SCHOOL UNTIL YOUR ACCOUNT IS PAID TO DATE WITH THE LATE FEES
INCLUDED.**

Vacation Time: Upon registration, your child will be granted two weeks of vacation time, which
is used in full weeks only. You will need to fill out a vacation slip and turn it in two weeks before
the scheduled time. Registration after January 1st will be half the allotted vacation time or one
week. If you enroll after June 1st, there is no vacation time available. There is no charge for your
vacation weeks. Any additional vacation time will be charged at your full scheduled rate.

There is no credit for emergency closings of the Preschool for inclement weather (driving ban in
our town). The Preschool will be open even if the public schools are closed. Please call and check
to be on the safe side.

WHAT TO WEAR AND BRING TO SCHOOL

Please think of your child's comfort and provide simple clothing that is free of complicated
fasteners. A change of clothing for messy spills or toilet accidents should be brought in and put
in their drawer. Please label all clothing including outside garments.

Please dress your child properly for the seasons. We require snow boots, mittens, snowsuits and
hats for outdoor time in the winter. Fall and Spring jackets and names on everything. Many of
the children have the same clothing items, so their name needs to be on everything. We are not
responsible for lost articles of clothing.

**CHILDREN MUST WEAR SNEAKERS OR STURDY SHOES EVERY DAY!
NO OPEN TOED SHOES, CROCS OR SANDALS.**

A school supply list will be given out in August at the Ice Cream Social for each classroom. Those
children who are in UPK and the 4 year old class that are wrap-around will have separate items
for each classroom.

For the children who will be napping, please send a fitted crib sheet and small blanket for rest
time. **PLEASE LABEL ALL BEDDING. TAKE BEDDING HOME ON FRIDAYS & RETURN ON
MONDAY.**

TOYS FROM HOME

Except for items that are needed for the very first days of school or show and tell, **FAVORITE TOYS MUST BE LEFT AT HOME OR IN THE CAR FOR THE RIDE HOME.**

Please do not send gum, candy or other food items in with your child. It can easily get stuck in someone's hair or cause someone to choke. We will ask you to take it home if brought in with your child. We do not serve breakfast, so please be sure your child has a good breakfast at home.

BIRTHDAYS

We celebrate birthdays during the afternoon snack time. If you would like to send in treats, birthday cake or cupcakes, please let us know a couple of days before. If they are in the half day program, we would celebrate their birthday at the morning snack time.

PARENT MEETINGS

Teacher and parent conferences for 3's, 4's & UPK occur twice a year, January & June, and parents will be assigned times to come in for their conference. At the end of the school year, you will receive a copy of their evaluation via email for your records. All UPK students will be tested at the beginning of the school year for the Clarence School District. We encourage you to attend these meetings as they are planned as a service to you and your child. If you need to have a meeting any other time throughout the year, we would be happy to set up a time that is mutually agreed upon between parents and staff or the Director. You are always welcome to stop in and view your child's progress at any time during the day.

Our main interest is your child. We want him/her to have an enjoyable experience in our Preschool. We always welcome your comments and/or questions. We are here to serve you and your family.

BITING POLICY

Biting is a common form of communication with children. It is an unpleasant and unacceptable behavior and our staff strives to minimize biting incidents. Our teachers provide a safe, supervised environment and help children use their words to communicate. However, despite our best efforts, a child may be bitten at some time.

When a biting incident occurs, our teacher's first priority is tending to the needs of the child who has been bitten. The teacher will often include the child who has bitten to help attend to the child who was bitten (giving hugs, apologizing and helping to apply ice). The incident will be recorded and shared with each set of parents. We do maintain confidentiality in all biting incidents, so therefore, the report will not include the name of the other child who was involved.

If your child bites, our teachers will work with you to try to correct the problem. However, if the biting does not improve in a reasonable amount of time, termination of enrollment may be necessary.

MORNING SCHEDULE

Our program begins promptly at the specified class times. Please have your child(ren) here to begin at that time. The preschool has a structured program that we adhere to, as we are not a babysitting service. Your child will benefit the most from our program by arriving in a consistent manner. It is very disruptive to the other children and to the other classrooms to come in during teaching time.

If you cannot have your child here by the start time on a consistent basis, you may be asked to find another program. If you are going to be late, we do ask that you call and let us know when you will be arriving. If you need to talk to your child's teacher, please come in earlier or ask to set up an appointment. We are always happy to meet with you and discuss your child. Thank you for your consideration in this matter.

WITHDRAWAL

Two weeks written notice must be given to Clarence Center Preschool, Inc. when withdrawing a child from the center. If two weeks' notice is not given, you are financially responsible for the two weeks. You may not use any vacation time to cover the cost.

The Preschool reserves the right to release your child(ren) from the center immediately, for any reason deemed necessary by the owner/director. Reasons for dismissal of a child may include but are not limited to; a child striking a staff member, harming other children in the Preschool, repeated inappropriate behavior or language from a child or his/her parent. The inability to resolve conflict between the center and a parent, vandalism by a child or parent, parents failure to follow the centers' policies, failure to pay the child's tuition and/or fees in a timely manner. Verbal and/or written notification will be given to the parent or guardian of said child.

If there is a balance due on your account and you do not clear it to date, then we will proceed with court action. Court fees: should it become necessary to go to court over non-payment of fees owed, the court and attorney fees will be added to your account. The additional \$5.00 a day late payment fee will be added, starting with the first day your payment was due.

BABYSITTING AFTER HOURS – FINDER'S FEE

We discourage our employees from babysitting for our enrolled families. If you hire a staff member from the Preschool during your child's enrollment or within six months thereafter and this arrangement results in our employee leaving our company, you will be billed a \$2000.00 finder's fee. We take great pride in providing continual training and following NY State regulations for all employees to be fingerprinted and screened for child abuse. It takes a lot of time and money to find great teachers for your children, so please do not hire ours as your babysitter.

REFERRAL PROGRAM

If you refer a family to our center and they enroll a child, you will receive either a cash payment or credit on your tuition. For part time or afterschool care, you will receive \$200.00 for each new family. You will receive \$400.00 for each new family who attends full time at the Preschool. After the referred family has been enrolled and attended the center for two months, you will then receive the money or credit, whichever you prefer. This incentive program applies to new families only. We hope you will take full advantage of this program and we thank you for being truly confident in our Preschool. Please remember to fill out the referral form in your policy packet and remind the family to let us know you referred them.

LUNCHES

You are required to provide a healthy lunch for your child(ren). Please no candy of any kind. Fruits and vegetables are a great choice to include in their lunches. We will provide milk with lunch and the am & pm snacks. You may also bring a thermos of soup or other hot item in their lunch box and we will be happy to heat it up for them. There is no refrigeration for lunches.

HEALTH CARE POLICIES

Your child's health is a matter of great importance to us. Upon enrollment, you must provide a current health report on your child that is signed by a physician (the form is your parent policy packet). We also require that every child has the standard immunizations and a lead test as mandated by the New York Health Department.

If your child appears to have symptoms of illness, you or a person authorized in writing to pick up your child will be contacted immediately in order to ensure your child receives appropriate care in your home.

LIST OF SYMPTOMS FOR WHICH WE MUST ASK YOU TO KEEP YOUR CHILD AT HOME:

1. A TEMPERATURE OF 100 OR ABOVE FEVER OR HAS HAD ONE DURING THE PREVIOUS 48 HOUR PERIOD WITH OR WITHOUT:
 - A. COUGH WITH A DEEP BREATH
 - B. EAR ACHE OF DRAINING EAR
 - C. SPASMS OF COUGH
 - D. SORE THROAT
2. A RASH OF ANY KIND UNTIL DIAGNOSED, TREATED OR DECLARED HARMLESS BY A PHYSICIAN.
3. VERY BAD COLDS WITH DISCHARGE (COUGHING AND SNEEZING).
4. DIARRHEA AND/OR VOMITING THE PREVIOUS EVENING OR BEFORE EARLY MORNING.
5. RED, RUNNY OR MATTED EYES – MAY BE PINK EYE (CONJUNCTIVITIS). PLEASE CALL YOUR DOCTOR.
6. BRONCHITIS – IF YOUR CHILD IS COUGHING FREQUENTLY.

ONCE EXCLUDED, A CHILD MUST REMAIN HOME FOR AT LEAST 24 TO 48 HOURS AFTER ALL SYMPTOMS SUBSIDE WITHOUT TAKING ANY MEDICATION.

Notification of contagious diseases will be posted on your parent board as information becomes known. Parent cooperation is imperative to maintain a healthy center.

REGARDING MEDICATION ADMINISTRATION & LEVEL OF ILLNESS

Children who are sick should not be sent to school in accordance with the NYS Health Department codes. Should your child become ill while in our care, we have the following procedures in place. Our Preschool will only provide on-site care for mildly ill to moderately ill students until a parent or guardian arrives. Once your child has been deemed ill, the teacher will provide a quiet resting place for him/her. Due to travel time, parents will be given 45 minutes to pick up the sick child. After that period, another contact person will be notified to pick up your child. In the event your child becomes severely ill, 911 will be called. First aid, CPR, or any level of care with the teacher's capabilities will be provided until EMS arrives.

While your child is in our care, we understand that he/she may need medication from time to time. Such medications may include antibiotics, pain relievers, Epi-pens, and teething gel. As per NY State regulations, only a trained, designated teacher may administer prescription and over the counter medications. All medications must be in the original container and accompanied by the NY State Medication form completed by the physician and parent. The form must be filled out according to the instructions as to how much, how often, and how to give said medications, as well as any circumstances in which the medication should not be given. Any staff member may administer topical medications to a child with written permission from the parent or guardian. As needed medications such as an Epi-pen will require a renewal form completed by the physician every six months. Parents will be notified of side effects observed immediately. The teacher will document if the medication was not given and the reason for this decision. Should a parent choose to administer medications to their own child while at our school, they may do so. However, our school will still be required to document the dosages and times the medication was given by the parent. The children, themselves, will not be allowed to administer their own medication. Please be aware as to when your child's medication will expire. Upon expiration, we will give the medication back to you for disposal. Under no circumstances will we administer expired medication.

CHILDHOOD ILLNESS CHART

ILLNESS:

YOUR CHILD MAY RETURN:

| | |
|--------------------------|--|
| CHICKEN POX..... | 48 HOURS AFTER LESIONS HAVE CRUSTED |
| CONJUNCTIVITIS..... | 48 HOURS AFTER START OF TREATMENT (IF DRAINAGE & EXCESSIVE TEARING HAVE STOPPED) |
| CROUP..... | AFTER ILLNESS HAS SUBSIDED |
| DIARRHEA..... | 48 HOURS AFTER LAST LOOSE STOOL OR AFTER 1 NORMAL BOWEL MOVEMENT |
| IMPETIGO..... | 48 HOURS AFTER START OF TREATMENT |
| FEVER..... | 48 HOURS AFTER TEMPERATURE RETURNS TO NORMAL |
| INFLUENZA..... | 48 HOURS AFTER SYMPTOMS SUBSIDE |
| LICE..... | 48 HOURS AFTER START OF TREATMENT |
| STREP THROAT..... | 48 HOURS AFTER START OF TREATMENT |
| POISON IVY..... | AFTER LESIONS HAVE DRIED UP COMPLETELY |
| PINWORM OR RINGWORM..... | 48 HOURS AFTER START OF TREATMENT |
| HAND FOOT & MOUTH..... | 48 HOURS AFTER SYMPTOMS SUBSIDE |

FOR ANY ILLNESS NOT LISTED ABOVE, PLEASE CONTACT THE DIRECTOR OR ASSISTANT.

MEDICATION & TOPICAL OINTMENTS

Over-the-counter topical ointments such as first aid cream, sunscreen, insect protection and diaper rash ointment may be applied to your child with written parent permission on the correct form.

All other medications both prescribed and over-the-counter will only be administered when the parent and doctor complete and sign the **STATE ISSUED MEDICATION CONSENT FORM**. We cannot accept verbal or attached notes or prescriptions without this official form.

SAMPLE SEPTEMBER TO JUNE SCHEDULE

7:00am - 8:00am Supervised free play – children are grouped together

8:00am - 9:00am Clean up & morning snack

9:00am - 10:00am Circle Time

10:00am - 10:45am Fine motor work & art program

10:45am - 11:15am Outdoor or indoor gross motor play

11:15am - 11:45am Set up lunches and lunch time

11:45am - 12:00pm End of Lunch time - END OF HALF DAY PROGRAM

12:00pm - 2:00pm Rest Time

2:00pm - 3:00pm Put away nap items & have afternoon snack

3:00pm - 4:00pm Circle time to re-group & open supervised free play

4:00pm - 4:45pm Outdoor fun – weather permitting or free choice play

4:45pm - 5:15pm Clean up and potty time

5:15pm - 5:30pm Getting ready to go home, collect folders, lunch boxes & other belongings

**THE SUMMER SESSION, WHICH STARTS THE LAST WEEK OF JUNE, OUR PRESCHOOL
WILL OPEN AT 7:30AM AND CLOSE AT 5:30PM.**