

KINGS BAY Y AT  
WINDSOR  
TERRACE



**CHILD CARE**  
**PARENT HANDBOOK**  
**2016-2017**

## **Policies and Procedures for Parents**

**In order for us to ensure a smooth and effective program, the Windsor Terrace Child Care and Preschool has compiled the following policies and procedures for parents. We ask for your full cooperation and support by reading and complying with these policies.**

### **REQUIRED PAPERWORK**

**The following forms and conditions must be met before beginning the school year:**

- **Financial obligations as agreed to in the Kings Bay Y at Windsor Terrace Contract must be met in full.**
- **An up-to-date medical form with a full immunization record must be on file. The Windsor Terrace Y cannot accept students that are not fully vaccinated.**
- **Completed emergency cards (updated each year).**

### **EDUCATIONAL PHILOSOPHY**

**The Kings Bay Y at Windsor Terrace is a loving and caring community that embraces all families in our community. We are dedicated to providing our students with a learning environment that nurtures their growth, curiosity and self-esteem. Our aim is to provide opportunities for children to develop a lifelong passion for learning, to get to know and love themselves as individuals and as members of a caring, cooperative learning community.**

**Our lively, hands-on curriculum is developed through direct observation of students' interests and individual needs. We strive to provide opportunities for each child to develop cognitively, physically, socially and emotionally at a rate that is most appropriate for him or her.**

## **JEWISH COMPONENT**

**The curriculum at the Kings Bay Y will convey a sense of Jewish identity in several ways:**

- **Jewish values - guiding children on the path to being warm, creative and accepting human beings.**
- **Building community - knowing, caring for, celebrating and supporting our neighbors and friends.**
- **Family time - enhancing family rituals of story sharing, cooking, eating and finding things to wonder about together.**
- **Jewish culture - learning about holidays and celebrating through stories, songs, art projects and dramatic play.**
- **Israel - learning about the Jewish ancestral homeland as a modern example of creativity to help others.**
- **Shabbat - reflecting on the week gone by and looking ahead to the adventures of the future.**

**Children of all ethnic and religious backgrounds are welcome to attend, and differences in their backgrounds are recognized and respected. While Christmas, Easter, Halloween and Valentine's Day (as well as other non-Jewish holidays) are not celebrated at the school, please be assured that a child's mention of any home celebration is always a welcome topic in the classroom and will be treated with respect and interest.**

## **YOUR CHILD'S FIRST DAYS AT SCHOOL**

**Starting school is a big step for a child. Adjusting to new places, people and routines is a process of developing trust in his or her teachers and the school environment. Support from parents and familiar caregivers, is an integral part of the process.**

**Our policy is that the adjustment period to school is a gradual one. We ask a parent or caregiver to plan to stay with their child in school for as long as the teachers and director, along with the parent, determine it may be necessary. We have found through experience that a slow, gradual separation is best for both parent and child.**

### **PHASE-IN**

**Your child's first days at school are the phase-in period. The length of acclimating to school depends on your child's age group, class schedule and individual needs. We feel that this gradual beginning gives each child a chance to get to know his or her teachers, the classroom and its routines, and to feel comfortable in their new group setting in an atmosphere of trust. We ask that each parent (or close relative or caregiver) be prepared to remain with his or her child during the phase-in period. Please make arrangements for other children in the family since the school cannot accommodate siblings during this time. We appreciate your cooperation during this important period. Your child's successful transition will be worth your effort.**

### **ARRIVAL AND DEPARTURE**

**Children should be brought to school and picked up promptly. Please bring your child to the classroom and pick her or him up from there unless you are participating in our After Care program. Be sure to make verbal contact with a teacher at drop off and to sign your child out at pick up times. If a person who is not one of the regular people to pick up your child, be sure to write it down for your teacher. **YOUR CHILD WILL NOT BE RELEASED TO SOMEONE OTHER THAN A USUAL CAREGIVER WITHOUT WRITTEN CONSENT.** If your plans for the day change, please call the school to make arrangements.**

## **VISITORS and SPECIAL GUESTS**

**Visitors are welcome. Sometimes an out-of-town relative comes to visit and your child is anxious to show off his/her school. We would be pleased to plan a visit if you notify us in advance.**

**In addition, we welcome parents and family members to participate in special events, birthdays and to volunteer their time in the classroom. These visits should be arranged in advance with your child's teacher.**

## **WINDSOR TERRACE Y PARENT COMMITTEE**

**The Windsor Terrace Y Parent Committee is a working group of parent volunteers and staff dedicated to advancing the quality of the Preschool Program at WTY. The committee organizes, helps to plan and participates in a variety of school and community wide events and fundraisers.**

## **COMMUNICATION WITH PARENTS**

**The Windsor Terrace Child Care an emphasis on teachers working with parents and their families for the child's benefit. Communication with the families gives teachers insight into the child's personal life. Parents know if their children are having good days or bad days, if something is bothering them, or they have some problems in school. Teachers share the child accomplishments and weakness with parents.**

## **THE SCHOOL DAY**

**Period from 12 to 24 month is an important period in child development. It is a time when language, social, cognitive and physical skills are growing at an exceptional rate.**

**To meet the growing needs and interests of our children, the daily program includes a variety of activities including:**

<b>Free playtime</b>	<b>Circle/Story Time</b>	<b>Finger Play/Nursery Rhymes</b>
<b>Art and Craft</b>	<b>Dramatic Play</b>	<b>Outdoor/Gym Time</b>
<b>Games</b>	<b>Water/Sand Play</b>	<b>Blocks</b>
<b>Music/Dance</b>	<b>Natural walk/ride</b>	<b>Manipulative Play</b>

**First competence of Math, Writing and Literature**

**DAILY SCHEDULE**

<b>Time</b>	<b>Activities</b>
8.30 - 9.00	Flexible Arrival/ Individual activities
9.00 – 9.15	Greeting/Circle time/reading a book
9.15 – 9.30	Weekly/daily theme project. Individual & group activities.
9.30 – 10.00	Snack / Diaper check/Toileting older children
10:00 – 10:45	Outside Play
10.45 – 11.15	Set up for lunch, Diaper check
11:15 - 11:45	Lunch
11:45- 12:00	Diaper check, toileting children, washing hands and quiet music time
12:00 - 2:30	Naptime
1:30 - 2:30	Diaper check/ self-selected activities/teacher facilitated
2:30 - 3:00	Snack / preparing for dismissal

3:00 - 3:30	Individual & group activities /teacher facilitated
3:30 - 4:00	Outside play
4.00 – 4.15	Diaper check, Toileting, self-selected activities
4.15 – 4.30	Snack

## **CLOTHING AND CUBBY ITEMS**

**Please see that all clothing, shoes, boots, sheets and blankets are clearly labeled so that they can be easily identified. Outer clothing should have hooks so that children can hang it in their cubbies.**

**When soiled clothing or sheets and blankets are sent home, please launder and send back replacements on the next school day. Full day students' sheets and blankets will be sent home periodically.**

**We cannot overemphasize the importance of sending your child to school in simple, washable clothing. It is inevitable that clothing gets dirty when children play. It is also extremely important that fastenings be simple enough to encourage your child's independence in toileting and dressing.**

**Your child's cubby should always be stocked with:**

- **2 sippy cups (for water, milk or juice)**
- **Diapers and wipes**
- **1 sweater/sweatshirt**
- **1 pair of pants**
- **1 shirt**
- **1 pair of socks**
- **1 pair of extra sneakers**

- **1 sheet and blanket for full time children (crib size sheets fit our rest mats very well)**

## **BRINGING TOYS TO SCHOOL**

**If your child needs to bring her/his favorite toy to school, we do not object. Some children need the comfort of a special toy from home to help them make a comfortable adjustment to school.**

**If your child asks to bring toys to school which are not essential to his/her adjustment, we ask you to discourage him/her since problems sometimes occur: other children may want to play with the toy, toys can get lost, misplaced or broken at school.**

## **SNACKS, LUNCH AND FOOD ALLERGIES**

**The Windsor Terrace Y will provide water and a snack in the morning (and afternoon for full day children). Challah and grape juice will be served on Fridays. Snack is also served during our after care session, 3:00-6:00PM.**

**Lunch should be sent to school in a clear, labeled "Ziploc" baggy. All lunches are refrigerated, so we ask that you refrain from using lunch boxes which are much heavier and take up more space in our refrigerator. If you have included a thermos of pre-heated food, please let the teachers know and it can be kept out of the refrigerator on top of his/her cubby.**

**If your child has any allergies, please notify the school immediately so appropriate precautions can be taken to keep allergens away from your child. Our school is a PEANUT-FREE school and we ask that you substitute almond butter or another nut butter if your child's favorite food is a PB&J sandwich.**

**In order to keep or administer any emergency medications (including Benadryl, Epipens or a nebulizer) our school is required to have instructions signed by your child's doctor.**

**There may be children in our school with life-threatening allergies. Please wash your child's hands (and face if necessary) each day upon entering the building and refrain from eating or drinking in the hallways and common areas of our school.**

## **BIRTHDAYS**

**A birthday party at school is a very important occasion in the life of your child. All children look forward to this event with great anticipation. What makes it special is not so much the party food but rather that it is her/his day, and the attention is focused on her/him. We ask that you bring in a cupcake (or other small treat) for each child with a candle for the birthday child. Please be sure that each treat is the same and refrain from choosing more than one color. Every child will have an opportunity to celebrate a birthday in school. Teachers will be happy to arrange "special day" celebrations for children with summer birthdays. Please make arrangements with the teachers ahead of time and check for allergies to specific foods.**

## **CONFERENCES**

**Parent-teachers conferences are scheduled twice a year, one in the fall and one in the spring. These conferences are for parents only and provide an opportunity to sit down with your child's teachers to discuss progress, interests, friendships and goals for your child. If you wish to discuss something of immediate importance, please be sure to call or email for an appointment. We are ALWAYS happy to arrange the time to discuss your child with you.**

**One caution - Please do not engage the teachers in conversation when class is in session. Their responsibility at this time is to the children. We have found that discussions about a child are best held when the child is not present.**

## **SUPPORT FOR STUDENTS WITH SPECIAL NEEDS**

**Children learn and grow in their own individual ways. We strive to make the classroom a place of exploration, challenge and success for all of our students. In some cases, Special Education evaluations and/or services are recommended. Services may include Speech Therapy, Occupational Therapy, Physical Therapy or the assistance of a SEIT (Special Education Itinerant Teacher).**

**If a child in our school receives special education services, an educator from the team is selected to be the "team leader". In this role he/she will schedule meetings for all parents and educators, ensure that communication is maintained, and monitor progress toward educational goals. Please provide your child's teachers and the school director with any documentation you have (IEP etc) to support us in specifically tailoring the classroom activities to your child's individual needs and strengths.**

## **HEALTH AND ILLNESS**

- **All children are required to have a physical examination by their own physician prior to the start of school.**
- **A Department of Health Form is attached. This must be filled out by your child's doctor and returned prior to the beginning of school. YOUR CHILD CANNOT BE ADMITTED ON THE FIRST DAY OF SCHOOL WITHOUT THIS COMPLETED HEALTH FORM. Please print doctor's name, address and telephone number. Dates, names and types of inoculations, boosters and other immunizations must be indicated by your doctor.**
- **Please notify the school if your child is out because of illness. Your child should be kept home if he/she shows any sign of illness and should come back to school only when he/she can participate in the**

**full program of his/her class both indoors and outdoors. We have no provisions for caring for children who are sick.**

- **If your child has had an illness lasting more than one week and has been seen by a doctor, he/she should have a doctor's written consent to return to school.**
- **When your child has been ill with a fever, she/he may not return to school until free of fever without fever-reducing medicine for a minimum of 24 hours.**
- **In case of contagious disease or exposure to contagion (i.e. chicken pox, pink eye, stomach virus, lice) parents are asked to notify the school at once, even if this occurred during vacation periods within the school year.**
- **Parents will be notified by the school when a child in the class has a contagious disease.**
- **The school will notify you if the teacher observes that your child has become ill during school hours, and cannot fully participate in class activities. You will then be expected to arrange for your child to be picked up and taken home promptly.**
- **If your child has lice (or nits), he/she will not be allowed to remain in school. Teachers will do periodic head checks as prevention, but you are advised to keep a close eye on the situation at home.**
- **Pink eye is another highly contagious infection. Children with this condition will not be admitted to school until the eye is clear of redness and discharge.**
- **If your child has a rash of unknown origin she/he must be seen by a physician who indicated in writing that he/she is not contagious before coming to school. Only in this way can we hope to avoid outbreaks of chicken pox, scarlet fever and other diseases with symptomatic rashes.**
- **Consultation from a physician should be obtained before a child who has been suffering from diarrhea returns to school.**

## **SAFETY AND EMERGENCIES**

**We take the utmost care to prevent emergencies from occurring. However, in the rare event of an emergency it is important that our families know what to expect:**

### **EMERGENCY CARDS**

**Each family will be asked to complete two emergency cards. In the event of any emergency or illness you will be called. If you cannot be reached, the emergency contacts indicated on your cards will be called and asked to come to pick up your child. Bearing that in mind, be sure that your emergency contacts are close enough to respond quickly to an emergency.**

### **ILLNESS OR INJURY TO A CHILD**

**Parents will be contacted to bring a child home promptly if emergency medical care is not deemed necessary. A sick or injured child will be transported to the hospital for emergency care if required. If it is necessary to call 911 for emergency personnel, parents will be called immediately afterward once help is on the way.**

### **MISSING CHILD**

**Our teachers take tremendous care that no child is ever left unattended. To prevent any confusion, children are not released to their caregivers or parents until they have been signed out in the class attendance book. In the event that is realized a child is missing in the building we will lock the door to prevent anyone from leaving until the child is located.**

**During class trips, teachers constantly count (and recount) the children in their groups. If it is ever discovered that a child is missing on a trip, children will be re-grouped and the immediate area searched for no longer than 3 minutes before calling 911 and alerting appropriate site authorities. The school director and parents will be called immediately after 911. The**

**group will remain with one teacher while chaperones and staff conduct a search until the child is found.**

### **EVACUATION OF THE BUILDING**

**Our school conducts fire drills during the school year in order to ensure that our staff and students know how to evacuate safely and quickly. In the event of an actual emergency, staff will evacuate children as planned moving them down the block past the school building. In cold weather, if possible children will enter the lobby of one of our neighboring buildings. In the event that it is not safe to stay in the immediate vicinity, Kings Bay Y at Windsor Terrace has an arrangement with Cynthia King Dance School to allow our students to wait there until they can be picked up by a caregiver or parent. In this event, families would be notified after evacuation was safely completed.**