

The Growing Tree Nursery School

140 East Broadway, Roslyn, NY 11576

Tel: (516) 621- 9009 ~ Fax: (516) 621-3524

Website: www.growingtreenurseryschool.com



Family Handbook

2025-2026



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Dear Families,

Welcome to the Growing Tree Nursery School! The Growing Tree School has been in my family since 1979, and I am proud to welcome you to our program. Every day here is an exciting new adventure for our staff, families, and children. Please read the following information and procedures carefully as they will help to ensure that your child's experience with us is happy, safe, and educationally sound.

We are here to help!

First and foremost, please note that we are here for you! We want your experience here to be individualized and the best it can possibly be. Communication is important to us. Never hesitate to express your thoughts and/or questions. We are a team and more importantly, we want to help!

Warmly,

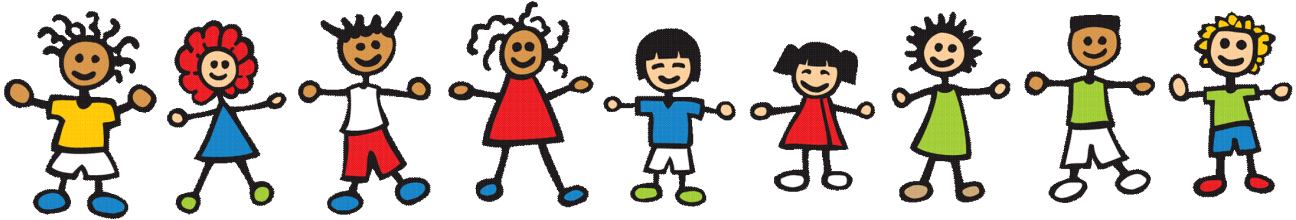
Dawn Friedman M.S.
Owner/Director

Tabatha Fenezia
Director





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Aim of the Program

The Growing Tree Nursery School is a family run non-sectarian nursery school & extended-day program, which provides support and guidance for both the child and family in an atmosphere of care and concern. The Growing Tree is licensed by the Office of Children and Family Services. We are proud to be safe, immaculately clean, and deeply nurturing. Here at the Growing Tree we aim to help children discover themselves and find security with their peers and teachers. The Growing Tree will develop each child's self-awareness as he/she learns acceptable ways of playing and sharing with others in a creative and challenging environment. All of us here at the Growing Tree take seriously our mission to provide the utmost care. We operate in a loving, caring and accommodating environment to ensure that children will feel encouraged to develop self-confidence, a love for learning, acceptable social skills, and school readiness.

OUR ADMINISTRATIVE TEAM

Dawn Friedman: Owner/Managing Director
Tabatha Fenezia: Director
Wendy Lagattuta: Office Manager
Kathy King: Administrative Coordinator

SCHOOL HOURS: Half Day Program

The Growing Tree Half Day Program follows a Public School Calendar. The Half Day classes run from 9:00-12:00, 9:00-1:00, and 9:00-2:00.

SCHOOL HOURS: Full Day Program

The Growing Tree Full Day Program has a 12-month school year, beginning in September and ending at the end of August. Regular school hours are Monday through Friday, 8:00 am to 6:00 pm with an early drop-off option available as early as 7:00 am.



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Early Drop Off- Full Day Program

Early drop off is available as of 7:00am. To add early drop-off to your schedule, simply inquire with the office. Families who are not signed up for the early drop off program are able to sign up on a as needed basis, if space is available.

In the event that we must have a delayed school opening, there will be no early drop off that day. For example: if we announce a 1 hour delay, it is with regard to normal school opening at 8:00am, the school will open at 9:00 am for all families.

Late Pick Up: Full Day Program

School closes at 6:00pm. If you are late, staff will stay with your child until you can arrive. However, please note that late pick up will result in the following late pickup fees.

1-15 minutes..... \$50.00
16-30 minutes...\$100.00
31-45 minutes...\$150.00
46-60 minutes...\$200.00



PARKING: Parking in the driveway of the Roslyn Presbyterian Church is strictly prohibited. Parking is available in the adjacent parking lot.

DROP OFF/PICK UP PROCEDURES: Beginning at 8:00 AM until 9:35 AM, teachers will be available in the circle at the front of the building for you to drop off your child. **For half day students: Please arrive at your child's scheduled class time in order to ease traffic congestion.**

As you drive into the circle, stop on the right side, shut your engine off, take your child out of your car and walk your child to the front steps of the school. The staff will greet your child and take him/her to the classroom. Please don't park in the circle. We reserve that for drop off/pick up only.



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If you wish to bring your child to class or speak to your child's teacher, please park your car on the street or in the parking lot which is just past the church on the right. The head teacher will be in her room and available for a short talk. If you wish to consult with the teacher for any extended length of time, please call the office to make a personal appointment or phone conference.

Parents of Infants:

Please find a parking spot and walk your child to their classroom.

Pick Up Time:

Half Day Students:

All the children from each class will be brought up to the front of the building at the close of their scheduled day. Please stop on the right side of the circle or park in the street or parking lot. Parking is also available on Davis Lane, which is the street on the left, after the Library.

Full Day Students:

After 2:30 pm, you may park in the circle and come into the building.

Required Forms

Here at the Growing Tree, the safety and the well-being of each child is a top priority. Therefore, it is required that each child has proof of a medical examination along with a record of current immunizations on file in the office before school begins. These forms MUST be the original New York State Office of Children and Family Services form that we supplied you with. This medical form is the only one that we can accept. Completed Medical, Emergency form, and Parental Consent forms are required to be in a child's file before their first day in our program. If you have any questions regarding your forms, the office will be more than happy to help.





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Our Faculty

The Growing Tree faculty is composed of warm and friendly professionals. All of our staff is hand chosen and highly qualified. Each classroom has a head teacher that is certified by NYS in early childhood education. All of our staff are required to undergo ongoing professional development and are certified in both CPR and First Aid.

- ★ Please note that our faculty is not permitted to correspond with any Growing Tree families outside of school. This includes facebook, phone calls, personal meetings, and jobs such as babysitting.



Open Door Policy

Here at the Growing Tree, we have an open door policy. You are welcomed any time. Come share a talent or family custom. Come read a story. We love it! Please contact our office to schedule a time.

ARRIVAL TO SCHOOL

Every classroom has an individual schedule, but typically, circle time begins around 9:30 AM. Circle time is a wonderful time of day where the children are welcomed, introduced to the day, and participate in important morning routines. Circle time helps children to feel well adjusted ,prepared for their day and comfortable. We understand that mornings can be hectic, but to

ensure your child has a positive experience here at school, we ask families to please try to arrive before the start of each day's circle time. Giving your children at least a 15 minute grace period to get acclimated for their day before the start of clean up is the best way to help them feel settled and a valued member of their classroom.



Introducing Children to the Program

Please be aware that if your child seems shy or does not want you to leave, that this is completely normal and will disappear naturally as they become more comfortable with their teachers, peers, and classroom routines. Remember, that this is a new experience for both you and your child. School is a stimulating environment with many new kinds of materials, people, and situations away from the familiar security of home. The





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adjustment period may take a few weeks. Younger children may take even longer, but we promise that once adjusted, your children will love school and be excited to come each and every day. If you or your child is struggling with separation, that is ok! Please do not hesitate to approach your Head Teacher or the Director, we have a ton of helpful tricks up our sleeve to help ease the separation process.

Meet The Teacher Day

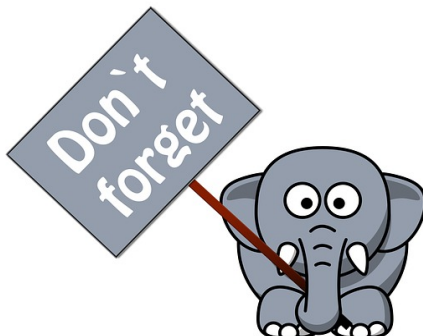
Each September, your child will be entering a new classroom. The day before school begins we will be hosting a Meet The Teacher Day to ease your child into the new environment. This is a very exciting day! During this time, we will introduce you to your new classroom and teacher while guiding you through the first days and make suggestions as to the best plan for you and your child. This is done on an individual basis since each child adjusts to a new setting at his or her own pace.

PARENT CORRESPONDENCE & WEEKLY PARENT NEWSLETTERS

Reflecting on one's day is a higher level thinking skill and can be challenging for young children! Each day, your child will come home with exciting art and school work to share with you. Help your child reflect, develop pride in themselves, and a good work ethic by setting aside time each night to sit together and go through their school folder. This is how you will receive many exciting updates and events. Each week you will also receive a classroom newsletter from your Head Teacher filled with fun curriculum news and school events. These newsletters and notices are a great way to help initiate conversations about school with your child at home.



**** Please be aware that your child's folder will also be the office's way of sending important and sometimes time sensitive information to you, so please be sure to check the folders each night.****



Daily Sheets: Each day Full Day infants & Toddlers will be sent home with a daily sheet. This sheet contains information gathered throughout the day to inform you of when and how much your child slept, ate, and was diapered. The sheet also includes some fun information regarding the activities your child



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enjoyed and lessons they learned that day as well as any additional supplies needed.

Be sure to check your child's mailbox each day for artwork and school notices!

BIRTHDAYS

Birthdays are a special time that we would love to have you join us for! If you wish to have your child celebrate his/her birthday here at school, please speak to your classroom teacher to arrange a time for the party that works well for both you and the classroom. You are welcome to bring a special treat (NUT FREE) to share with the class, but please NO CANDY or BALLOONS. We also encourage you to bring in a special book that you can read to the child's class. For younger children, please keep in mind that it is hard for them to have you come and then leave without them, so if you can arrange a time near the end of the day so that they can come home with you after the party, that would be ideal.



EXTRA CLOTHING & SUPPLIES

We get messy in Preschool! On your child's first day at school, please send extra underpants, socks, pants, shirts and shoes. Being that the classrooms are air-conditioned, a sweater to leave here at school is also a good idea. **Everything must be labeled** with your child's first & last name. As we use the extra clothing, a note will be sent home informing you of the reason why and what to replace. Please remember to keep the clothing up to date with the current season and size of your child.

SHOES

Here at school, your child will be running, climbing, jumping, dancing, and playing throughout the day. To keep them safe, sneakers are best! Although they look cute, dress shoes and boots often do not provide enough support for their feet and ankles. During warm weather, sandals must be enclosed with a strap on the back, but again sneakers are the best choice! **Please do not send in crocs!**



❖ **Note:** For infants who are not yet walking, shoes are not necessary



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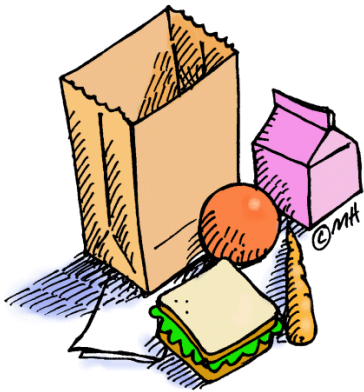
SUNSCREEN

During the summer months, please apply sunscreen to your child each morning before arriving at school. With a signed Application Consent Form, staff may reapply sunscreen in the afternoon for our full day students.



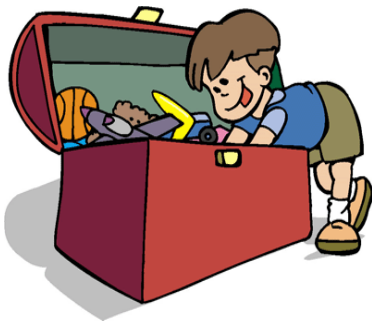
POTTY TRAINING

The Growing Tree's policy regarding potty training is that we will reinforce what parents are doing at home. If you have started potty training at home, we will continue the potty training in the classroom. We generally begin training children at around the age of two. Parents should speak with your child's teacher to discuss your child's individual needs for potty training.



MEAL PLAN POLICY

The Growing Tree Nursery School does not provide meals. There is adequate supplemental food available in the event that no meal is provided by the parent or if the meal provided by the parent is of inadequate nutritional value. Growing Tree has a snack menu that includes various crackers, pretzels, diced peaches and unsweetened applesauce. In our efforts to raise healthy children, we request that all meals sent by the families be of nutritional value. Personal preferences, dietary needs, and religious exemptions will be accommodated.



TOYS

Please refrain from sending in toys. Children often have a difficult time sharing their home toys and they may get misplaced. On special days the teacher may inform you ahead of time that your class will be having a Show and Tell day. Please make sure the show and tell fits into their backpack. Please refrain from sending in action figures or toy weapons. If your child needs a small item for security reasons, that is ok. Please label the toy with the child's name and be sure it can fit into the backpack.



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SIGN OUT PROCEDURES – All children are signed in and out of class each day. No one other than the ones listed on the emergency form will be permitted to pick up your children. Anyone besides the child's legal guardian will be required to sign in upon arrival and present a valid photo ID. No one will be permitted into the building unless we have received prior notification and we have that person's name on file. If you need someone other than the people listed on the emergency form to pick up your child, please call the office to have their names added to your form.



SECURITY

Security is a very important issue to us here at the Growing Tree. Please be aware that anyone picking up a child is subject to identification by staff. Teachers have been informed that they are not to release a child to anyone unknown to them, and that they must contact the office immediately to make sure that the individual has been identified and that we have signed authorization by a parent. Even if the person picking up is known to staff, we must still be informed by a parent and have their signed consent.



Parents will receive a new code to the front doors each September. To ensure security please do not give out this code to anyone. We will inform parents in writing of the new code and inform them that the front door code is for parents only and should not be given to anyone else including grandparents, babysitters, etc. They must sign in at the office and be identified. We are required by New York State to have all visitors sign in and out. Once identified, the office will inform the teachers. All parents and those authorized to pick up must enter and leave the school through the front door. All other doors are for staff use only and are alarmed.



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EMERGENCY PROCEDURES:

In the case of an emergency, the Growing Tree will evacuate all of the children from the building. All of the classes will gather in the front of the building to await further instruction. If relocation is necessary, the children will be relocated to the Bryant Library in Roslyn, located right next door. Families primary contact will be notified of the situation and the location of the children through our Emergency Notification System. Fire drills will be conducted each month.



Growing Tree also prepares for weather related and public disturbances emergencies by conducting Safety in Place drills. In the case of public disturbance related emergencies, the children will stay in their classrooms with the lights turned off and the blinds shut. For weather related emergencies, all of the children will gather in the lower level hallway. These drills will be practiced two times per year. Families will be made aware of these drills in advance.

SUPERVISION OF CHILDREN

The Growing Tree employs staff who will promote the physical, intellectual, social, cultural and emotional well-being of the children. The Growing Tree provides supervision of our staff responsible for the care of our children. Workloads and assignments must be arranged to provide consistency of care to children and to allow staff to fulfill their respective responsibilities. Whenever the Growing Tree is in operation and the Director is away from the premises, a person will be designated to act on behalf of the Director. Children will not be left without competent direct supervision at any time.



- No person other than a director, head of group or assistant to the head of group will supervise a group independently even for brief periods of time, except in an emergency. No person under 18 years of age will be left alone to supervise a group of children at any time including in an emergency.
- The minimum age of a staff person is 16 years.
- A person who is qualified to perform the duties of an absent staff member will be provided when needed to comply with the applicable staff/child ratios.



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When the Growing Tree is in operation, an adequate number of qualified staff will be on duty to insure the health and safety of the children in care. No child can be released from the school to any person other than his or her parent, a person currently designated in writing by such parent to receive the child, or another person authorized by law to take custody of a child.

Rest Time for Full Day Children:

Although each classroom schedule varies, rest time is generally between 12:30PM until about 2:30 PM. This is a quiet calming time for the school. The lights are shut, calming music will be played, and if needed, the children will each be individually rubbed or rocked to sleep. Toddler, preschool, and pre-kindergarten children will rest on a school cot. To ensure the proper fit, cot sheets are to be purchased from the school office. Each Monday you will send your child to school with a clean sheet and the pillows, blankets, and quiet toy options of your choosing. Every Friday, all items will be removed from the cots and sent home to be washed and returned on the following Monday. It is suggested that each family purchase at least 2 cot sheets to make it easier to prepare for the next week and in the case of an accident. Children are not required to sleep, only to rest their bodies. If your child wishes not to sleep, quiet activities such as books, coloring, lacing, or puzzles, will be provided for them.

Infants: Rest time will be determined on an individualized basis based on the infant's needs. To ensure maximum safety, crib bumpers and stuffed animals are not allowed in cribs.

Visitor control procedures

Growing Tree shall require any and all visitors to the facility to:

- Sign in upon entry to the premises;
- Indicate in writing the date of the visit and the time of entry to the facility;
- Clearly state in writing the purpose of the visit
- Sign out upon departure from the facility indicating in writing the time of departure.



The Growing Tree reserves the right to implement rules and policies as are necessary to provide for monitoring and control of visitors to protect the health, safety and welfare of children in care. As part of such rules and policies,



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the Growing Tree shall determine who shall be considered a visitor to the facility for purposes of this subdivision.

Behavior Management Statement:

Discipline will be directed, administered, and supervised only by qualified Growing Tree staff.

How the Growing Tree helps children develop self-control and learn acceptable forms of social behavior:

Toddlers & Preschoolers: We speak to our children in a soft & caring voice. We are patient while promoting turn taking & self-regulatory skills through consistent routines, a center based management program, and practicing delayed gratification. We create environments and activities where teamwork and instruction following is valued. We model appropriate behaviors and play, encourage positive choices, and provide appropriate language.



The Growing Tree Nursery School's expectations for the behavior of children:

Toddlers: We expect our toddlers to begin to form positive social relationships with their peers. They are first exploring play & imagination while strengthening their listening skills and their ability to follow instructions. They are learning to follow rules & routines, waiting, social competence, self-regulatory skills, and the ability to attend.

Preschoolers: We expect preschoolers to begin to become aware of how their choices impact others. We begin to understand that we are a part of a larger community in which we care for others & have responsibilities to uphold. We are kind to others, take turns, wait patiently, show empathy, & are learning to follow multiple step instructions. We are strengthening our abilities to self-regulate, our social skill sets, and our ability to attend.



How the Growing Tree Nursery School shares these expectations with our children:

We use songs, visuals, and puppetry for instruction, model appropriate behavior, have consistent routines, provide structured choices, encourage independence and self-awareness, use positive language, positive reinforcers, and lots of love & patience.



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How the Growing Tree staff helps children resolve conflicts:

We use patience, consistency, and love. We provide several items that are similar, structured choices, and promote turn taking skills. We use songs, visuals, & puppetry for instruction, model appropriate behavior, and utilize positive reinforcers & language.

How the Growing Tree staff encourages children to find acceptable ways to problem solve:

Toddlers & Preschoolers: We provide developmentally appropriate tools & environments to encourage children to strengthen their problem solving skills & vocabulary while challenging them to find appropriate ways to navigate diverse social situations. We encourage group play in varying scenarios & support children as they explore new social challenges. We model & help them to identify their own emotions as well as the emotions of others.



How Growing Tree staff ensures that solutions are carried out:

Our staff is highly trained in the development of young children, formal & informal assessments, & observation tools. They are trained in behavior management techniques, engagement practices, and understand the value of patience and warmth when working with young children.

How the Growing Tree sets up an environment to foster positive interaction and reduce conflict:

Toddlers & Preschoolers: Our classrooms are designed with small age ranges & class sizes to allow children to learn & develop at their own pace, but alongside peers at similar developmental stages. Our center based program promotes choice & social exploration while encouraging independence skills. Our consistent staffing & routines help our children

to feel comfortable & confident in knowing what will come next & what is expected from them.



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Child Abuse and Maltreatment

The use of corporal punishment, or punishment inflicted directly on the body, is strictly prohibited. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is prohibited. The Growing Tree will not tolerate or in any manner condone an act of abuse or maltreatment of a child in our care. An abused child or maltreated child refers to a child defined as an abused child or maltreated child pursuant to section 412 of the Social Services Law.

The Growing Tree inquires with the Office of Children and Family Services whether any person who is actively being considered for employment or who will have the potential for regular and substantial contact with the children, is the subject of an indicated report of child abuse or maltreatment on file with the Statewide Central Register of Child Abuse and Maltreatment. The Growing Tree will not permit a person hired to have any contact with the children prior to obtaining these results.

In accordance with the provisions of sections 413 and 415 of the Social Services Law, all Growing Tree staff are mandated reporters and must report any suspected incidents of child abuse or maltreatment concerning a child to the Statewide Central Register of Child Abuse and Maltreatment.

The Growing Tree is responsible for implementing procedures which ensure the safety and protection of any child named in a report of child abuse or maltreatment. The Growing Tree must take appropriate action as is necessary to ensure the health and safety of the children involved in the report and of any other children in the care of the center. In meeting our responsibilities, the Growing Tree may maintain the right to resort to other authorized pickups in order to protect the victimized child. The Growing Tree must also take all reasonable steps to preserve any potential evidence of abuse or maltreatment.



WEATHER RELATED SCHOOL CLOSING PROCEDURES:

The Growing Tree has contracted with an automated auto-dialing phone announcement service to update you as soon as possible of emergency school closings and reminders of scheduled school holidays / closings. The service is set up using the phone numbers that parents provide. In the event that we use the service, phone calls will be made to you between 5:30 am and 6:00 am. In addition, the school's answering machine will be updated, by 7:00 am, with closing information. Our school closing information is





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also available on Long Island News Channel 12. If school is already in progress and driving becomes dangerous, you will be called to pick your child up early. It is of great importance that you make arrangements in advance in case of an early closing due to weather.

IMPORTANT NOTES ABOUT AUTOMATED PHONE CALLS:

Our school's name and phone number will appear on Caller I.D. so that the call can be recognized to be coming from The Growing Tree.

- There will be a signature tone played before our school's outgoing message. This is also to alert you that the call is from Growing Tree. We have been told that this will eliminate the long pause before our message is played.
- There will be an introduction greeting to let you know the reason for the call "Growing Tree will be closed as follows", "The Growing Tree has an emergency school closing as follows", etc.



ILLNESS/ ACCIDENT REPORT PROCEDURES

If your child gets hurt or sick while at school a written note will be sent home. The child's full name, description of the health concern or accident, and what action was taken will be written. The teacher and the Director must sign the form. If necessary, the office will contact the parent to inform them of the situation. The parent must sign the form when picking up.



GUIDELINES FOR EXCLUSION OF CHILDREN FROM CHILD CARE PROGRAMS

The following are guidelines we use to determine if your child is well enough to attend school. Please note signs of possible illness; including unusual lethargy, irritability,



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persistent crying, difficulty breathing, and/or inability to function in a group setting.
 Persistent, frequent cough that interferes with the child's activities.

<u>Identified Symptoms</u>	<u>Policy</u> <i>Doctors Notes can be faxed directly to (516) 621-3524</i>
Fever (100.0 or higher)	Must be out of school for 48 hours AND be 48 hours FEVER FREE <i>**Infants under 6 months of age are required to have a doctor's note to return**</i>
Vomiting	Must be out of school the FULL FOLLOWING DAY
Diarrhea (two times contained or one time uncontained)	Must be out of school the FULL FOLLOWING DAY
Unidentified Rash	Must return to school with a doctor's note stating that the child is cleared and not contagious
Suspected Contagious Illness	Must return to school with a doctor's note stating that the child is cleared and not contagious
Suspected Head Lice	Must return to school with a doctor's note stating that the child is cleared and not contagious

WRITTEN DOCUMENTATION FOR SCHOOL ABSENCES

Parents must notify Growing Tree of all contagious conditions or diseases – **AS SOON AS YOU BECOME AWARE.** For the well-being of the other children, the child must be kept home if he/she shows a serious runny nose, cough, temperature, diarrhea, vomiting, rash or discharging eyes or ears. If a child seems unwell, (fever etc.) at school the Teacher or Director will call the parent and ask that the child be picked up immediately.

- When your child returns to school after a contagious or serious illness or accident, a note from your physician is required indicating the diagnosis / condition no longer exists and the child may return to school.
- We will send you a note home if a child in your class has a contagious illness so that you are aware.



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- Children must be fever free (without the use of fever reducing medication) and well for two full school days before returning to school. If your child vomits or has diarrhea he / she must be out for one full school day.
- **If a child receives stitches, has an ace bandage or cast, a note from your physician is required indicating that the child may return to school and whether or not the child can resume all normal activities.**

Immunization Requirements:

All children attending school must comply with New York State Immunization Laws. We must have up to date records on file at all times for your child to attend school. Each time you receive a new immunization, please submit an updated record to the office. If you are not getting a vaccine with the timeframe recommended by the state, please bring in a note from your physician stating when the vaccination will be given.



MEDICATION

When requested by the prescribing physician, Growing Tree can administer **emergency medication to children** in our care. To be in compliance with federal laws, all medications must be brought to the office in its original container clearly labeled with the medications prescription label stating the doctor's name and prescribing instructions. The medication must also be labeled with the child's first and last name. The medication cannot be given or stored at school without the written medication form filled out by the doctor as well as the individualized healthcare plan filled out by the parent. An allergy list is posted in every classroom. If your child has life threatening allergies, a consent form must be signed allowing your child's photo and allergy information to be clearly posted.

No staff member of the Growing Tree is allowed to administer vitamins or any medication in sippy cups. We want to reduce the risks to other children accidentally picking up a cup with medication in it.

Over-the-counter Topicals, Diaper Creams, Sunscreen

Parents are required to fill out an **Application Consent Form** prior to administration. Please apply sunscreen to your child in the morning and staff will reapply in the afternoon.

NUT FREE SCHOOL: Several children at Growing Tree are highly allergic to nut products. As a result we have made our school **NUT FREE**. We ask that you DO NOT send in peanut butter or any foods that contain any nut products.

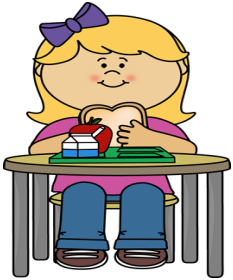




The Growing Tree Nursery School
140 East Broadway, Roslyn, NY 11576
Tel: (516) 621- 9009 ~ Fax: (516) 621-3524
www.growingreenurseryschool.com

Choking Food List

We have been advised that certain food items should NOT be served to children as they prevent a greater choking hazard. It is, therefore, our policy that the following food items will not be served to any child:



- *RAISINS/CRANBERRIES*
- *RAW CELERY AND CARROTS*
- Any foods with *SEEDS* (watermelon, grapes, cherries will only be served if seeds/pits have been removed)
- *PICKLES*
- *GUMMY FRUIT SNACKS*
- *POPCORN*
- *HARD CANDY*
- *MARSHMALLOWS*
- *CHEESE CHUNKS*
- *GUMMY BEARS, JELLY BEANS, CARAMELS AND OTHER GUMMY CANDIES*
- *PRETZEL NUGGETS*
- *NUTS*

The following foods MAY be served if they follow the guidelines provided to us by The Child Care Council:

- *GRAPES* - cut in half (lengthwise). Larger grapes may need to be cut into smaller pieces.
- *CHERRY TOMATOES* - cut in half (lengthwise). Large cherry tomatoes may need to be cut into small safe pieces.
- *MEATBALLS* - cut in half. Larger meatballs may need to be cut in quarters.
- *HOT DOGS* - cut in half (lengthwise) and then into quarters.
- *VEGETABLES* - cooked until tender and if needed cut into small safe pieces.
- *CANNED FRUIT* - cut into small safe pieces.
- *OLIVES* - pit removed and be cut into small safe pieces.
- *FRESH FRUIT*- (please be sure that fruit is peeled and cut into appropriate safe sizes.

(excluding Apples – for Pre K students only if cut into small safe pieces)

If UNSAFE food items are
are instructed NOT to
office dispose of these



sent to school, teachers
serve them and have the
food items.



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Teachers will ensure that all food items served follow these guidelines and use adequate judgment to determine that food items are safe in size and portion. If you are not sure, please seek guidance from a Director.

Tips for Parents: Coping with Separation

Separating can be an emotional time for both you and your child. You will both experience many different emotions, and your child will often be caught between his or her need to be close to you and learning independence. Here are some strategies that may help make the process go more smoothly.



Before School:

1. Do something special together the night before. If your child takes her lunch to school, fix it together the night before. Decorate the lunch bag with stickers or crayons. Together you can pick out what your child would like to wear the next day, and he/she might like to help you select what you are going to wear, too.



2. Try to have a special morning ritual. Take time to do something special – just the two of you together. Even sitting down to a quick breakfast can help get the day off to a good start. If you have time, plan and fix breakfast together.

3. Some children feel comfort by bringing a special “friend” or object to school. Ask your child if he/she might like to bring a favorite stuffed animal, toy, or even a favorite hat with her. These objects can be comforting. Another good idea is an extra photograph of your family.

4. On the way to school, discuss what each of you will be doing that day. After your child has adjusted to school and knows you will be leaving, take time to talk about what you will be doing after you leave her program. You can tell about an important activity in which you’ll be working. You might ask, “What do you think you’ll do first today – play at the water table or build with blocks?” “What do you think you might have for a snack?”



5. Let your child see that you and her teacher are building a relationship. Greet your child’s teacher warmly, stay and talk just a bit, and bring your child into the conversation. “Ms. Remer, guess what Tricia and I fixed for breakfast this



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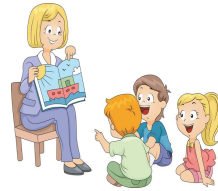
morning – pancakes with raisin faces. Have you ever had them?”

6. Take time to say good-bye. It may seem tempting to leave while your child is involved in an activity and might not notice, but this doesn't promote trust in the long run. Clear goodbyes build trust. Over time, goodbyes can strengthen children's beliefs that you will come back.

You might ask your child, “How should we say goodbye? Do you want to give me two hugs? Can we rub noses?” This way your child has a choice about what you will do, and together you can build your own good-bye rituals. Be sure to leave your child with an image of what you will do together at the end of the day.

Reinforcing Ties at School

- Take a special picture of the two of you together or let her choose a family photograph to take with her to school.



Our office staff are always present to assist you should you have any questions or concerns throughout the school year!



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FAMILY HANDBOOK SIGNATURE PAGE

I have received and understand Growing Tree's policies and procedures. I am aware the Growing Tree reserves the right to change and update policies as they deem necessary.

Parent Signature: _____

Date: _____

My child's name is (please print) _____