

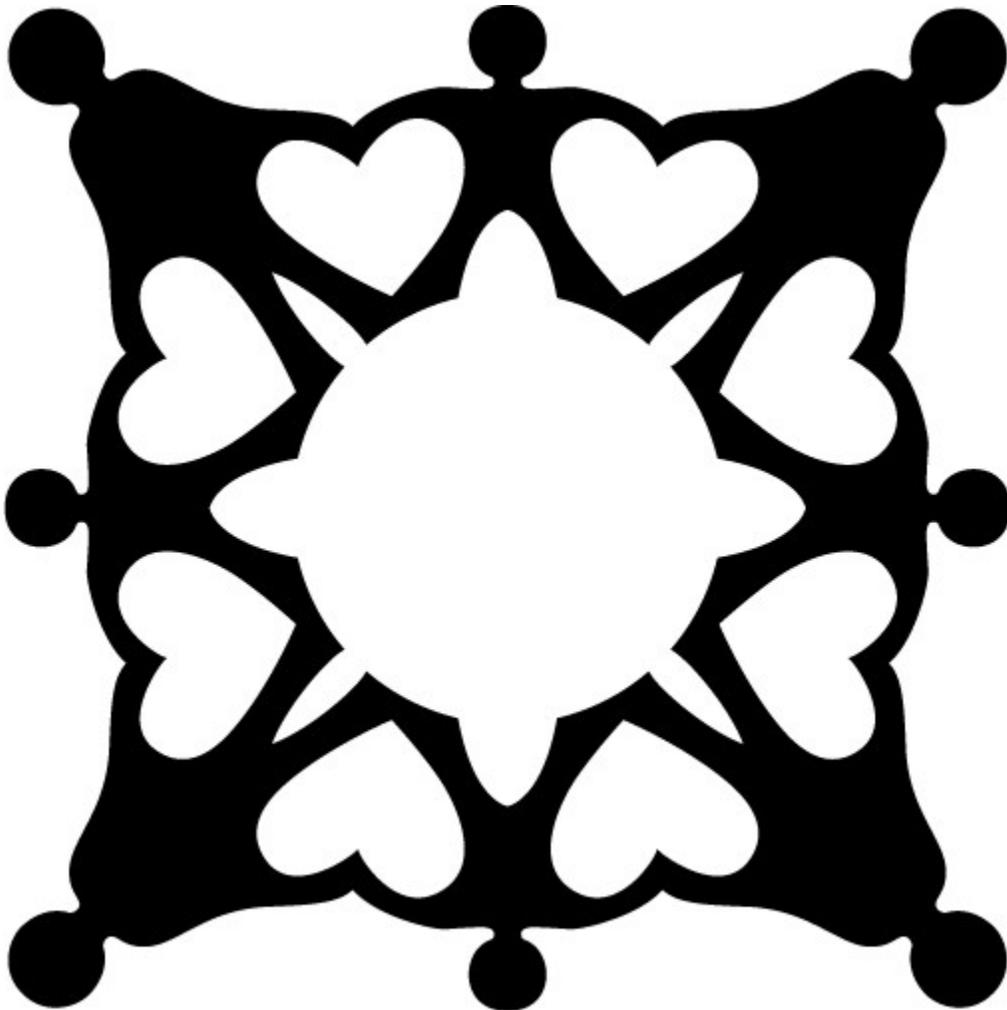
A cooperative school bringing the heart of home to school
YORKTOWN COMMUNITY NURSERY SCHOOL

P.O. Box 1146, 247 Veterans Road, Yorktown Heights, NY 10598

Phone: (914) 962-7868 Fax: (914) 962-1349

www.ycns.org

PARENT HANDBOOK



Updated: February 2018

Table of Contents

Section	Page Number
Purpose of YCNS	3
Cooperative Structure	3
The Board of Trustees Elected Parent Board	3
Parent's Role	4
Parent Participation	5
Snack Time	7
Healthy Snack Guidelines	8
Starting Nursery School	9
Individual Conferences	9
Group Conferences	9
Educational Meetings	10
Parent Library	10
School Committees	10-12
School Regulations	13
Tuition	13
Outdoor Play	14
School Cancelation	14
Fire Drill Procedure/SIP	15
Health and Safety Guidelines	17
Discipline Policy	17
Special Needs Policy	17
Grievance Policy	18
Withdrawal Procedure	19
Public Emergency or Natural Disaster Procedures	19

PURPOSE OF THE NURSERY SCHOOL

The purpose of the Yorktown Community Nursery School is to provide the children with the opportunity to be with playmates their own age, and to help them adjust to life outside the home; to afford them the opportunity to select and use materials and equipment in a variety of ways; to provide a program for the physical, cognitive, social and emotional development of the preschool child; to aid parents in adopting constructive attitudes toward children's behavior through their actual participation in the operation of a cooperative nursery school.

Cooperative Structure

YCNS is a parent cooperative administered by a parent elected Board of Trustees which employs the professional staff of a Director, certified teachers and skilled assistants. The educational program for the children is entrusted to a professional staff under the supervision of the Director. The school is registered by the New York State Department of Education.

In the organization of our cooperative nursery school, basic power resides in the parents, which delegates administrative duties and responsibilities, as specified in the By-laws to a Board of Trustees and the Director. The Director is accountable to the Board, the Board and the Director are responsible to the parents.

Recommendations of the Director or Executive Board concerning finances or policies must be referred to the Board for decision. All minutes and financial records are open to the parents. Meeting of the Board are open to any parent who wishes to attend.

BOARD OF TRUSTEES - ELECTED PARENT BOARD

The following description is taken from the By-laws of YCNS, which are on file in the office:

Section 1: Governing Body: The governing body of YCNS shall be the Board of Trustees (herein referred to as the "Board") which shall consist of 12 trustees. The Board will elect from among its members a President, Vice-President, Recording/Corresponding Secretary and two (2) Co-Treasurers, who together shall constitute the Executive Committee.

Section 2: Election of Trustees: Election of Trustees shall be held at a regular meeting of the Board no later than May, with the newly-elected trustees to attend meetings thereafter, but to assume office at the regular June meeting of the same calendar year. Six (6) trustees shall be elected to the Board each year for a term of two (2) years so that the number of trustees shall remain twelve (12). The term of each trustee shall be two (2) years, unless otherwise arranged or until his/her successor has been duly elected and qualified. A trustee whose term of office expires shall be eligible for re-election as trustee for a total period not to exceed four (4) consecutive years, after which time at least one (1) year shall lapse before (s)he may be eligible for re-election. A slate of nominees for new trustees shall be prepared in advance by the Nominating Committee to be made public two (2) weeks prior to the scheduled meeting. Additional nominations may be made from the floor. Election shall be by a majority vote of those

Trustees present at the meeting. The Trustees elected shall be parents of children currently enrolled in the school.

Section 3: Election of Officers: Election of Officers shall take place at the June meeting of the Board. The Nominating Committee as defined below shall prepare the slate of Officers to be made public two (2) weeks prior to the scheduled meeting. Additional nominations may be made from the floor. Election shall be by a majority vote of those Trustees present at the meeting. The newly elected Officers shall take office immediately upon election, shall together constitute the Executive Committee of the Board and serve two (2) year terms, or until their successors are elected. The newly elected Officers shall meet with their respective predecessors as soon thereafter as practical.

Section 4: Vacancies: The Board, at any regular or special meeting, shall fill any vacancy by the election of a substitute Trustee or Officer for the remainder of the unexpired term. If any Trustee fails to attend three (3) consecutive meetings without excuse acceptable to the Board, he/she shall be deemed to have resigned. Any vacancy which remains for more than one (1) year or any vacancy which reduces the total number to less than ten (10) may be filled by the Board of Regents of the State of New York.

Section 4: Removal: Any Trustee may be removed from the Board without assigning cause, by a vote of the Board at any duly called meeting. Any Trustee may be removed by the Regents for misconduct or incapacity or where it appears to the regents that the organization had failed to carry into effect its purposes. A hearing for the removal of any such Trustee shall be had before the Regents and the Trustee shall be given at least ten (10) days notice of such hearing. In the event of removal, the Regents may appoint a successor Trustee.

THE PARENT'S ROLE

When you enroll your child at YCNS, you enroll yourself as well. YCNS is a cooperative nursery school and its future depends on parent involvement in all levels of the school's operations. There are three categories that require parent participation at YCNS.

1. The parent's participation in the classroom is done on a rotational basis. Each class has a different set of requirements for the parent. The cleaning of the classroom is a required and important part of participation. Another is providing a healthy snack along with drink for the students in your child's class.
2. YCNS has several organized committees and housekeeping jobs. Each family is asked to participate in one (1) committee. Committee participation should be chosen based on the amount of time you have available.
3. There is a fall and a spring workday. The Workdays are for general maintenance in the building and on the grounds. One parent from each family is expected to participate in one (1) of the Workdays. For the parent who finds this impossible, it is possible to perform an alternative service or pay the Workday

fee. It is important to maintain a clean, healthy and safe environment for our children as well as a great learning environment.

PARENT PARTICIPATION

Parent participation in the classroom is dictated by the number of children in any one session and is approximately every 4-6 weeks when enrollment is full. Participation begins in September and each parent will receive their participation schedules for September in August with other relevant materials. Thereafter, parents will receive participation schedules for at least three months in advance, and it is their responsibility to find a substitute when unable to participate. Parents can switch days with one another. The teacher should be advised if a parent cannot participate on their scheduled day. Parents can reduce the number of scheduled participation days for a fee (set by the Board each year) by a maximum of 2 in Toddler, 3 in Junior, 4 in the Senior classes. Arrangements and payment for reduced participation must be made at the time of contract signing. Parents are encouraged to find coverage for sibling(s) when they are participating since this is to not only be a "special day" for the parent and child, but the participating parent needs to help maintain the classroom routine. Siblings are allowed, as long as the parent can fulfill their participation responsibilities and obtain prior permission from the director. Parents need, for insurance purposes, a signed waiver with the understanding that parents assume full responsibility for the supervision and safety of the sibling.

The first twenty minutes in the classroom often sets the tone for the entire session. A participating parent's promptness is important if each child is to receive adequate attention. On your participation day, do not be disturbed if your child reverts to "first days" behavior. All children have "participation-itis" to some degree. Your child may become whiny, demanding or unduly guarded with the other children. You will need understanding and patience. It is not easy for a child to share his parent or caregiver with a class full of children. Sympathize with these feelings and provide your child with the warmth and reassurance needed.

- Supervision is an important part of participation. Our first concern is the health and safety of the children. Supervision is more important than snack preparation, cleaning, etc. Be ready to stop such tasks at a moment's notice if you become aware of a situation needing adult attention.
- Choose a strategic position and be alert to the total situation in your area. Avoid turning your back on the group while helping one child. Please do not engage the staff in social conversation, as it is impossible for them to then give their full attention to the children. The teacher will give direction to the participating parent regarding coverage, cleanup and interaction with children. However, if you are unsure, feel free to clarify your role with the teacher.

Suggestions for working with children

In general, children will feel most comfortable if you can:

- Use a low voice when conversing.
- Sit on the floor or a child-sized seat so that your physical size does not overwhelm.

- Listen carefully to what children say. This indicates adult respect of their ideas and models listening behavior that the children will eventually imitate.
- Be available but not intrusive. If children are productively engaged, it's okay to watch. Be aware that preschool-aged children learn more by doing than by talking (or listening to adults). Too much adult chatter is a distraction, and in the case of the youngest children it prevents them from practicing newfound vocabulary.

Classroom techniques that have met with success over the years

- Telling children what to do rather than what not to do. For example instead of, "We don't throw the blocks," a more helpful comment might be "Balls are for throwing; blocks are for building."
- Giving choices when possible. Where compliance is necessary or expected (such as at clean-up time, or at fire drills), use a matter-of-fact, no-nonsense tone. In some situations, a humorous approach works well.
- Giving children sincere approval when they accomplish a task that is difficult for them.
- Encouraging growth toward independence. Certainly a child's request for help should be honored but in a way that leads him/her in the direction of self-reliance. Our goal is to help each child develop the self-esteem that comes with a sense of one's own competence.
- Verbally acknowledging children's feelings. Language can serve to moderate strong emotions. Assuring children that these emotions are universal helps them to feel they have an ally in the understanding adult. Anger, frustration, hunger, fatigue, sadness, and excitement can all be part of a young child's day.
- Generally speaking allow children to settle their own disputes. Intervene when a child becomes frustrated or when there is danger of physical injury. Encourage them to tell each other what they need: "I want you to share the train with me."

SNACK TIME

Snack at YCNS is not just about getting kids to eat. In fact, whether or not the children eat much at snack is not really the most important goal. When we serve snack to the children they are learning attitudes about food. It's important that the children have a snack experience at school that will give them a healthy and balanced context for enjoying food with others.

Sharing food as a group, appreciating food that is given (whether or not it is our favorite), trying new foods that we don't eat at home, practicing table manners and working on eating skills (e.g.: taking "a few" rather than fistful; chewing with your mouth closed; saying please and thank you) are some of the hidden "curriculum" goals of snack at YCNS. Also, in a culture where we have so much, we have to actively teach children to minimize waste by offering much smaller portions, than most of the pre-packed foods offer. When you spend the effort and money to bring food to school for

the children, you should not be throwing half of it away--- neither should the children be routinely tossing food in the garbage.

Parent's role at snack time

Preparation

Begin by washing your hands and those of any child helping you with warm water and soap prior to handling, preparing or serving food. List everything being served for snack on the snack of the day board located outside the classroom. Bowls for snack are located on the shelves above the sink as well as two pitchers for each table. Tables should be disinfected using the marked 'before snack' spray bottle and paper towels than should be set with one napkin and cup per child and adult in the classroom (plates should be set only if the snack being served is messy or wet). There are also spoons, forks and knives in the bin on the kitchen shelf if needed for your snack. Place each snack item (see healthy snack guidelines) in a bowl and set it out on the table with tongs or spoons for serving. One pitcher should be filled $\frac{1}{2}$ way with water and the other pitcher should be filled $\frac{1}{2}$ ways with your beverage of choice (see healthy snack guidelines) and set out on each table.

During Snack

Sit at the table to help children get settled. The children can pour their own drink; this is an important skill for them to practice so please treat spills casually by assisting the child in getting a paper towel and helping them clean up. They may need your help passing the tray to one another.

Snack time with the whole group is a good time to build the group spirit and a feeling of family. Encourage conversation with the children allowing them to tell about their day or share a story from home for example. Waiting to speak until someone has spoken should be supported. The children should enjoy one another's company but may need your guidance to keep their voices at a moderate level so everyone in the class can enjoy their experience. Table manners and good eating skills should be reinforced. Encourage children to take small amounts of food and return for seconds.

Clean-up

Encourage the children to stay in their sets until they have finished eating. Once again, it is important for the children to clean up their own snack, remind them "when they clean up then they can go get a book". When most of the children have finished, remove the bowls. AM and PM parents should wash the pitchers and place the bowls and plates in the dishwasher. (the Senior participating parent is responsible for turning on the dishwasher). Restock the classroom with cups, napkins, plates and utensils from the white cabinet in the hallway. Clean the tables with the 'after snack' spray.

HEALTHY SNACK GUIDLINES

A nutritious snack contains at least two of the following five components

	1-3 years One serving	4-6 years One serving
Grains-6-11 serving/day	Bread, ½ slice Cereal, dry ¼ cup rice, pasta cooked ¼ cup Crackers 2 to 3	Bread, ½ slice Cereal, dry, ½ cup Rice, pasta 1/3 cup Crackers, 3 to 4
Vegetables – 2-3 serving/day	Vegetables, cooked, ¼ cup	Vegetables, cooked, ¼ cup Salad, ½ cup
Fruits – 2-3 serving/day	Fruit, cooked or canned ¼ cup Fruit, fresh, ½ piece Juice, ¼ cup	Fruit, cooked or canned ¼ cup Fruit, fresh, ½ piece Juice, 1/3 cup
Dairy – 2-3 servings/day	Milk, ½ cup Cheese, ½ ounce Yogurt, 1/3 cup	Milk, ½ cup Cheese, 1 ounce Yogurt, ½ cup
Meats and other proteins – 2 serving/day	Meat, fish, poultry, tofu, 1ounce (2 1-inch cubes) Beans, dried, cooked ¼ cup Egg, ½	Meat, fish, poultry, tofu, 1ounce (2 1-inch cubes) Beans, dried, cooked 1/3 cup Egg, 1

American Academy of Pediatrics

Remember:

1. Choose nutritious foods that have little or no sugar (also called corn syrup, sucrose or fructose).
2. Choose 100% Fruit Juice (not fruit drinks, or light juices)
3. Cupcakes, cookies, chips or similar treats are acceptable when celebrating a child's birthday but should not be brought in on a regular basis and will not be served.
4. Popcorn, grapes, nuts and similar hard-to-chew small food items are not recommended for preschoolers involved in group situations. The risk of choking is very high. **IF YOU BRING IN GRAPES, PLEASE CUT THEM IN HALF.**
5. Check with the teacher to learn if any of the children in your class have allergies. A list of allergies is posted in the kitchen. **YCNS is a peanut-free school**, please read labels carefully. If you bring in anything homemade, please make sure it is peanut-free and has not been baked or cooked on pans or dishes that may have been exposed to nut foods.
6. You may use the oven in the kitchen downstairs to make or heat-up your snack. If you plan to cook snack with the children please tell your teacher ahead of time so they may plan accordingly.
7. **If you have any questions regarding snack choice ask your teacher or assistant teacher.**

At YCNS *part* of your classroom participation is being "snack parent". This is a very important thing for the children, a potentially rewarding learning experience for you and

a great opportunity for the staff and children to get to know you better. Our goal and our hope is that you and your child will always have fond memories of sharing snack at YCNS in these early years of your child's life!

BIRTHDAYS

Children enjoy celebrating their birthday in school. Parents are welcome to provide a special snack on that day and will have their participation scheduled for the birthday celebration. Usually, the teachers are well aware of the birthdays but it is helpful to remind them if you can. No gifts are exchanged at school and party invitations should never be handed out at school unless all children are invited.

STARTING NURSERY SCHOOL

Adjustment to nursery school is gradual. The teacher will arrange for each child to visit the classroom before the child's school begins. The children will meet the teacher, assistant and select their cubbies to gain a sense of the room. The exact visiting time will be received via email in August along with other relevant material.

Classes will begin on a staggered schedule in order for small groups of children to be introduced to school on successive days. The session is shortened for the first few days so that adjustment is easier. Each parent should be able to remain at school if necessary until their child is comfortable. The following suggestions may prove helpful:

- Do not be disturbed if during the first days of school your child is shy and clings to you. Be sympathetic and supportive.
- Allow your child to bring a favorite object for the first few days if it will help him/her feel at ease.
- Let your child just stand and watch if he/she wishes. Watching is one way of taking part.
- When it is time to leave, do so in a positive way and be certain your child knows you are leaving. Your confidence will be conveyed to your child. Be assured, the staff will be there to help your child have a positive and happy nursery school experience.

Please remember that no pressure is put on a child to conform to routines until he/she has adjusted. There is never any pressure to join in activities. The more relaxed the parent, the more relaxed the child. Remain in the background as much as possible, but let your child stay with you if he/she so wishes.

INDIVIDUAL CONFERENCES

Formal, individual conferences for the Senior/Mixed Age class are held in November and March and are 15 minutes in duration. Formal, individual conferences for the Juniors are held in January and May and are 10 minutes in duration. However, parents are encouraged to contact teachers as soon as a concern arises. The discussion can be held in person or over the telephone or via e-mail. Most problems that arise can be easily solved if addressed immediately.

PARENTING MEETINGS

Parenting meetings are generally held two times per year. At these meetings, the classroom program is discussed, as is parent participation other topics of interest to the parents in the group. The Director schedules these meetings.

EDUCATION MEETINGS

The Education Committee schedules these meetings. Outside speakers are invited to hold a discussion on various topics relating to early childhood development. Subjects discussed vary and meetings are usually held in the evenings.

PARENT LIBRARY

The Parent Library is located in the downstairs playroom. This library consists of books dealing with various topics of early childhood and parenting. These books are for the use of YCNS parents and can be borrowed at any time. The library works on an honor system and the contents of the library are the responsibility of the Education Committee.

SCHOOL COMMITTEES

Board Of Trustees (see page 6 for details)

Building and Grounds Committee

Members are responsible for monitoring short- and long-term upkeep and improvements of the building and grounds in conjunction with the Director and the president. Committee Liaison is responsible for checking with the Director on a monthly basis to identify repair needs. Members will repair minor problems.

Building Rental Committee

Member is responsible for renting the downstairs room for meetings and parties throughout the school year. This person is required to do the following:

- Receive emails at home from potential renters
- Keep a calendar of events and collect a deposit from the renter to reserve the room for the future date. Return the security deposit if the building has been left properly.
- Arrange for renter to receive a code to unlock front door and erase code after the rental.
- Record payment in the log and pass the check to the Treasurer
- Show the room to the renter if he is not a member of YCNS
- Distribute flyers in the Yorktown area advertising the availability of the room
- Distribute a letter in the fall to parents in the school reminding them about the availability of the room.

Children's Tag Sale Committee

Members of the school donate gently used items for this two day sale held outside and in the basement of YCNS. The co-chair is responsible for organizing the event and all members are responsible to help the collection of donations, organizing and sorting donations, organizing volunteers to work the days of the sale, set-up, and clean-up and arranging for the pick-up of all unsold items by other charities. All members need to be available the days of the event. Members are expected to assist with other events sponsored by the fundraising committee.

Classroom Library Committee/scholastic book sale

Member is responsible to put out scholastic book order, logging new books and filing books used in the classroom. Every other month the member needs to organize the sale, distribute flyers, collect money and distribute books for Scholastic book sale. On the opposite month, the books need to be refilled in the boxes in the storage room. If you keep up with it, refilling can easily be done in an hour during your child's school session. Periodically the member will need to update the library database as new books are acquired through the Scholastic book sales

Errand Committee

This committee is about doing errands for the school on short notice and is best taken on by a parent who comes to school. Parents on this committee will purchase housekeeping supplies at BJ's.

Events Committee

Member will work with the staff to plan our annual Native American Day celebration. This day is a spectacular festival in which we essentially recreate a Native American village here at YCNS with music, food, crafts, storytelling, games and all kinds of experiences of life in New England among the native peoples – as realistically as we can make it. Every family in the Junior and Senior classes participates and helps to make it happen, but this committee member gets the ball rolling. Maintain a binder of information and instructions to be passed on to next chair

ART FESTIVAL is a wonderful annual spring event at YCNS involving the whole school. It is an outdoor exhibit featuring a framed work of art from every child in the school. A committee member is needed to order frames and coordinate parent volunteers to supply, set up and clean up refreshments and display art work for this event.

Fundraising Committee

Members will work with the Board to determine what fundraising activities are needed. It is anticipated that the committee arrange one or two major functions each year. Proceeds from the committee should be deposited in the fundraising account and utilized at the discretion of the Board with ideas presented by the committee. Maintain a binder of information and instructions to be passed on to next chair.

Moms Night Out

Members are responsible for organizing and running this major fundraising event. Responsibilities include securing a venue for the event, soliciting donations and raffle prizes, advertising, running silent auction, distributing prizes, record keeping and

collecting money. Members will report to the Board Liaison all activities and seek Board approval for all expenses. Proceeds should be deposited in the Fundraising account.

Pet Care

We usually have a hermit crab and fish in both classrooms. In the senior classroom care includes chicken eggs. Care of the eggs includes pick-up and drop-off at the Cornell Cooperative extension. The pet care parent is responsible for seeing that the pets are well cared for throughout the year including school vacation and summer. The parent can arrange for someone to take the pet home over vacations or may take the pet to their own home. The pet care parent can also come in regularly to take care of the animals when the school is not in session.

Play-Dough Makers

YCNS has the best play dough because we make it ourselves. Member of this committee make new batches of play dough for each classroom every two weeks. The recipe is simple, easy, and remarkably quick. The teachers will supply the food coloring.

Recycling

All juice containers, boxes, cans, etc. that can be recycled are put in the recycling bin in the front hall. Whenever the bin is full, or once per week, the recycling parent takes it home to put out with their family's recycling, since the town will not pick up from YCNS. The parent also washes out the bin every week before returning it to the front hall.

Staff Substitutes

This committee is for parents who enjoy working with the children and don't have any regular commitments during class hours. Staff substitutes fill in for staff members in case of illness or family emergencies. A parent substitute normally takes the role of the Assistant Teacher in the classroom. Teaching experience is not required in order to be a substitute. You may be called on short notice, i.e. the night before or in the morning of the day on which you're needed. Please do not sign up for this committee if you have other children for whom you would have difficulty arranging childcare.

Teacher Wish List and Project Supplies

Member will be responsible for working with the director to collect and organize the donation of supplies (such as toilet paper rolls, baby food jars etc.) from parents in the school, for classroom projects. Member will assist in labeling and putting away items in the storage room.

Towel Washing

Each week, this committee member takes the towels in both classrooms and the kitchen home to wash, fold and return to the school.

**The Board may add new committees as the need arises.

SCHOOL REGULATIONS

TUITION

Parents will pay a non-refundable contract fee at the time of enrollment and contract signing. Tuition may be paid annually or in 10 monthly installments, each due on the first day of each month beginning in September, deposited in the white box in the entrance, via chase quickpay or mailed directly to the school P.O. Box. Parents will not receive invoices. Since YCNS depends on tuition revenue month to month, if monthly installments are received after the tenth of any month, a late fee should be added to the payment. If a receipt is required, please contact the Director.

ARRIVAL AND DISMISSAL

If you arrive before 9:00am or 12:30pm, please take your child downstairs to the playroom. The Director will come downstairs and invite everyone up when the classes are ready to open. **Teachers need time to be certain that their rooms are ready for session as well as time to finish their lunch. Since the same teachers teach both sessions, it is very important the parents arrive on time for dismissal.** The morning session ends at 11:45am and the afternoon session at 3:15pm. If an emergency arises, please notify the school that you will be delayed. Please do not chat in the classroom or the hall once you have collected your child, as children can easily slip out the door when adults are distracted.

Children will not be dismissed to anyone other than a parent unless we have written permission to do so. Although we have a list of acceptable people on the Child Release Form, we still request a note from you on any day your child will be going home with anyone else.

PARKING

Cars may be parked on either side of Veterans Road. **Please do not park in the American Legion parking lot or block the VFW mailbox.** In crossing the road, please use the crosswalk, hold the children's hands and accompany them to the classroom.

OUTDOOR PLAY

Except on rainy days or extremely cold days, we have outdoor play. If you do not want your child to play outdoors, please pick up your child before the class goes outdoors. Check with the teacher for the exact time. Inform the teacher when your child first comes to school that you will be coming early. No child will be left indoors without adult supervision.

OUTDOOR SAFETY GUIDELINES

- Adults should supervise different areas of the play yard.
- Children should use two hands in climbing. They should not hang from their legs on any equipment. Children may not climb on the top of the play structures.
- Bicycle riding is limited to the blacktop. If children are waiting turns, riding should be limited to five minutes each.
- Children should be kept out of the path of swings. If other children are waiting, count to 15 for turns.

- Children may not throw sand. After a verbal warning, a child throwing sand must leave the sand box and play elsewhere. Sand must not be dumped around the yard.
- Pointed objects may not be used.
- Children are not allowed by either outdoor gate area unless they are with an adult.
- Wait until dismissal to bring sibling out to play.
- At dismissal time, the children will line up on the benches by the exit gate. Parents are asked to collect everything from the child's cubby and then come down the ramp to get the child. Dismissal is then done through the gate nearest to the garage. During inclement weather or when the grounds are very muddy, children are dismissed from the classroom.
- **Children may not be outdoors without an adult. If you stay after class in the playground you are responsible for the supervision of your children and are asked to adhere to the same safety guidelines. You need to clean up after your-selves including covering the sand box, putting the cars under the senior ramp, balls in the garage.**

SCHOOL CANCELATION POLICY

The school will be closed when the Yorktown School District closes for bad weather or when YCNS is unable to open. If Yorktown has a one – three hour delay, all morning sessions will begin at 9:30 am. If the Toddler class is meeting that day, their session will extend until 11:30 am. Parents will be informed by the Director of cancelations and delays by viewing our website at www.ycns.org .

In the event of an inordinate number of school closings, YCNS will make up classes during Spring Recess in accordance with the Yorktown Central School district.

FIRE DRILL PROCEDURE

Fire drills will be discussed with the children and taken one step at a time. At the sound of the fire bell, stop your activity and help the children line up by the door. Whatever the weather, do not stop to put on outdoor clothing.

Children walk one behind the other. The teacher leads the line, the assistant takes the end of the line and the participating parent will close windows and doors and check the bathroom for stray children before joining the line. If a child does not join the line or seems upset, pick the child up and carry him/her. Walk to the ramp door where the teacher gets the gate key. The teacher checks to make certain all of the children are there and then the class walks out to the gate via the Primary rear exit or the Secondary front exit. The teacher should check the gate lock to make certain it can be opened. At the Director's signal, the children shall return the same way.

If the class is downstairs during a drill, they walk to the EXIT door, go outdoors and up the stairs to the gate. NO ONE is permitted to remain in the building during a fire drill.

SHELTER IN PLACE PLAN

There are situations when it is best to stay indoors to avoid any uncertainty outside such as, but not limited to, tornado, hurricane, chemical or nuclear incident. The Director will

use available information to assess the situation. If there are large amounts of debris in the air, high winds or if local authorities say the air is badly contaminated and evacuation is not an option, the staff of YCNS will implement the Shelter in Place Plan as follows.

1. For most natural disaster it is best to seek shelter on the lowest level of the building and to remain in an inside location away from doors and windows. Teachers will gather all the children, emergency medication, emergency contact and release information and bring them to the basement to wait until it is a safe time to evacuate or until help arrives.
 - a. Disaster supplies including bottled water, first aid kit, flashlight and batteries, food, duct tape and blankets are stored in the kitchen in the basement.
2. Assistant teachers will lock doors, close windows and air vents.
3. Director will turn off fans, air conditioning and forced air heating systems and seal the room if necessary.
4. Call parents and inform them that the children are in a secure location. Request that parents pick up children as soon as it is safe to do so.
5. Director will stay tuned to the Emergency Alert System and radio for information.
6. If evacuation is necessary, implement the Emergency Evacuation Plan.

HEALTH REGULATIONS

By observing good health standards, you will be protecting your child and others in the program. We appreciate your cooperation and adherence to the policies regarding your child's health.

A physical examination must be done within the calendar year for each child. To be admitted to school, a child must have a signed form from the doctor indicating that the child has had a recent physical and is immunized against Diphtheria(DPT); Polio; Measles; Mumps; Rubella; Hepatitis B; HIB and Varicella (Chicken Pox).

Emergency Contact Information, Child Release and Emergency Evacuation forms must be completed online before the child's first day of attendance. The child will not be permitted to attend school until all the emergency forms are received.

It is the parent's responsibility to keep sick children home and away from others in school. The following are guidelines as to when to keep your child home:

- Fever within the last 24 hours
- Diarrhea or vomiting in the last 24 hours
- Sneezing, coughing, or runny nose (with green or yellow discharge),
- rash of unknown origin or diagnosed as illness-related, or that makes your child uncomfortable.
- For communicable diseases including Impetigo and Conjunctivitis, a parent should receive clearance from a doctor before returning the child to school.

If the child has allergies with a persistent cough, we need a note from your doctor explaining the condition.

Parents are urged to notify the school if anyone in their family has a contagious disease so we may take precautionary steps where warranted. Parents of children who

have been exposed to communicable diseases at school will be notified by the Director. In the event of an illness or injury a doctor must provide written assurance for a child to return to school and resume normal activities.

If your child becomes ill in school and you cannot be reached, an individual on your Emergency Contact form will be called. To the best of our ability, the child will be made comfortable and separated with a familiar adult until someone arrives to take them home.

HEALTH AND SAFTY GUIDLINES

- Smoking in and around the school is not permitted
- Please do not drink hot liquids in the classroom
- Dress your child sensibly in clothing which will allow them to play comfortably and safely.
- Children are taken outdoors daily so please make sure they have clothing appropriate for the weather. If you wish your child to wear sunscreen, please apply it prior to class time.
- All children and adults working in the classroom must wash their hand upon arrival, prior to snack or cooking, after diapering or using the toilet, after playing in the water table and after handling classroom pets.
- Masks cannot be worn, nor should mirrors, combs or brushes be brought into school.
- Pets may only be brought into school with the approval of the teacher.

DISIPLINE POLICY

Young children need adults to help them learn what acceptable behavior is and how to relate positively to others. At YCNS, we focus on social skills and self-discipline because we know that children who practice these behaviors are more successful in life. The teachers take a positive approach to guiding behavior. They try to prevent conflict, for example, by having multiples of the same toys. At other times, the teachers will redirect children's behavior offering acceptable substitutes. They model and teach the children social, communication and emotional regulation skills and how to use problem-solving techniques. When necessary, they intervene directly to stop dangerous behavior like hitting or biting. Since the ultimate goal of discipline is to teach self-control, rewarding acceptable behavior is our best strategy.

In the instance of continual problems, the teachers will work in partnership with the parents to devise an individualized, mutually acceptable plan to support the development of social skills and self-control for your child.

SPECIAL NEEDS POLICY

At YCNS all children are given time to settle in and become familiar with their new surroundings and routines. However with this adjustment in mind the process of assessing any special educational needs of a child commences the day they first attend school. Ongoing assessment continues throughout the school year. Early

identification is vital, staff will inform parents at the earliest opportunity to alert them of concerns and enlist their active help and participation in implementing the support necessary for their child's success in class.

Early intervention is the arranging of special help for children in need, either physical, social or cognitively. If the staffs have a concern about a child's sight, hearing, speech, intellectual development, behavior or any other concerns, the following procedure will be followed:

1. The teachers will document their concerns and observations of the child.
2. The teacher will approach the parents with their concerns and enter into an ongoing dialogue about the child. Discussion will include; how the child and parent can be helped; what advice and practical help we can get from outside agencies; what if any adaptations need to be made.
3. The Director will provide the parents with information, guidance and referral procedures for evaluation.
4. The teacher will work in partnership with parents to formulate a behavioral or educational plan to support the child while the appropriate support services are put in place. A written goal checklist will be made and signed by the parent and teacher. It is the parent's responsibility to initiate the screening process with their child's school district.
5. Check points will be made to record the child's progress and evaluate the success of the strategies put in place.
6. Teachers will attend all CPSE meeting advocating on behalf of the child and family for services.
7. Once services are in place the teachers will work collaboratively with other agencies and therapists to meet the child's individual needs.

It is the goal of the YCNS staff that children with special needs be educated in the least restrictive environment. This policy has been laid out to support the development of the special needs child; to promote the success of the overall class environment and give the staff the tools needed to ensure the quality of education offered to every child in our care.

The preschool years are an important time for identifying and beginning to work with the special developmental and learning needs of children. The staff and Board of YCNS are committed to meeting the particular needs of every child in our school. Therefore, it is important that parents, in applying to enroll their child in YCNS, inform the Director of any diagnosis, known special needs, or even concerns and questions they may have about their child's development. This information will help the staff to plan classes effectively. Parents are always welcome and encouraged to request meetings with their child's teacher and/or Director if they have questions, concerns or need guidance or support in ensuring that their child's needs are properly identified and met. YCNS teachers work with parents and the local public school district's Committee on Preschool Education (CPSE) to make recommendations regarding the educational and developmental needs of individual children.

GRIEVENCE POLICY

Open, honest, ongoing communication with your child's teacher and with the Director is strongly encouraged. Most problems that arise can be easily solved if addressed immediately.

A. Parents having a concern involving their child or class should discuss the issue with their teacher as soon as a concern arises. Then if issue is not resolved to their satisfaction, discuss the issue with Director.

B. Any other issues/concerns regarding school policies should be discussed with the Director.

C. If Issue is not resolved, present issue to Board President and Executive Board

D. If issue is still not resolved present issue to Board of Directors

WITHDRAWAL PROCEDURE

Parents are required to indicate their intention to withdraw their child to the Director. Under no circumstances will the contract fee be refunded. Parents are responsible for the remaining month's tuition unless the vacancy is filled by a child not currently enrolled or contracted to be enrolled in the school, prior to the end of that month.

PUBLIC EMERGENCY OR NATURAL DISASTER

If it is necessary to leave an area temporarily, students at YCNS will be bussed directly to the following school reception center:

**John Jay Senior High School
60 North Salem Road
Route 121-124
Cross River, NY**

Children will remain at the school reception center until their parents pick them up. In the event of an emergency that develops slowly, please arrange to pick up your child at school.