

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. Please use the teachers' school email addresses to communicate regarding any non-urgent matters.

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. If the district is calling for early closure during the day, closure it at the discretion of the directors. 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 may not attend school with a fever of 99.6 or above. They must remain home until they are fever free for 24 hours without fever reducing medication. 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 as they have changed due to COVID-19.**

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.

PARENT HANDBOOK 2020-2021



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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 as needed 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. Please email us or call if you would like to add days or make changes.

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. If your child is absent for 3 or more days due to illness, you must obtain a doctor note to return.

Arrival and Dismissal

***Changes due to COVID-19**

Arrival time for morning class is promptly at 9:00 am. Please wait with your child at the designated door while staff admit the children into the building individually after taking their temperature and doing a daily health check. Dismissal will be promptly at 11:45, 12:00 and 3:00 at the same door. If you must pick up earlier than scheduled, please come to the main entrance on Grandview Ave. and ring the bell.

Building Safety

***Changes due to COVID-19**

All doors will be locked to the outside throughout the school day with the exception of the main entrance outside door. If you need to come for an appointment with the directors or teachers, please enter on Grandview Ave. and ring bell until someone can greet you in the vestibule.

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