

# **NEW DISCOVERY EARLY CHILDHOOD CENTER, INC**

## *2012-13 Parent Handbook*

New Discovery is incorporated with consent of the New York State commissioner of education and licensed by New York state Office of Children & Families.

This handbook has been prepared to explain our policies and provide information that may be helpful throughout the school year. Please keep it in a convenient place for future reference. New Discovery reserves the right to change existing policies or introduce new policies pertaining to this handbook at any time during the school year, and will notify parents of any changes. All brochures, handbooks, policies and procedures, and website information produced by New Discovery are the copyrighted material of New Discovery and unlawful or unauthorized dissemination or use of such material is strictly prohibited.

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[www.newdiscoverykids.com](http://www.newdiscoverykids.com)

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## OUR PROGRAM

We will help children maximize social relationships, language development, creative expression, problem solving, and intellectual, physical and emotional development. We will work with parents to promote safety and personal health and hygiene habits.

### OUR STAFF

All staff have the following:

- Substantial experience with children.
- On-going training and supervision with certified trainers to maintain a high level of education and knowledge.
- Training, certification and timely renewals in CPR, AED, and American Red Cross First Aid.
- Annual medical exam and TB Test.
- Fingerprints and criminal history review.
- Background checks.
- Up to date records frequently reviewed and maintained by administration as well as the New York State regional licensing office.

In addition, teachers have the following:

- The National Credential of Child Development Associate Degree (CDA), Bachelors Degree with Early Childhood or Elementary specialization, or a Masters Degree in the field of childhood education.
- Medication Administration Training and certification (MAT).

In addition, the Education Director has the following:

- Masters degree with specialization and experience in early childhood.
- Medication Administration Training and certification (MAT).
- Specialized training at the supervisory level with highly qualified instructors and educational groups.
- Experience supervising staff.

### FITNESS AND MOVEMENT PROGRAM

Creative World Learning is an independent Fitness program working with 3, 4 and 5 year olds at New Discovery. Children are motivated by positive reinforcement and ever changing activities designed to teach motor skills, balance and flexibility. It is a great environment for children to learn cooperation, social awareness and teamwork. The New Discovery Fitness and Movement Program helps build confidence and independence through exercise and FUN. For Kindergarten Enrichment, fitness classes are scheduled to accommodate children who attend 5 days per week

## POLICIES - GENERAL

### CUT-OFF DATES

December 1<sup>st</sup> is the cut-off date for pre-school classes unless a child lives in a district with a different cut-off date. Children must be 18 months by September 1. NO exceptions will be made to cut-off dates without the executive director's approval. Exceptions to cut off date, requests for teachers, and requests to be placed with other children may not be possible due to New Discovery policies for grouping children. After children are assigned, if it is determined by New Discovery that a child's placement is not appropriate, the child's placement may be revised.

### FIREDRILLS

As required by NY State, we conduct monthly fire drills to prepare your child for safe evacuation of the building. New Discovery has an emergency evacuation plan created in cooperation with Kings Park School District's policies for crisis management.

## DISCIPLINE PROCEDURES

New Discovery discipline policy adheres to the guidelines presented in Jennifer Birckmayer's "Seven Procedures of Discipline" (*Discipline Is Not a Dirty Word*, Jennifer Birckmayer, New York: Cornell Cooperative Extension, 1995).

1. Tell children what they can do instead of what they can't.
2. Protect and preserve children's feelings that they are lovable and capable.
3. Offer children choices only when they are willing to abide by their decisions.
4. Change the environment instead of the child's behavior.
5. Work with children instead of against them.
6. Give children safe limits they can understand. Recognize their feelings without accepting their actions. Maintain your authority calmly and consistently. If children break rules, allow them to experience the consequences of their behavior.
7. Set a good example. Speak and act only in ways you want children to speak and act.

### Acceptable Methods of Disciplinary Action

1. Tell the child we do not like what he or she is doing and why.
2. Take the toy (for example) from the child.
3. Redirect the child to a different toy or activity.
4. Remove the child from the group (but within eyesight of the teacher) until the child is ready to rejoin the group and follow the rules. \*

Our policy is designed to teach children how to:

5. use words
6. walk away
7. ask for help

\*Removal from the group will be used only if other methods of changing the behavior have failed, the child cannot regain control, or the child is a danger to himself, other children, or the staff. Time out is not intended to punish or embarrass a child and will last no longer than one minute for each year of age. After the child is removed from the group, the teacher will confer with the child and suggest he or she return to the group.

If a child has a pattern of behavior that is consistently difficult to control, the teacher will determine the best approach to help him/her develop self-control with consideration to maintaining normal classroom activities and safety. We will use a variety of interventions including observation (watching over a period of time to see if there are any patterns), talking to parents documenting behavior, and creating a plan to best help the child. Parents may be called to pick up a child who exhibits uncontrolled aggressive behavior that puts his/her own safety or the safety of other children and staff at risk.

It is not appropriate for parents to punish a child at home for behavior in school. However, rules for appropriate classroom behavior should be reinforced at home.

If a child hurts another child or staff member, the parents of both children will be notified. Teachers **will not give the names** of either child to parents. It is expected that parents do not take matters into their own hands. Confidential communication is always the rule. Parents should not gossip about children in the program to other parents and should not talk negatively about the class, other families, or staff in front of the child or other children. Parents who do not respect the confidentiality of other families in the program risk termination of their child's enrollment.

## HEALTH & SAFETY

### PHYSICALS AND IMMUNIZATIONS

No child may be accepted in our program unless New Discovery has been provided with a written statement on our form provided with the application. The form must be signed by a health care provider stating that the child is able to participate in child care, currently appears to be free from contagious or communicable diseases and is receiving health care, including appropriate health examinations, in accordance with American Academy of Pediatrics' schedule of such care and examinations. Medical Statements will not be accepted if dated more than one year before a child starts school. New forms must be submitted annually. Immunization Records can be faxed to (631) 544-6252. Medical records are NOT required for children attending public school, or who attended public school prior to starting summer camp.

### VISION SCREENINGS

The Helen Keller Pre-School Vision Services will conduct a vision screening at our facility once a year for 3 and 4 year old children, unless the child is under the care of an eye professional and the parent requests he/she not be screened.

### CHILDREN'S DAILY HEALTH AND SAFETY CHECKS

Children are observed for illness or injury every day. As mandated reporters of Child Abuse and Neglect, we must ask a parent or guardian to explain how a child became injured outside of school. If it is expected that a child has been abused, the Education Director will make a report with the proper authorities.

### SPECIAL MEDICAL CONDITIONS

Please notify us in writing if your child has any special medical conditions. Some medical conditions, including use of an epi-pen or asthma inhaler require an "Individual Health Care Plan for a Child with Special Health Care Needs" to be completed by a **health care provider** and signed by the parent or guardian.

### MEDICATION (Children attending 3 hours or more)

Prescription and over the counter medication will be administered only upon written permission of the parent and written instructions from a health care provider on our "Written Medication Consent Form" stating that New Discovery may administer such prescription medication and specifying the circumstances, if any, under which the prescription medication must not be administered. All prescription and over-the-counter medication must be in the original container labeled with the child's first and last name. Prescription medications must contain the pharmacy label that lists: child's name; authorized prescriber's name; pharmacy name and telephone number; date prescription was filled; name of the medication; dosage; how often to give the medication; and the date the medication shall be discontinued or length of time in days the medication is to be given. The pharmacist's printout of drug description, side effects, and drug interactions should accompany the medication. Over-the-counter medication must be in the original packaging with original instructions and **LABELED WITH THE CHILD'S FIRST AND LAST NAME**. The medication must be the exact name that the doctor prescribed on the medical consent form. (Example: Tylenol has to be written as Tylenol, not acetaminophen.) If medication needs to be given on an ongoing, long-term basis, the authorization and consent forms must be reauthorized at least once every six months. Any changes in the original medication authorization shall require new written instructions written by the licensed authorized prescriber and a change in the prescription. New Discovery will administer over the counter or prescription medications with oral approval of the parent or guardian and verbal instructions directly from the health care provider or licensed authorized prescriber **FOR THAT DAY ONLY**. The classroom teacher will administer medications. If the teacher is absent, parents should bring the medication and form to the main office for instructions from the Education Director. We cannot administer OR have in the classroom medication in a sippy cup or bottle.

## SICK CHILDREN

If a child develops signs of illness while in our care, the child will rest in a quiet area of the classroom, supervised by the head teacher, until the parent or authorized pick-up arrives. Parents should designate someone who can pick up a child if the parent cannot leave work to pick up a sick child. If your child has a rash, he/she cannot return to school without a written note from a health care provider. Parents are asked to use discretion about sending a child to school who is not well enough to participate in a normal day's activities. Cough suppressant lollipops are not permitted in the classroom. The school should be notified if a child has Fifth's Disease or Head Lice. **Parent or guardian is required to advise the school if a child has, or has had in the past, seizures, asthma, allergic reactions to food or medication, or any other medical conditions.** Parent or guardian should keep the teacher informed of any medications (either on-going or temporary) that the child is taking at home.

## EXCLUSION OF SICK CHILDREN

Children will be sent home with the following illness or symptoms of illness:

### Fever as defined below:

Oral temp > 101 degrees Fahrenheit

Ear temp > 100.5 degrees Fahrenheit

### Accompanied with one or more of the following:

- Signs and symptoms of possible illness such as lethargy, uncontrolled cough persistent abdominal pain, discolored urine, refusal to eat or drink, irritability, persistent crying, vomiting, diarrhea, difficulty breathing or wheezing or other unusual signs
- Inability to function in a group setting
- Looking or acting very ill or getting worse quickly
- Persistent Diarrhea, defined as 3 or more stools in a 24 hour period, when that pattern represents:
  - An increased number of stools compared to the child's normal pattern
  - Increased stool water
  - Diarrhea accompanied with symptoms of dehydration, such as sunken eyes, dry skin, concentrated or small amounts of urine, 6 wet diapers in a 24 hour period, or no urine in 4 hours, or
  - Stools that are black or have blood mixed through them
- Vomiting  
2 or more times in previous 24 hour period or if accompanied by symptoms of dehydration and/or fever
- Undiagnosed rash, except diaper rash
  - A blood-red or purple rash made up of pinhead-sized spots or bruises that are not associated with injury
  - A rash of hives or welts that appears and spreads quickly
  - Neck pain when the child's head is moved or touched
  - A stiff neck or severe headache and looking very sick
  - A seizure for the first time
  - Acting unusually confused
  - Unequal pupils (black centers of the eyes)
  - Breathing so fast or hard that the child cannot play, talk, cry or drink
  - A severe stomachache that causes the child to double up and scream
  - A stomachache without vomiting or diarrhea after a recent injury, blow to the abdomen or hard fall
  - Not urinating at least once in 8 hours, dry mouth, no tears or sunken eyes
  - Continuous clear drainage from the nose after a hard blow to the head.

## EXCLUSION OF SICK CHILDREN)

A child cannot attend the program if he/she has a suspected or diagnosed communicable disease as defined below until evaluated and approved for inclusion by a health care provider to participate in the program.

- Chickenpox for 6 days after onset of rash or until all lesions have dried and crusted.
- Strep throat/ scarlet fever until 24 hours after treatment has been initiated.
- Diarrhea due to Shigella, Salmonella, Campylobacter, Giardia, E coli type 0157:H7, Versinia, Cryptosporidium, until there is 1 negative stool test at least 48 hours after treatment
- Active TB, until treatment has been initiated and re-admission has been approved by local health unit
- Impetigo until 24 hours after treatment has been initiated.
- Shingles, if sores can't be covered by clothing or a dressing or until sores become crusted.
- Ringworm (head, body, genitals or feet infection) until 24 hours after treatment has been initiated.
- Scabies until cleared by health professional.
- Head Lice –allowed to return to school the morning after their first treatment.
- Conjunctivitis ("Pink Eye") defined as pink or red conjunctiva with yellow or white eye discharge often with matted eyelid after sleep and including a child with eye pain or redness of the eyelid or skin surrounding the eye.
- Mouth sores associated with an inability of the child to control his/her saliva.
- Pertussis (whooping cough) until 5 days of appropriate antibiotics has been completed.
- Mumps, until 9 days after onset of gland swelling and Rubella (German measles) until 5 days after onset of rash.
- Hepatitis A (viral infectious hepatitis), until 1 week after onset and until immunoglobulin has been administered to appropriate children and staff, or as directed by local health unit
- Hepatitis B until readmission has been approved by local health unit
- Meningitis or meningococcal disease until re-admission has been approved by local health unit.

## ACCIDENTS

We take every precaution to make sure your child is safe in our facility. Our premises are carefully maintained and frequently inspected. Children are never left unsupervised. Unfortunately, even in the safest environment, accidents can occur. If you incur medical expenses for your child due to an incident while he is under our supervision, we recommend you call your health insurance company for reimbursement. We also carry a Student Accident Policy for your child for any out of pocket medical, dental or accident expenses that your insurance company does not cover.

## INJURIES

If your child sustains an injury outside of school (broken bone, head injury, a wound requiring stitches), a doctor's note must be submitted stating that the child can return to our program and to what extent he/she may participate in activities. If your child is injured while at school we will attend to the child, call for an ambulance if immediate medical care is needed, attempt to contact the parent or legal guardian and/or attempt to call the emergency contact if the parent or guardian is not available. In the event of a considerable head injury on our premises (one that does not require emergency treatment but is more than a slight bump with another child), parents will be called. The child does not have to be excluded from attendance unless any of the above listed are present. Parents will be given the option to get medical treatment for their child.

## PARENT /TEACHER COMMUNICATION

General questions or concerns about your child are handled directly with the teacher and not the teacher's assistant. Parents can call the school at 544-0830 and leave a message for a child's teacher, rather than discuss concerns about the child at arrival or dismissal time. Depending on the teacher's schedule, she will return calls at her earliest convenience. Our Newsletter is clipped to your child's clothespin in the hall each month to keep parents up-to-date on announcements, upcoming events, and activities. Parent Night is held in October and provides an opportunity to visit the classroom and teachers. Daily routines and curriculum are discussed. Children are not permitted in the building on Parent Night.

## SECURITY

No child is ever left unsupervised in a classroom, hallway, or playground. The playground is kept locked until the teacher takes the children out and opens the lock with a key. Children are dismissed individually and, unless contact is made with the person picking up the child, the child is not permitted to leave the room. There is a schedule for opening and locking the main doors according to peak arrivals and dismissals. All other doors in the building are kept locked. When the main entrance is locked, visitors must ring a bell. A video monitor in the office shows us who is at the door. We may ask for the visitor's (or parent's) name and name of the child's teacher, until we get to know faces. There are cameras in the hallways and video monitors in the KP School District first floor office. That office also has a buzz in procedure for the side entrance. All building staff must use a code to enter the staff entrance. Teachers use a code to re-enter the building on the side after using the playground.

## BATHROOMS

Children's bathrooms in the classroom are for the children's use only. Adults must use the adult bathrooms in the hall.

## WITHDRAWALS

We expect to develop a long-standing relationship with your family. However, in some cases, we may ask you to withdraw your child. New Discovery reserves the right to terminate a child's enrollment if a child threatens the safety of or becomes abusive towards other children or staff, destroys property, or exhibits any other aggressive disruptive behavior. A parent who acts inappropriately may not be permitted to enter the building under the following circumstances: foul or abusive language; lack of cooperation with the staff or director; threats to or harassment of staff, other parents, or children; and/ or inappropriate interaction with his/her own children or other children

## NO SOLICITING POLICY

Parents are not permitted to distribute or post any literature to sell products at New Discovery. We have a parent bulletin section for the sole purpose of displaying community non-profit events for children and/or child health and safety issues ONLY. Clothespins in the hall are for the children's projects and school notices ONLY. They are not to be used for personal notices, flyers, or solicitation of business. Birthday invitations may be clipped to clothespins only if there is an invitation for each child.

## DROP OFF AND PICK UP OF CHILDREN

Parents must park and then escort children into the building. Parking is permitted on the street in front of the building and in the front parking lot. Parking is not permitted in handicapped reserved spaces or the Fire Zone in the front driveway. Parking in the rear of the building is for building staff only. All children must be signed "in" and "out" of their classrooms. New Discovery staff may intervene and not permit a child to go home with a parent who is in an impaired condition. No one under 18 is permitted to pick up a child. There is no curbside drop off or pick up permitted. An adult must escort children to and from the building.

Parents are responsible to supervise their children at drop-off and pick-up times. Children are not permitted to run in the hallways or go under the protection bar along the windows outside in the front of the building. At arrival and dismissal times parents should:

- Drop off and pick up on time.
- Leave the premises promptly.
- Do not linger unnecessarily in classrooms, hallway, lobby or outside on school grounds for more than 5 minutes before or after class.
- Our playground is for the use of children only during class time with staff supervision

### PICK UP OF CHILDREN (continued)

The school must be called if someone other than those designated on the permission slip will be picking up your child from school. In order to pick up a child from the classroom, a person must be at least 18 years of age and prepared to show identification if he/she has not picked up your child before. Parents must complete the "Parent Notification of Changes to Child's Record" (pink form available from the office) for the following changes: change in authorization to pick up child and/or emergency contact; change of address; change of child's living arrangements; change of parents' marital status; and/or extended separations due to family illness or death of a family member. *In the event there is any issue regarding custody of a child, New Discovery must be provided with court-issued custody papers that clearly describe the custody arrangements. Any person granted custody in such papers may pick up the child during the times that person has custody and may designate other persons who are authorized to pick up the child at such times. New Discovery may not legally refuse the right to pick up a child to a person having custody of the child.*

### SCHOOL AGE PROGRAMS

- Our program ENDS AT 6:00 PM.
- Children will need to have their own supplies for homework every day (example: pencils pens, paper, rulers, calculators, etc.)
- After care staff will offer some assistance with homework, but they are not available to tutor children one on one.

If New Discovery is closed and Kings Park Schools are open, parents must assume responsibility for their children on those days. (Example: New Discovery's school year ends EARLIER than Kings Park Schools' in June). School Age care is available on days elementary schools close early for parent-teacher conferences IN NOVEMBER. Parents must request and pay for care on conference days at the time of enrollment. If the fee has not been paid, we will assume that you are picking up your child at his/her school or New Discovery. Parents of children not scheduled for Conference Day Care must be here before the bus arrives to pick up their children. There will be a \$25 fee for late pick up on Conference Days in addition to \$10/hr for each hour past the first hour at \$25.

### EXTENDED CARE – Pre-School and School Age Programs

Sign In and Out Sheets must be signed daily. Any child not scheduled for Before/After must be approved by the office. There will be an \$10 Late Pick-Up Fee when a child is picked up later or dropped off earlier than his/her scheduled time. We close at 6pm and there will be a fee of \$1 per minute for pick-up after that time. However, late pick ups are an inconvenience to our staff, interfere with state regulations, and are reason to terminate the child's enrollment. The early drop off or late pick up fee will be fee rounded to the nearest HOUR.

1. Families who pick up after 6pm will be charged \$1 per minute and a \$10 late fee. Those families may be dropped from the program if the lateness persists.
2. Drop-In Care does not apply to children who are scheduled for Additional Care on a monthly basis. The regular schedule of each child will be given to his/her teacher(s) so they know the hours that are scheduled and paid for in monthly tuition.

### DROP IN CARE – Per Diem Policy

*Drop-In Care* may be available before and after the normal class hours, during lunchtime (12-1) and on days that a child does not normally attend. Availability must be checked in the office first (see School Age policy for children in elementary school). Teachers cannot give authorization for *Drop-In Care*. Availability varies according to enrollment.

### Payment of Per Diem Care – Parents must sign an agreement available in the office.

1. A family's prior or current tuition must be up to date in order to use per diem care.
2. Any portion of an hour will be charged as a full hour.
3. A deposit of \$50 per child is required.
4. When the amount drops below \$20, an additional \$30 deposit per child must be made.
5. The main office must be notified of the hours needed at least 2 hours before the child is scheduled for pick up OR the day before if a child is going to be dropped off earlier than his regular schedule.
6. If we do not receive the required advance notice for additional hours, the late pick-up fee will be charged.

## TUITION POLICY

1. Registration fees are NON-REFUNDABLE.
2. Tuition is due on the first class day of the month, no later than the 8<sup>th</sup> of the month, regardless of absences or school closings.
3. Tuition statements will be sent for September 2012 and June 2013 tuition ONLY. For all other tuition, it is the parent or sponsor's responsibility on the first of each month to leave it in the tuition mailbox in the office or mail to NEW DISCOVERY, 180 LAWRENCE ROAD, KINGS PARK, NY. Checks should be made payable to New Discovery with the child's name written on the front of the check. Do not leave cash in the tuition mailbox.
4. A \$25 LATE FEE will be charged for tuition received after the 8<sup>th</sup> of the month and/or for returned checks (including post-dated checks).
5. If a child is sick on the 8<sup>th</sup> and you cannot mail or deliver your check, you must notify the school on or before the 8<sup>th</sup> in order for the late charge to be waived. There will be no waiver of the late fee when school is closed on the 8<sup>th</sup>. Payment must be received by the last day school is in session before the 8<sup>th</sup>. A late fee will be charged on payments POSTMARKED after the 8<sup>th</sup> of the month.
6. All fees are annual (Sept-June), divided into 10 installments, with no credits or make-up days for shorter months, school closings, or absence. Delayed openings, make-up days, school opening in September, and school closing in June may **not exactly** coincide with Kings Park Schools.
7. New Discovery tuition policy requires that the first and last month of the school year and the registration fee be paid in full before a child starts school in September. If the June 2013 payment in full is not received by June 8, 2012 and no written explanation has been received, New Discovery will assume that the child has been withdrawn.
8. If a child's schedule increases mid-month, that month's tuition will be charged at the hourly rate for the number of extra days he/she will attend or the monthly rate (whichever is lower). The monthly rate will be charged for the remainder of the school year. When a change is made to a child's schedule at any time during the school year and there is an increase in tuition, that increase must be paid for the current month AND June 2012.
9. There will be no credits against monthly tuition for mid-month changes when the change is to a lesser number of days or hours. Credits against the June deposit will be deferred until May on ALL CHANGES made during the year.
10. For withdrawals taking place before the school year begins in September 2012, parents must submit a letter requesting a refund. The letter should include the child's name, age, days and hours scheduled, and the reason for withdrawal. The June 2013 tuition deposit will be returned providing the family's account is up to date, all charges have been paid, and the conditions of this agreement have been met. September 2012 tuition will be returned only if the school is notified at least 2 weeks before the child's Orientation Date. The \$75 per child registration fee will not be returned.
11. For withdrawals after school starts in September 2012, the school must receive a letter at least 2 weeks prior to withdrawal of the child, requesting the return of the June 2013 tuition, indicating the child's last day, and giving the reason for the withdrawal. No credits or refunds for partial month's attendance will be given. The June 2013 tuition deposit will be returned as long as the account is up to date and the conditions stated in this paragraph have been met. The \$75 per child Registration Fee will not be returned. There will be no refunds of June 2013 tuition for withdrawals after April 30, 2013.
12. ALL WITHDRAWALS ARE SUBJECT TO A \$35 PROCESSING FEE PER CHILD.
13. Each change of hours to a child's schedule after registration that results in fewer hours is subject to a \$20 processing fee. School Age processing fees for changes to hours may vary and School Age Policy must be referred to.
14. Per Diem Care is billed at \$10/hr per child, subject to availability. Any portion of an hour will be charged as a full hour. To use per diem care on a regular basis, a deposit is due. We must be notified of the hours needed at least 2 hours before the child is scheduled for pick up OR the day before if a child is going to be dropped off earlier than his regular schedule. As needed hours are subject to availability-we cannot guarantee hours not contracted for in the Tuition Agreement.
15. Monthly rates for extended care are based on a ten-month fee divided into 10 equal monthly payments. There are no credits or make-ups for closings, holidays, and/or absences.
16. There will be an \$10 Late Pick-Up Fee when a child is picked up later or dropped off earlier than his/her scheduled time. We close at 6pm and there will be a fee of \$1 per minute for pick-up after that time. However, continual late pick ups are an inconvenience to our staff, interfere with state regulations, and are reason to terminate the child's enrollment.
17. A discount of 5% will be given for pre-payment of a full year (September to June). Parents paying annually must follow the requirements for payment of June 2011 tuition as described in #7 above. Annual tuition is due in full no later than August 8, 2012, in order to receive the discount. There will be a discount of 10% on the lower tuition for the second child of the same family.
18. Enrollment is subject to examination of prior and current tuition records and approval by the school.
19. New Discovery cannot make any written or verbal agreements to a child's placement with a requested teacher or other children. Children must be 18 months by start date. Class placement is subject to approval. Cut off dates may be adjusted according to child's development.
19. New Discovery reserves the right to cancel and/or combine classes as necessary according to enrollment.
20. New Discovery reserves the right to change policies or rates at any time. We are not responsible for printing errors.

## SCHOOL CALENDAR AND EMERGENCY CLOSINGS

1. New Discovery will announce emergency closings for inclement weather and or other emergencies on its website, newdiscoverykids.com, radio station WALK (97.5 FM) and Cable TV Channel 12 News OR walkradio.com and news12.com. In the event of a delayed opening, Before School Care will be cancelled. All scheduled school activities for that day will be cancelled.
2. It is the responsibility of parents to check TV, radio, or internet postings for closings or delayed start.
3. In the event of a delayed opening, New Discovery opens at 10 am.
4. Additional details of our Emergency Closing Policy for School Age children are included below.
5. Delayed openings and make-up days may not exactly coincide with Kings Park Schools
6. School Age schedules are contingent on Parkview, Fort Salonga, RJO and WTR buses.
7. If New Discovery is closed and elementary schools are open, parents must assume responsibility to make other arrangements for School Age Care.
8. New Discovery will be closed when Kings Park School District is closed for holidays and vacations. Vacation Care is available and parents should check days of availability on our website newdiscoverykids.com.
9. New Discovery will close in June before the end of the year for Kings Park School District students. Parents must make other arrangements for the days New Discovery is closed.

### Emergency Closings – School Age Before and After Care

New Discovery will announce emergency closings for inclement weather and or other emergencies on its website, newdiscoverykids.com, radio station WALK (97.5 FM)-WALKRADIO.COM AND Cable TV Channel 12 News-NEWS12.COM/LI. All scheduled school activities for that day will be canceled. In the event of a delayed opening, New Discovery opens at 10am and there will

### Early Release - School Age After Care

If Kings Park schools close early due to weather, the bus will bring children to New Discovery unless parents pick them up at their elementary school. Children must be picked up as soon as possible since our school will be closed for the afternoon. Parents can check our website, newdiscoverykids.com, for more information on closings, delays, or early release.

More info at: [www.newdiscoverykids.com](http://www.newdiscoverykids.com)

A calendar for the 2012-13 School Year will be included in this Handbook and on the website as soon as it is available.

## LUNCH AND SNACK

The administration and staff of New Discovery thank you for your support in promoting the health of our children. Due to increasing concern for children's health at the state and local level, our lunch and snack policies have been revised as of September 2009, and supersede all other policies prior to that date.

1. Families should support, encourage and model healthy eating habits when choosing snacks or meals to be sent in to New Discovery.
2. We understand the importance of families' roles in healthy eating and choices. We will provide support or connections to resources on request throughout the school year.
3. Snack time is scheduled for each class except Grades K-6. Full day children have 2 snack times daily. Kindergarten Enrichment children have snack in elementary school and lunch at New Discovery. Half-day children ages 18 months to 4 years each bring a daily individual snack.
4. Children should have an insulated lunch box, bag, or tote for snack and lunch and it should be labeled with their name and include an ice pack to keep food cold.
5. Plates, bowls, utensils and other serving pieces must be supplied by the parent for the child's snack or lunch. Items will be sent home daily to be cleaned and sanitized unless the parent provides items that are disposable.
6. New Discovery provides napkins and cups for drinks.
7. Drinking water is available to children
8. Children are supported to gain independence at lunch and snack time.
9. Unused portions of food will be returned to the parent at the end of each day.
10. A non-perishable individual snack (and lunch for Full Day and Kindergarten Enrichment) in separate zip lock bags must be provided for back-up. If your child forgets lunch or snack and the back up is used, we will ask for another. **WE CANNOT STORE MORE THAN A ONE DAY PORTION OF SNACK OR LUNCH PER CHILD.** The Ziploc bag should be labeled with first and last name and date.
11. Full Day 2's and 3's ONLY: If you send a meal to be heated, it must be FULLY PREPARED at home. New Discovery does not reheat meals in the microwave for more than 1 minute per child. As the year progresses, we strongly recommend that you introduce your 3-year old to a variety of cold lunches.

### FOOD ALLERGIES

New Discovery is not a peanut or dairy-free school. However, for children with a health provider prescribed and authorized epi-pen and/or benadryl for a nut allergy, a separate lunch table is provided. Children with allergies must have their own snack at all times, including special occasions. Teachers should inform parents of any children in the class with a life threatening allergy. For those children, New Discovery must have Health Care Provider forms and instructions. The Education Director must be notified, and we may ask that parents of the child's class not to send group snacks for special occasions that contain the life threatening allergens or have been prepared in a facility that produces them.

### SNACKS FOR BIRTHDAYS OR SPECIAL OCCASIONS

We encourage parents to send a special snack for their child's birthday. For holidays and special occasions, Sign Up Sheets will be presented at Orientation. Our special event policy has been developed as it relates to quality snacks, portion sizes, and nutritional quality. Although cookies, snack cakes and cupcakes are appealing to children, with our encouragement and patience, children can learn to appreciate more healthy foods.

Suggestions for Group Snack-Birthdays, Holidays, or Other Special Occasions –Parents provide paper plates, bowls, cups, or utensils for special group snacks. We will not give out candy or lollipops to children.

- Small individual bottled water
- Carbonated drinks like seltzer, sparkling water, and club soda mixed with equal amounts of 100% fruit juice for a "healthy soda"
- Fruit Salad
- Favorite Fruits and Vegetables
- Dips –Low-fat salad dressings, like fat-free Ranch or Thousand Island
- Low fat yogurt and fruit
- Angel food cake cut into cubes with fruit
- Low fat mini-sized baked goods (muffins)
- Healthy foods in fun shapes

## SNACK, LUNCH AND BEVERAGE SUGGESTIONS

**Water** – Water is the best beverage for children and is always available. Parents may send in small bottled water with lunch or snack.

**Fruit Juice** - Orange, Grapefruit, Pineapple are the highest in nutritional value. Other 100% fruit juices are high in calories and should be served in moderation. Children ages 1-6 years old should drink no more than 6 ounces of fruit juice a day.

### **Low-Fat and Fat-Free Milk**

### **Soy and Rice Drinks**

*Soda, sweetened tea, lemonade, juice drinks, punches, fruit cocktail drinks, or lemonade should be avoided*

For nutritional quality, we suggest foods that are low in fat, sodium, and sugar. Artificially sweetened foods are not recommended. In some cases we have suggested brands that are recommended for their nutritional quality.

Apples	Cherries	Mangoes	Plums
Apricots	Grapefruit	Nectarines	Raspberries
Bananas	Grapes – cut in half	Oranges	Strawberries
Blackberries	Honeydew Melon	Peaches	Tangerines
Blueberries	Kiwis	Pears	Watermelon
Cantaloupe	Mandarin Oranges	Pineapple	

Fruit can be served whole, sliced, cut in half, or in wedges.

**Applesauce** (Unsweetened), Fruit Cups, and Canned Fruit in its own juice

**Dried Fruit** - Apricots, apples, cranberries, pineapple, papaya, figs, and others with little or no added sugars.

Broccoli	Peppers (green, red, or yellow)	Tomatoes
Cauliflower	Snap or Snow Peas	Yellow Summer Squash slices
Cucumber	String Beans	Zucchini slices

**Dips** –Low-fat salad dressings, like fat-free Ranch or Thousand Island, store-bought light dips, bean dips, guacamole, hummus (which comes in dozens of flavors), or salsa

**Veggie Pockets** – Cut whole wheat pitas in half and add veggies with dressing or hummus.

**Whole Wheat Bread, English Muffins, Pita, or Tortillas** – With vegetables, hummus, beans or low fat/low sodium meat

### **Dry, Wholegrain Breakfast Cereal (low sugar)**

Cheerios	Raisin Bran	Wheaties	
Grape-Nuts	Frosted Mini Wheats		
<b>Whole Grain Crackers</b>	Thin Crisps	Triscuits (variety of flavors)	Whole Wheat Matzos

**Rice Cakes** - Look for rice cakes made from brown (whole grain) rice.

**Granola and Cereal Bars** - Look for whole grain granola bars that are low in fat and sugars.

- Barbara's Granola Bars (cinnamon raisin, oats and honey, and carob chip flavors),
- Nature Valley Crunchy Granola Bars (cinnamon, oats 'n honey, and maple brown sugar)
- Nature Valley Chewy Trail Mix Bars (fruit and nut flavor)
- Quaker Chewy Granola Bar (chocolate chunk flavor)

**Yogurt** –Brands that are low-fat or fat-free, moderate in sugars and high in calcium

- Danimals Drinkable Low-Fat Yogurt,
- Go-Gurt by Yoplait,
- Low-fat or non-fat yogurt from Stonyfield Farm, Dannon, Horizon, or similar store brands.
- Low-fat or non-fat yogurt also can be served with fresh or frozen fruit or low-fat granola.

**Cheese** – reduced fat/reduced sodium

**Cottage Cheese** – low fat

**Trail Mix** - include: low-fat granola, whole grain cereals, sunflower seeds, pumpkin seeds, and dried fruits like apricots, apples, pineapple, or cranberries.

**Luncheon Meat** – Choose lower-fat, reduced-sodium brands of chicken, turkey, ham, and roast beef and serve with whole wheat bread, pita, tortillas (as a wrap sandwich), or crackers.

**Other Sandwiches** – Peanut butter with jelly                      Tuna Salad                      Low fat cream cheese and jelly

**Cold Pasta** – alone or with meat or vegetables

# Holidays and Seasons

New Discovery is non-sectarian and respects diversity. Children are encouraged to share family traditions. We do not include religious beliefs in our curriculum. We advocate the importance of a consistent learning environment for the children in which seasonal changes in nature are valuable learning tools. Opportunities for individual expression with art materials are always available. Holiday art, however, is limited to no more than one week before the holidays listed below. To avoid over-stimulation with celebrations, we focus on maintaining curriculum goals, healthy foods, and exercise to reduce holiday stress for children. A full curriculum is available on request from the Education Director.

## Celebrations – Family Involvement

New Discovery provides sign up sheets for parents to contribute to the following special events. We encourage healthy snacks or non-food treats and suggestions are posted at each Classroom Message Center.

- Halloween
- Hanukkah, Christmas
- Valentine's Day and Special Person's Day – guest invited
- Moving Up Day in June – parents invited

## Halloween

Costumes are optional for children on Halloween. Holiday art may include: jack-o-lanterns and trick or treat bags. October seasonal themes may include spiders and insects. Ghosts, witches, bats, skeletons and graveyards are not included.

## Fall Season – Oct and Nov

Seasonal themes may include changes in nature, weather, leaves, pumpkins, nature walks, science, healthy food, nutrition, farming and seasonal vegetables. Seasonal art may include fall colors, leaves, pumpkins, acorns and other natural items from outdoors.

## Thanksgiving

Thanksgiving seasonal themes may include families and sharing in addition to those listed in Fall Season. In addition to seasonal art, holiday art may include turkeys, cornucopias and child-friendly scarecrows. Although we welcome children to discuss their family traditions, the theme of the "First Thanksgiving" is abstract for pre-schoolers and is not included in our curriculum.

## Christmas, Hanukkah and Winter Season

Holiday art may include: Dreidels, evergreen trees, holly, wreaths, gingerbread men, bells, gifts, and stars. December seasonal themes may include day, night, waking, sleeping, light, dark, changes in nature, temperature and weather, winter animals, lights, candles and fireplaces. If Hanukah falls on the calendar before the Winter Party, a healthy snack or non-food treat for Hanukah may be provided to the class by a parent. The children's experiences are welcome for discussion.

## Valentine's and Special Person's Day

Holiday themes include: Loved ones (family, friends, pets) what makes you feel good, mailing and mailboxes, post office, family, friends, preparing for visitors. Holiday art may include cards, card exchange, red, pink, hearts, or gifts. Children invite a guest to the classroom for Special Person's Day. Parents contribute to a "Friendship Fruit Salad".

## St. Patrick's Day

The concept of this holiday is difficult for young children so we use it as a day for sparking *IMAGINATION*. Teachers may provide varieties of colors and materials to make rainbows or other magical creations in the art center. There are no special snacks planned for this day. Wearing green is optional and green may be a theme for children's art.

## Spring Season

A week before the spring break, art may include eggs, egg shapes and baskets. Other Spring Seasonal Themes may include changes in nature, science and baby animals. Seasonal art may also include pastel colors and other collections of nature.

## Mother's & Father's Day

A gift is made for mother, father, or other special person who cares for the child, with sensitivity to blended and non-traditional families. Parents are encouraged to share their family living arrangements with the teacher. Family relationships with parents, siblings, aunts, uncles, cousins, and grandparents are topics that the children are encouraged to discuss at any time.

## Last Day in June – Moving Up Day

For pre-school children this is a special day for celebrating with families and friends. The concept of the end of one school year and what will happen in September is difficult for young children, so we try to avoid topics that will make the children anxious about separation. Children share familiar songs and finger plays with their friends and families on Moving Up Day. We encourage parents not to discuss this day with the children too far in advance. No costumes or special clothing is necessary.

# POLICIES – TODDLERS, PRE-K AND K

## REST TIME

Children in the full day two-year old program take naps after lunch. Nap is optional for full-day three-year olds. You should speak with your child's teacher about your child's sleep habits before your child starts the program. All full-day three and four-year olds will have a half-hour rest period each day. Children are not expected to sleep during rest time. If your child has a tendency to fall asleep during rest time, the teacher will discuss sleeping arrangements with you. Rest time is an important part of the day for full-day children. We play soft, non-stimulating music and turn off the lights. The children have a busy day and benefit from this non-active part of the day.

## CLOTHING

All children must have an extra set of clothes (cotton pants -for all seasons), underwear, and socks. Children in diapers should have extra diapers and wipes. All items should be labeled; including clothing worn to school that might be taken off during the day. Your child should be comfortably dressed for an active and, at times, messy day. Sneakers or sturdy rubber soled shoes are required for the playground.

## POTTY TRAINING

Children do not have to be toilet trained. We consider this milestone to be a team effort and you must let us know your procedures at home. Inform the teacher when you begin the process so she can assist in the classroom. Being in school with other children who are potty-trained can help to ease your child into the process, but each child has his/her own schedule of readiness. Extra clothing, wipes, and diapers are a necessity for children who are wearing diapers, or making the transition to toilet training.

## SEPARATION ANXIETY

This varies for each child and communication with the parent is important to understanding the child's feelings. It takes time and patience for children to adjust to being away from a parent or caregiver. Crying is a normal emotional release and may actually help some children deal with this new experience. However, we will not let a child become overly distraught without calling his/her parent. Separation anxiety or temporary regression of behavior is not unusual and can occur at any time during the school year. Our staff is experienced in working with children to handle separation.

## BITING

When young children (2 or 3 years) are in groups, biting is (unfortunately) not unexpected. Although parents and staff must **WORK TOGETHER** to end biting, most of the work will be done in our program. When a child bites we will follow the procedure below:

1. Comfort the child who was bitten and attend to the wound.
2. Invite the child who did the biting to help care for the bitten child.
3. State clearly that biting **is not all right**.
4. Help the child who bit understand that there are more appropriate ways to express anger, frustration, tension, and excitement.
5. Notify the parents of the child who bit and the child who was bitten. Teachers **do not** give the name of the child who bit to the parent of the child who was bitten, and vice versa.

In order to modify the child's behavior, we address it as close to the time of the incident as possible and try to identify environmental, developmental, or emotional reasons for the biting. If necessary, we will make some modifications to the daily routines. We will do our best to keep all of the children out of harm's way, but cannot guarantee that biting will not occur. If a child tells his parent that he was bitten in school and the teacher is unaware of the incident, it should be reported to the teacher as soon as possible by the parent.

Children who bite in school will not be punished while in our program and should not be punished at home. Parents can help at home by a) help develop language, model appropriate ways to express feelings, model caring, empathetic behavior, express disapproval for biting if the child bites at home. Parents should not affectionately or playfully bite children and never "bite a child back" so he can see what it feels like.