



Pandemic and Beyond

Handbook

2022-2023

For Staff & Parents

We will continue these safety practices
from this point forward

This handbook was written to help guide families and staff with open communication. We will adjust this handbook as needed due to State and Federal guidelines. We will follow all rules, regulations and requirements as well as recommendations of the local, state and federal government for the health and safety of students, families and staff.

Dropping off and Picking up of students:

Parents will drop off either through valet service (for morning classes only 9 am - 10:15am) otherwise drop off at the front door. Since our classes are staggered times each class will stay separated from others.

Illness Policy and Monitoring

Any student with a fever of more than 99.9 must remain home for 48 hours after the fever has broken without fever reducing medications. We will not allow a doctor's note for returning before the 48 hours.

Any student showing any concerning signs of a respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc.. Will be sent home and must be cleared by a medical professional.

Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. Students must remain out of school for 7 days, plus an additional healthy 3 days. Parents will be required to contact the owners within 24 hours to inform the school what the illness may be.

If a doctor has cleared your child to attend sooner, the medical professional MUST state in writing "That the child _____ was seen and was evaluated for _____... The child does NOT have Covid-19 and is able to return to Preschool without placing another child or adult at risk". We must also have the doctor's note to inform us of what the child has and why the child is coughing.

If the child or anyone in the home or who was in direct contact with the parent of the child has a positive Covid-19, families must inform Miss Midgies Preschool via email or phone to Colleen or Midge only ASAP. The child will be required to stay home for 14 days with a return note from the doctor.

Parent Responsibilities

1. If parents need to speak with owners/directors they are to call ahead and set up a meeting.
2. Parents will be asked to wash their hands, and arms after entering the building or use our Automatic Purell Dispenser.
3. We ask that no parent touch any other students or staff.
4. We ask that when in the building that parents respect the personal space of students and staff by standing at least 6 feet away when possible.

5. Parents are asked to wear a mask at pick up and drop off for the safety of everyone until further notice.
6. Parent's must take their Child's temperature BEFORE driving to Preschool. If your child has more than 99.9 degree temperature, it is your responsibility to have your child stay home.
7. Be aware that a staff member may take each child's temperature before entering the Preschool, therefore, parents are asked to wait until your child has the okay to enter the building.
8. Please let your child know beforehand that a staff member will have each student upon arrival either wash their hands FOR AT LEAST 20 SECONDS at the sink or place their hands under the automatic purell dispenser.
9. Communication with staff should be done via Email, Remind or phone to allow social distancing. Teachers will be available to keep all families updated and to answer/address all the needs of the students in our care before or after class.
10. Please be aware, if any child or staff member becomes ill with COVID-19, the school will be closed for 24-48 hours for an enhanced disinfecting procedure.

We need your help in keeping students' and staff healthy. **It is the responsibility of the parents to be open and honest with staff about any illnesses the child ,parent or household member may be experiencing. I agree to follow all policies and procedures.**

_____ **Parent Initials**

Student Supplies - Staff and Parent Information

As always, Parents are asked to contribute supplies for the students to use throughout the year. However, from this point forward we will be following these guidelines:

*For the safety and health of everyone, Parent's will not be able to supply their children with any supplies used in class. Therefore, **Parents will be charged a one time fee of \$140** for supplies that Miss Midgies Preschool will be purchasing for each student:*

1. *Individual bin with their names on it in their classroom.*
2. *Bins will contain children's own: Dry Erase Crayons, Dry Erase Markers, standard crayons, baby wipes, play doh, paint brushes, scissors, glue sticks, purell wipes, Workbook, tissues, wipes, Elmers glue, etc. and will be replenished throughout the year.*
3. *Clear Sneeze guards will be in place for each child*

Please note that in the event you remove your child from the Preschool at any time, these items will not be sent home to you and no refunds for supplies will be given.

_____ *Parent Initial*

Keeping Healthy - What Changes have we made?

ALL OF THE PRECAUTIONS LISTED BELOW WILL REMAIN IN EFFECT FROM Now On to also help children from transmitting ANY virus

1. Installation of clear sneeze guards surrounding their work space.
2. GallettAir Air Conditioning has installed a UV germicidal unit which kills germs and viruses within a few minutes, the rate of up to 99.99%. THE FAN CONTINUES TO RUN THROUGHOUT THE WINTER AS WELL.
3. We plan to limit non-essential visitors (for a period of time only).
4. Staff is trained in how, what and when to disinfect throughout the day.
5. As noted above, children will now have their own personal bin and will be unable to share with any other child.
6. Signs of Symptoms and Procedures of COVID-19 have been posted on each floor in order for all staff members to recognize if anyone has symptoms.
7. We have added a designated area for any child who shows signs of sickness to wait until they are picked up by a parent.
8. Teachers will have extra clean shirts to change into throughout the day.
9. We have limited our class sizes to 16 per class in bigger rooms and 10-12 in smaller rooms.
10. UV light germicidal wands air flow has been implemented.
11. Children will line up several times per day for hand washing

Closing of the Preschool

If the medical team of a child or the parent has been informed that they have covid-19, the school may be shut down for 24 hours for proper cleaning and sanitization.

The CDC recommends that EVERYONE understand the symptoms of Covid-19. I have created a page as a poster for you to easily see and understand. This poster will be posted in the Preschool on every floor.

NEW - Activity Recommendations:

- * Refrain from activities that promote touching or closeness (circle time or hand-holding)
- * Set up individual play activity stations, i.e. art, puzzles, and reading.
- * Increase the distance between children during table work.
- * Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items. Limit shared teaching materials to those that can be easily cleaned and disinfected at the end of the day or more often as needed.
- * Incorporate additional outside time and open windows if possible.

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 only be a washable (plastic) item or 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 of 4/1 for 2 year olds, 8:1 for 3 year olds and 8:1 for 4 year olds.

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.**

COVID-19 SYMPTOMS

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

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 NEWEST “[My Kids Fridge Curriculum](#),” written by Miss Midge, 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, history and experiment. 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 email and/ or remind app and listen to the information given by your child’s teacher at dismissal. Also, you may check the schools website at: www.missmidgiespreschool.com, [click on the calendar to see all upcoming events](#). Most of the necessary information will be sent via email .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 Sept - June, 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 class of your choice. 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), proof of 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 direct from your checking account or ACH. **We recommend allowing Miss Midgies Preschool to automatically collect funds each month.**

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 are scheduled 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 of closings will be provided at the start of the school year.

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 a drink everyday for your child. **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.**

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.

Birthday celebration choices:

Included with no extra cost - child receives a birthday crown, and sang to during regular snack time.

In Class Birthday Celebration:

You may purchase school safe cupcakes through us along with juice added to #1 for \$35. This package includes: cupcakes and juice along with a birthday crown and singing during class time.

MOST POPULAR

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 pops and juice and birthday crown is included. All for \$75.

ADJUSTMENT PERIOD:

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 process. OUR STAFF IS 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:

WHAT TO EXPECT:

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 (\$5/per half hour), Extra Curricular Classes** for after school for an additional price. Anyone that is not scheduled and arriving late, will be charged a minimum of \$10 late fee.

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.

QUESTIONS OR CONCERNS:

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

therefore, 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 on file.

Please make sure you tell us if there is someone that is not permitted 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 wish 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 at 631-321-1008 or email your child's teacher the night before.**

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 6 minutes or more before their class time a parent will be charged a fee.

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.

ADDED TO THE COVID-19 SICKNESS RULES:

We do not allow the child to return to school until he/she has been free of fever for 24 hours

- **Vomiting/Diarrhea**

If any of the above 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 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 ASK 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 are listed below:

95o and Above Limited time, quiet activities

90o - 95o 10-15 Minutes

(Depending on heat index levels)

32o - 90o Unlimited time

30o 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 during summer months.

Food

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

Mandatory Purchases: TOTALS: \$140

Includes all School supplies (arts & crafts)

Graduation Cap & Gown for 4 year olds

or theme t-shirt for 2 & 3 year old Moving Up Ceremony

Fundraisers are not mandatory but helpful to raise money for the children's end of the year parties and garden equipment.

Moving Up/Graduation:

Celebration rules will be re-visited and sent home later in the School year.

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 or through email or remind.



I have read and understand Miss Midgies Preschool Parent Handbook and will abide by all of the guidelines, I also understand that :

1. the registration fee is non-refundable
2. tuition fees are refundable only if all of the following conditions are met:
Proof of Move and Proof of Illness
3. I am aware of the Mandatory Purchases and will not be refunded for those items regardless of my child's/parent's future plans or removal of child.
4. I allow Miss Midgies Preschool to charge my account \$140 for all mandatory purchases for the school year.
5. I understand that Fundraiser money will go towards Moving Up, Graduation and enhancing my child's learning experiences. Therefore, I will do my best to participate.
6. I understand that some of the rules and regulations may change and will be updated by Miss Midgies Preschool when that occurs.
7. In the event an epidemic or any reason beyond our control shuts down the Preschool or Summer Camp, we will continue distance learning and tuition payments will not be reimbursed.

Parent Signature

Date

Child's Name

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>
