



UNIVERSAL PRE-K PARENT HANDBOOK



Dear Parents:

Welcome to the Universal Pre-K Program at the JCC of Mid-Westchester. We look forward to an exciting and formative year with growth, new friendships and shared teacher/parent partnerships. You and your child are very special to us and it is our goal to help your family feel comfortable and safe in our school setting.

The information in our handbook is an introduction to our school, philosophy, activities and policies. The handbook will be most useful to you if you take the time to read it through and become familiar with its contents so that you can use it easily and quickly as a reference throughout the year.

All of our policies and procedures are carefully thought-out and periodically reviewed. We put the growth and development and general well-being of children first in making policy. It is our goal to have our school, in all its practices, reflect our commitment to the needs of children and their families. Our environment, integrated curriculum and exposure to other activities at the JCC of Mid-Westchester, provides the best educational and social environment for our children.

We are eagerly anticipating a year filled with wonder, warmth and creativity.

Sincerely,

Amy Sullivan

JCC of Mid Westchester

Universal Pre-K Director

Special Education Services Director



TABLE OF CONTENTS

		<u>Page</u>
I.	Philosophy	4
II.	Policies and Procedures	5
	A. At School	5
	1. Arrival	5
	2. Dismissal	5
	3. Absences	5
	4. Snow Days – Emergency Dismissal	6
	5. Birthdays	6
	6. Bringing Things from Home	6
	7. Change of Address	6
	8. Clothing	7
	Clothing at School	7
	Shoes	7
	Winter Weather	7
	To Leave at School	7
	Labeling	7
	9. Diapers/Toilet Training	8
	10. Positive Behavior Intervention Supports	8
	Time Outs	9
	Biting Policy	9
	11. Emergencies	9
	Emergency Evacuation Plan	9
	Emergency Notification	11
	12. Food	11
	Snacks/Lunch	11
	School Policy on Nuts	12
	13. Holidays	12
	14. Outdoor/Indoor Gross Motor Play	12
	15. Playground	13
	16. Photos	13
	17. Safety and Parking	13
	18. Separation	13
	19. Specials	13
	20. Swim	14
	B. Parent Communication and Visits	14
	1. Parent Meetings	14
	2. Parent Communication System	14
	3. Notices	15
	4. Parent Teacher Association (PTA)	15
	5. Parent /Teacher Conferences	15



6.	Messages to Teachers	15
7.	Family and School Together	16
8.	Parent Visits	16
9.	Parent Workshops	16
10.	Visitors Policy	16
C.	Health Procedures	16
1.	Physical Examination	16
2.	Health Check	17
3.	Illness	17
4.	First Aid	18
5.	Insurance	18
6.	Allergies and Medical Information	18
7.	Medication	19
8.	Hand Washing	19
9.	PPE	19
D.	Special Situations	19
1.	Child Abuse	19
2.	Counseling Services	20
3.	Divorce Policy	20
4.	Orders of Protection	20
E.	What do I do if I have a concern?	21

PHILOSOPHY



The JCC of Mid-Westchester offers a comprehensive array of early childhood education programs which are designed to meet the needs of each child in every classroom across all age groups. Each program is proud to accept all children regardless of ethnic or religious background. The goal of all our programs is to promote healthy physical, cognitive and emotional growth; to encourage awareness of self and others and to provide opportunities that challenge children so they can develop an independent sense of self-esteem. Programs share services in order to meet the needs of each child. Services are offered both in and out of every classroom and depend on the close collaboration of professionals from different disciplines including speech and language, physical and occupational therapy, special education and special education itinerant teachers (SEITs), and licensed clinical social workers. We recognize that each child develops social, emotional and cognitive skills at his/her own pace and we embrace those differences and encourage children to learn from each other as well as their teachers. We strive to include children with special needs alongside more traditional learners when appropriate. We believe that the world is a diverse mix of people with a wide range of abilities.

The Principles that define our philosophy:

- A good preschool provides a warm and secure environment for children, parents and staff.
- The whole child develops best in a non-competitive atmosphere of caring, respect and compassion.
- Optimum development occurs when children are actively engaged in experimenting and exploring in a challenging and stimulating educational and social setting.
- Children develop the skills needed for future academic success in an enriched learning environment.
- Play is an important tool that helps children sort out and come to terms with the world.



POLICIES and PROCEDURES

A. AT SCHOOL

1. Arrival

UPK is a half day program. Arrival is at 12:15 and dismissal is at 2:45.

Please be sure to complete the COVID health screening questionnaire, sent daily via Boomz, before leaving your home. Staff will be available in the front parking lot (entrance located across from the Golden Horseshoe Shopping Center) to meet and greet the children, as well as take their temperatures and perform a visual health check, at 12:15. Please enter through the front lot and you will be directed where to park your car. Do not exit your car. A staff member will approach each car in the order in which you arrived to perform our COVID health screening process before you may exit the car and unbuckle your child.

If you arrive late, you will need to call the office (914)725-7300 x852 from the parking lot. A staff member will come and meet you at the front door to perform our COVID health screening process. Parents are not allowed in the building.

2. Dismissal

If you arrive early for dismissal (15 minutes or more) you must remain in your car and call the office (914)725-7300 x852. We will bring your child to the front door to release them to you. However if you arrive within 15 minutes of dismissal time, please wait in the parent drop off line until your child is brought to your car.

If you arrive at 3:00 pm or later, the school reserves the right to charge a late fee of \$10 for every 10 minutes the child remains in our care. (3:00-3:10 arrival time- \$10, 3:10-3:20 arrival time- \$20, etc.)

We will not release a child to any adult who is neither the child's parent/guardian or listed as an emergency contact on their registration form.

3. Absences

You must call the school office if your child is absent to inform us of the reason for the absence.

If your child is absent due to COVID symptoms or a positive response to a question on the COVID screening questionnaire please contact our school nurse. Your child must be tested prior to return to school or quarantine for 10 days before return. We are prepared to offer any child who is in quarantine, a remote learning option for the length of the quarantine period.



4. Snow Days - Emergency Dismissal

School closings, delays, and early dismissals due to inclement weather will be announced on our school-wide parent communication app. Please be sure to let us know if your contact information changes.

5. Birthdays

We enjoy celebrating birthdays in school. Unfortunately, until further notice we will not serve food, such as cake or cupcakes, during our celebrations. We will celebrate with a special art project, such as a birthday book or crown for the birthday child and singing happy birthday.

Important Birthday Reminders

We are interested in making all our children feel comfortable and happy. To this end, we ask you to follow our policy of either inviting all of the children in your child's class to their out-of-school birthday party, in which case our staff will be happy to assist you with posting an invitation to the entire class on Bloomz, or avoid passing out birthday party invitations at school.

6. Bringing Items from Home

Children should not bring personal belongings from home with the exception of a mask, a backpack, two extra sets of weather appropriate clothing, a lunch (if enrolled in a full day class), a snack, a bottle of water, pull ups and wipes as needed and a blanket for rest time (if enrolled in a full day class).

Extra clothing, pull ups and wipes should be sent in on the first day of school and will be kept in a sealed bin, provided by the school, in each child's cubby. Blankets should be sent in on Monday and will be returned on Friday for laundering. Lunchboxes, snacks, and water bottles should be sent in daily and will be kept in each child's backpack when they are not in use. All items should be labeled with your child's first and last name. Please do not send toys, pillows, lovies, stuffed animals and other personal items to school.

7. Change of Address

Please inform the JCC of Mid-Westchester immediately in writing of any changes in your address, home or work phone number, or a change in the emergency number you have submitted. In addition, please inform us well in advance if you are planning to move.



8. Clothing

Clothing at School

All children's clothing (especially coats, jackets, snowsuits, hats, boots, mittens, and underwear) should be clearly marked with the child's name.

Please keep in mind that your child may use materials and have experiences that soil clothing. Your child should feel free to experiment with "messy" materials (paint, sand, water, etc.) and to engage in large motor activities (climbing, tumbling, rolling and jumping.) We want the children to be able to participate fully in the program, therefore, COMFORTABLE, STURDY, WASHABLE CLOTHING IS RECOMMENDED. Your child should wear clothing which is large enough and easy for your child to manage alone. Please do not send your child to school in jumpsuits or bodysuits, long skirts or long dresses as they can make climbing difficult.

Also, please do not send in umbrellas.

Shoes

Sturdy comfortable footwear is important for your child's safety. Children need to wear sneakers or rubber soled shoes to school on a daily basis. Sneakers are necessary for gym days. Please do not have your child wear clogs, flip-flops, sandals, moccasins, loafers, party shoes or boots since they can cause slipping, tripping and stubbed toes. Dress shoes sometimes have very slippery soles and should not be worn to school unless they have composition or rubber soles.

Winter Weather

When the weather is cold, bring a jacket, snow pants, mittens/gloves and a hat. Make sure your child wears boots whenever there is snow. Playground snow melts slowly! Please be sure to send in sneakers when your child arrives in boots.

Items to Leave at School

We request that each child bring a complete set of clothing that fits and is seasonally appropriate (shirt, pants, underwear or diapers, socks) to be left at school in case the child needs a change of clothes. It is suggested that you check halfway through the school year that the clothes still fit and are suitable for the season. When wet clothing is sent home, please send back replacements the next day.

Labeling

All children's clothing (coats, jackets, hats, boots, mittens, underwear, shirts, sweaters, pants, shoes, bathing suits and towels, etc.) should be clearly marked with your child's name. We want to return each child's clothing every day. Please help us by labeling.

10. Diapers/Toilet Training

Teachers will work with children and parents as they are ready to toilet train. If your child is not potty trained, please send in a package of pull ups and a package of wipes labeled with your child's name. Your child's teacher will inform you when the supply is running low.

11. Positive Behavior Intervention Supports

It is the goal of our program to help children become happy, responsible, cooperative participants through positive and non-threatening teaching techniques.

Young children are just beginning to learn responsibility for their own actions and that what they do affects other people. It is our goal to guide them in continuing to develop this respect for themselves and others. It is our responsibility to give feedback and help them grow in respecting the rights and feelings of other people.

JCC of Mid Westchester Nursery School has a three tier, school wide positive behavior management system. Whenever possible, staff is expected to utilize this system to reinforce appropriate student conduct and teach alternatives to inappropriate student conduct.

Pre-schoolers need clear, consistent, reasonable rules and boundaries. They need to learn what is safe, what is allowed, and what is not allowed. In Tier 1 of our school wide positive behavior management system, behavioral expectations are specifically taught to students for every area of the building and reinforced by staff throughout the school day.

We ask all students to:



BEE KIND



BEE SAFE



BEE A HELPER

In the event that a student does not respond to Tier 1 of the school wide system, clinical staff will implement specifically designed positive behavior management tools to address that child's needs, such as a token system, in Tier 2.

In some isolated instances, if a child does not respond to Tier 2, clinical staff will conduct a Functional Behavioral Assessment in Tier 3. Once parental consent is granted, a team will be assembled to gather data on the child's specific interfering behaviors in an effort to identify the function of the behavior. Once the behavior is better understood, the team can design a child-specific behavior plan to address the interfering behavior. The behavior plan should consist



of proactive and reactive strategies, as well as a replacement behavior. Behavior plans will be examined and revised as necessary throughout the school year to maintain their effectiveness. Any on-going discipline concerns will be discussed with the child's parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns with us.

Time Outs

We do not use "time out" as a punishment for negative behaviors. If a child participates in a negative behavior, such as hitting, we do present a consequence, such as removing the child from the activity he/she is participating in. We may also have a child, who is having difficulty regulating his/her emotions and actions, sit in a quiet corner or going for a walk out of the classroom, until he/she can regain composure.

Biting Policy

Our program recognizes that biting is, unfortunately, not unexpected when young children are in group care and is often a normal pattern of development, especially for children who lack expressive language. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents/guardians. Our program does not focus on punishment for biting but on effective techniques that address the specific reason for biting and decrease opportunities for recurrence. When biting occurs, we have four main responses:

1. The biter is immediately removed from the activity.
2. Care for and help the child who was bitten.
3. Help the child who bit learn other behavior to replace biting, such as using words.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques and time lines to address it. Our policy is to never disclose the name of the biter or child who has been bitten.

12. Emergencies

Emergency Evacuation Plan

We practice fire drills at least monthly and lockdown drills four times a year. Children are taught in advance what to expect. If the building must be evacuated, we will adhere to the following procedures.

BUILDING EVACUATION GUIDELINES AND PROCEDURES

These guidelines and procedures are designed to ensure an orderly, safe and rapid evacuation of the building in the event of an emergency.



A. Circumstances Warranting Temporary Evacuation

- 1) Fire alarm bell sounds –Children follow designated exit route noted on map in classroom. Program director checks all classrooms/bathrooms for lingering students before joining classes outside.
- 2) Children go to a designated gathering site outside. Teachers count the number of students.
- 3) Administrative Staff notify teachers when students can re-enter the building.

B. Circumstances Warranting Evacuation to Alternate Site

If the building must be evacuated in the event of fire, upon receipt of a telephone bomb threat, or as otherwise appropriate under the circumstances, we will adhere to the following procedures.

- 1) Fire alarm bell sounds – Announcement made: “NOT A DRILL. EVACUATE BUILDING AND PROCEED TO SCARSDALE AMBULANCE”. Children follow designated exit route noted on map in the classroom. Program director checks all classrooms/bathrooms for lingering students before joining classes outside.
- 2) Children go to a designated gathering site outside. Teachers count the number of students and report the total number to administrative staff.
- 3) Administrative Staff notify teachers when to start walking to the Scarsdale Ambulance Corp. (5 Weaver St. Scarsdale, NY)
- 4) Teachers will keep calm and walk steadily on sidewalks, counting the children often and following traffic laws.
- 5) A police escort may be available to assist in crossing Weaver St, but in the event that a police escort is not available, a staff chain will be made to allow safe crossing. Upon entering the facility, each class will be escorted to a common meeting room, form a circle and have a recount.
- 6) The Administrative Staff will send a school wide email/text blast to parents notifying them of pick up procedures.

C. Circumstances Warranting a Lock Down/Shelter in Place

- 1) Lock-Down – Announcement Made: “INITIATE LOCK-DOWN PROCEDURES.” 911 is called.



- 2) Teachers look in the hallway and accept students or adults who are close by if appropriate. Teachers grab emergency bag, lock classroom doors and windows, close blinds, turn off lights and gather children on the floor away from the door or windows, instructing them to be quiet.
- 3) Teachers take attendance and account for all adults or students taken into the room.
- 4) The staff and teachers remain quiet and in place until law enforcement or another safe individual, such as the evacuation manager, to open the door to the room and announce the lock-down (shelter-in-place) is over. Teachers do not open the door, even if the person knocking identifies themselves.

Emergency Notification

In an emergency, other than described above, we will call the designated emergency contact number on the Emergency Card. If we cannot reach that person, we will then call the other people on your list in the order you specified. Please make sure the people on your list know that they have been designated to make decisions concerning your child in an emergency.

It is imperative that the information listed on the Emergency Card be kept current. It is suggested that non-driving caretakers be left emergency taxi fare. Our office must be notified of any changes.

13. Food

We will not be providing any food during the school day. It is the parent's responsibility to send in a snack and a reusable water bottle daily, as well as lunch if the child attends a full day class.

DUE TO FOOD ALLERGIES, NO PEANUT BUTTER OR ANY PEANUT PRODUCTS CAN BE BROUGHT IN FOR LUNCH OR SNACK.

All food brought into the JCC must be in compliance with the JCC of Mid-Westchester dietary rules. Please follow these guidelines when preparing your child's lunch to be eaten at the JCC:

1. No milk, cheese or butter if there is meat or poultry in the lunch.
2. No ham or pork of any kind.
3. No shellfish, e.g., shrimp, clams, lobster.
4. Many of the Sunshine's, Freihofer's, or Entenmann's brand cookies and crackers are acceptable and follow dietary rules.

Below are some suggestions of foods which children may want to bring for lunch:

- Bread or crackers with cream cheese/jelly

- Yogurt
- Fresh fruits
- Fresh vegetables
- Cheese sticks
- Tuna fish or salmon
- Egg salad
- Hard boiled eggs
- Celery with cream cheese inside
- Raisins
- Cottage cheese
- Juice or milk pack
- Pretzels
- Cookies
- Cold, cooked chicken nuggets or cutlets.
- Luncheon meats (bologna, salami, or poultry)
- Cold spaghetti
- Cold pizza bagels or grilled cheese sandwich

Exceptions will be made on an as needed basis and at the discretion of the director..

School Policy on Nuts

In response to children's increasing peanut allergies, our school is peanut aware and classrooms strive to be peanut-free environments. Peanut products are avoided throughout our school program. We ask for your cooperation when sending in food. Please read food labels carefully when sending in lunch or snacks. If sending a soy butter sandwich for lunch, please label "soy butter" as it looks like peanut butter.

Our building is a multi-use facility and we do our best to avoid peanuts in the environment. This may not always be possible due to circumstances beyond our control.

14. Holidays

Our nonsectarian environment introduces children to a wide variety of multicultural experiences. Celebrations incorporate activities in art, music, story, dance and creative movement. We often celebrate the sentiment of the holiday rather than the holiday itself. (ie: friendship/love instead of St. Valentine's Day)

15. Outdoor/Indoor Gross Motor Play

Daily outdoor/indoor gross motor activity is very important for young children and is planned whenever possible. Fresh air and movement is something that each child needs daily for general well-being and healthy development. Weather permitting (at the discretion of the teachers and the director) the children will play outdoors each day. All children who are well enough to be at our program are well enough to go outdoors.



Parents can help their children enjoy this time outdoors by making sure they are dressed for the existing weather conditions. In winter this includes boots, warm coat, sweater, snow pants, hats and mittens. When weather prohibits outdoor play activity, each class will use the indoor play area at specific, designated times.

16. Playground

The JCC Playgrounds will be open for Early Childhood Center use during the school hours 9:00 am - 3:00 pm. Our playgrounds are not for use by parents and their children unless given permission to do so.

17. Photos

We will ask for your permission (in writing) to include your child in photos/videos done as part of our program.

18. Safety and Parking

Parking lots are a source of danger for young children. Enter and leave the parking lot with extreme caution. Be on the lookout for children and adults. Always hold your child's hand when going to and coming from an automobile. Do not let your child run ahead of you. He/she might inadvertently run behind a car that is just starting to back out. Please do not stand in the parking lot conversing with other adults unless your child is seated safely buckled in their car seat.

FOR THE SAFETY OF YOUR CHILDREN, PLEASE PARK IN THE DESIGNATED AREAS ONLY. LEAVE ALL THE FIRE LANES AND HANDICAPPED PARKING CLEAR.

19. Separation

Helping each child to separate is an individual process. We help both parents and children to feel comfortable about a new school experience as they build a relationship with the teachers. We try to be sensitive and caring about everyone's needs and feelings. This year is particularly difficult because parents will not be allowed in the building and must therefore separate at their car. All of our staff have experience with the process of separation. Please feel free to discuss with them your concerns and, in turn, trust their knowledge and judgment. Teachers and parents/caregivers work together to create a happy transition from home to school.

20. Specials

Specials are provided on a weekly basis. We will be providing music outdoors, whenever possible, under our tented area. As the weather gets cold, we will hold music indoors and children will be spaced out for social distancing. Swim and gymnastics will be provided in our indoor, heated swimming pool and our gymnasium. Masks will be worn for gymnastics, but not in



the swimming pool. Social distancing will be enforced whenever possible. However for the safety of our children, social distancing may not be possible between the supervising adult and the child he/she is working with.

21. Swim

We will notify you when we are beginning our swim program. If your child participates in swim sessions, the following items should be sent to school each time he/she goes swimming: bathing suit, towel, and bathing cap if it can be tolerated (long hair should be secured in a ponytail). Please make sure all items are clearly labeled with your child's name. If your child is not potty trained please also send in swim diapers.

The pool is staffed with Certified Lifeguards. In addition, children are taught by a Certified Water Safety Instructor and staff will be both on deck and in the water to supervise the children during swim periods. Our swim program follows American Red Cross guidelines and all children wear floatation devices.

On swim days, please dress your child in clothing that he/she can easily manage (pants or sweats, wide-necked shirts, loose fitting clothing, NO LEOTARDS OR TIGHTS). Everything should be labeled with your child's name. If your child cannot go swimming for any reason, please send a note explaining the situation. It is important to send a bathing suit to school even if your child is hesitant about swimming. Knowing the situation, the teacher will take the opportunity to work more closely with the child near or on in the water, helping to overcome his/her discomfort.

B. PARENT COMMUNICATION AND VISITS

1. Parent Meetings

Before school begins, a virtual orientation meeting for parents will be held in the evening. At this meeting, parents will review the parent handbook and code of conduct. This is an important introduction to your child's school experience and we strongly encourage you to attend.

"Back to School Night" is scheduled early in the school year at which time your child's teacher will discuss the classroom procedures, plans and activities. It is not yet determined if this event will be virtual or done with social distancing guidelines in place.

2. Bloomz Application

You will receive an electronic invitation to join the Bloomz Application to communicate with your child's teacher. This will be used to communicate general classroom news, private messages from your child's teacher, and information from the administrative staff. You will also receive information regarding weather related school closings or delays and changes to our COVID regulations in this manner.



3. Notices

Please check your child's backpack daily for notices sent home. If notices include a "tear off," please return this to school as soon as possible.

Please relay all messages **in writing** (not verbally to the bus driver or your child's teacher).

4. Parent/Teacher Association (PTA)

Our school has active Parent/Teacher Associations (PTA) which sponsor a variety of events throughout the year. These events help enhance our children's classroom experience, foster relationships between parents and teachers and maintain the sense of community that makes our preschool such a warm and inviting place.

The Parent/Teacher Association relies heavily on parent volunteers to make its events successful and urges parents of all Early Childhood children to become involved. There are numerous opportunities to contribute – from being a class parent to chairing an event, joining a committee or just helping out when you can. Parent Teacher Association meetings are held frequently throughout the year and provide an easy way to get involved and voice your ideas, feedback and suggestions.

5. Parent/Teacher Conferences

There are two parent/conferences each year, one in the fall and one in the spring. It has not yet been determined if these meetings will occur virtually or in person. Conferences are a time when parents and teachers share their understanding of the children, in order to work together in each child's best interest. If possible, it is suggested that both parents attend the conferences. Please check the school calendar for dates and school closures due to conferences. This is a time to share information, concerns, and problems. It is an opportunity to discuss your child's adjustment and progress, and to exchange ideas about your child's activities at school and at home. Parents and teachers form a partnership to create the best environment for each child. Teachers will make appointments for the scheduled conferences with each family.

If parents or teachers feel the need to discuss an issue prior to a scheduled conference, arrangements will be made right away. Call or speak to your child's teacher or the director to facilitate such a meeting.

6. Messages to Teachers

Parents may call the school office to arrange for a phone conference with a teacher. A notice of your call will be delivered to the teacher before the end of the school day. Teachers will return phone calls made to them by parents as quickly as possible. Unless requested by a teacher, please do not telephone teachers at their home.



7. Family and School Together

Unfortunately, until further notice we will not be able to host family events or activities during school hours. Any large gatherings, such as parent meetings will be held virtually until further notice.

8. Parent Visits

Parent visits are not permissible at this time.

9. Parent Workshops

The development of the family as well as the child is important to each child's progress. The philosophy of our Early Childhood Program includes addressing some of the issues and concerns of parents by providing workshops. These workshops will be virtual and may be led by a professional facilitator or an invited speaker. Topics of special interest to our parents will be the focus of our parent workshops.

10. Visitors Policy

A visitor is anyone who is not on staff at the JCC. Visitors will be kept to an absolute minimum. All visitors are required to sign-in at the school office.

C. HEALTH PROCEDURES

In addition to the health and safety protocols outlined in our Reopening Plan for COVID, which can be found on our website JCCMW.org, specifically the use of PPE, social distancing, hygiene protocols, and cleaning and disinfecting procedures, the following health procedures must be adhered to.

1. Physical Examination

Please note: Your child will not be permitted to begin school unless an up-to-date Medical Form and an Emergency Card are on file in the Early Childhood Center Office.

New York State regulations require that parents submit a Medical Statement to the school yearly for every student. Please forward a copy of the annual report to the school. You will be contacted by our office to obtain a new Medical Statement if it expires during the school year. If not provided in a timely manner, the child will not be permitted to return to school until it is obtained.

For the health, safety, and welfare of our community every child upon enrollment into the JCC Early Childhood program must follow the New York State Department of Health vaccination requirements. Documentation of compliance with these requirements shall be provided to the



JCC Early Childhood office for all children upon entry to the school. This follows the standards and policies of the American Academy of Pediatrics, the Centers for Disease Control, the American Council of Immunization and Prevention and the New York State Department of Health. From the first day of enrollment children must have the proper documentation from a family physician that is signed and dated that they are up to date on their immunizations and physical exam (within one year of start date). If your child has a medical exemption to immunization, a signed statement of such is required to be submitted by your physician for approval by our Health Care Consultant. If you have any questions or concerns, please contact the Director of your child's program.

2. Health Check

In addition to the COVID health screening questionnaire, which must be completed daily online by the child's parent, a routine health check, including temperature taking, is conducted each day upon arrival at school. Children who arrive in school with obvious symptoms of an illness or who develop symptoms during the school day, will be sent home at the discretion of the school nurse or program director. If COVID symptoms are present, the child will be brought to our "quarantine room." The child's parent will be notified to come to school and take his/her child home immediately. If either parent cannot be reached, the person the parent has listed on the Emergency Card will be called. Please be sure that these people are local and often available. If there is a caregiver at home who does not drive, please leave taxi money in an envelope for any emergency. Parents are urged to cooperate with our efforts to safeguard everyone's health.

3. Illness

Your child must be kept home or will be sent home for the following:

- Fever of 100 degrees or higher
- Chills
- Cough
- Difficulty breathing/Shortness of breath
- Heavy nasal discharge (green or yellow mucus from nose)
- Muscle Pain
- Sore Throat
- Headache
- Lost of Taste or Smell
- Rash, sores, flushed appearance, clamminess, pale complexion other unusual conditions of the skin
- Diarrhea
- Vomiting
- Any contagious disease or condition such as:

Conjunctivitis (pink eye)	Hepatitis	Impetigo
Head Lice	Influenza	Chicken Pox
Strep Throat	Scarlet Fever	Coxsackie Virus
Pinworms	Roseola	COVID-19



You must notify the school **immediately** if your child has any contagious disease or condition, especially COVID-19. Your child may return to school when he/she is no longer contagious. A physician's note is recommended in most cases. You will be notified if a doctor's note is required. Children must be fever free, without the aid of medication, for 24 hours before returning to school. We will notify, in writing, the parents of any child who has been exposed to any communicable disease.

If your child is diagnosed with COVID-19 he/she may not return to school until the following criteria have been met:

- A doctor's note clearing him or her to return to school due to negative results from a COVID test

AND

- It has been at least 10 days since the individual first had symptoms

AND

- The child is symptom free and fever free for three days.

The school reserves the final right to send any child home, if in its judgment, the safety and health of other children might be affected.

4. First Aid

Minor first aid will be given in school by our school nurse and the parent will be notified with a phone call and/or a written accident report. In an emergency, if the parent cannot be reached, the child will be taken to Montefiore New Rochelle Hospital, 16 Guion Place, New Rochelle, NY 10801 and the family pediatrician will be notified.

5. Insurance

Each child is protected by accident insurance during school hours.

6. Allergies and Medical Information

If a child has medical issues such as asthma, allergies including food, special diet, diabetes, etc., the school requires a medical release form be filled out by the parents before school begins. It is vital that the staff be informed of any short or long-term medical condition that may affect your child during the school day.

7. Medication

Except in the case of immediate life-saving medical emergencies, i.e. diphenhydramine (i.e., Benadryl) and Epi-Pen, Jr, staff members are not permitted to give medications of any kind to children. In the event that a child needs to take medication during school hours, our nurse or in her absence, a MAT (Medication Administration Trained) staff member can administer prescribed or over the counter medication if the following conditions are met:

1. The parent and a physician have signed an Administration of Medication Form (contact the UPK office for this form.)
2. The medication is brought in by a parent in the original container.
3. Medication label has child's name, medication name, dosage, and the medication schedule.
4. Over the counter medication may be given if the Non-Prescription Medication Form has been completed and signed by the parent and the child's physician.

We are not responsible for any side effects or adverse reactions that medication can induce. You will immediately be notified if your child experiences any side effects or adverse reactions.

If children are taking medication at home, parents are asked to notify the teachers, as a child's behavior can be affected by medication.

8. Hand Washing

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children will be taught proper handwashing procedures. Children will wash hands when arriving for the school day, when hands are soiled, after using the bathroom, after coughing, sneezing, or nose blowing, before eating, and when leaving and returning to the classroom.

9. PPE (Personal Protective Equipment)

Children will be strongly encouraged and adults will be required to wear masks at all times while indoors, with the exception of when eating or swimming. However, if a child is unable to tolerate the use of a mask, they will not be physically forced to wear one.

D. SPECIAL SITUATIONS

1. Child Abuse

- In accordance with New York State law, the school staff is mandated to report all instances of suspected child maltreatment (neglect and abuse) and are trained accordingly.



- Strict confidentiality is assured in these situations. The only people at school who will know are the source of the report, director, and family involved. Confidentiality is essential and breaching it can be cause for strict disciplinary measures.
- The school is committed to helping children, parents and teachers through the reporting process and to work cooperatively with outside agencies providing treatment and support.

2. Counseling Services

Our Social Worker is available to you throughout the school year. She is available to help our staff and parents with all types of questions and situations.

Through the Early Childhood Center parent workshops including parent groups are held throughout the school year. There are many support services available to all families.

3. Divorce/Separation Policy

It is our policy to give equal consideration to both parents, unless we are directed otherwise by a court order.

Before we change our policy of full notification, it is the responsibility of both parents together to advise the school in writing, concerning what procedures they want the school to follow, i.e., notices to one or both parents, or whom to contact if the child is sick.

After a legal settlement, the JCC of Mid-Westchester encourages the active participation of both parents in the education of their children. However, our administrative policy provides that mailings, emergency contacts and authorizations used in case of an accident will be as directed by the custodial parent. All parents are encouraged to attend parent/teacher conferences, but it is the responsibility of the custodial parent to communicate the date, time and place of such meetings to the non-custodial parent.

We realize that divorce can be a very difficult situation for preschool children. Our primary interest at the JCC of Mid-Westchester is the well-being of your child. Our position must be one of objectivity.

4. Orders of Protection

If you have obtained an order of protection against an individual who may try to gain access to your child, you must provide a copy of the document to the school in order for us to honor it.



E. What do I do if I have a concern?

- A problem concerning your child - talk to the teacher(s) first and the Early Childhood Director(s) if necessary.
- A problem concerning a staff member - talk to the staff member and/or the Early Childhood Director(s).
- A problem concerning the school policy or the Center's policy - talk to the Early Childhood Director(s).



**JCC OF MID-WESTCHESTER
UPK PARENT HANDBOOK & CODE OF CONDUCT
STATEMENT OF COMPLIANCE**

**Please complete and return this form to the UPK/Toward
Tomorrow Office prior to your child's first day of attendance.**

I acknowledge that I have received, reviewed, and will abide by the JCC of Mid-Westchester Universal Pre-K Parent Handbook and Code of Conduct.*

By signing below I agree to abide by the rules and regulations described therein.

Child's Name: _____

Parent #1 Printed Name: _____

Parent #1 Signature: _____ **Date:** _____

Parent #2 Printed Name: _____
(If Applicable)

Parent #2 Signature: _____ **Date:** _____
(If Applicable)