



Pied Piper School



Preschool Programs Policies & Procedures 2023-2024

Regular school sessions are:

Half Day 9:00 am to 11:45 am or 12:15 pm to 3:00 pm

Full Day 9:00 am to 3:00 pm

Daycare 8:00 am to 5:00 pm

Extended Care 6:45 am to 6:00 pm

***Dismissal Times:** We ask that you please be punctual at dismissal. We provide a 15 minute emergency window after which you must pay for the additional hour. Please be mindful that the building closes at 6:00pm. If you arrive after 6:00pm there is a late fee of \$1 per minute for the first 10 minutes increasing to \$5 per minute after that. We understand traffic and emergencies may occur but we ask that you ensure you have a backup plan in place most especially if you have a 6:00pm pickup time.

Classroom Ratios:

- **Toddler/Beginner Group** (2 year olds); 1:5 teacher/student ratio
- **Intermediate Group** (3 year old); 1:7 teacher/student ratio
- **Pre-K Group** (4&5 year olds); 1:8 teacher/student ratio
- **Before/Aftercare**(Kindergarten-5th grade); 1:10 teacher/students ratio

1. **Registration Forms:** Please list the names of all **authorized persons** able to pick up your child directly on your registration form. We require any unfamiliar person to present a photo ID before we will dismiss any student. If a change to an authorized person must be made and the person is not on your form, Pied Piper requires notice in writing via note or email with the person's name to be added to your file. Please note, we require a **signed** and completed registration form, along with immunization records/medical records for each child **prior to your child's first day**.

2. **Payments:** The \$100 insurance fee is due upon receipt of all registration forms for all new and returning students. New students must also provide 1(one) months tuition to hold their spot. ALL students need to make their June 2024 payment by August 15th 2023 (if you are attending camp) or June 15th 2023 (for students not enrolled in our camp program) to ensure enrollment for the 2023-2024 school year. Monthly tuition is due by the **1st of each month** beginning September 1st 2023. Any late payment received after the 15th of any month may be subject to a 5% late fee. If tuition payments fall 2(two) months in arrears Pied Piper reserves the right to suspend your child's enrollment until such time as tuition becomes current. There is a **\$30.00 fee for any returned checks**. If, for any reason, you need to cancel your child's enrollment at any time within the school year (September 2023-June 2024) we **require 1(one) month's notice** before departure. If this notice is not given the monies held in escrow(June 2024) will be used as a final payment. We accept all major credit cards; however, please note they carry a 4% fee through the processing company. Tuition is divided into 10 equal payments due the first of the month over the course of the 2023-2024 school year. We understand that some families take vacations, there are school holidays and weeks off, as well as illness; however, **monthly tuition remains the same** regardless of the number of days attended per month. Tuition is determined on a yearly basis and equally divided over the 10 month program. The program is unable to accommodate make-up days during the school year due to state mandated capacity restrictions.

3. **Parking:** Please pull into the parking lot using either of the **ONE WAY** entrances: located before the Church when heading towards Peekskill, or before the school when heading towards Yorktown. The **ONE WAY** exit is located **between** the Yorktown Vineyard Church and Pied Piper. **PLEASE DRIVE SLOWLY AND BE CAREFUL BACKING UP!!**

4. **Snacks:** Students should bring a snack for each session along with a water bottle that can be refilled throughout the day (i.e. full day or day care should have 2 snacks and a lunch). All food items should be within your child's labeled lunch box. All bookbags and lunch boxes should have a Pied Piper luggage tag on them with your child's name (first and last name). As a reminder, avoid sending in any item that could be easily choked on such as small candies or raisins. Please note we are a PEANUT FREE facility and do not allow any snacks or treats that have PEANUTS or PEANUT BUTTER as an active ingredient. **Please ensure any food allergies are specifically marked on your child's registration form.**

5. **Diapers:** Any child that is in diapers must bring in 5 labeled diapers in their backpack from home daily. If your child frequently has rashes please feel free to pack diaper cream with your child's name on it and notify Kathy or Max at the door. *Please be advised, if your child is in diapers while enrolled in the Intermediate program, you are required to pay the Beginner's program rate until which time your child is potty trained.

6. **Show & Tell:** Show and tell happens daily during snack time. Students are encouraged to bring in toys from home to talk about with their classmates. Please note that your student is responsible for their own toy, which is generally kept safely in their backpack until show & tell to be sure it is not lost. **Please be sure it is labeled.**

7. **Lost & Found:** Be sure to label all clothing, jackets, hats and show & tell items. A lost & found bin is located within the main lobby for any missing items. PLEASE be mindful not to send anything into school that can not be replaced. Please note unclaimed items are donated regularly, be sure to check often if items are missing.
8. **Artwork:** Art projects are completed and sent home daily in your child's folder. Folders remain in your child's backpack and should be checked daily for students' homework, finished work and art projects.
9. **Calendar:** We follow the Yorktown School District Calendar for all vacation days and holidays; however, the preschool program remains open on scheduled district Superintendent's and/or teacher conference days. Additionally, we follow the Yorktown School District for inclement weather days including: snow days, early dismissal and delayed opening. Delays and early dismissals are modified at times and always outlined on our website and social media as needed.
10. **Monthly Notes:** The monthly notes, which includes a schedule of events, is sent home each month in your child's folder. It is also uploaded onto our website under the "Forms/Notes" section. If you subscribe to our Online Newsletter you will get weekly reminders and weather updates as well. www.piedpiperschoolyorktown.com
11. **Holidays:** We observe and celebrate ALL holidays with food, music, stories and traditions. Details are outlined within the Monthly Notes as well as the Calendar of Events on our school google calendar.
12. **Birthdays:** Celebrations are always welcome!!! Feel free to send in treats that your child can pass out to their classmates. PLEASE NOTE: treats must be PEANUT FREE. We will take pictures of your child during the celebration and send the pictures to you!
13. **Field Trips:** The **Pre-K classes** take a field trip each month. Parents are notified of upcoming field trips via the Monthly Notes and also the Email Newsletter. Parents are welcome to drive and each student must ride in a booster seat. All Pre-K students are invited to attend ALL trips even if the day of the trip falls outside of your child's normal day or time at school.
14. **Roster:** Each class will receive a class roster for the purpose of arranging for birthday parties and playdates. If you do not wish to have your address or phone number included on the class roster, please email Max directly.
15. **Pictures:** Holiday pictures and daily pictures of the classes will be uploaded to the lobby slideshow periodically. You can also follow us on Instagram (@thepiedpiperschool) and Facebook for weekly content to give parents a look at our days! Professional class and individual pictures are typically taken in April. Parents receive picture proofs along with the order forms after school pictures have been taken.
16. **Playground:** We bring the students outside daily, temperatures permitting, even if just for brisk walks under our large turf overhang. Please send in temperature appropriate clothing all year long.
17. **Injuries:** ALL accidents/incidents are reported and recorded in our accident/incident report. These forms are kept on site. If the child requires additional medical attention the parent/guardian will be notified and will determine the course of action to be taken. If it is determined that medical attention is needed, the parent will either choose to transport the child, or in the case of emergency an ambulance will be called and a director will accompany the child.
18. **Health Checks:** Daily wellness checks are conducted when children first arrive at school. Children are NOT permitted to be admitted to school if they present with: **fever, vomiting, rash, nasal discharge, eye discharge, itching, abnormal breathing or lesions.** Students are permitted to resume attendance only after they have seen a doctor stating they are free of contagion. All observed symptoms of bruising or suspicious marks must be recorded. If we deem a child has been a victim of child abuse/maltreatment, we are obligated to submit form DDS 2221A to Westchester County as per state guidelines. If you suspect abuse or maltreatment, please call 1-800-635-1522.
19. **Medication:** We accept symptom free children who are on antibiotics or over the counter medications. We are MAT Certified to administer OTC and prescription medications as well as First Aid, CPR and EpiPen certified.
20. **Behavior Modification:** The Pied Piper Preschool follows the educational theory of positive reinforcement for all behavior modification within the program. Redirection, conflict resolution, token systems and positive praise are utilized throughout the day in order to increase the presence of positive behaviors and decrease the presence of negative behavior choices.
21. **Conflict Resolution:** Peer conflicts are resolved with the direct support of the classroom staff. Students are taken aside to discuss the conflict together with the staff in order to determine the appropriate course of action. The teacher may determine an apology and/or redirection in play is warranted. Please note, peer conflicts and learning how to resolve conflicts appropriately is a typical developmental milestone for children within the preschool age range.
22. **Related Services:** If your child receives related services through either the Early Intervention (EI) or Committee on Preschool Special Education (CPSE) programs, and services will need to be accommodated while they are in attendance at school, the providers are required to contact Kathy in advance and set up a regular schedule to ensure we have the space and availability to accommodate their needs. Due to the number of students requiring related services as well as limited space and the impact on the students educational program, Pied Piper coordinates the days and times of all providers to ensure availability. It is the goal of Pied Piper Preschool to be an active participant in the development and coordination of your child's educational program including all supports

received within our classrooms through special education services. In coordination with families as well as service providers, a full and supportive educational environment can be ensured. Please note, it is the responsibility of the parent to relay absences or schedule changes to their child's provider.

23. **Evacuations/Fire Drills/Shelter In Place:** Various drills are practiced throughout the school year where children either shelter in place or relocate to fire safety areas. In the event of an actual emergency, all students and staff will be evacuated to The Yorktown Vineyard Church adjacent to our property. In such instances, Pied Piper would first notify the proper authorities and then all parents/guardians.

24. **Visitors:** Visitors to the building are required to check in at the Director's desk. Prior to entry, any visitor is required to provide a photo ID, sign in and wear a visitor's pass. All doors remain locked throughout the day and visitors are only admitted through the main entry.

25. **Updated Security Measures:** Our new facilities are equipped with state of the art video and audio surveillance systems that allow for 24/7 monitoring to ensure the safety of our students and facilities. All external doors remain locked throughout the day with visitors to the building only being permitted in through the check-in desk at the main office. External doors all have key code access from outdoor play areas to ensure staff and students can quickly enter or exit all classrooms as needed. There are panic buttons located throughout the school facilities that are directly linked to the local Yorktown Police Station in the event of any and all emergencies to ensure rapid responses from all emergency services.

26. **Completed Registration:** Prior to your child's first day, you must return; completed registration form, completed physical and vaccination forms, state mandated potassium iodine and napping agreements.