

The Anne Brower School/Camp ABC



Parent Handbook

Welcome to The Anne Brower School (TABS)!

1. Starting School

Before your child comes in for their first day, please make sure that all the necessary paperwork is submitted to the office. This includes the enrollment application, most current immunization and physical, and completed blue emergency card. We will also send you a welcome letter from your child's teacher and a copy of their daily schedule, which will outline the activities we are offering throughout the day. It is helpful to review this information with your child before they start to aide with the transition process.

Also, all necessary payments need to be made prior to the first day of school. This includes all registration fees, material/trip fees and two tuition installments. Installments are due on the 1st of each month and can be paid by reoccurring credit card charges on file or check.

When saying good-bye for the first time at school make it short and sweet, i.e. "Goodbye, have fun!" Give a quick hug and kiss and leave positively. Staying too long may give your child the false idea that you are staying or that there is a reason you haven't left. Children feed off the vibes of their parents. When you are confident, they will be confident. Students that are having a hard time separating will be held and reassured that you will come back for them soon. If your child is inconsolable, we will help you and your child through the transition as smoothly as possible.

Please remember when your child's program is scheduled to begin. Our Toddler Program begins at 9:00 am. Our Nursery Program begins at 8:45 am. Our Pre-K Program begins at 8:30 am and our UPK Program begins at 9:30 am. Dropping off earlier than these designated times will be considered an early drop off and your account will be billed accordingly. Our before care program begins at 8:00 am.

Arrival and Dismissal Information:

- The Before Care Program is in session starting at 8:00 am. Please drop your child off in the White Schoolhouse via the red door facing the parking lot located on the main porch.
- Please drop your child off in their respective classrooms at their programs start time and no later than 10 minutes after.
- The After Care Program is in session from 3:00 pm to 4:00 pm. Pick up for your child is in the White Schoolhouse.

Should your child be dropped off before or picked up after their program schedule, you will be charged extra time at a rate of \$25.

We certainly understand the need for new students to become acclimated and comfortable in their new environment. Should you need to accompany your child into the classroom, parking is in the large parking lot area. Please **DO NOT** leave your car running even for one minute if you are not in it!

All doors always remain locked. Should your child arrive at school more than 10 minutes later than their programs start time, you must report to the main office prior to bringing your child to their respective classrooms. Our Office Manager will have you sign in and call the classroom to alert the educators that the door will need to be opened.

If you are running late, please call the school immediately to notify us. If you cannot arrive at the school prior to our closing time, please arrange for one of your emergency contacts to pick up and inform the school of these arrangements. Make sure that they have with them their photo identification, or we will not be able to release your child to them.

If at any time a student is not picked up by 4:15 pm we cannot contact the parent or guardian or any of your emergency contacts, we will contact local authorities.

2. Immunizations and Individual Educational Plans (IEP's):

All students must be fully immunized and have a recent physical on file to attend school. If your child is not up to date on their immunizations, a doctor's note will be required outlining the plan for your child to "catch up." The physical must be dated within one year of admission to the school. We will provide you with the necessary medical paperwork upon enrollment. Best practice is to always bring us a copy of immunizations when your child receives them, so your child's file remains up to date.

This is also the case for any child with an IEP. All IEPs should be on file for your child and current. Having this information has proven to be a useful tool for all educators. Our educational team works tirelessly to plan lessons that are not only creative and fun; they look for ways to differentiate these plans to best meet the needs of every one of their students. All Medicals and IEP's can be faxed to the school directly.

3. Illnesses and Daily Attendance

Please sign your child in and out daily via our computer system in each classroom. We use this information as an additional security measure to account for all students. All caregivers that commonly pick up will be given an individualized code. Please do not share your code with anyone.

Unwell children do not belong in school. If, within 24 hours your child has had: a fever, diarrhea, vomiting, a green gooe nose, an eye infection, or an unidentified rash, please keep your child home. Our goal is always to protect your child and the other children in school. Daily Health Checks are documented each day on all students to help ensure the health and well-being of all. If your child is on antibiotics or other medications, please inform your child's teacher. Children on antibiotics are often "not themselves." It helps to know so we can help your child. Please notify the office any time that your child will not be in school for the day.

If your child becomes ill while in our care, we will contact you immediately to plan to have your child picked up. If we cannot reach the parents or guardians, we will try to contact the emergency contacts that you have on file. **Please be sure to keep all emergency information up to date with our office.** In such situations where your child has something highly contagious, we will require a doctor's note for your child to return to school. Some examples would include Strep, Lice (we have a no nit policy), Coxsackie, Fifth's Disease, Pink Eye, etc.



We are unable to offer make-up days if your child misses their scheduled day. Furthermore, we cannot accommodate a fluctuation in your child's contracted schedule. On occasion, it may be possible to add an additional day if we have a student absent. Your contracted tuition schedule will remain the same and will not be credited for absences.

If you need to add on an additional day, and we have space available, you will be billed an Extra Day Rate.

Family vacation time taken outside of school vacation times, will not be credited.

4. Allergies

The health and safety of all our students is always of prime importance to us. We presently have students enrolled in our program with SEVERE ALLERGIES to many different items. Peanut butter, nuts, etc. require special consideration not only because of the severity of reaction it causes, but because of the extreme difficulty in controlling exposure to peanut oil. Traces of its sticky, oily consistency can be left undetected in the classroom. The nature of peanut allergies is such that for many affected people, even a trace of oil on the skin, or the slight scent of peanuts can cause a very severe reaction. For this reason, we are asking that you do not send in any food that contains peanut butter, nuts, etc. to school with your child as we will be unable to serve it.

If your child has an allergy of any type, we will need the appropriate paperwork submitted from your doctor. This will include a **Medication Consent Form** for each medication and a completed **Individualized Health Care Plan for a Child with Special Health Care Needs**. We will also ask that all necessary medications are brought in and given to the teacher. Medications need to be in their original box with pharmacy label on it to indicate your child's name. Please be sure to keep us informed of any changes in your child's allergies. Please be aware that we are only able to administer Benadryl, EpiPens and Nebulizers. Other medications must be administered by the parent or designated guardian.

5. Incidences and Boo Boo's

From time to time your child may get a "boo-boo" when at school. In such cases a Boo Boo Report will be written up and presented to you at pick up time. A signature is required on the report. One copy will go to the parent/guardian and the other will be kept on file. Any time a child is injured above the shoulders or skin is broken we will contact you to notify you. All other boo-boos will be reported to the parent at pick up time. In emergency situations 911 will be called and you will be notified immediately after. If the primary guardian cannot be contacted, we will call all contacts on the emergency contact list. Please be sure to always keep this information up to date.

If your child causes a student in our program to sustain an injury, an Incidence Report will be completed and presented to you at pick up time. A signature is required on the report. One copy will go to the parent/guardian and the other will be kept on file. Should your child have three Incidences in any quarter, he or she may be suspended from our program on a short-term basis or asked to leave permanently. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. However, should the child be at risk for causing serious injury to other children or himself or herself, a parent threatens physical or intimidating actions towards staff members or a parent exhibit verbal abuse to a staff member in front of another enrolled student this can be a cause for immediate suspension or even expulsion.

Parental Actions for a Child's Expulsion: failure to pay or habitual lateness in payments; failure to complete required forms including the child's immunization records, habitual tardiness when picking up your child, verbal abuse of staff.

Child's Actions for Expulsion: failure for a child to adjust after a reasonable amount of time, uncontrollable tantrums, or angry outbursts, ongoing physical or verbal abuse of staff or other children, excessive biting.

6. Mandated Reporters

As educators, we are classified as Mandated Reporters and are required to report any suspected abuse to Child Protective Services. A report may be made any time there is **suspected** child abuse or maltreatment signs with a child in our program. Please note that we are not making a judgment or an accusation that any type of abuse has taken place. We are giving

information to an outside agency that conducts their own investigation and will make their own independent determination. Types of abuse can include physical abuse, sexual abuse, psychological or emotional abuse, and/or neglect.

7. Healthy Meals

Parents are asked to provide a healthy and nutritious meal for their child if they are staying for Lunch Bunch. Ideally, their lunch should consist of a dairy, fruit, vegetable, grain, and protein. Please be sure to put an ice pack in your child's lunch box to ensure the food does not spoil.

Snacks will also be provided by the parents. Please refer to the snack suggestion list supplied to you in your welcome packet. Be sure to refer to our Healthy Eating pamphlet that was given out with your welcome packet. It has a lot of helpful information!


8. Screen Time Policy

Screen time is never used for children under age 2. For children ages 2 to 5 there is no more than 30 minutes of use once per week. The time spent on screens is educational or movement based and commercial free programming.

As per OCFS, screen time is never used during nap and mealtime.

9. Teacher Qualifications

Please refer to our website @ www.theannebrowserschool.com for teacher information.



The infographic features a central plate divided into five colored sections: Fruits (red), Grains (orange), Dairy (blue), Vegetables (green), and Protein (purple). A silver fork is positioned to the left of the plate. Surrounding the plate are illustrations of children engaged in various activities: a child on a bicycle, a child playing with blocks, a child sitting at a table eating, and a child standing. The text 'Healthy Eating for preschoolers' is at the top, and 'ChooseMyPlate.gov' is at the bottom. The USDA logo and 'U.S. Department of Agriculture Food and Nutrition Service' are in the bottom left corner. On the right side, there are several text boxes with icons of children and a family.

Get your child on the path to healthy eating.

Focus on the meal and each other.
Your child learns by watching you. Children are likely to copy your table manners, your likes and dislikes, and your willingness to try new foods.

Offer a variety of healthy foods.
Let your child choose how much to eat. Children are more likely to enjoy a food when eating it is their own choice.

Be patient with your child.
Sometimes new foods take time. Give children a taste at first and be patient with them. Offer new foods many times.

Let your children serve themselves.
Teach your children to take small amounts at first. Let them know they can get more if they are still hungry.

Cook together.
Eat together.
Talk together.
Make meal time family time.

PN: 451
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USDA is an equal opportunity provider and employer.

10. What to Wear

Students should wear play clothes to school. Your child will be playing inside and outside, climbing, and running. Ankle length dresses are never appropriate to wear to school. Party shoes and flip flops are not safe on the playground. Please dress your child comfortably for school. Though we try to keep our students out of the mud and covered in smocks they may still get dirty. When we are painting clothes may get dirty, we use washable markers and paints, but they cannot be guaranteed to come out of clothing.

11. What to bring and what not to bring

Toddlers and Nursery students should bring in a labeled diaper bag, with a box of diapers, large box of wipes and a full change of clothing (including socks). All clothing should be labeled with your child's name. This bag should be left at school. Please make sure to restock diapers and wipes as needed and change the clothes seasonally.

Please do not bring toys from home. Children typically have a hard time sharing their special toys from home with their friends in their class. This tends to cause a disruption in the classroom. If your child is having difficulty separating, a special blanket, family photo or stuffed animal may be suggested. These items will be kept inside your child's backpack and taken out as needed. Guns, weapons (of any kind) and action figures are never permitted. A book may be brought in to share with the class. Please help your child to understand this.

12. Classroom Placement Policy

As a team, we consider a variety of factors as we place your child. We take into consideration the teaching styles of our educators, the dynamics of the classroom, your child's learning style, personalities of the children, current friendships and children who live within the same district, where possible. The children will absolutely be placed in the class that is best suited for them. Requests for specific teachers are not appropriate and will not be considered when student placement is made.

13. Conferences

All students are assessed daily. However twice yearly a formal assessment of each student is conducted, and a written report is generated to be shared with their parents. Parent Teacher Conferences are held for ALL classes in November and March. Please check the calendar of events for exact dates.

14. Fire Drills

Each month we will conduct at least one fire drill at the school. These will be unannounced and will help our students to become familiar with our procedures for what to do in the case of a real fire. We additionally do 2 shelters in place drills and 2 lock down drills. If we need to evacuate the premises, our primary relocation site is: 38 Lawrence Hill Rd. Huntington. Our secondary evacuation site is: 28 Barrow Court in Huntington.

15. Weather

Snow Days: T.A.B.S will be closed if either The Cold Spring Harbor or Huntington School District is closed. If either school district has a delay of one hour or more, we will open at 12:15pm for those students enrolled in our Full School Day or Full Day Program. If either school district closes early, we will follow the same schedule. Please plan to abide by these schedule changes. We will send out a Remind notice to all families for all changes of schedules as soon as we make the decision.

Outside Play: We do go outside in cold weather. Please dress your child appropriately, including a hat, gloves and warm footwear. In snowy weather please send boots and snow pants. We do not go outside if the real feel is under 32 degrees.

Please remember to label your child's belongings. Mittens and mitten clips are helpful.

16. REMIND Etiquette

REMIND is a messaging platform that helps educators, students and parents send quick simple messages to any device. Changes/additions to your child's schedule, reports of absences due to illness, and any other communication should be emailed to lisamarie@theannebrowserschool.com.

17. In-House Field Trip Events & Holiday Celebrations

If an event or celebration is scheduled on a day your child DOES NOT normally attend, you may accompany your child to the event or celebration for the duration of the program or festivities. If space is available and you wish to have your child attend school that day, you will be billed for an extra day.

18. Parking Lot and Building Safety

We ask that you please drive very slowly in the parking lot. All cars should travel at 5 MPH maximum, always. Pick up and drop off times are especially busy, and it is important to be aware of your surroundings. Please be aware that there is a

stop sign in our parking lot. When parking, only use the designated spots located throughout the lot. We ask as a TABS community member; you be courteous of all families and refrain from pulling in and or stopping behind any parked car. Families that do not comply with these requirements may be asked to leave the program.

Please note: the entrance to the school is located at the east gate and the exit is on the west side of the property. Children should be in car seats and/or boosters in the back seat of your vehicle. Seat belts should not be removed until the vehicle is fully stopped, and the ignition is turned off. YOUR safety and your children's safety are our primary concern. NEVER leave your child unattended in the car!

Cars must be turned off in the parking lot with the keys removed from the ignition if you leave your car. Cars may NOT be left in the upper driveway. If you need to come in, please park in the parking lot. Please keep in mind that tardiness is inconvenient to our staff as well as upsetting to the class and your child. If necessary, adjust your schedule to allow for prompt pickups. You will be charged a late pick-up fee of \$25.

When entering any of our buildings, please be sure that you close the door behind you and do not keep it open or allow someone to enter you do not know.

19. OCFS

We pride ourselves in being a school that provides the best educational experience possible. To further better our program, we are licensed through New York State by The Office of Children and Family Services (OCFS). They can be reached at 631.240.2560 at any time if you would like to register a compliment or complaint. If you wish to review a copy of the regulations, you may do so on their website.

20. Billing Policies and Procedures

You will be given a current rate sheet prior to enrolling in The Anne Brower School. During that time, you will be given several payment options to pick from. It is preferred that a credit card is left on file for automatic billing purposes. Checks and cash are also acceptable, but they must be submitted by the 1st of each month. Failure to pay on time will result in a late payment fee of \$25. Each additional week your payment is late (every seven (7) days) you will be billed an additional \$25. For all checks that are returned for non-sufficient funds will be billed a \$35 returned check fee.

Please also be conscious of when you are dropping your child off and when you are picking them up. We allow a 5-minute grace period for early drop off or a late pick up. Beyond that window you will be billed an additional fee of \$25 per hour.

21. Withdrawal

If you choose to withdraw from our program, we ask for one (1) month's written notice. Refunds will not be considered if you choose not to give the required a 30-day notice. All material fees and registration fees are non-refundable.

22. Important Contact Information:



The Anne Brower School

50 Lawrence Hill Road, Huntington, New York, 11743
Main #: (631) 423-4147 / fax #: 631-683-5558

Please Note: Our school's fax number should be used for sending information regarding current Medicals and IEP's.

Lisa Marie George (Owner/Executive Director) – ext. 10 / LisaMarie@theannebrowserschool.com

Tracy Murphy (Director of Human Resources & OCFS Relations) – ext. 11 /
Tracy@theannebrowserschool.com

Nathalia Walkuski (Assistant Director) – nwalkuskiTABS@gmail.com

Anita Perez aka Cookie (Office Manager) – ext. 12 / Cookie@theannebrowserschool.com

Gabriela Castillo (Curriculum Coordinator) - gcastilloTABS@gmail.com

***Please see the next pages for our Biting Policy, Behavior Management Policy, and Classroom Placement Policy.**



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☎ (631) 423-4147 📄 (631) 683-5558

🌐 www.theannebrowerschool.com

✉ lisamarie@theannebrowerschool.com

Biting Policy

Biting is normal and age-appropriate behavior that typically occurs with children that are 18-36 months. Whenever we have a child that bites in our school we take many factors into account. For example: Is the child teething? Do we need to provide a teether for them throughout the day? We will monitor the situation closely and make every effort to aide in curtailing this behavior. Both the parents of the child that bit and the child who got bit will be notified. Strict confidentiality will be maintained in all conversations with both parties. If we feel that the biting is becoming “excessive or aggressive” we may ask to have the child removed from school. This can be on a temporary or permanent basis. Each biting situation is different and will be handled on a case-by-case scenario.

Why Children Bite:

Children bite for several reasons -- and most of them aren't intentionally malicious.

- **They're in pain.** When children bite, typically it's because they're teething. They're just doing it to relieve the pain of their swollen, tender gums. This can also be a sign that a child is coming down with an ear infection.
- **They're exploring their world.** Very young children use their mouths to explore, just as they use their hands. Just about everything a toddler picks up eventually winds up in their mouths. Kids at this age aren't yet able to prevent themselves from biting the object of their interest.
- **They're looking for a reaction.** Part of exploration is curiosity. Toddlers experiment to see what kind of reaction their actions will provoke. They'll bite down on a friend or sibling to hear the surprised exclamation, not realizing how painful the experience is for that person.
- **They're frustrated.** Biting, like hitting, is a way for some children to assert themselves when they're still too young to express feelings effectively through words. To your child, biting is a way to get back a favorite toy, tell you that he or she is unhappy, or let another child know that he or she wants to be left alone.

How to Stop Biting:

Practice prevention so that your child will be less likely to bite in the first place.

- If your child is teething, make sure to always have a cool teething ring or washcloth on hand so he or she will be less likely to sink their teeth into someone's arm.
- As soon as your child is old enough, encourage the use of words ("I'm angry with you" or "That's my toy") instead of biting. Other ways to express frustration or anger include hugging a stuffed animal. Sometimes, shortening activities or giving your child a “break” can help prevent the rising frustration that can lead to biting and other socially unacceptable behaviors.
- Since this may be an attention seeking behavior, give your child enough of your time throughout the day (for example, by reading or playing together), so he or she doesn't bite just to get attention. Extra attention is especially important when your child is going through a major life change, such as a move or welcoming a baby sibling.
- Even with your best prevention efforts, biting incidents might still occur. When your child bites, firmly let your child know that this behavior is not acceptable by saying, "No. We don't bite!" Explain that biting hurts the other person.

Then remove your child from the situation and give the child time to calm down. Give attention to the child that got bit first.

- A common belief is that if your child bites you, bite your child back. This isn't good advice. Children learn by imitation. If you bite your child, the child is going to get the impression that this behavior is acceptable, and he or she will be more likely to do it again. The same goes for hitting a child for biting.
- If you are unable to get your child to stop biting, the behavior could begin to have an impact on school and other relationships. When biting becomes a habit or continues past age 4, it might stem from a more serious emotional problem. Talk to your child's health care provider, or enlist the help of a child psychologist or therapist.

Our Educators are trained to handle biting situations to ensure the safety of all their students.

- Introduce more sensory activities in the classroom.
- Break the children into small groups for more individualized instruction and structured play.
- If we feel a certain toy is triggering the behavior, the toy will either be removed or duplicated.
- The classroom environment will be observed by a member of administration.

Parent Notification and Documentation

- A written incident report will be generated for the child that bit. This needs to be signed by a parent or guardian and will be filed in the child's file.
- A Boo-Boo report will be generated for the child that was bit. This also needs to be signed by the parent or guardian and will be filed in your child's folder. If the skin is broken or if the bite is above the shoulder a call will be made home.
- If a child bites and breaks skin they will be sent home for the day.
- If it is a recurring issue, the parent will be asked to pay for a shadow for their child at the rate of \$12 per hour.
- If there is an ongoing biting issue in any classroom, the teachers will start a confidential log that will help to track when the biting occurs. This is typically referred to as an ABC chart (**A**-antecedent **B**-behavior **C**-consequence).



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(631) 683-5558



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lisamarie@theannebrowserschool.com

Behavior Management Policy

We are committed to educating all staff on this policy upon employment as needed. We must supply copies of this policy to all staff and parents of children enrolled in our program.

- A child may only be disciplined by a director, teacher, assistant teacher, and/or substitute.
- We must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child's actions and be handled without prolonged delay.
- A child may be separated briefly from the group, but only long enough to gain self-control and must be seen, supervised and supported by a director, teacher, assistant teacher, and/or substitute.
- Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area or any other area where a child cannot be seen or supervised. Withholding or using food, rest or sleep as punishment is prohibited.
- Methods of interaction that punish, demean or humiliate a child are prohibited.
- Any abuse or maltreatment of a child, whether as an incident of discipline or otherwise, is absolutely prohibited. We must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, or any person under the program's control.
- Physical restraint is prohibited.

The following acceptable child guidance techniques will be used:

1. Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy. Have multiples of popular toys.
2. Focus on "Do" rather than "Don't." For example, "We walk inside" instead of "Stop running inside."
3. Offer choices: "You can either sit on the rug or at the table for story time."
4. Encourage children to use friendly words rather than physical acts. For example, suggest using the phrase, "I was playing with that toy."
5. Praise positive behavior: "Thank you for using your words."
6. Model desired behaviors for the children to learn by example.
7. Arrange classroom space to positively impact children's behavior. For example, avoid large open spaces that might encourage children to run indoors.
8. Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities helps to prevent conflict.
9. For preschool and school age children, involve the children in the development of the classroom rules and consequences.



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Classroom Placement Policy

Our educators and leadership team carefully place each child in a class that best supports their individual needs, ensuring a positive and nurturing environment. The placement process involves thoughtful consideration of several key factors:

1. **Developmental milestones**
2. **Personalities**
3. **Educator/student compatibility**
4. **Future school district placement**
5. **Scheduling needs**
6. **Friendships**

While we strive to accommodate family requests, not all can be fulfilled due to these considerations. Class sizes are also determined by educator-to-child ratios, which vary based on student age groups.

If you have specific placement requests—such as being with friends or relatives, teacher preferences, or classroom/building preferences—please submit them via email to the Owner/Executive Director by **May 31st** for the upcoming school year. This timeline allows us to review and consider all requests carefully before finalizing placements.



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Parent Handbook Acknowledgement

We ask that you read our handbook and return this page to the office prior to your child's first day of school. Signing the below serves as an indicator that you understand and agree to all policies and procedures set forth by The Anne Brower School & Camp ABC. This includes:

- Immunization Requirements
- Illness Policy
- Attendance Policy
- Signing in/out daily
- Boo-Boo Policy
- Fire Drill Policy
- Inclement Weather
- Billing Policies and Procedures
- OCFS regulations and contact information.
- Biting Policy
- Behavior Management Policy
- Nap Time Policy
- Classroom Placement Policy

No modifications can be made to this handbook.

Child's Name: _____

Parent or Guardian's Name: _____

Parent or Guardian's Signature: _____

Date: _____



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Tuition Agreement

Tuition Payments Due to Catastrophic Event or Public Health Emergency (Pandemic)

Tuition Payments: Under normal situations, families are expected to pay tuition regardless of whether your child attends school or not. Tuition payments secure a space for your child and allow us to pay our expenses, which include staff salaries. If the program is closed due to a sudden catastrophic event, including but not limited to weather-related emergencies, terrorism, or public health emergencies such as a pandemic, tuition will be expected as follows:

- For the first 4 weeks of closing, families will be charged full tuition.
- Closure of 4-6 weeks: Tuition will be billed at 50%.

If the program is closed for more than 6 weeks or more: A reassessment of tuition billing will be conducted.

Hold Policy: If the program reopens and you are not comfortable with returning, contact the Executive Director to request your space be temporarily held. Determination is based on enrollment, staffing and current waiting lists and this may involve a monetary fee.

I acknowledge that I have read and understand the tuition policies and know that I am responsible for paying tuition in accordance with your policies if a catastrophic event or a public health emergency were to occur.

Print Name:

Date:

Parent Signature:



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Nap/Quite Time Policy & Agreement

(for those students enrolled between 12:00pm-4:00pm only)

At our school, we understand how important rest is for growing children, which is why students staying for the entire day will have the opportunity to nap or enjoy quiet time. Comfortable mats will be provided in the classroom for children needing a nap, creating a safe and cozy space to rest.

To keep things simple and organized, we ask that you send your child's bedding in their backpack each day. For safety and convenience, please avoid bringing pillows or bulky items that won't fit inside the backpack.

If your child doesn't fall asleep after 20 minutes, they'll be gently encouraged to engage in quiet activities. We also recognize that some older children may no longer need a nap—those children will have access to a supervised space for quiet play instead of resting on a mat.

For the safety of all napping children:

- Staff will visually check on children at least every 15 minutes (more frequently for children under 18 months).
- Each child will have an assigned napping area on a clean, carpeted surface, free of toys or hidden spaces.
- A staff member will always remain in the classroom, ensuring that children are always in view and never left unattended.

Our goal is to create a calm, secure environment where each child feels comfortable, whether they need rest or prefer quiet play.

Parent/Guardian Name: _____

Parent Signature: _____

Director Signature: _____

