

# PARENT HANDBOOK & CONTRACT

## Admission:

All forms and information necessary for each child's file are required to be completed **prior** to the first day of school. **All children must have current immunization records at the time of enrollment.** Please keep the school up-to-date with ongoing immunization records. Special needs children are evaluated individually prior to enrollment. We are happy to welcome all children if it is mutually determined that we can meet their needs.

## Registration

- \$200 Registration fee – **NON-REFUNDABLE**
- \$250 deposit – Will be applied to the child's *final* month of care at Learning Loft
- A **completed** Registration Form
- A **fully executed** Parent Handbook & Contract
- A **completed** Medical Form

## School Hours – **\*School hours are now 8:am – 5pm for the duration of the Covid Pandemic**

School hours are from 8:00am–5:00pm. All children should arrive **no later than 9:00** am and may be picked up at any time during the day. If a parent wants to pick up their child at an earlier time than their usually scheduled pick up time, please inform the teacher so she will have your child ready for you. If parents wish to sign up for extended days, they must do so one month prior and add the additional tuition accordingly.

Initials \_\_\_\_\_

## Transportation

The Learning Loft does **not** provide transportation either to or from school. Initials \_\_\_\_\_

Parents may **not** drop off their child **before** the school day begins. Due to Covid School doors **will not open** before 8:00am. Initials \_\_\_\_\_

## Arrival and Departure

**Due to & for the duration of the Covid Pandemic, Parents/Guardians are discouraged from entering the school.**

Drop off and Pick-up will be outside the front door of the school building. All parents must sign the "Attestation form" verifying that they do a complete health-check of themselves & their children each day before drop off. Children's temperature will be taken at the door and no child with a temperature of 100° F or higher will be admitted into the building.

For security reasons each parent or specified approved adult must sign his or her child in and out every day during drop off and pick up. If anyone other than the parent is picking up, parent must notify us beforehand they must show photo identification to the director. Initials \_\_\_\_\_

## Open Door Policy

Parents of all children are welcome to visit at any time. Parents will have unlimited and on demand access to their child and school property. However, during the Covid pandemic, unnecessary visitations are discouraged so as to ensure the health and safety of our students and staff. Initials \_\_\_\_\_

## Separation

Beginning school is a significant occasion and can be a source of positive growth for everyone involved. Parents are invited to remain with their children for several days as they ease through the transition of staying in school. Once transition has been accomplished, we kindly encourage parents to give a hug and a quick goodbye. **Due to Covid-19 this is highly discouraged.**

Initials \_\_\_\_\_

**At the end of each day, please check your child's bag for their cup, special projects, or other important letters.**

Initials \_\_\_\_\_

### Tuition

Monthly tuition is paid in advance and is due no later than the 25<sup>th</sup> of the month prior. There will be a \$25 late fee after the 28<sup>th</sup> of month. Should your tuition check not clear with the bank, we would then require a money order plus \$30.00 to cover the bank fee. Ex: October's tuition is due on September 25<sup>th</sup>. **Initials** \_\_\_\_\_

### Emergency Care

Should you need an extra full day of care, we would only be able to accommodate if our ratio permits. If we have availability a \$100.00 fee will be due on the day of care. A half-day is an extra \$55.00. **Initials** \_\_\_\_\_

### Overage Charges

You will be charged \$15 for the first 15 minutes after your designated pick up time and \$15 dollars for each additional 15 minutes or any part thereof – ie: if you are 20 minutes late picking up your child, you will be charged \$30 and payment is due at time of pickup. If you must drop off your child earlier than your designated drop off time, you will also be charged \$1 per minute. All payments must be made in cash immediately but no later than the following day. **Initials** \_\_\_\_\_

### Absentee and Vacation Policy

There will be **no refunds** or **pro-rating** for absenteeism or vacations. For extended vacation days, full tuition is required to hold your child's enrollment. **Initials** \_\_\_\_\_

The Learning Loft has provided you with a calendar and you are aware of the scheduled closing. ***There is NO pro-rating of tuition for scheduled closings or emergency closing such as dangerous snowstorm or blizzard.***  
\_\_\_\_\_ **Initials**

### Discipline

Positive methods of discipline will be practiced. We use the OCFS Recommended Behavior Guideline which is posted on our Parent information board outside the office. All efforts such as individual plans and contracts will be utilized for those who are having difficulty acclimating. Please sign to acknowledge you have read our Discipline Policy \_\_\_\_\_

Parents Signature

### Grounds for Dismissal

- In the instance that a child is causing a dangerous or disruptive environment for other children, they will be dismissed. Parents will be given a four (4) week notice or less, depending on the severity of the incident. **Initials** \_\_\_\_\_
- If the daycare is unable to meet the needs of the child or the family. **Initials** \_\_\_\_\_
- Failure to pay tuition on a timely manner will be grounds for dismissal. **Initials** \_\_\_\_\_

### Terminating Enrollment

In order to qualify to receive back the Security Deposit, a four-week notice, in email form ([thelearningloftnewhydepark@gmail.com](mailto:thelearningloftnewhydepark@gmail.com)) is required for premature withdrawal, prior to submitting final month's tuition. Deposit *will be deducted from your child's final month's tuition total*. The Final month's tuition **will not** be pro-rated. Parents wishing to terminate enrollment before starting the program will lose their deposit.

Registration fee is **non-refundable**. **Initials** \_\_\_\_\_

### Nap Time Hours

Parents are expected to provide crib-sized sheets for their child. If the school provides a crib-sized sheet, there will be a \$10 replacement fee if sheets are lost. They will be sent home and should be laundered every Friday. Children will have a two-hour nap allowance. Additional quiet activities will be provided for those not sleeping. **Initials** \_\_\_\_\_

### Outside

Daily supervised outdoor play is required for all children in our care. The children may go outside, except during extreme or inclement weather or ordered by a health care provider. The teachers and Director will use their best judgment when dressing the children and determining the length of time for outdoor play.

Initials \_\_\_\_\_

### Meals

Our meals are prepared from an OCFS approved menu. The majority of our Breakfast, Lunch & snacks are prepared daily on school premises. Monthly Menu is available upon request. Parents are also welcome to provide meals from home for children on particular diets (vegetarian, certain food allergies etc)

### Birthday Celebrations

Birthdays are a special time and will be acknowledged throughout the day. If you wish to provide a small treat, it will be shared at snack time in the afternoon. However, because of allergies and choking hazards, gift bags are discouraged. Please notify the teacher if you plan on bringing a snack. Please note that we are a peanut-free school and if you bring in food, it should be store-bought and pre-packaged to insure compliance. This is a classroom celebration and therefore it is in the best interest and safety for our students that Parents and other family members are not allowed to attend the in the school celebration. Initials \_\_\_\_\_

### Parent Communication

We encourage open communication with the staff and parents. **Parents need to check their child's bag each day after school to see if any important messages or updates have been sent home.** If you need anything, a text or email is welcomed as well as notes and phone calls. Initials \_\_\_\_\_

**The Learning Loft** has a private app (**Homeroom**) that adds daily photos of your child and what they are learning throughout the day. Initials \_\_\_\_\_

### Changes at Home

We are aware that families come in all shapes and sizes. To help us give your child the most successful experience we can, we need you to inform us of any changes in your family life. Changes that adults adjust to easily are more difficult for your children. For example, if you are moving, relatives are staying with you, a family member is out of town, etc... Initials \_\_\_\_\_

### Accidents and Injuries

If your child is injured at school, you will be notified at the emergency contact number you list on the Registration Form. First aid will be administered if necessary. If treatment by a doctor is necessary, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. An accident report will be filled out for all accidents. Initials \_\_\_\_\_

### Medication

If a child is required to take medication during school hours, a parent or guardian of the child must come to the school and administer the medicine. **The teachers and school director are not permitted to give medication.** Initials \_\_\_\_\_

### Safety

Students and parents need to practice safety habits at all times. Teachers will do a daily review of classroom and school safety. Students are encouraged daily to practice hygienic policies in school, which include hand washing before all meals and after the bathroom use. Initials \_\_\_\_\_

If your child has a “special need” or condition please tell the staff prior to beginning the program so that they can prepare and provide the safest and best care for your child, these would include a special blanket from home, teddy bear, or pacifier. Please inform us of any habits that could be dangerous such as extreme mouthing, head banging, or plucking. **Initials** \_\_\_\_\_

Parents please do not leave your child unattended outside on the school property while walking to and from your car. Before signing your child in and after signing your child out, it is your responsibility to attend to your child. **Initials** \_\_\_\_\_

Parents please do not allow your child bring in any electronic devices, i.e. i-pad & or gaming devices, cell phone. Please do not allow your child to bring/wear expensive or sentimental items as The Learning Loft will not be responsible for any loss or damage to these personal objects. **Initials** \_\_\_\_\_

**Pets**  
Please do not bring your dogs or other household pets during drop off and pick up time. We wish to maintain the safest environment for our students. **Initials** \_\_\_\_\_

**Strollers**  
Parents must fold and hang strollers in order to comply with the Fire Department and Bureau of Daycare. We cannot store strollers. **Initials** \_\_\_\_\_

**Safety Drills: Fire and Shelter-in-Place** Drills will be conducted and recorded every month. Please see fire drill procedures posted in your child’s classroom. **Initials** \_\_\_\_\_

**Emergency Plan**  
Each school has their own individual emergency plan and evacuation site. Please ask the director for your child’s school site. **Initials** \_\_\_\_\_

**The Learning Loft** relocation site is the Holy Spirit Rectory located directly across the street from our school at 16 South 6<sup>th</sup> St. New Hyde Park, NY 11040.

**Severe Weather and Emergency Closings**  
In the event of inclement weather or an emergency situation **The Learning Loft** will take into consideration the weather reports, The Local School Closings, and local news safety recommendations. We will evaluate the conditions and inform parents of school closings status via our Homeroom App. **Initials** \_\_\_\_\_

**Clothing**  
Appropriate comfortable play clothes should be worn for the safety of the children. An extra set of clothing must be provided at the beginning of school. In case of an accident, the soiled clothing will be wrapped in plastic and sent home. Another set of clothing is to be provided the next day. Please label all clothing including shirts, pants, underwear and sneakers as well as sippy cups and any other personal items your child brings to school. The Learning Loft is not responsible for lost articles. **Initials** \_\_\_\_\_

AS PER SCHOOL POLICY, IN AN EFFORT TO AVOID FAVORITISM, OUR TEACHERS ARE NOT PERMITTED TO BABYSIT OUR STUDENTS OUTSIDE OF THE SCHOOL SETTING. TO MAINTAIN A PROFESSIONAL RELATIONSHIP WITH OUR EMPLOYEES, PLEASE DO NOT REQUEST PERSONAL PHONE NUMBERS OR ‘FRIEND REQUEST’ ON SOCIAL MEDIA. **Initials** \_\_\_\_\_

## **PARENT INFORMATION NUMBERS**

**ROBIN BELLER, MANAGER  
NYS OFFICE OF CHILDREN AND FAMILY SERVICES  
PERRY DURYEYEA STATE OFFICE BUILDING  
250 VETERANS MEMORIAL HIGHWAY, SUITE 2A-2C  
HAUPPAUGE, NY 11788  
631-240-2560**

### **Toll-Free Complaint Line**

The State Office of Children and Family Services maintains a toll-free complaint line for complaints about day care programs. Call this number during normal working hours and a staff person will take the information. The Office is empowered to investigate any possible violation of child care regulations. If you think a person or program is operating without the proper license or registration certificate, this is also a basis for making a complaint. Your complaint will be investigated, and if it is substantiated, staff will work with the provider to correct any violations. If you wish to make a complaint, call: **800-732-5207**

**In New York City, you can also call the city Department of Health at: 311**

**YOUTH IN PROGRESS (STATE OFFICE) 1-518-956-7884**

**NEW YORK CITY ADMINISTRATION FOR CHILDRENS SERVICES 1-877-KIDSNYC (543-7692) INSIDE NYC 1-212-341-0900;  
OUTSIDE NYC (WWW.NYC.GOV/HTML/ACS)**

**CHILD ABUSE HOTLINE: 800-342-3720 TDD 1-800-638-5163**

**POISON CONTROL CENTER 1-800-222-1222  
SERVICES FOR THE BLIND 1-866-871-3000 TDD 1-866-871-6000**

**OCFS REGULATIONS CAN BE FOUND ON THE OCFS WEBSITE (OCFS.NY.GOV) AS WELL AS IN OUR MAIN OFFICE**

# Daily Schedule

8:00-8:30 **Welcome:** Temperature check, Hand washing. Free choice (Math center, Library, Puzzles)

8:45-9:00 **Bathroom Break, Breakfast**

9:15-9:40 **Table Activities:** Puzzles, books, fine motor activities

9:40-10:10 **Morning Circle:** Story time and group participation & discussion

10:10-10:40 **Learning Centers:** Blocks, Science, Dramatic Play, Art, Sensory, Math, Water Table, Writing Center (Fine motor activities and small group) Snack will be offered.

10:40-11:15 **Gym Time/Outdoor Activity:** Children will choose from an assortment of organized games or free play. We will be focusing on developing gross motor skills (Simon Says, jumping jacks, balance beams etc)

11:15-11:45 **Story Circle:** Focus on literacy through books pertaining to theme. Also, time to present group project (Art, cooking, building, creating, etc.)

11:45-12:00 **Clean-up Bathroom Break**

12:00-12:45 **Lunch:** set up of lunch tables, Family style, children participating in social conversation, and clean up.

12:45-2:00 **Rest Time:** (Quiet activities provided or those not wanting to nap)

2:00-2:30 **Transition and snack:** Rise and shine, bathroom break and returning rest supplies

2:30-3:00 **Learning Centers:** Children will have the opportunity to visit the centers that they did not get a chance to play at and participate in group project

3:00-3:30 **Afternoon Circle:** Less formal, songs, finger plays do not need to coincide with theme, and children can choose from favorites (Show and tell and Sharing)

3:30-4:15 **Gym Time/Outdoor Activity:** Children will choose from an assortment of organized games or free play. We will be focusing on developing gross motor skills.

4:15-4:45 **Centers of Choice & Table Toys**

4:45-5:00pm **Clean-up & Pick-up Time**

# Things to Bring for Your Child

**\*\*All items must be permanently labeled with your child's name\*\***

## **Toddlers**

- 2 Sippy cups (all cups must have the child's first and last name permanently applied to cup)
- Extra outfit:
  - Pants/Shorts
  - - Shirt
  - - Socks
  - - Sweater/Sweatshirt
- Diapers
- Wipes
- Rash ointment
- Sun block
- Crib sheet
- Blanket
- Sun hat

## **Pre-K**

- Extra outfit
  - Pants/Shorts
  - Shirt
  - Underwear
  - Socks
  - Sweater/Sweatshirt
- Age appropriate cup (optional)
- Sun Block (for summer outings)
- Crib sheet
- Blanket

\*\* We prefer that your child be potty trained by age three. If your child is not potty trained, please bring in the following items for your child\*\*

- An adequate supply of Diapers/Pull-ups
- 1 package of wipes at the 1<sup>st</sup> of the month

\*\*\*Children over 3 ½ will not be permitted to attend the school if they are not potty trained.

We do not encourage children to bring in toys for playtime from home.  
If they have a favorite "sleep friend" that is completely welcomed.