



Pied Piper School

Policies 2017-2018



Regular school sessions are: **HALF DAY** 9:00am to 11:45am or 12:15pm to 3:00pm
FULL DAY 9:00am to 3:00pm
DAY CARE 8:00am to 5:00pm
EXTENDED CARE 7:00am to 6:00pm

* Please be punctual at dismissal. There is a 15 minute emergency time allotted after which you must pay at the rate of \$20.00 per any part of the hour.

1:5 teacher/student ratio for **Toddler/Beginner Group**

1:7 teacher/student ratio for **Intermediates/3's Group**

1:8 teacher/student ratio for **Pre-K's/4's Group**

- 1. 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 Vineyard Church and Pied Piper. **DRIVE SLOWLY AND BE CAREFUL BACKING UP!**
- 2. SNACKS** : All students bring a snack and drink for each session (i.e. full day or day care must have 2 snacks and a lunch). All items should be in a lunch box, or book bag with a Pied Piper tag. When writing your child's name, the first letter is **UPPER CASE** all other letters are **LOWER CASE**. **REMEMBER** small candies, raisins, and peanut butter can easily be choked on. Any food allergies should be marked on your child's registration form. We have **peanut free areas**. Healthy food and beverage information is available through the Alliance for a Healthier Generation, American Academy of Pediatrics
- 3. LOST & FOUND** : Label all clothing, jackets, hats and show & tell. A lost & found container is located at the entrance for missing items. **PLEASE** don't send anything in that cannot be replaced.
- 4. DIAPERS**: Those wearing diapers must bring in labeled extra diapers from home. A box of **HYPOALLERGENIC** baby wipes needs to be sent in each month. All children in **DIAPERS** must pay a **\$20.00 monthly** charge to accommodate state procedure diapering needs.
- 5. SHOW & TELL**: We allow labeled toys to be brought in from home each day. The child is responsible for the toy. It may be kept in their backpack until show & tell if the child does not want to share.
- 6. REGISTRATION FORMS**: Please list the names of **authorized persons** who can pick up your child on your registration form. We need photo ID if we do not know them. If a change must be made and the person is not on your form, please send in a note or call the school. We need a completed **REGISTRATION FORM**, along with immunization records for each child. Please sign the bottom of the form.
- 7. ART WORK**: Art work goes home daily in your child's folder. Pre-K folders go back and forth daily with homework, finished work and art projects. Intermediate and Beginner folders are located on the Velcro in the doorways and are emptied daily but left on the door way.
- 8. PAYMENT**: Septembers tuition should have been paid already. June **2018** tuition is due now in **September** . . Each month's tuition is due on the **first of the month**. Checks can be deposited in the labeled cash box by the desk. We also accept credit cards. If, for any reason you must remove your child from school during the year we require one month's notice before departure. If this notice isn't given the June tuition will be used as final payment. Any parent two months in arrears must remove their child from the program until such payment is resumed. There will be a **\$30.00** charge on all returned checks. We understand many families take vacations during the year and there are weeks off for holidays in our school calendar. We require payment in full each month regardless of the number of days attended. This also applies to illness. There are no make up days during the school year due to state imposed capacity restrictions.
- 9. CALENDAR**: We follow the **YORKTOWN SCHOOL CALANDAR** for vacation days and holidays but we do not take off Superintendent's Days or conference days.

10. **BIRTHDAYS:** Celebrations are always welcome !!!! Send in treats so your child can pass them out. **Birthday Parties are also available at PIED PIPER on Saturdays!** Check at the desk if you are interested.
11. **FIELD TRIPS:** Pre-K's take a field trip **each month**. Parents are notified via the news notes. Parents are welcome to drive. All children must be in booster seats. **All Pre- K's** are invited on **ALL** trips even if it is not their day or time. A release to travel is on the registration form.
12. **HOLIDAYS:** We observe and celebrate **ALL** holidays, religious, national and ethnic.
13. **PICTURES:** School pictures are taken every year. You will be given a choice of individual shots, class pictures and pictures with siblings.
14. **ROSTER:** Each class will receive a class roster for birthday parties and play dates. If you do not want your address or phone number on the roster see Max.
15. **MONTHLY NOTES:** Monthly notes are sent home each month in your child's folder. Subscribe to our web site, www.piedpiperSchoolYorktown.com. and you will get weekly reminders and weather updates as well.
16. **HEALTH CHECKS** are conducted when children arrive at school. **CHILDREN** will not be admitted with a fever, vomiting, rash, nasal discharge, eye discharge, itching, abnormal breathing or lesions. They will be allowed to re-enter after they have seen a doctor stating they are free of contagion. Attendance is taken daily. All observed symptoms of bruising or suspicious marks will be recorded. If we deem the child has been the victim of child abuse/maltreatment, we will fill out form DDS 2221A as per state guidelines. If you suspect abuse or maltreatment, please call 1-800-635-1522.
17. **All** accidents/incidents are reported and recorded in our accident/incident report. These forms are kept on site. If the child requires medical attention the parent/guardian will be notified and they 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 an emergency an ambulance will be called and Kathy would accompany the child and a substitute would be called in. Parents/guardians have access to all files and reports. After inspecting them, record the date and time in our visitors log.
18. When on the **PLAYGROUND** , each teacher is responsible for their group. They have a class list, as does the director, and will refer to it before entering and leaving the playground.
19. **DISCIPLINE** Conflicts are resolved by removing the conflicting children from the area. After gathering the facts, the teacher will have the offending child make amends and possibly sit away from the others for no more than 2 minutes.
20. **MEDICATION** We can accept symptom free children who are on antibiotics or over the counter drugs We are MAT certified to administer over the counter and prescription medication.
21. **VISITORS** A visitor is any person not listed on the child's registration form. Our doors are locked from the inside. The visitor will be detained while we ascertain the reason for their presence at our school. All visitors must sign in and wear a pass. All visitors will show a photo ID.
22. Please return signed state required potassium and napping agreement..
23. **EVACUATION** If a situation arises where it is unsafe for the children and staff to remain in the school building, we will evacuate to: THE VINEYARD CHURCH next door. Y.H. We will first notify the authorities and then each group by text. Toddlers will ride in our buggie, others will walk.
24. . **SHELTER IN PLACE** drill are done to practice situations where it is safer to stay put. Doors are locked, windows closed and children remain in safe areas.

Kathy & Max