



**Parent HANDBOOK AND GUIDELINE**  
FOR YOUR CHILD'S SAFETY, EDUCATION AND ENJOYMENT.

Please read and understand the entire Parent Handbook  
Each Year We Include Many Free Events within the school. Types of Free Events may change  
year to year.

**What we included in 2017-2018:**

- \*Valet Car service for most classes - No need to get out of your car!
- \*Pizza Party for the entire school for meeting our goal of feeding the homeless
- \*Winter Wonderland Night with Santa, Holiday Movies playing on the wall of the building, hot chocolate for parent's and children.
- \*Play Day - Snow Day
- \*Valentine Cupcakes for all students
- \*Mother's Day Tea Celebration
- \*Moving Up/Graduation Ceremonies for all families
- \* 8 Week Mindfulness Lessons for 3 & 4 year olds
- \* Visits from Fire Departments, School Buses, Dentists
- \* Picture Days: Fall and Spring professional pictures taken (Only purchased if you'd like)
- \* Organic Garden (coming this Spring)

Dear Parents,

Welcome to Miss Midgies Preschool! The first day of school is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning.

As wonderful as this new experience may be, it can also be quite stressful for the young child. New situations and change can, at times, be unsettling for all of us. For many children this may be their first experience of SEPARATION from parents or caregivers at home. It is common for even the most outgoing child to be ANXIOUS the first day of school.

We have provided a few suggestions for assisting your child during this time. Remember the preschool staff will be available to provide SUPPORT and ASSISTANCE; making your child's first school days happy days!

1. Prepare your child for the new school experience by explaining what to expect. Answer all questions honestly and directly.
2. Convey a positive attitude. Young children are aware of feelings. Your enthusiasm will assure the child that school can be fun and exciting.
3. Establish a routine involving both the night before a school day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations.
4. Bring one item from home that will comfort your child. This item may be a blankie, photo of your family.
5. Clearly state to your child where you will be and when you will return.
6. Maintain a clear GOODBYE routine. This may include a warm hug, or a kiss. Once you tell your child you are leaving IT IS IMPORTANT TO FOLLOW THROUGH. Extending a goodbye WILL HEIGHTEN YOUR CHILD'S ANXIETY, making it worse for both parent and child.

Again, please know that we are here to help make the first days of school happy! We anticipate a great year with smiles and fun!

At the beginning of the school year, our first two weeks are used to get to know the children and to assess their learning. We have a teacher/student ratio between 5/1 and up to a maximum of 10/1 for the older groups.

Our teaching staff is very diverse, has great experience in the classroom, and is very nurturing towards the students.

Our staff includes two staff members who are **fluent in Spanish and Italian**.

### **Mission Statement**

Our mission is to provide a warm, nurturing environment for our students from 21 months going on to 5 years of age. We welcome children from all cultures and backgrounds and always value their identity and heritage. Our Spanish and English speaking staff motivates and guides our preschoolers in becoming independent, confident, and caring.

Our **Drawn2Learn curriculum**, written by Midge Leavey, is infused with sing-a-longs, letter and word recognition, self help skills, along with math, matching and self awareness. Pre-K classes will learn sentence structure, early reading . This curriculum helps our children develop educational skills in a stress-free environment.

At Miss Midgies Preschool, we make learning FUN! Our children's well-being, happiness, academic and language development are at the foundation of our learning model.

### **Miss Midgies Preschool Policies and Procedures**

**COMMUNICATION:** It is important that we keep the lines open between family and teachers, seeking to avoid problems and misunderstandings. Always check your child's communication folder and listen to the information given by your child's teacher. Also, you may check the schools website at: [www.missmidgiespreschool.com](http://www.missmidgiespreschool.com) and your email. Most of the necessary information will be sent via email OR on the REMIND APP. (Find out how to join at our Meet the Teacher Day). TEACHERS ARE only available a half hour before our morning session and 1 hour after the afternoon session to answer any questions via email as they will need to keep their full attention on the children during class time.

**CHANGE OF CLOTHES:** Always keep a change of clothes in your child's backpack (including pull-up or underwear or diapers, socks, pants and a shirt). Please remember to switch the extra clothes to change with the season.

**TUITION:** Tuition is based on a YEARLY basis regardless of how many days in a month, amount of holidays or your personal vacation plans your tuition amount remains the same. For your convenience it is broken down into 10 monthly payments. No make-up classes are given. Registration Fees are non-refundable and will hold your child's spot in the preschool. Parents must send an email 30 days prior to removing their child from the preschool and will not be reimbursed for any month's prior to dismissal from the school. Since Tuition is based on your child fulfilling the yearly obligation, the child will only be dismissed from the tuition obligation for the following reasons: illness (with doctor's note), relocation. Any fees due prior to the removal of the child from the school will not be reimbursed.

**PAYMENT:** You will be sent an invoice directly to your email address the first of each month beginning August 1 - May 1st. Payment is due upon receipt. You will be required to pay directly from that invoice with credit card or direct from your checking account. If you need special arrangements with paying differently we will accommodate as much as possible. PLEASE DO NOT PAY THROUGH OUR WEBSITE ONCE YOU ARE A MEMBER OF OUR PRESCHOOL.

School starts in September and ends in June. Therefore, your payments will be paying one month ahead throughout the year beginning August 1st.

**SCHOOL CALENDAR:** We follow the public school calendar (West Babylon) as far as school closings. Preschool will always start approximately a week after and end a week prior than Public School. A list will be provided at our Meet the Teacher Day!

**AGE FOR ENTRY:** Your child MUST turn 2, 3 or 4 (depending on class choice) on or before December 1st of the current year.

**MEDICAL REQUIREMENTS:** A completed medical form by your child's doctor MUST be handed in to the school prior to your child attending school.

**SNACK TIME:** Please be sure to send in a NUT FREE , NON-CHOKING HAZARD snack and drink everyday for your child **OR YOU MAY PURCHASE PEANUT FREE SNACKS AT OUR SCHOOL STORE. NO PEANUT SNACKS WILL BE DISTRIBUTED.** Snacks MUST BE simple, non-choking hazard and peanut free.

**FOOD NOT PERMITTED:** BIRTHDAYS AND CELEBRATION FOODS MUST BE PURCHASED by MISS MIDGIE'S PreSCHOOL FOR THE SAFETY OF ALL OUR STUDENTS.

Birthday celebration choices:

1. Included with no extra cost - child receives a birthday crown, and sang to during regular snack time.
2. You may purchase school safe cupcakes through us along with juice added to #1 for \$25.
3. In Class Birthday Party! Includes: Welcome outside and sang to from all the staff upon arrival, happy birthday sign and balloons outside, streamers, tableware decorations, goody bag for all classmates, a birthday gift from the staff, in lieu of our usual Music and Movement time we play fun limbo type games. Of course school safe cupcakes or ice cream cups and juice and birthday crown is included. All for \$65

The following foods will NOT BE PERMITTED: grapes, carrots, hot dog, popcorn, marshmallows or any other food that may result in choking also, NO FOOD CONTAINING PEANUTS OR HOME BAKED GOODS.

**Meet the Teacher Day:**

We will meet for a morning or afternoon of introductions.

- Date will be sometime in August (TBD)
- What to bring on the first day (Preschool Students):

In a LARGE Ziploc bag, One full set of change of clothes (this set should be changed and appropriate for each season)

Lunch box (on a daily basis) with peanut free snacks (OR PURCHASE PEANUT-FREE SNACKS HERE FOR \$2 - \$4 PER DAY).

-Diapers/wipes

-Supplies that your child's teacher will ask for during Meet the Teacher Day

**ADJUSTMENT PERIOD:**

**Recommended Reading: Missing Mommy Cure, by Midge Leavey (your Director)**

[https://www.amazon.com/Missing-Mommy-Cure-Separation-2013-04-15/dp/B01FKSDGAM/ref=sr\\_1\\_5?ie=UTF8&qid=1516570422&sr=8-5&keywords=the+missing+mommy+cure](https://www.amazon.com/Missing-Mommy-Cure-Separation-2013-04-15/dp/B01FKSDGAM/ref=sr_1_5?ie=UTF8&qid=1516570422&sr=8-5&keywords=the+missing+mommy+cure)

You and your child will need a period of time to adjust to the new surroundings, teachers, and other children even if your child has previously attended child care. The staff will assist in the separation period. They are experienced with this situation and will be nurturing and caring. Feel free to call the Director when you arrive at your destination and ask how your child is doing. Chances are that your child will be busy playing and you can ease your mind and concentrate on your tasks for the day. Depending on age and disposition a child might “act out” during this transition by doing some of the Following:

- Cling to you and refuse to let go
- Have a tantrum
- Forget their toilet-training, bed-wetting
- Loss of appetite
- Revert back to an old comfort (pacifier, favorite toy, thumb sucking)
- Wake up during the night, have bad dreams
- Express a desire to stay home

Usually these problems are temporary. If your child is treated lovingly but firmly, these behaviors should dissipate. If you are enthusiastic, chances are your child will be too!

We ask parents to limit the time to no more than 3 minutes to depart from the school to minimize disruption of children’s daily class routine. Should you wish to speak to your child’s teacher at length we are happy to make an appointment for you.



### **Early or Late Arrival or Departure**

Please do not arrive any more than 5 minutes before your child’s class start time.

If you are going to pick up your child earlier or later than usual please give us a call or send a text. Or you can let us know that morning or the night before if possible. However, for your convenience, **we do offer EARLY DROP OFF (\$10/HOUR), Extra Curricular Classes** for after school for an additional price. Anyone arriving late will be charged a minimum of \$10.

### **Pick Up Time**

We cannot allow any child to leave with anyone except the person(s) on your child’s pick up authorization form, unless you contact us or tell us in the morning that someone else is going to be picking up your child. In the case an “unauthorized” person comes for pick up, we will contact you directly to get your verbal approval. In the case we cannot reach you, the child will not be released to that person. Late fees will still apply if the child is picked up late. If you have any concerns or questions about your child’s day please ask us when picking him up. If we are busy you can always give us a call or send an email. If it is something that shouldn’t be discussed in front of the children than please call so we can discuss it over the phone or set up a meeting. **PLEASE BE PREPARED TO SHOW YOUR IDENTIFICATION.**

### **Late Pick Up**

For your child’s benefit, please be on time. A child is very sensitive. If you are late and he/she is the last one to be picked up, he/she will feel abandoned and forgotten, so it is imperative for you to be on time. If your child is repeatedly being picked up more than 5 minutes late, the parent will be charged a late fee.

Overtime starts 5 minutes after your child's class or extra activity ends. Late fees will be assessed at \$1.00 for every 1 minute late starting after that. If pick up becomes a big problem termination of services may result. The provider is under no obligation to provide an extension of time if such extension conflicts with the provider's own plans and family. Late arrival does not justify late departure.

### **Custody**

Unless we receive court papers stating that you have been granted temporary or permanent custody, we have no legal authority to tell either parent that he/she can't pick up their child (unless of course you have court papers showing us otherwise.) We will need a photo copy of the court order with the court's signature. Please make sure we have these papers in your child's file. Please make sure you tell us if there is someone that is not to pick up your child! It is the duty of the parent's of the child to communicate effectively with the child's other parent without continuously disrupting the preschool with attendance questions, etc.

### **Attendance**

A successful school experience is the responsibility of the children, the parent, and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is the key. Teachers plan their instructional time carefully. It is vital that classes start on time. Therefore, parents should be dropping their children off promptly. **If parents wishes to deliver a message or discuss a concern with their child's teacher they can do so outside of class time. A message may be left in the office. Teachers will not be called out of class for messages except for emergencies.**

Students are expected to be present every school day. **When a child is to be absent or late, please call the school office between 8:15 and 8:30 am.**

**Drop Off:** Classroom doors will open promptly at 8:00am ONLY for early drop off for an extra fee.

We will not be opening the doors before 8:00am.

**Please adhere to the specific class times and their drop off.** Please come NO MORE than 5 minutes prior to your scheduled class time for an easier and faster drop off for all. If a child is repeatedly dropped off 10 minutes or more before their class time a parent will be charged.

**A FUN, EFFECTIVE WAY TO BE GREETED DURING MORNING DROP OFF:** Morning Classes will be Valet Service. Parents will not park, they will follow the cones and a staff member will meet your child at the car and walk them in while bubbles flow from the roof and kids bop music fills the parking lot.

### **Code of Conduct**

All students, parents and staff are expected to follow a code of conduct that fosters a safe environment for all.

- Absence of verbal abuse
- Respect for human dignity
- Absence of threat of injury
- Absence of sexual harassment

Respect for individual/group health and safety  
Adherence to laws pertaining to weapons, alcohol, and drugs  
Honesty, integrity in all endeavors and situations  
Respect for individual/group diversity and privacy  
Respect for personal/private property

### **Child Abuse and Neglect**

The State of New York requires that all members of a Preschool be on the lookout for, and report to the State, any and all cases of abuse to a child. We are therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

### **Accidents**

No matter how much we watch and how careful we are, accidents may occur. Accidents on the school premises will be reported to the director immediately. Any child involved in an accident that results in injury will have his/her injury assessed as to whether:

1. First aid from the staff is adequate
2. Parents need to be called
3. An emergency room visit is needed

All staff members are certified in first aid and CPR. The staff member present and responsible for the child will fill out an accident report form whenever parents are called due to injury from an accident. This form will be kept on file in the office.

### **Biting and Aggressive Behavior**

Repeated physical aggression, hitting, kicking, shoving, bullying (including biting) will result in an incident report. These reports will be completed (and filed in the student's school file) any time a student is physically aggressive towards another child or staff member. If necessary, the parent will be contacted to remove the child from school for the remainder of the day. If a child's physical aggression is deemed a problem, we may have to consider expulsion of that child from the school. We feel that it is our obligation to provide a safe environment for all of our students and staff.

**Under no circumstances will parents be allowed to bring a sick child into the school.** Sick children need additional care that we cannot provide and should stay in their familiar environment. Additionally, we have to limit exposure of viruses to the other children as they and their families become exposed to those germs.

**The following illness policies will be strictly enforced,** for the health, well-being and safety of all concerned.

Examples of associated symptoms include, but are not limited to:

- Fever of 100 degrees or more  
We do not allow the child to return to school until he/she has been free of fever for 24 hours
- Vomiting/Diarrhea  
When occurs, keep your child home until he/she can keep food down for 24 hours.  
Runny or watery stools or 2 or more looser stools within last 4 hours.
- Chickenpox  
Child may return 6 days after all the blisters are scabbed over.

- Pink eye

If the eye discharge is thick and white or yellow, the child should stay home until the discharge has stopped.

- Impetigo

Child may return 24 hours after the start of antibiotic medication. Please include a physician's permission to return to class.

- Strep throat

Child may return 24 hours after antibiotics are started-please send a physician's permission to return to class.

- Common cold

Keep child home until feverless for 24 hours. Your child may return to school with a slightly runny nose and cough. However, a child with a "heavy" cold and a hacking cough belongs at home, even though there is no fever.

- Flu

Child should stay home as long as symptoms are acute and fever is above 100 degrees (child should be fever-free for 24 hours).

- Headache

A child whose only complaint is headache usually does not need be kept at home. However, when a bad headache follows a fall or a blow to the head, your doctor should be contacted.

- Rash

Do not send a child with a rash to school until your doctor has said that it is safe to do so. Please send a note from the doctor indicating the child is not contagious.

- Sore throat

If your child complains of a sore throat and has no other symptoms, he/she may go to school. If white spots and/or red throat and swollen glands can be seen in the back of the throat or if fever is present, keep the child home and call your doctor.

When children become ill at school, the parents will be contacted and asked to pick up their child. If the parents are not available, the emergency contact will be called. It is vital that the emergency contact be a person who is able to come as soon as possible.

Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify the director as soon as possible so that we may alert parents to watch for symptoms in their own children.

### **Head Lice**

Head lice are unfortunately a recurring problem in schools. When a case is discovered at school, all families will be notified and provided with health department guidelines on treatment.

### **Medications**

Miss Midgies Preschool is NOT permitted to administer any medications. If your child needs medication please give him/her before or after school. We are able to perform CPR and First Aide and Epi-pen application.

### **Toilet-Training**

Our policy is to accept children who are not yet potty trained. We encourage training but do not demand that your child be potty trained. However, if your child is not FULLY potty trained they must wear pull-ups during their learning process.



### **Toys**

We prefer that children DO NOT bring toys from home as this usually causes fights over the toy. If your child has his/her all-star week they may bring in a few toys to show to the class that week.

### **Emergency Drills**

In the event of fire, we will evacuate the property immediately and will head to the designated shelter (usually the nearest business)

In case of a fire we will have our emergency packet with us (which includes a parent list of names and contact numbers). You will be alerted as soon as we arrive at the shelter. We will practice a fire drills so the children are familiar with what to do.

### **Inclement Weather**

In the event of snow storms and severe weather, Please check Channel 12 news or your email or FaceBook Page for closing information.

### **Playgrounds**

TEMPERATURE GUIDELINES FOR OUTDOOR PLAY

95° and Above Limited time, quiet activities

90° - 95° 10-15 Minutes

(Depending on heat index levels)

32° - 90° Unlimited time

30° and Below DO NOT GO OUTSIDE

All children will go outside. Please dress your child appropriately during winter weather (HEAVY SOCKS, COAT, BOOTS, GLOVES OR MITTENS AND HAT). Please mark all items with your child's name.

Please apply sunscreen to your child prior to arrival at the program.

### **Food**

Please make sure your child has eaten a good breakfast before they come to school.

### **Mandatory Purchases:**

School Supply List (given out in August)

Graduation Cap & Gown for 4 year olds (approximately \$15)

or theme t-shirt for 2 & 3 year old Moving Up Ceremony (approximate cost \$10)

### **Moving Up/Graduation:**

Our 4 year old classes will enjoy a 1.5 hr Graduation Ceremony. Parents are invited to join us for this special occasion. The Graduation Ceremonies will take place instead of regular class time and is held during the 3rd week of June.

All graduates are required to purchase a Graduation cap and gown prior to graduation. Caps and gown cost is approximately \$20.

The caps and gowns are to be worn the day of graduation and is yours to keep.

Our 2 & 3 Year Old Moving Up Celebrations are 1.5 hours long during the 3rd week of June. Parents are invited to attend. Moving Up Celebrations are in lieu of regular classes. Our 2 and 3 year olds are required to purchase a Moving Up Celebration T-shirt of the current theme. The cost is approximately \$10 and yours to keep.

Miss Midgies Preschool will supply the theme decorations, location and snacks.

**CLASS PARENTS:**

Class parents will be chosen out of a hat from those who would like to participate.

Teachers and class parents will work together in conveying specifics of the student calendar for each month to the other parents.

Our class parents are volunteers. The teacher and the class parent will be required to have a monthly discussion to review the following month's calendar. However, this will need to be done during our teacher's work hours.

Our class moms will help with some of the following: (subject to change as fun ideas may change year to year)

In Class Party and Event helper  
Food Drives  
Community Drives  
Community Events

I have read and understand Miss Midgies Preschool Parent Handbook. I understand that the registration fee is non-refundable and that advance tuition fees are refundable only if all of the following conditions are met:

1. The child moves out of the area
2. The Preschool is notified by August 1, 2018, and the space is filled by another student.

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Signature

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Date

**Additional Information about the Owner:**

Fox 5 NY Interview with Ernie Anastos : Subject: Child Homework Anxiety

<https://www.youtube.com/watch?v=ldAZCCmo6aI>

I LOVE BABYLON INTERVIEW: ANXIETY AND YOUR CHILD

<https://www.youtube.com/watch?v=ZwRRoMDqHdA&t=550s>

The Missing Mommy Cure: Does this Book really work?

<https://www.youtube.com/watch?v=-MEIFpeZPuU&t=1s>

MISS MIDGIES PRESCHOOL - WHY SEND YOUR CHILDREN TO OUR SCHOOL

<https://www.youtube.com/watch?v=yM5bp1AtWsU>

PRESCHOOL MINDFULNESS - CHANNEL 1 INTERVIEW

<https://www.youtube.com/watch?v=-9gbMLvE1Mg&t=27s>