

Please and Thank You Children's Place, LLC

2022-2023



Parent Handbook

Program Practices, Policies, Procedures

Carmel Tuminaro, M.S.Ed.

Owner & Preschool Teacher

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Preschool

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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

Office Hours 1:00 – 5:00pm 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 our PTYCP family! We are a fun, enthusiastic community environment 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.

COVID-19 guidelines mandated by NYS Department of Health, CDC, Office of Children and Family Services (OCFS) for Child Care Programs, and PTYCP COVID-19 policies are included in PTYCP's enrollment packet. Information is included on PTYCP's website: www.pleaseandthankyouchildrensplace.com. Updates to COVID-19 Guidance related to the operation of regulated childcare programs will be provided to families as it becomes available. Families can review guidance here: <https://ocfs.ny.gov/programs/childcare/covid-19/>

Policies and practices are essential for all children, staff, and families in our care to receive a healthy, safe environment. These practices help us bridge home/school environments to support each child's development and assist families when needed. When enrolling your child in PTYCP, families are acknowledging and agreeing to fulfill program policies and practices outlined in this handbook, as well as enrollment packet forms. PTYCP encourages families to share any important thoughts or concerns about their child before beginning the program. Families can reach the provider by phone, by email, or by scheduling an appointment. It is PTYCP's wish to maintain a harmonious, safe environment for the well-being of all children, families, and staff. Please thoroughly read this document as a guide to completing enrollment forms.

How to Access Regulations:

PTYCP is licensed and regulated as a Group Family Day Care (GFDC) through NYS Office of Children and Family Services. 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 in front of the parent bulletin board.

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 the learning process across developmental domains for every unique individual. We celebrate growth in confidence, creativity, character, and community!

A Partnership with Families:

PTYCP's priority is to provide your child 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 outside of the home, which will continue to evolve and strengthen beyond the preschool year. 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 program activities. Please share if you wish to be a program 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, such as an early pick-up, change in authorized pick-up. Emails are read after program hours.

Enrolling & Maintaining Enrollment:

PTYCP's contracted year for the **Preschool Program is from September 8, 2022 through June 23, 2023**, and from **June 26, 2023 through August 18, 2023 for the Summer Program**, for the days selected in the enrollment agreement. OCFS, the NYS licensing agency, requires specific forms for your child to attend PTYCP. All paperwork must be received and reviewed prior to your child's start date. Advance notice is emailed for required updates during the program year. Updates that are not received on time will result in temporary interruption to program participation.

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

Registration & Enrollment Deposit:**Preschool Program**

A \$100.00 registration fee per child is due for the first year enrolled in PTYCP; \$75.00 for your child's second year; the registration fee is non-refundable. A deposit equal to 50% of one month's tuition is due with the registration fee to reserve your child's placement for the year. This deposit is applied to the final June payment when your child is completing the program. The deposit is non-refundable if disenrolling from PTYCP prior to June, and any remaining tuition balance is due if the enrollment spot cannot be filled.

Roll Over Registration for the following year begins in early January; Newcomer Open Enrollment for the following year begins at the end of January. Enrollment is accepted on a first come, first served basis after the Roll Over Registration period ends.

Summer Program

PTYCP's summer program is open to children ages 3 & 4 years who will attend the preschool program in September 2023, and to children who have completed the 2022-2023 preschool program. A \$50.00 registration fee per child (non-refundable; waived for children currently enrolled in preschool) and deposit equal to 50% of one month's tuition is due to reserve your child's placement for the summer program.

Tuition Policy:

Preschool Tuition payment is due on the 1st of each month. When the due date falls over the weekend, payment is expected by Thursday or Friday. Tuition is payable by check only to Please and Thank You Children's Place, LLC. A receipt of your monthly payment is provided. Form W-10 is provided by January 31st, by request; please allow one-week advanced notice.

Summer Tuition is **due IN FULL by June 3, 2023, less the deposit.** The deposit is non-refundable if canceling services prior to June 2023. A refund of the remaining balance will only be made if the enrollment spot can be filled.

Preschool and Summer Tuition is based on enrollment, regardless of attendance. Any absences due to illness, COVID-19 quarantine or isolation, personal obligations, family vacations, weather-related closings or State of Emergency are not reimbursed or adjusted; there are no make-up days. If disenrolling from Preschool prior to June, the remaining tuition balance is due if the enrollment spot cannot be filled. A refund of the remaining summer balance will only be made if the summer enrollment spot can be filled.

Late Payment Fee & Insufficient Funds:

A \$10.00 fee is added for each calendar day payment is late, starting the second day of the month. PTYCP will decline services if tuition payment and late fees have not been satisfied in full by the seventh day of the month. The enrollment spot will not be held. A \$25.00 fee will be due to the current monthly tuition for insufficient funds.

Disenrollment/ Separation from Child Care 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; considering the level of support or environment to best foster the child's growth and development. PTYCP will make every effort to collaborate with the family. If it is determined that the program would not be able to provide the level of support needed, PTYCP will provide the family with 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.

Photographs/Video Recording:

CHEESE! We love taking and sharing photographs! Authorized photos are shared via social media and/or individually through personal emails to enrolled families. To protect the privacy clause outlined in our Policy Agreement **photo taking is limited to your child only.** Video recordings on the property of PTYCP is allowed by PTYCP staff only.

Transportation Policy:

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

Drop-Off Procedures & Parking:

Preschool begins at 8:30 am; Summer Program begins at 9:15 am. The property is closed before the program start time; children cannot be accepted earlier; please wait in your vehicle until drop off time. Drive slowly when arriving to and departing from the program. Please refrain from turning into other residential driveways. Park your car street-side. Be mindful of our community getting ready for their day, and to other families looking for street parking and/or leaving.

Children must be accompanied by an adult to the main entrance. The gate has a child lock to be opened by adults only; **this gate swings closed, hold to close**. Please wait outside of the gated playground area to drop off at the red door. Inform staff should any other person be picking up your child. Any alternate person must be indicated as your child's emergency contacts and will need to bring photo identification for your child to be released from our 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 can discuss strategies and best drop-off plan prior to the start of preschool to ensure ease of transitioning for both child and family member. We follow a daily routine to promote predictability and ease of transition. The ideal time for any in-depth discussions with staff can be scheduled between 1pm-5pm.

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 during his or her morning. 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, a daily lunch/drink in a lunchbox, a bag or 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 any type of jewelry at home, except for earrings, so that your child can safely enjoy engagement in program activities and interaction with his or her peers. PTYCP is not responsible for any damaged or lost items.

Dress for Fun & Mess:

Our group moves and grooves, and get messy, too! Children's attire 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 regulating body temperature during colder and warmer months. Sneakers are the only footwear permitted; snow or rain boots as needed. Any type of open shoe, heeled shoe, or boots is considered a tripping hazard. We want everyone to be safe, comfortable, and having fun. Summer program information to follow summer registration.

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 and paced growth.

Curriculum is adapted by NYS Early Learning Standards and Developmentally Appropriate Practices. Our philosophy focuses on social-emotional learning while embracing elements of Reggio, Montessori, Play-Based, and Project-Based Approach practices in early childhood development and education.

PTYCP's smaller group size of three and four-year-old children allows for more individual attention and care. Children learn from one another through their daily interaction. Our commitment is to foster a developing positive sense of self, to feel capable in what and how children learn, 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 fundamental roles in the ways we organize and plan learning objectives/goals to create child-led learning experiences. Lesson plans are developed as a learning guide. Materials are selected and organized to support approach, engagement, and skill development in all areas.

Your child will grow as:

A Chef- We incorporate fun cooking activities, a variety of cooking tools, recipes, and ingredients.

An Artist- process art with enriching materials for children to explore their creative expression and strengthen fine motor skills.

A Mathematician, A 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 a genre of books to develop a love of reading, to understand parts of a book, to learn concepts of print, and to strengthen imaginations.

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

An Observer, Explorer, A Thinker, A 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, learning about foods and plants, observing nearby animals in nature, and exploring 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- to intrinsically develop kindness, care, compassion, and character. We help lay a foundation for respect, responsibility, and social reciprocity through acts of kindness and care. Each friend contributes to our morning, 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 whole-heartedly 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 five promises 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 Five Promises to help them achieve success.
- Praised for achievements.
- Modeled belief in preschool made comfy and cozy

The physical learning environment is thoughtfully arranged to support children's self-direction, self-control, and self-regulation. The flow of learning areas, number of children at each area, 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 is an area of focus for sharing and supporting your child's learning and developmental experiences. From little news to BIG news, please share anything that can impact your child's day to better help us understand more about your child's developmental journey. 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.

Email address: carmel@pleaseandthankyouchildrensplace.com

Check your child's school 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 program's website will list upcoming events/reminders.

The best time to schedule calls/meetings/answer emails is after dismissal, during office hours from 1:00-5:00, 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.

Snack Time, Lunch Time & Nutrition Information:

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

- pre-cut or slice 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 any changes to his or her 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/

Toilet Training:

We follow OCFS health and safety procedures for diapering and will aid families and children as they are ready to be toilet trained. Toilet training during program hours is expected to be a mutual decision between provider and family. Your child's emotional readiness is most important in this next developmental step. Another consideration is awareness and mind-body readiness. Points to observe and discuss: is your child aware of needing to eliminate, can hold urine/feces, and communicate the need to use the bathroom? If your child is already successfully 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 he or she 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.

Napping Arrangements

Our morning preschool does not include a designated nap time; however, a child may become tired while in care and need to rest, with parent permission as outlined in the enrollment packet. PTYCP will provide a clean rest mat and blanket for your child to nap. Your child will remain in a licensed area with staff. Staff will physically check your child every 15 minutes.

Pick-Up Procedures:

Preschool dismissal takes place promptly at 12:00 pm; Summer at 12:15 pm at the playground gate just outside the red door. Families are asked to wait on the pavers as we release children one at a time. Our primary focus is to release children safely to each family. Communication about your child's day at PTYCP is best during afternoon office hours. Please keep close to your child when you leave the property for safety and supervision during increased traffic. No gatherings on the property after dismissal.

Late Pick-Up Fees:

PTYCP understands that the unexpected can happen and asks for a commitment from parents to arrive promptly at the scheduled pick-up time. A late fee of \$2.00 per minute beyond the scheduled pick-up time will be added to your monthly bill; late pick-up fees will be due as indicated on the invoice.

PTYCP Property:

PTYCP property (and playground) is closed before and after dismissal. Please refrain from gathering in the road or on neighboring properties. Families are provided with an opportunity to participate in PTYCP's Family Directory- you can plan fun get-togethers and meet-ups outside of preschool.

Residential Swimming Pool:

The residential swimming pool on premise is permitted and meets 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 pool use as per insurance restrictions.

Health Care Policy:

The health, safety, and well-being of children and staff is a priority. PTYCP cares for well-children only, who do not show any symptoms of illness, as outlined by the OCFS Health Care Plan for Child Care. **This Well-Only Health Care Plan operates separately from COVID-19 Guidance protocols.**

Staff is required to perform a daily visual health check of each child as he or she arrives to the program. If your child appears ill, he or she cannot be accepted into the program.

If your child becomes ill while at home, please call or email PTYCP to inform staff of illness. Notice of Communicable Illness is shared to alert families of symptoms and any necessary steps needed, while maintaining confidentiality of child and family members.

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; requires a medical examination and clearance by physician.
- Eye infections; requires a medical examination and clearance by physician.
- Cold; congestion and/or runny nose that is clear, green, or yellow; symptom has resolved at home to return to programming.
- Persistent Cough: symptom has resolved at home to return to programming.
- A suspected or diagnosed communicable disease as defined by the New York State Department of Health; requires a medical examination and clearance by physician.

When required, the physician's note MUST be received prior to your child's return; there are no exceptions.

If your child becomes ill while in our care, Staff will contact you immediately; your listed emergency contact, if unable to reach you. Your child will be provided with an area within our licensed space to rest, 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, as we need to consider the care of all children while also keeping your child as comfortable as possible.** Your child must remain home and can return to programming when symptom-free or as specified to return to school. This Health Care Plan helps to reduce the spread of infection to other children and staff.

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, a behavioral incident, or illness during our care. Should a more serious event take place, but does not require 911, the parent 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 is required to remain on site to maintain staff to child ratio.

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, and secondary egress is located at the garden room door, up the interior stairs to the 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 safely indoors during a natural disaster or lockdown. Our program is equipped with additional water and non-perishable foods, blankets, flashlights, and first aid if instructed to shelter. Drills are practiced a minimum of two times per calendar year. We remain together in the garden room to engage in quiet activities during a weather-related event; we practice sounds off in the event of a lockdown. Parents will be notified in advance when we will have a drill.

1. Children and teachers remain in the designated program space together as a group.
2. Teacher calls 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. Our program site maintains a variety of supplies including food, water, first aid and other safety equipment to allow for the protection of 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 calming and enjoyable activities during the event. If children must remain 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 is required to receive background checks through the statewide central registry and fingerprinting to ensure your child is in safe hands. NYS Office of Children and Family Services require staff to complete 30 hours of training related to childcare and/or early childhood education and development for 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 is 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**. Materials on adverse childhood experiences (ACEs) services contain additional resources for families where a wide range of services may be available: <https://ocfs.ny.gov/programs/cwcs/aces.php>

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 school folder or emailed in advance.

Birthday Celebrations:

Celebrate good times, come on! We love celebrating each friend's special day, which includes decorating a birthday crown, presenting a birthday interview, building a birthday cake, and singing and dancing to the birthday song. Please notify us in advance if you would like for your child to celebrate his or her birthday at preschool. You are welcome to share individual store-bought treats to celebrate at snack time.

Weather-Related & Non-Weather-Related Closure:

Program closure may occur because of inclement weather, or a circumstance such as a power outage. Weather-related closings or delays will be emailed in the evening or early morning. Be sure to check your emails during the winter months when snow/ice is forecasted.

Staff absences are reserved for illness, emergencies, or unavoidable obligations, such as jury duty, which may temporarily prevent program operation. We ask for your understanding should the unavoidable closure arise. 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 to our families is important to us. We will do our best to maintain continuous services.

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, his 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:

My life's work is to provide a preschool learning environment where children will be safe, nurtured, and loved. My family has graciously donated 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. Any after-hours in-person accommodations (between 1 and 5pm) must be scheduled in advance as an appointment. Thank you so much for your support and understanding.

Gratitude:

PTYCP is grateful to be on this adventure with your child and family, learning about your child, developing a child-teacher bond, supporting blossoming friendships, facilitating a caring school community, and growing a partnership with your family. PTYCP hopes to build memorable and loving experiences as your child flourishes.

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 special journey and for sharing your family.

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

