

### **Parent Teacher Conferences**

Conferences are scheduled twice a year (fall & spring). Additional meetings may be held at the request of either the parent or teacher. Please feel free to speak to the director or teachers at any time.

### **Parking**

Please observe the signs posted on Grandview Ave concerning parking and be respectful of our neighbors. Parking is limited so please try to drop-off and pick-up in a timely manner. The spaces in our parking lot are reserved for private parking only.

### **School Closing**

When the White Plains Public Schools are closed due to weather, our school will be closed as well. If they have a 1 hr delay, we will open at 10am. If they have a 2 hr delay we will open at 10:30 am. The afternoon enrichment sessions will be opened at the discretion of the director. Please tune in to News 12 Westchester for updates on our closing status. A message will also be left on the school's answering machine and an email will be sent as early as possible.

### **Sickness**

Children must stay home for 24 hrs after a fever has broken. It is required that the school is informed of any communicable illnesses. Please familiarize yourself with our sick policy in orientation packet for further details.

### **Behavior Policy**

Techniques such as guiding, redirecting and reminding children of class rules are used when behavioral issues arise. We encourage them to "use their words" when expressing their feelings and frustrations in an appropriate manner. If your child is experiencing behavioral issues, we will work with the family to discuss a behavior plan.

### **Napping Policy**

Full day students may have a brief quiet rest period in the afternoon. They are encouraged to choose a quiet activity or relax during that time. We do not provide long nap times at our school.

# PARENT HANDBOOK



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WHITE PLAINS, NY 10605  
(914)946-6132

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**This Parent Handbook will provide all the school information you need in one place. Please hold on to it for the school year!**

### **Early-drop or Late-pickup**

We offer early drop-off starting at 8:00am and late pick-up until 5:00 pm. You may register for this service for the year or just sign-up as needed. Please sign-up on the calendar located outside of the office with a minimum of 24 hours notice so that we may guarantee coverage. If you choose to use this service on an as-needed basis you will be billed monthly.

### **Attendance/Absences**

Children are scheduled to attend according to their schedule. If your child is going to be absent please contact us by phone or email. There is no reimbursement for vacation or missed days.

### **Arrival and Dismissal**

Our main entrance is on Grandview Ave and the alternate is on Longview Ave. You may use either door for drop off and pick up. If you use the Longview door you must call the number posted on the door. Please do not arrive more than 5 minutes early when dropping off unless you have signed up for early drop. It is important that you bring your child into the room each morning and make contact with your child's teachers. Daily contact with teachers is critical for good communication! If someone new is picking your child up, please make sure their name is on file in the office and the teacher is made aware. We will not release your child to an unauthorized person so it is imperative to update your forms frequently. If you arrive early for dismissal, please wait in the hallway outside your child's classroom until their teacher dismisses them.

### **Building Safety**

The main entrance is open for 15 minutes and supervised for drop-off from 9:00-9:15 and dismissal at 11:45-12:00 12:00-12:15, 1:00-1:15 and 3:00-3:15 each day.

### **Clothing**

Children should wear comfortable, weather appropriate clothing that allows them to play and get messy. Flip flops or crocs should not be worn. Please provide a full set of extra clothes including socks to be left at school. Please label everything!

### **Class List**

A class list is compiled for each class that includes addresses, and phone numbers. If you do not wish to share this information please notify directors.

### **Emergency Closings and Procedures**

The OCFS requires us to have an emergency procedure in place. A handout in the orientation folder outlines the details of our plan. We are required to practice a shelter in place drill twice a year. You will be notified when we conduct these drills. We practice regular fire drills monthly.

### **Family Issues**

Communication between home and school is essential when dealing with young children. Any changes in their home life may have an impact on their life at school. It is important we are made aware of those changes so that we may provide support to both you and your child.

### **Food**

Our school is a peanut and tree nut free school. Please read labels carefully before sending in food to be sure items are **not** processed in plants that use nut oil. We provide a light snack daily. Parents are welcome to send in snack for the class. Each teacher will provide more information at the start of the year. If your child has allergies, dietary restrictions, or you have preferences for your child please make the teachers aware,. You may want to provide snack for your child that we will keep stock of in school.

### **Family Participation**

If you have interest in areas such as fundraising, photography, organizing events or being a class parent. please fill out the parent participation form.