

Story Place Preschool

Parent Handbook

Parent Handbook
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I. Introduction

Story Place Preschool, Inc. is a special needs preschool providing educational and therapeutic services for children identified with special needs as well as daycare and preschool services for typically developing children. We provide a continuum of individualized, quality educational services, therapeutic services and family support to children from birth to 5 years old with special needs. Story Place utilizes a child-centered philosophy incorporating learning through play. Our interdisciplinary teams focus on nurturing the whole child by enhancing interests and strengths to overcome needs.

It is the mission of Story Place Preschool to provide a developmentally appropriate curriculum based on each child's learning style. Together, with our families and the community, we celebrate each child's strengths and independence through safe, creative, and nurturing experiences.

II. Parent Bill of Rights: Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Story Place Preschool, Inc receives a request for access.

Parents or eligible students should submit to the preschool Building Leader [Michele Rose] a written request that identifies the records they wish to inspect. The preschool official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Story Place Preschool, Inc to amend a record should write the preschool Building Leader [or appropriate preschool official], clearly identify the part of the record they want changed, and specify why it should be changed. If the preschool decides not to amend the record as requested by the parent or eligible student, the preschool will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the preschool discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to preschool officials with legitimate educational interests. A preschool official is a person employed by the preschool as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the preschool board. A preschool official also may include a volunteer or contractor outside of the preschool who performs an institutional service of function for which the preschool would otherwise use its own employees and who is under the direct control of the preschool with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A preschool official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Story Place Preschool, Inc] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a preschool may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to preschool officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the preschool to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A preschool may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other preschool officials, including teachers, within the educational agency or institution whom the preschool has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the preschool has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another preschool, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the preschool, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

III. Confidentiality

Story Place Preschool is cognizant of the importance of insuring that the confidential rights of each student and family is strictly adhered to. Confidentiality requires that all information in regards to the child and his/her family must be maintained so that privacy rights are recognized.

Personnel at Story Place Preschool will adhere to privacy rights. This includes not discussing the families or children with persons that are not a part of service care for the child.

- All conversation in regards to children or their families are to be undertaken in an area that insures confidentiality of information.
- Discussion of children outside of the classroom and building will be limited to staff, parents and administrators using first name of child only.
- Any visitors to the classroom with questions regarding specific children will be diplomatically told of confidentiality procedures, unless used in a teaching manner.
- When visitors are present in the classroom, first names of children will be used.
- Lesson and therapy plans and any written materials containing students name will be removed from plain view daily, upon dismissal, and upon visitation of non-access individuals to the classroom.

All new employees, including substitute teachers and student interns, will sign the “Confidentiality and Parental Access” form. Employees who breach confidentiality will be subject to disciplinary action which could include dismissal from their job.

IV. Educational Records

Permanent folders for educational records are to be stored in a file cabinet in the preschool office which is locked. To ensure confidentiality, a log will be kept in each child’s permanent folder indicating who has requested personally identifiable information as well as the reason for the request. Copies of signed releases for such information will also be kept in the file. This log and file may be inspected by parents, guardians, and authorized school and agency personnel on request. Records maintained include those in print, tapes, handwriting, film, or other medium.

Records exempt from this provision include:

- Teacher, therapist or psychologist personal notes. These are notes that the professional educator makes for his or her own use and that are not intended to be shown to anyone else.
- Personal records of school employees which meet the following criteria:
 - It was made as an aid to memory
 - It is in the personal possession of the individual who made it, and information contained has never been made available to any other person.

- The following individuals can see the personal records without consent of the parent for the following reasons:
 - School officials in the same district with a “legitimate educational interest”.
 - School officials in the school district to which the child intends to transfer.
 - Various state and national education agencies, when enforcing federal laws.
 - Anyone to whom the school must report information as required by state statute.

Annual Notifications:

Parents or guardians of children attending Story Place Preschool will be given notice listing their rights under the Family Educational Rights and Privacy Act. This notification will be given to parents and guardians:

- A reasonable explanation and interpretation
- A copy of records for a fee which will cover only the cost of reproduction
- Permission to allow a representative to inspect and review the record.

Records will be made available within forty-five days from the original request. They will be reviewed at a time and place that is mutually agreed upon by the parents, guardians, and preschool leader. Parents may authorize others to see the records but must sign a statement indicating that such person(s) has permission. Records must be reviewed in the presence of a school representative assigned by the preschool leader. A record of access will be maintained containing the name of the person reviewing the records and the date and purpose of the review.

Schedule of Copying Fees:

After the record inspection by a parent, guardian, or eligible student, the school will provide copies of records at the cost of \$.10 per copy. If the educational record is on video tape the cost will be \$35.00 (the cost of professional reproduction as we do not have the facilities for making video copies); if audio tape, the cost will be \$5.00. These fees cover only the cost of reproducing.

V. Procedure for Child Abuse and Neglect

Definition: An abused or maltreated child is defined consistent with section 412 of the Social Services Law:

That is one who is under 18 years and whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of the parent or other person legally responsible for his/her care to exercise a minimum degree of care: 1) in supplying the child with food, clothing, shelter or compulsory education or medical, dental, optometric or surgical care through financially able to do so; or 2) in providing the child with proper supervision or guardianship by unreasonable inflicting or allowing to be inflicted harm or a substantial risk thereof, including the use of excessive

corporal punishment, or by misusing drugs or alcohol to the extent that he or she loses self-control of his actions or by abandoning the child.

No act of abuse or maltreatment by an employee, volunteer or any other person whose behavior is under the control of the preschool will be tolerated or condoned in any manner. Staff members are mandated by New York State law to immediately and confidentially report any suspected incidents of child abuse or maltreatment concerning an enrolled child directly to the state central register of Child Abuse and Maltreatment. All Staff members who report incidents of abuse or neglect do so with the cognizance that they are granted immunity from prosecution if charges are unfounded, unless it is found that such reporting was done in a false or malicious manner.

Reporting is done in the following manner:

- Staff must report such information to the director of the program, and the director of the preschool.
- The director of the preschool or designee (professional staff person determined by agreement after team consultation) and individual with first hand knowledge of suspected abuse or maltreatment is responsible for making an immediate report to the State Central Register of Child Abuse and Maltreatment by telephone at 1-800-635-1522.
- This will be followed by a written report within 48 hours, in the form and manner prescribed by the department (DSS-2221A), to the child protective service of the social services district in the child's county or residence.
- The following information will be included when making an oral report:
 - The names and addresses of the child and parent(s) or other persons responsible for care, family composition
 - The child's age, sex, and race
 - The nature and extent of the child's injuries, abuse or maltreatment, including any evidence of prior injuries, abuse or maltreatment to the child or his/her siblings.
 - The source of the report
 - The actions taken by the reporting source
 - Any information which may be helpful
- During the investigation of a report, Child Protective Services has the right to enter school grounds and question any parties involved in such report.

VI. Behavior Policy

It is the teacher's duty to design and maintain a classroom environment which provides physical and emotional safety for all students. The instructional team should establish consistent classroom rules and limits which assist children in developing respect for others and maintain an atmosphere which is conducive to learning.

Children learn to display socially appropriate behaviors and engage in positive interactions only when clear expectations of desired and acceptable behaviors are communicated and modeled by those around them. A positive climate which enhances self-esteem and

cooperation can be achieved when children are provided structure, consistency, are treated with respect, and when actions are followed by natural and appropriate consequences.

Guidelines

- Rules and limits will be communicated in a positive manner to provide the expected behavior rather than to list don'ts or negatives.
- Each classroom team will develop acceptable behavior guidelines for the students in their classroom. These will be posted for use by all staff, students, and parents.
- Children will be rewarded for good behavior as often as possible with encouragement, praise, privileges, or other tangible rewards.
- A child will be redirected or reprimanded when disrupting an individual or group.
- Staff will always consider their posture, voice, tone, volume, and speed when communicating with students.
- When a child hurts another child they will be separated. Care will be taken before bringing the students back together to ensure that the conflict is over.
- When a child persists in disrupting the group and bothering others, a team approach will be used to explore causes, solutions, and to develop a plan for dealing with the student's behaviors.
- Time-out will be used as a device of last resort.
- Staff members will approach the child directly and immediately. Look directly into the child's eyes and then him/her exactly in simple brief words what the offense is. The staff member will escort the child to the time-out area. The time-out will be a maximum of 1 minute/year of age.
- The child will receive verbal prompts for the appropriate behavior necessary to rejoin the activity.
- It is the staff member's responsibility to use "time-out" as a chance for the child to regain control, focus, or composure.
- Staff members will always take in consideration the feelings, emotions, and physical comfort of all students and act accordingly.
- All allegations and accusations of staff misconduct will be reviewed by an administrative team immediately.
- Staff members should never intentionally embarrass, belittle, or physically punish a child. Such behavior could result in immediate termination of their position.

Key Reminders:

- Behavior management is not judgmental or punitive. The focus should be placed on the behavior, not the child.
- The discipline is to guide and teach
- Behavior management needs to be consistent and fair.
- Behavior management is for the care and welfare of the children and not the benefit of the staff.

VII. Gender Identity

Our company does not discriminate in any way on the basis of sex, sexual orientation, gender identity, gender expression or any other status protected by state and federal law. This policy is designed to create a safe environment for all children.

Privacy

Transitioning and gender non-conforming children and their parents/guardians have the right to discuss their gender identity or expression openly, or to keep that information private. They get to decide when, with whom, and how much of their private information to share. Information about a child's transgender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA.

Staff will not disclose information that may reveal a child's transgender status or gender non-conforming presentation to others. That kind of personal or confidential information may only be shared with the parent/guardian's consent and with staff who truly need to know in order to do their jobs.

Official Records

Our company will change a child's official record to reflect a change in name or gender upon request from the parent/guardian. Certain types of records, may require a legal name change before the child's name can be changed.

A transgender and gender non-conforming child has the right to be addressed by the name and pronoun corresponding to the child's gender identity. Official records will also be changed to reflect the child's new name and gender upon the parent/guardian's written request. All parent/guardian must fill out a "blue card" and indicate their child's preferred name and the gender they identify as. Should a parent/guardian choose to make changes to this information, they must notify Administration and complete a new blue card. As quickly as possible, we will make every effort to update any records so the child's gender identity and expression are represented accurately.

Names/Pronouns

A child has the right to be addressed by the name and pronoun that corresponds to the child's gender identity, upon request. A court-ordered name or gender change is not required. The intentional or persistent refusal to respect a child's gender identity (for example, intentionally referring to the child by a name or pronoun that does not correspond to the child's gender identity) can constitute harassment and is a violation of this policy. If you are unsure what pronoun a transitioning child might prefer, you can politely ask the child or their parent/guardian how they would like to be addressed.

Dress Code

Our company does not have dress codes that restricts a child's clothing or appearance on the basis of gender. Transgender and gender non-conforming children have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.

Discrimination/Harassment

It is unlawful and violates company policy to discriminate in any way against a child because of the child's actual or perceived gender identity.

Our company is committed to creating a safe learning environment for transgender and non-conforming children. Any incident of discrimination, harassment, or violence based on gender identity or expression will be given immediate and effective attention, including, but not limited to, investigating the incident, taking suitable corrective action, and providing children and their parents/guardians with appropriate resources.

VIII. Attendance Policy

Parents are required to notify us by phone before or by 8:00am if a child is going to be absent from school. We have an answering machine available for the hours when staff are not at school. Please call 518-477-7103 and leave a message.

Upon returning to school after an absence, each child must have a written excuse. Please include the following information:

- Date of excuse
- Date of absence
- Reason for absence
- Signature

The excuse should be given to the child's teacher. It is mandated that a note be sent to school explaining every absence.

Sick Day Guidelines

When your child is ill, please DO NOT send them to school or have them participate in home/community-based therapy if:

- Your child has a fever of 100.6 degrees. They must be fever free for 24 hours without the aid of fever reducing medication.
- Your child has 2 bouts of vomiting or diarrhea within the last 24 hours
- Your child has a large amount of green drainage from their nose, ears, or other areas.
- They have an unexplained rash
- Your child has ANY contagious illness including but not limited to: measles, mumps, chicken pox, pink eye, strep throat, bronchitis, head lice, hepatitis, scabies, impetigo, or scarlet fever.

If an outbreak of a contagious illness arises and your child attends the preschool, you will be notified so that you can be alert to the development of symptoms in your own child. If your child develops any of the above symptoms, you will be notified by phone to make arrangements to pick up your child from preschool. If your child is diagnosed with a contagious illness, please notify us immediately so that we can notify all other families. If your child misses 3 consecutive days of school due to illness, or sent home with a possible contagious illness please obtain a note from your doctor that your child may return to school with no restrictions.

If your child receives home-based therapy and develops any of the above symptoms, **please contact the preschool** with this information so we can contact your child's therapist(s) and let them know that your child will not be able to receive therapy that day.

This practice will be followed with your child's best interest in mind as well as to reduce the spread of contagious illness among the children and staff. By helping us observe good health standards, you will be protecting your child as well as the staff and children at school.

IX. Arrival and Dismissal

The Story Place Preschool day for students is 9:00am to 2:00pm for preschoolers and 9:00am to 11:30am for toddlers. We also provide before care from 7:00am to 9:00am, and after care from 11:30am-5:30pm for toddlers and 2:00pm-5:30pm for preschoolers. Supervision for children is not available before or after those hours (except in emergency situations). This schedule has been agreed to by transportation providers and should also be followed by any parents providing individual transportation for their child.

Parents who wish to pick their child up from school should notify the child's teacher in advance, if possible. If the child is going to be picked up by any adult other than the parent or guardian, the school must be notified. Children will not be released to other adults without specific written parental permission and proper ID.

When dropping off or picking up your child do not park in the bus loop. If your child attends our after-care program, look for signs in the door windows alerting you if the children are outside on the playground or in the school. You may drive down to the playground to pickup your child. After care parents only may park in the bus loop after 3pm.

X. Transportation

Please contact the transporter by 6:30am if your child will not be attending school.

Transporters and drivers are not allowed to take information regarding transportation changes. All changes (new address, change in babysitter, etc.) must be called in to the school at least five school days before a change is to take place. You may address transportation changes to the Preschool Director. Please contact the school as soon as possible whenever a phone number is changed or disconnected. It is very important that we are able to reach you at all times!!

Children should be ready to go 10 minutes before scheduled bus pickup time. Please watch for the bus! They cannot wait for more than 3 minutes. An adult must bring your child out to the bus in the morning and meet her/him at the bus in the afternoon. In order to protect your child, s/he will not be discharged from the bus to anyone but you unless that person's name is listed on the transportation form.

Your child should be on the bus for no longer than one hour, unless there are special circumstances. Transporters have the right to adjust pick up and drop off times as needed to compensate for changes in routing. If your child is under four years of age, s/he must be restrained in a specially designed seat which meets the Federal Motor Vehicle Safety Standards. The bus company is obligated to provide car seats or booster seats.

Please make sure your child ate breakfast before boarding the bus. For safety reasons, children are not allowed to eat or drink on the bus! If at any time you question the level of competence of the bus driver or aide, do not allow your child on the bus! Immediately call the transportation coordinator at your county Health Department.

XI. Weather Conditions/School Closings

In the case of inclement weather, it may be necessary to close the preschool. To determine if the school has been closed, Storm Central will air our closing announcements on the following stations: NewsChannel's 6, 10, and 13. If bad weather begins during the daytime hours while your child is here, and we decide to close, a parent of each child will be contacted. If the preschool remains open while the district in which you reside is closed or delayed, provision of transportation within that district will be left to the discretion of the bus company. In case of any closings or delays there will be an announcement on Facebook, and a Rained Out text alert will be sent to everyone who is enrolled.

XII. Health Procedures:

Health Requirements for Admission to Story Place Preschool:

The Preschool must receive a documented health examination prior to admission by a physician, physician's assistant, or nurse practitioner. Documentation of the health examination must include the health examination form as well as a written statement signed by the physician, physician's assistant, or nurse practitioner stating that your child is receiving health care, including appropriate health examination in accordance with the American Academy of Pediatric schedule of such care and examinations.

Each child must have a written statement signed by a physician, physician's assistant, or nurse practitioner that signifies that the child is free from contagious or communicable disease and is able to participate in the preschool program.

Your child must have updated immunizations as well as health records on file in the medical chart. All children must demonstrate proof that immunizations are current for his/her particular age. If your child is a toddler, immunizations must be routinely updated. Be sure that you keep the preschool informed via written documentation.

All children must have an immunization certificate or record card that demonstrates that the child has received age appropriate prophylaxis. This must include immunization against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, Hemophilus influenza

type b (HIB), Hepatitis B, and documentation of all current lead level. If there is a medical contraindication for not receiving immunizations, the physician, physician assistant, or nurse practitioner must complete and sign the medical exemption section on the health examination form. If immunizations are not received for personal reasons, an immunization waiver must be signed by the physician, physician's assistant, or nurse practitioner, and the parent.

A written consent at the time of admission from the parent must be obtained which authorizes the preschool to obtain emergency health care for the child. The written consent included doctor, hospital of preference for emergency treatment, parent daytime phone number, person(s) to be contacted in case of an emergency and two back-up telephone numbers of the child's relatives or friends in case of not being able to contact an immediate family member. It is of paramount importance that this emergency information be kept up to date at all times so that communication in time of an emergency is expedient and complete.

PLEASE NOTE: A child cannot be admitted to the preschool without the proper medical documentation of care.

General Health and Safety Policies:

Your child should not attend the center-based preschool program if the therapist/teacher suspects or the child/family has been diagnosed with a contagious disease such as:

- Bronchitis
- Chicken Pox
- Measles
- Conjunctivitis (Pink Eye)
- Herpes Zoster (Shingles)
- Roseola
- Coxsackie Virus
- Rubella (German Measles)
- Impetigo
- Strep Infection
- Scabies
- Mumps
- Scarlet Fever
- Ringworm
- Pediculosis (Head Lice)
- Hepatitis
- Any other contagious disease

If an outbreak of a communicable disease arises you will be notified by the preschool so that you can be alert to development of symptoms with your own child.

We realized that symptoms of some diseases appear when the child is no longer contagious. In cases such as this, your child may not be required to miss school, however a written diagnosis from a physician will be required so that we can identify the disease and alert other parents. We will also need a release from the doctor for the child to return to school.

In the event that your child arrives and/or develops symptoms or a communicable disease at the preschool, the teacher/therapist will notify you by phone, and arrangements will be made to send your child home. We will need a release from the doctor for the child to return to school. This practice will be followed with your child's best interest in mind as well as to reduce the spread of contagious illness among the children and staff. By helping us to observe good health standards, you will be protecting your child as well as others in the program.

If your child is receiving antibiotics for illness, he/she cannot return to school until 24 hours after the start of antibiotic therapy and with the physician consent. (See Medication Dispersal Procedures) All children are observed on a daily basis to monitor symptoms of illness or injury.

There are certain illness criteria that prevent your child from attending the preschool:

- Diarrhea: Two loose or watery stools in the last 24 hours. Your child cannot return to school until a minimum of 24 hours and after the stools resume normal consistency. The one exception to this is if your child has been diagnosed as having Shigella. If your child has this condition, he/she may not return to school until there have been three consecutive stool cultures taken 24 hours apart after antibiotic therapy has been discontinued. The three cultures must be negative and must be documented by your physician. Shigella is a highly contagious disease and can be serious, therefore these rules must be strictly adhered to.
- Vomiting: If your child vomits and demonstrates other signs of illness in the last 12 hours, he/she should not attend preschool until a minimum of 24 hours has passed, and only if he/she is back to his/her normal health status.
- Fevers: If your child has a fever of 101 degrees rectally or 100.6 degrees axillary, he/she cannot attend school until he/she has a normal temperature for 24 hours before returning to preschool.
- Upper Respiratory Congestion: If your child has a large amount of nasal discharge, sneezing, coughing, or listlessness, he/she should not attend preschool until all of the symptoms demonstrate signs of improvement.
- Rashes: If your child has an unknown rash he/she can not attend preschool until the rash has been diagnosed by a physician and the preschool receives written documentation from a physician's office that the rash is not contagious.

If your child has a communicable disease, infection or infestation, a note from your physician will be required stating that your child is no longer contagious and able to return to the preschool.

In order to ensure that your child is not exposed to any communicable diseases, no staff member is allowed to work when they are demonstrating symptoms of communicable

disease and/or infection. All staff members are required to have a pre-employment physical and an annual examination to ensure that they are free from disease that could impact your child.

In the event of a health emergency, there are well stocked emergency First Aid kits available. Emergency phone numbers are displayed near all telephones. In addition, the staff have received a Red Cross First Aid/CPR course. Please be sure to keep emergency sheets up to date so that contact to you will be readily available.

It is of paramount importance that there be communication between the preschool and the parent in regards to any injuries the child may have received either at home or at the preschool. In the event of injury at the preschool, you will be contacted via phone and/or written communication. Information relayed to you will include pertinent information in regards to the injury as well as any first aid measures taken. It would be greatly appreciated that you as the parent also relay the same information to us.

XIII. Medication Dispersal Policy

Prescription medication may only be dispensed upon written order of a physician stating that the preschool may administer such medication and specifying the circumstances, if any, under which the medication cannot be dispensed. This should be accompanied by written instructions from the parent.

Prescription medication must be in the original container and labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and prescriber's name and license number.

All medications at the preschool are stored according to the instructions on the label, kept beyond the reach of children and are returned to you when no longer needed. Over the counter medication may be given on an infrequent, non-routine basis under written instruction from the parent, provided such instructions are consistent with the directions on the manufacturer's label.

If your child develops symptoms which indicate a need for over the counter medication while in the care at the preschool (ie. Acetaminophen for temperature elevation), such medication may be given under witnessed oral instructions from the parent for that day only. The preschool must document that oral approval was given by the parent.

Topical ointments may be applied as needed for diaper rash under written parental instructions. Over the counter medication must be in the original container with the manufacturer's labels and directions for administration.

All prescriptions and over the counter medication must be brought in to the school by parent/guardian. For safety and liability purposes, transportation companies will not transport a child who is in possession of said drugs.

Medication that is dispensed at the preschool is documented by the individual administering the medication. Documentation includes the name of your child, medication dispensed, date and time of administration, and signature of the person who administers the medication.

XIV. Food Program

Story Place Preschool provides snacks for the students. If your child has an allergy to any foods or requires special consideration for health reasons, please alert your child's classroom team so that they may plan his/her snacks appropriately. Lunches must be provided by parents of children enrolled in the 9:00-2:00 program, or toddlers that attend after care. Please be sure that your child's lunch box or bag is clearly labeled. Refrigerator space is limited so you are encouraged to use ice packs if your child's lunch must be kept cold. We do not have facilities to heat lunches, so food which is to be served warm should be sent in a thermos. Classrooms be a list of prohibited foods if there are any children with allergies.

If your child is celebrating a Birthday or other special day and you want to send food for the classroom, it must be commercially prepared, packaged and have a label that describes nutritional content as well as date of usage. This rule must be strictly adhered to so that we may ensure that safe foods are being served to the children.

XV. Clothing

It is requested that you send your child in clothing that is appropriate for play, weather appropriate, and comfortable. During winter months, the children do play outside, so be sure that you send mittens, boots, a warm winter coat, a hat, and snow pants if possible. Please be sure to label all articles of clothing. In the summer, sunscreen may be helpful for protection. (*Please refer to policy #XV. Sunscreen policy*) In the summer, we will also be doing water play. Please send in a swimsuit, towel, and water shoes for your child.

XVI. Sunscreen policy

Please be aware that you will be responsible for applying sunscreen/bug repellent to your child's skin before school each day. If your child stays for after care, one application of sunscreen will be applied to your child after nap each day that we plan to go outside. Please be aware that the sunscreen must be provided by you and should be labeled with your child's name on it. You will also need to fill out a form in order for us to apply the sunscreen.

XVII. Parent Volunteer Program

Parent volunteers are valued by our school staff. Volunteers can assist with learning center activities, class projects, field trips, and other routine and special events. If you are able to assist on a regular or on a limited basis, please discuss your thoughts with your child's classroom team.

XVIII. Parent Training

We provide a parent training series. The series of trainings are provided by our clinical staff. The trainings provide parents with the opportunity to ask questions and learn new techniques that they can use at home. Childcare will be provided during the trainings. RSVP slips will be sent home with your child prior to any training.

XIX. Parental Concerns

If a parent/guardian has a concern that you would like to address with administrative staff, you may wish to contact one of the persons below depending on the nature of your concern and previous actions taken (if any).

Michele Rose, Preschool Director
1477 S. Schodack Road,
Castleton, NY 12033
(518) 477-7103
Mrose919@nycap.rr.com

Carol Altwerger, Executive Director
1477 S. Schodack Road
Castleton, NY 12033
(518) 477-6072
Calt5032@gmail.com

A copy of the current NYS OCFS Daycare/NYS Education Department Regulations are available to parents and may be found in the Program Administration Office of Story Place Preschool, 1477 S. Schodack Road, Castleton, NY 12033

XX. Electronic Tracking Devices Policy

The use of electronic tracking devices without audio and video capabilities is permissible until such time as federal, state or local laws, rules or regulations prohibit them; provided, however, that parents desiring the use of any such electronic tracking device with respect to their child must notify Story Place Preschool, Inc. five (5) business days before any such electronic tracking device is brought onto Story Place Preschool Inc's. premises by the student or any other person, whether the device is secured within a backpack or other container, or attached to the child. The notification shall include the name, manufacturer, and model number of the device. Story Place Preschool, Inc. shall notify the parent of whether such device will be permitted to be brought onto Story Place Preschool, Inc's. premises within a period of five (5) business days.

Devices that have audio and/or video capabilities, even if such capability is turned off, are prohibited on Story Place Preschool, Inc.'s premises to protect the privacy rights of all children and to enable Story Place Preschool, Inc. to be in compliance with the federal privacy standards under HIPAA and FERPA.

Story Place Preschool, Inc. is respectful of a parent's need to protect his or her child, but this need must be balanced against the privacy rights of other children in the program.

XXI. See Saw App Policy

See Saw is an App used by classrooms to communicate with parents throughout the day. The See Saw app is downloaded on all classroom iPads to increase communication between teachers, therapists, and parents.

See Saw should be used to communicate the following:

- Pictures of special events occurring during the day
- Videos of accomplishments and other milestones
- Reminders for parents in regards to activities classrooms have planned.

See Saw should **NOT** be used to communicate the following:

- Medical information and concerns
- Behavioral concerns
- Anything of a personal or confidential nature
- Absences, Late Arrivals, Early Dismissals

To discuss any of the above information, please call Story Place at 518-477-7103 and let an administrator know if your child will be out or if there are any other medical or behavioral concerns.

Please be respectful of our staff and do not use the See Saw app to communicate with teachers and therapists outside the hours of 8am – 4pm.

XXII. Napping Policy

At 2:00pm each day, students will be brought to the napping room (unless other arrangements have been made in writing) and will be escorted to their mat. If your child does not fall asleep by 2:20pm, they will be given a quiet activity to play with at the table or on their mat. Napping children will be supervised at all times by SPP staff. Parents will be responsible for supplying a crib sheet to cover their child's mat and a blanket to be utilized during nap time. All napping items will go home each Friday to be laundered.

XXIII. Child Care Billing

Story Place Preschool provides child care for ages 18 months – 5 years between the hours of 7:00am and 5:30 pm. You may choose to enroll your child in our before care program, after care program, and/or childcare program.

Before Care: Before care is available Monday – Friday from 7:00am-9:00am. The monthly rate varies based on the number of days you signed up for. In the event there is an emergency and you need before care for a day, you may enroll at the drop-in rate.

After Care: After care is available Monday – Friday from 2:00pm -5:30pm for our preschool children and 11:30am-5:30pm for our toddlers. The monthly rate varies based on the number of days you signed up for. In the event there is an emergency and you need after care for the day, you may enroll at the drop-in rate. Story Place Preschool closes at 5:30pm. In the event you are late picking up your child, there will be a \$5 charge per minute after 5:30pm. (i.e: you pickup your child at 5:33 you will be billed \$15)

Child Care: Childcare is available Monday – Friday from 9:00am-2:00pm for our preschool children and 9:00am-11:30am for our toddlers. The monthly rate varies based on the number of days you signed up for.

There is also a \$120 registration fee that is applied to all child care services. This is a yearly fee that is due September 1st. Should you sign up mid-year this fee will be prorated for the remaining months to the year. Our year runs from September – August.

Invoices will be distributed by the first of every month. The invoices will be sent home in your child's backpack. All invoices are due no later than the 10th of each month. A late payment of \$25 will be applied to each invoice that is late.

If you have any questions regarding billing, please contact our Business Manager at 518-477-6072.