

Please and Thank You Children's Place, LLC

2026-2027



Parent Handbook

Program Practices, Policies, Procedures

Carmel Tuminaro, M.S.Ed.

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Preschool
&
Summer

CONFIDENCE

CREATIVITY

CHARACTER

COMMUNITY

Contact Information:

Tel: (914) 468-6656

Address: 7 Ann Street West Harrison, NY 10604

Email: carmel@pleaseandthankyouchildrensplace.com

Website: pleaseandthankyouchildrensplace.com

Administrative Hours 1:00– 3:00pm Monday - Friday

Licensed by NYS
Office of Children and
Family Services
GFDC ID: # 621236

OCFS Regional Office:
117 East Stevens Ave. Suite 201
Valhalla, NY 10595
(845) 708-2400
www.ocfs.ny.gov;
toll-free complaint line
1-(800) 732-5207

NYS Registered Business

Welcome to PTYCP! We are committed to making a difference in your child's developmental growth and education. We look forward to nurturing your little one and building a collaborative relationship with you during your preschooler's journey.

NYS Office of Children and Family Services (OCFS) is the state agency that oversees licensed childcare programs. Please and Thank You Children's Place, LLC is licensed as a Group Family Daycare (GFDC) which follows GFDC regulations; the rules and requirements of OCFS. The Parent Handbook provides families with policies and practices guided by OCFS regulations, essential for all children, staff, and families in our care to receive a safe, healthy learning environment. These practices help us bridge the home-school environment to support each child's development. When enrolling in PTYCP, families are acknowledging and agreeing to fulfill program policies and practices as outlined in this handbook, enrollment forms, and any OCFS regulatory updates. PTYCP encourages families to share any concerns about their child before beginning the program. Thoroughly read the handbook as a guide to completing all forms. Families can reach the provider by phone, by email, or by scheduling an appointment.

How to Access Regulations:

Prior to and when enrolling your child, parents can access OCFS Group Family Daycare Regulations at the following:

- 1) Website <https://ocfs.ny.gov/main/childcare/regs/416-GFDC.pdf>
- 2) Telephone (845)708-2400
- 3) On-Site, in our parent binder located on top of the cubbies.

Parents experiencing a regulatory complaint may contact OCFS at:

- 1) www.ocfs.ny.gov
- 2) Toll-free complaint line 1-800-732-5207

Mission:

Please and Thank You Children's Place believes in a child's ability to learn, grow, and achieve his or her greatest potential. By collaborating with families, and by providing developmentally appropriate practices, we become a partnership which recognizes the fundamentals of early learning. Our goal is to nurture and encourage whole-child development for every unique individual. We celebrate growth in confidence, creativity, character, and community!

A Partnership with Families:

PTYCP's priority is to provide children with a safe, loving, nurturing environment. At every age and stage of learning, your child is best supported by collaboration. We believe in ongoing communication with families to bridge developmental growth from both home and program setting. This early support shapes positive learning experiences, which will continue to evolve and strengthen beyond the preschool years. We promise to take a proactive approach with your child's needs along his or her preschool journey.

Open Door Policy: Parents are welcome to visit during your child's scheduled program hours. We encourage you to see what your child is learning about. You may also volunteer your time with programming activities. Please share if you wish to be a family volunteer.

How to Reach Staff During Programming:

Please call the landline at **914-468-6656** when you need to reach PTYCP while your child is in attendance. Emails are read after program hours.

Enrolling & Maintaining Enrollment:

PTYCP's contracted year for Preschool is September through June; Summer is July and August. OCFS requires the information listed below for program participation. All paperwork must be received and reviewed prior to the start date. PTYCP will provide notice for required form updates as needed. Updates that are not received will result in temporary interruption to program participation, without adjustment to monthly tuition.

- Completed Enrollment Packet
- OCFS Medical Form with up-to-date immunizations; any special needs must be indicated on the medical form, as well as an individualized care form between the parent, provider, and child's physician; a copy of any IEP forms.
- OCFS Daycare Registration Form with Emergency Contacts local to our program.

Registration & Enrollment Deposit:**Preschool Program**

A \$125.00 non-refundable registration fee and \$250.00 deposit is due to reserve placement for the year. This deposit is applied to the final June payment. The deposit is non-refundable if disenrolled from PTYCP prior to the start date or during the contractual agreement. An outstanding tuition balance will be sent to collections, along with any collection fees (* applicable to summer session in progress).

Summer Program

PTYCP's summer program enrolls for summer only members, for current preschool members, and for summer jumpstart members. Registration and deposit information is included in the summer registration form. The deposit is non-refundable if canceling services after the specified June due date; disenrolling during program session, any remaining tuition balance is due if the enrollment spot cannot be filled (* noted above).

Tuition Policy:

Preschool tuition is deposited on the 1st of each month (10 monthly payments); Summer dates included in the registration form (2 monthly payments). If you are away on vacation or for other reasons, payment is expected prior (held to the 1st). Preschool and Summer Tuition are based on enrollment, regardless of attendance. Any absences due to illness, personal obligations, family vacations, weather-related closings, non-emergency closing, or state of emergency are not reimbursed or adjusted; there are no make-up days. Tuition is payable by check to Please and Thank You Children's Place, LLC. A receipt of your monthly payment is provided. W-10 Forms will be provided after January 15th, by request; please allow one week to complete the W-10.

Late Payment Fee & Insufficient Funds:

A \$25.00 fee will be billed for past due payment, due with monthly tuition. PTYCP will decline services if tuition with the late fee has not been satisfied in full by the 10th day of the month. The enrollment spot will not be held for missed payment; collections will be submitted accordingly, by contract. A \$25.00 insufficient funds fee will be due at the time of payment for a returned check, and payment must be received in cash.

Disenrollment/ Separation from Childcare Services:

While we strive to build positive relationships with families and to provide optimal experiences for children in our care, there may be circumstances or considerations for PTYCP to discontinue program services. PTYCP will make every effort to collaborate with your family. If it is determined that the program would not be able to provide the level of support needed, PTYCP will provide resources to best match the child and family's needs. In this instance, reimbursing partial or full month's tuition, and releasing contract of services will be considered. Program policies, procedures and practices that are intentionally disregarded will result in termination of care.

Photographs/Video Recording:

To protect participant privacy as outlined in the Policy Agreement, photo taking is limited to your child only. Video recordings on the property of PTYCP are provided by PTYCP staff only. We love capturing moments in action and sharing with you! Authorized photos are shared via social media and/or individually via email to families.

PTYCP Property:

PTYCP property/playground is **closed** before and after dismissal. This is our residence. Please do not enter/gather on the property, on the road or on neighboring property before or after program hours of operation. Families are provided with an opportunity to participate in PTYCP's Family Directory; look forward to planning fun get-togethers and meet-ups outside of preschool.

Transportation Policy:

All children must be provided with their own means of transportation to and from the program. Staff are prohibited to transport children enrolled in the program.

Parking & Drop-Off:

Park your car streetside; please do not park in the driveway as household members actively use it. Programming begins at 8:30 am. A reminder that the property is **closed** before the program start time; children cannot be accepted earlier; wait in your vehicle until the drop off time. Drive slowly when arriving/departing from the program.

Children must be accompanied by an adult to the main entrance. The gate has a child lock to be opened by adults only; **the gate swings closed, hold to close**. Inform staff if your child is picked up by another person. Any alternate person must be indicated as your child's emergency contact and will need to bring photo identification for your child to be released from care.

Children's arrival routine begins with placing belongings in a personal cubby, washing hands, and getting into learning fun! If your child experiences separation anxiety, we are happy to brainstorm the best drop-off plan prior to the start of preschool to ensure ease of transitioning for both child and family member. Our daily routine promotes predictability and ease of transition. The best time for program-related discussions with staff can be scheduled between 1:00 and 3:00 pm.

Pickup Procedures:

Dismissal takes place promptly at 12:00 pm at the playground gate just outside the red door. Please wait on the pavers as we release children safely, one at a time. Please keep your child close as you leave the property. As with morning drop-off, there are no gatherings on the property after dismissal.

Late Pickup, Emergency Alternate Pickup Policy:

Your child's safety, security, and peace of mind are our highest priorities. In compliance with state regulations effective August 25, 2026, we have established clear procedures for situations where a parent or guardian is unavailable to pick up a child at the conclusion of scheduled program hours, or if a child requires an alternate pickup plan for any reason (including if a parent or guardian is detained by federal immigration authorities).

Our program adheres to the following strict guidelines to ensure your child remains safe and cared for:

- **Safe Retention on Premises:** If a child is not picked up as scheduled, we will keep the child safely on our premises under close supervision. Your child will remain in our care until they are picked up by a parent, guardian, or an individual authorized by the family or by law.
- **Exhausting Emergency Contacts First:** We understand that emergencies happen. In the event of a delayed pickup, our staff will make every reasonable effort to contact the parents/guardians and all known emergency contacts or individuals authorized on your enrollment forms to retrieve your child. We will not contact the Statewide Central Register for Child Abuse and Maltreatment (SCR) unless all attempts to reach every authorized individual have been completely exhausted.

Our Step-by-Step Action Plan: If we become aware that a parent or guardian is unavailable for pickup, or if a scheduled pickup is missed, our team will take the following immediate actions:

- Attempt to contact the primary parents or guardians via phone call and email.
- If there is no response within [insert timeline, e.g., 15 minutes], we will systematically call every authorized emergency contact listed in your child's file until a pickup is confirmed.
- Reassure and care for your child in a comfortable, familiar environment while we await the authorized adult.
- Document the timeline of the event and the names of the individuals contacted.

Please ensure that your child's emergency contact list and authorized pickup forms are always up to date with accurate phone numbers. If you know you will be delayed or unavailable for any reason, please notify the program director as soon as possible so we can coordinate smoothly with your designated alternate pickup person.

Late Pickup Fee: \$2.00 per minute beyond the scheduled pick-up time will be billed, next business day.

Shoes-Off Policy:

We practice a "shoes-off" policy to promote comfort and engagement during indoor activities, and to promote hygiene. Children are required to wear socks year-round.

What to Bring:

We want your child to be comfortable and ready to explore. Your child will need a seasonal change of clothing in a labeled gallon size Ziplock bag to keep in a personal cubby bin, a family photo, insect repellent and/or sunscreen in its manufactured container, a daily lunch/drink in a lunchbox, a backpack big enough to fit lunchbox and school folder. Parents are responsible for providing diapers and wipes as needed. Please label ALL items with your child's first and last name.

Personal Belongings:

Please keep toys or other personal belongings, including jewelry at home, except for earrings, for your child to safely enjoy engagement in program activities and interaction with peers. PTYCP is not responsible for any damaged or lost items during care.

Dress for Fun & Mess:

Our group moves, grooves, and gets messy too! Children's clothing is important for safety, comfort, and toilet use/diapering. Consider your child's need to move about, to unfasten and adjust clothing for toileting, as well as regulating body temperature during colder and warmer months. **Sneakers only**; snow or rain boots as needed. Any type of open shoe, heeled shoe, or boots is considered a tripping hazard. Summer program information to follow summer registration.

Toilet Training:

PTYCP follows OCFS health and safety procedures for diapering and will aid children as they are ready to be toilet trained. Toilet training during program hours is a mutual collaboration between the family and provider. Your child's emotional readiness and mind-body awareness are important considerations in this next developmental step. Points to observe and discuss: is your child aware of needing to eliminate, has bladder/bowel control, and communicates the need to use the bathroom? If your child is already successful in the pull-up phase (experiencing little to no instances of wetting/bowel in pull-up), PTYCP requires pull-ups with side Velcro tabs so that your child does not have to undress/dress when using the bathroom. **Please do not send your child to preschool in underwear without having a mutual proactive plan in place.**

Snack Time, Lunch Time & Nutrition Information:

PTYCP offers a light morning snack for all children. Water is the primary beverage, an OCFS regulation. Breakfast is given at home. Please provide your child with a healthy lunch packed in a lunchbox that would support your child's independence with practical life skills. To help teachers provide optimal lunch supervision please do the following:

- pre-cut foods as needed,
- pre-peel any fruits as needed (oranges, apples),
- pack utensils (disposable, or metal- we will send home in lunchbox),
- pack a drink (no glass containers),
- consider food wrappers, bags and containers children can open/close.

Leftovers or unopened foods will be sent home in your child's lunchbox. Please let us know if your child develops a food allergy or changes to diet. Information on healthy food and beverage choices and the prevention of childhood obesity, along with a

multitude of resources are available through NYS Department of Health, which can be viewed here:

https://www.health.ny.gov/prevention/prevention_agenda/physical_activity_and_nutrition/

Napping Arrangements:

Our morning preschool does not include a designated nap time. However, if your child becomes tired while in care and needs to rest, PTYCP will provide a clean rest mat and blanket. Your child will remain in a licensed area with staff. Staff will physically check your child every 15 minutes.

Curriculum & Hands-On Learning Fun:

PTYCP understands, respects, and values the unique abilities and skills preschoolers are acquiring during their young lives. We nurture the whole child in all areas of development: self-help skills, cognitive skills, social-emotional learning, fine and gross motor skills, receptive and expressive language skills. Most importantly, we learn about each child's needs and abilities while supporting their intuitive, paced growth. NYS Early Learning Standards and Developmentally Appropriate Practices adapt the curriculum. Our philosophy in early childhood development and education focuses on social-emotional learning while embracing elements of Reggio and Montessori pedagogy across play-based practices.

PTYCP's smaller group size of three and four-year-old children allows for more individualized attention and care. Children learn from one another through their daily interaction. Our commitment is to foster a positive sense of self, to feel capable in what and how one learns, to be confident in expressing one's creativity, and to learn how to have meaningful relationships and care for others in their community.

What does a morning look like at PTYCP? Learning through play! Children make sense of their world and learn best by exploring through hands-on, multi-sensory experiences. PTYCP's environment, both indoors and out, encourages children's self-discovery, growth in self-esteem, independence, and positive relationship building. During the Summer months we spend a longer portion of our morning outdoors, including sprinkler days, water play, nature and science, gardening, messy play, crafts, and group games.

Throughout the year, ongoing observations of children's emerging interests, cultures, traditions, everyday life experiences, and individual abilities serve as fundamental roles in the ways we organize and plan learning objectives/goals to foster child-led learning experiences. Enriched play lessons are developed as a learning guide. Materials are selected and organized to support children's approach, engagement, and skill development in all areas. Your child will grow as:

A chef- incorporating fun cooking activities, with a variety of cooking tools, recipes, and ingredients.

An artist- engaging in process art, using materials to explore creative expression and strengthen fine motor skills.

A mathematician, writer & Illustrator- Math and Literacy skills come in many shapes and forms. We include a variety of sensory modalities for children to acquire skills, including Handwriting Without Tears to promote letter recognition, letter-sound relationships, and letter formation. We incorporate Scholastic My Big World, a genre of books to develop

a love of reading, to understand parts of a book, to learn concepts of print, and to strengthen imagination.

Multilingualist & Musician- Language learning is offered through whole-group activities in the garden room. We embed American Sign Language (ASL) throughout our morning. Your child will show off their ASL at home and be proud to teach you signs and preschool songs learned.

An observer, explorer, thinker, designer- developing critical thinking skills to express ideas and evaluate them out by manipulating loose parts, blocks, and other manipulative materials.

A scientist- our indoor and outdoor provocations are designed to engage curiosity about nature and how things work. The outdoor landscape is the perfect setting to elicit thoughts and feelings about the children's immediate surroundings that are connected to everyday life. We love to participate in gardening, learn about foods and plants, observe nearby animals in nature, and explore the life cycle of a butterfly.

A theatrical performer- develop language skills, discover the magic of role play and soaring imaginations during dramatic play in the noodle room, where we recreate real-life experiences such as Farmer's Market, Ice Cream Shoppe, Restaurant, Post Office, Home Living, Bakery, Puppet Show Theater, and more.

A caring friend & helper- intrinsically develop kindness, care, compassion, and character through everyday social experiences. We help lay a foundation for respect, responsibility, and social reciprocity through acts of kindness and care. Each friend contributes to our day, making learning and growing interesting, meaningful, and fun. We focus on building relationships, building a community, and building a future of caring, helpful individuals!

Social-Emotional Learning, Self-Regulation & Developmental Behavior Management:

PTYCP wholeheartedly invests in establishing and growing a trusting relationship with each child so that he or she feels safe and secure while away from home. We believe the foundation for healthy self-esteem, healthy relationships, and a love of learning is best supported by collaborative efforts between teachers and families.

We encourage social-emotional learning by focusing on our helper hearts explicitly and experientially; the ideals and intrinsic development to care for oneself and for others in our world is what makes our days brighter, more inclusive, and more purposeful. We are a calm, flexible environment where social skills are continuously embraced and celebrated. PTYCP mentors, facilitates, and guides social interaction by modeling pro-social behaviors, social language, social responsibility, and social problem-solving skills. We are mindful of children's developmental differences and approaches to novel/social situations. Teachers talk with children to assist in processing their thoughts, feelings, and actions. We implement supports such as redirection, mindfulness techniques, emotional regulation; verbal and visual prompts, comfort keepsakes, deep breathing, or simply allowing the gift of time and space for a child to process and regulate. We believe in supporting positive discipline. The use of "time-out" or any other negative discipline as outlined in OCFS regulations is prohibited.

Children are:

- Encouraged to use their words to communicate their feelings and needs.
- Encouraged to take turns with listening and speaking.

- Encouraged to problem-solve, negotiate, and compromise.
- Given choices for the ways in which they can self-direct or self-correct.
- Encouraged to care for others.
- Reminded of our helper hearts to make decisions.
- Respected for their choices and actions.
- Modeled belief in preschool made comfy and cozy.

The physical learning environment is thoughtfully planned and arranged to support children's self-direction, self-control, and self-regulation. The flow of learning areas and the time children spend engaging in materials of choice provides feelings of fulfillment and joy in their learning. Materials are made accessible; play areas are set up as invitations to spark children's natural curiosity to investigate through hands-on learning for both solitary and cooperative-based activities. We want children to feel welcomed in their space, their community, their home away from home.

Communication & Email:

The communication bridge between families and PTYCP for sharing and supporting your child's learning and developmental experiences is on-going. From little news to BIG news, please share anything that can impact your child's day. Parents can email or call ahead of time, or feel free to send a note in your child's school folder. Be sure to add PTYCP's email to your email contact list to receive timely notifications.

Check your child's preschool folder daily. It will be used to share information and to send home your child's work. A weekly newsletter is emailed to families each Friday. You will learn about our fun and exciting classroom happenings, view photos, and receive important reminders or upcoming news. Social media (Facebook & Instagram) is also a wonderful resource to share photos of children in action, as well as family-friendly resources.

The best time to schedule calls/meetings/answer emails is after dismissal, during administrative hours from 1:00-3:00 pm, Monday through Friday. I will make every effort to return phone calls and/or emails the same day. However, please call if you have an immediate need while your child is in our care.

Annual Calendar:

PTYCP's calendar lists scheduled closings/registration periods for the year and is available on PTYCP's website. Information regarding events and Parent-Teacher Conferences will be sent home in your child's preschool folder and emailed.

Birthday Celebrations:

We love celebrating each friend's special day, which includes decorating a birthday crown, a birthday interview, building a pretend birthday cake, and singing and dancing to the birthday song. Please notify us in advance if you would like to share individual store-bought treats to celebrate at snack time.

Health Care Policy:

OCFS and NYS Department of Health require a Health Care Plan for children in care. PTYCP follows a Health Care Plan for well-children only. The health, safety, and well-being of children and staff is a priority.

Staff are required to perform a daily visual health check of each child on arrival. If your child appears ill, he or she cannot be accepted into the program. If your child develops symptoms at home, call, or email PTYCP to inform staff. Notice of communicable illness must be shared with PTYCP as soon as possible so that families can be alerted to illness, symptoms, and medical care, if needed. Illness notices to enrolled families are shared confidentially via email.

If your child becomes ill while in our care, Staff will contact you, or your listed emergency contact if unable to reach you. Your child will be provided with an area to rest within our licensed space, where he or she can be supervised yet distanced from other children. We ask for your child to be picked up within 30 minutes of reaching you. Your child must remain home and can return to programming when symptom-free, or as indicated by a physician. This Health Care Plan helps to reduce the spread of infection to other children and staff.

Children must remain at home when experiencing ANY of the following:

- Fever (100 degrees or higher; axillary temperature or contactless thermometer); is fever-free for 24-hours without the use of fever reducing medication to return to programming.
- Diarrhea: 48-hours without diarrhea and regular diet has resumed to return to programming.
- Vomiting: 48 hours without vomiting and regular diet has resumed to return to programming.
- Rash, hives, or welts that appear and spread quickly require a medical examination and clearance by physician.
- Eye infections require a medical examination and clearance by physician.
- Cold; congestion and/or runny nose that is clear, green, or yellow; symptoms have improved at home to return to programming.
- Persistent Cough: symptoms have improved at home to return to programming; may require a medical examination and clearance by physician.
- A suspected or diagnosed communicable disease as defined by the New York State Department of Health must follow best health practices to reduce spread. Any illness which requires a prescribed medication or treatment must be completed as per protocol before returning to care, e.g. pink eye, strep.
- **When a physician's examination, treatment and clearance is required, PTYCP MUST receive the documentation prior to your child's return; there are no exceptions.**
- NYS Guidance for COVID-19 related to the operation of regulated childcare programs <https://ocfs.ny.gov/programs/childcare/covid-19/>

Medications:

PTYCP administers topical over-the-counter products only with parental written permission. PTYCP does not have the authority to administer any other medications, except for emergency medications, such as epinephrine auto-injector devices, diphenhydramine, asthma inhaler, and asthma nebulizer with appropriate OCFS forms completed and signed by the child's parent(s) and child's physician.

Incident Reports:

Parents are provided with an OCFS incident report form in the event of a minor accident, e.g., scraped knee, or a behavioral incident during our care. Should a more serious event take place, and does not require 911, the parents will be called immediately, and a follow-up OCFS incident report form.

Medical Emergency:

If your child has an emergency that requires immediate medical attention, 911 will be called, as well as the parents. If we are unable to immediately speak with parents, we will notify the listed emergency contacts. If your child requires hospitalization, he or she will be transported by ambulance with emergency information and will be supervised by EMT staff. Please know that PTYCP staff are required to remain on site to maintain the staff to child ratio.

Weather-Related & Non-Weather-Related Closure:

Program closure may occur due to inclement weather, or circumstances such as a power outage. Weather-related closings or delays will be emailed in the evening or early morning. Staff absences are reserved for illness, emergencies, or unavoidable obligations, such as jury duty, which may temporarily prevent program operation. Families will be notified via phone in this instance. Tuition is not reimbursed or adjusted; these days will be reserved as paid staff days. Providing a reliable service for our families is important to us. We will do our best to maintain continuous services. We ask for your understanding should the unavoidable closure arise.

Evacuation Drills:

Evacuation/fire drills are practiced monthly at random times during program hours; two points of egress. Primary egress is located at the red door, secondary egress at the garden room door, up interior stairs to main living floor, and out the front door. Evacuation procedures and diagrams are posted in all licensed rooms.

Shelter-In-Place Procedure:

PTYCP practices ways to remain safe indoors if instructed to shelter. The program is equipped with bottled water, non-perishable foods, blankets, flashlights, and first aid. Drills are practiced two times per calendar year. We shelter in the garden room and engage in quiet activities during a weather-related event; practice sounds off in the event of a lockdown. Parents will be notified in advance when we have a drill.

1. Children and teachers remain in the designated program space together as a group.
2. Teacher calls the parents to confirm we have commenced sheltering in place.
3. In the case that we are located to a different location by emergency services, teacher will notify parents and OCFS as soon as possible. If written notification is

required, a written notice is placed on the main entry to the childcare space unless an immediate threat precludes us from doing so. Teacher takes the Emergency Kit/First Aid, children's records, Food/Supplies Bag, and cell phone.

4. Program site maintains a variety of supplies including food, water, first aid and other safety equipment to allow for the health and safety of the children if parents are unable to pick up children due to a natural disaster. This plan considers children's needs for an overnight stay, such as non-perishable food and water supply in sufficient quantity, clothing, blankets, mats, diapers, and wipes.
5. Teachers remain calm and reassuring to comfort children. Teachers help redirect children to calm and enjoyable activities during the event. If children must stay overnight, teachers will provide children with rest and appropriate supervision.
6. Teacher calls parents to confirm shelter-in-place has concluded.

Staff Background Checks, Continuing Education and Mandated Reporting:

Staff are required to receive background checks through the statewide central registry and fingerprinting to ensure your child is in safe hands. OCFS requires staff to complete 30 hours of training related to childcare and/or early childhood education and development during every two-year licensing term. We receive training in Health and Safety, CPR/AED/First Aid for infants, children and adults, and Child Abuse and Maltreatment.

As **mandated reporters**, staff are required to report any suspected abuse or maltreatment of a child receiving childcare. Reports are made to the statewide toll-free number: **1-800-342-3720**. **Non-mandated reporters** (neighbors, relatives, parents) who have reasonable cause to suspect child abuse or maltreatment may also use the statewide, toll-free number to make reports. If you suspect a child has been harmed or is at risk, please call **1-800-342-3720**. Educational materials on **adverse childhood experiences (ACEs)** are available via the link, as well as additional resources for families where a wide range of services may be available: <https://ocfs.ny.gov/programs/cwcs/aces.php>

Residential Swimming Pool:

The residential swimming pool on the premises is permitted; follows both Town and State Zoning laws and regulations. Pool access is gated by a fence, perimeter barrier and combination lock, installed pool alarm. Children enrolled in PTYCP are prohibited to use the pool as per liability insurance restrictions.

Pet Safety Plan:

Our beloved furry family member is our one and only pet who resides in our home. Jacks, our dog, lives in the main living area of our home; he is separated from PTYCP's designated preschool area, both indoors and outdoors. Jacks is a friendly dog, who is up to date on vaccinations, annual physical, and Town/Village of Harrison license. During preschool hours, Jacks is tucked comfy and cozy in his crate with his favorite bedding, blankets, and toys.

PTYCP & Home Life:

Providing a preschool learning environment where children will be safe, nurtured, and loved is my passion. My family has graciously given part of their home to help me fulfill this dream. I am so blessed! Balancing my family's privacy and operating PTYCP is an on-going effort. Please support our balance by caring for our family's home and privacy. Our program is open during PTYCP program hours only; please do not loiter before dropping off or after picking up. Any after-hours in-person accommodation must be scheduled in advance as an appointment, between 1:00-3:00 pm. Thank you so much for your support and understanding.

Gratitude:

PTYCP is grateful to be on this adventure with your child and family! To learn about your child, develop a trusting bond, support blossoming friendships, facilitate a caring school community, and grow a partnership with your family fills our hearts with happiness. PTYCP hopes to build memorable and loving experiences with your child and family.

If, at any time, you would like to discuss the contents outlined in the parent handbook, please do not hesitate to reach out. Open communication that benefits your child's growth and your peace of mind is important. Thank you for entrusting PTYCP to be part of your child's preschool journey.

Warm Regards,
Carmel Tuminaro, M.S.Ed.
Preschool Owner & Teacher