

# REDEEMER-ST. JOHN'S NURSERY SCHOOL



## FAMILY HANDBOOK 2025-2026

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## **Accreditation, Licensing and Accountability**

Redeemer-St. John's Nursery School is licensed by the New York City Department of Health and Mental Hygiene, Bureau of Day Care. This agency visits us frequently, unannounced. They monitor us for standards of services, including appropriateness of curriculum, quality of care, staff qualifications, adult-child ratios, safety and immunizations of staff and children. This agency also conducts criminal background checks of all personnel employed by us.

Since 2016, we have been affiliated with the New York City Department of Education's PreK 4 Program. We began providing DOE 3K services in September 2021. As a community-based organization participating in this state-run program, we are frequently observed and monitored by the Department of Education for the same standards and requirements as listed above.

The school/church building is certified by New York City's Building Department. We are inspected annually by the New York City Fire Department.

## **Allergies**

If your child has any allergies, you must notify us in writing as well as provide us with documentation from your child's physician. To ensure his/her safety while under our care, all children's allergies are posted in each classroom. It may be necessary for you to send your child to school with an appropriate snack or meal.

## **Arrival**

**School arrival for both classes is a window from 8:00 - 8:15 am.** During arrival, you must sign in each day. A member of each classrooms teaching team will be in the lobby to bring your child down to the classroom. We are limiting access to our building to only children and staff as much as possible as per New York State Department of Health guidelines. **It is important that you arrive on time. Late arrivals disrupt classroom learning for everyone.**

## **Assessment of Children**

Authentic, ongoing assessment of children in any early childhood program is the key to planning appropriate learning experiences that respond to children's individual interests, learning styles and abilities.

RSJ uses Ages and Stages Questionnaire Edition 3 (ASQ-3). This screening is considered to be a valid and reliable child development assessment instrument and addresses communication, gross motor, fine motor, problem solving, and personal-social skills in 3 and 4 year olds.

We use this tool two times a year, once in the fall and once in the spring, per Department of Early Childhood Education guidelines. If your child's score indicates a need for further evaluation or a referral for Special Education services through the DOE, we will notify you and set up a parent meeting to discuss the findings and our concerns.

The DOE provides a free vision screening to PreK 4 children. This exam consists of a photo taken of the child's eyes. There are no vision charts, drops or puffs of air. You will be notified if your child's results indicate need for further examination by an optometrist.

### **Attendance**

We care about the children and are concerned when they are not in school. Regular attendance in school helps your child enjoy the full benefit of the preschool experience and assists your child in making a positive home/school transition. If your child will be absent for any reason, you must notify your teacher **via Remind (preferred) or email** or phone by 8:00 AM. If we do not hear from you, we are required to call you until we have made contact. This is a critical and required Department of Health regulation to ensure the safety of all children. We require a note from home if your child is absent for three days or more.

As a requirement of the DOE, children cannot be absent for more than 20 days in any three-month period. Absences in excess of this will result in the child being discharged from the program so that a child on our waiting list can attend school.

### **Birthdays and Other Celebrations**

We recognize that birthdays and other celebrations are important to young children. It is important to also note that in-school celebrations can be overwhelming to many preschool-age children.

Each child's birthday will be celebrated in the classroom by having the child blow out a wax candle on a treat provided by either you or our staff. The children sing "Happy Birthday." If your child has a birthday during the summer months, feel free to discuss with the teacher an appropriate time to schedule a celebration (example: at the half-birthday, in early June, etc.).

As a matter of strict school policy, we must insist on the following:

- **Do not send in party hats, balloons, or other decorations.** We will not accept or distribute them.
- **Do not send in cards, party invitations or gifts.** Not everyone has after-school parties and often the children misunderstand and think that their teachers are either inviting them or *not inviting them* to a party! Cards and invitations must be mailed or distributed outside of school.

- **Goody Bags are ok**, please address them as “From “your child”, rather than requesting a class list and putting individual names on each bag. This makes distributing them much easier and clarifies the bag is from a peer and not the teacher or school. Be mindful that contents don’t include choking hazards and check with the teacher about food allergies in the class.
- **Treats for the class are ok**, please talk to your teacher about food allergies and preferences in the class. Keep it small and simple like donuts, munchkins, or cupcakes.
- **Parents and Caregivers are not allowed in the classroom for the party.** Children often cry when the parent/caregiver leaves and ends the party on a sour note. We try our very best to send a video of the singing and party experience.
- **Drop Treats and Goody Bags at the glass doors at drop-off** and we will send extras home with your child at the end of the day.

## **Calendars**

Included with your Orientation Packet is the annual school calendar. This is also on our website. Refer to this calendar for important school dates and closings. In addition to the annual calendar, we provide you with a more detailed calendar in our monthly classroom newsletters and menus. This will include days and times for specific school events, professional development, parent meetings, school pictures and other events. **All dates are tentative and are subject to change.**

## **Child Abuse and Maltreatment**

As teachers of young children, the staff at RSJ are mandated reporters of child abuse and maltreatment. This means that we are required by state law to report any suspected child abuse and neglect to The New York State Central Register of Child Abuse and Maltreatment. All staff members receive extensive training in learning the indicators that may signal possible abuse and maltreatment and the procedures to follow if there is a child in our program that might be abused or maltreated.

## **Clothes**

At RSJ, your child will be quite active and have many hands-on experiences. Each day, your child might work with glue, paint, scissors, etc. Though we encourage the use of smocks at the easel, this does not prevent all mishaps. In addition, to foster the development of gross-motor skills, we encourage the children to run and climb in our gym, playground, and in the front garden. Please send your child to school in comfortable, washable clothes.

We require that your child wear sneakers or rubber-soled shoes to school. If your child's shoes are not Velcro, make sure that the laces can stay tied and if they cannot, replace them with better laces. **Absolutely no slip-on shoes, heels, flip-flops, open-toed sandals or crocs are permitted.** Your child will be restricted from playing in our gym unless they are wearing fully closed and properly fitted shoes. This is a safety issue for your child.

You must label your child's jacket, coat, sweater, hat, etc. It will make dismissal easier for all. During inclement weather, such as rain and snow, if you send your child to school in boots, **send a pair of regular shoes.** This will keep our floors and especially our rugs as clean and dry as possible. It is also uncomfortable and limiting for children to be in wet shoes or boots while in school.

### **Communication: Remind Messages, Flyers and Email**

We use a school-parent communication app called Remind. We will add each parent to this app on or before Orientation Day. Grandparents, as well as other caregivers who may need timely information are invited to join the group. Let us know if you'd like someone else added.

Notes updating you on school events and other important information are emailed frequently. **Notify us via Remind (preferred) or email if you change any of your contact information.**

We will also send your child home with all notes and correspondences. Check your child's folder daily and empty it so that new information is not missed.

### **Curriculum**

At Redeemer-St. John's Nursery School, we believe that young children learn best in a play-based program supported by a developmentally-appropriate curriculum. The DOE has chosen the *Creative Curriculum for Preschool*. The Creative Curriculum is a comprehensive, scientifically based early childhood curriculum that has been shown to improve cognitive and social/emotional outcomes in young children. It addresses all phases of child development including social, emotional, physical, cognitive and language development. In addition, it targets content areas including literacy, mathematics, science and technology, social studies and the arts. It is linked with a valid and reliable assessment instrument, Teaching Strategies GOLD, designed so teachers can assess child progress and guide program planning.

The Creative Curriculum is based on the latest research on how children learn best and has been shown through studies to improve classroom quality and promote the school readiness of preschool children. The Creative Curriculum meets all of the standards put forth for effective early childhood curricula by the National Association of Early

Childhood Specialists in State Departments of Education (NAECS/SDE). It is also aligned with The New York State Prekindergarten Foundation for the Common Core.

### **Daily Schedule**

The children's daily schedule is posted in each classroom. Your child's teacher will provide you with a copy of this schedule during Orientation at the beginning of the year.

### **Discipline**

Learning appropriate behavior is part of all learning experiences for young children. At RSJ we help our children find acceptable ways of expressing their emotions through positive reinforcement, reminder cues, modeling, role-playing and through ongoing verbal interactions. While these strategies are successful in most situations, our secondary efforts include using direct, concise language or redirection from the situation.

Teaching staff never use physical punishment or use threats or derogatory remarks. Your child will always be with his/her teachers and cared for in a nurturing and reassuring manner.

### **Dismissal**

Dismissal is at 2:15 for both classes.

- **PreK-4** dismisses from the front garden with a pick up window of 2:05 - 2:15 PM. Parents may arrive anytime in this window and please take your child home promptly.
- **3K** dismisses from the playground at 2:15 PM. Parents wait outside the driveway gates and the class will be brought to you as a group.

Once you have your child, please take your leave promptly so we can dismiss the remaining children. Do not allow your child to stay in the garden or playground. It's confusing for teachers and children alike. Parking is very limited on our block; this staggered window helps us limit traffic congestion for our families and school neighbors.

If you must speak with the teacher, please wait away from the gates or front door until all children have been dismissed as not to divert her attention from the other children. Even better, schedule a phone call or another time to meet in person. Dismissal is not the best time for an in-depth conversation.

### **Be on time!**

Late Fee of \$20 will be assessed beginning at 2:20pm.

In an effort to ensure a safe and secure dismissal of all the children in our program, we ask families to strive to have a parent or consistent caregiver pick up the child each day.



**Anyone picking your child up from school must be prepared to present photo identification at all times!** This includes parents, legal guardians and caregivers.

As a matter of strict school policy, we will never dismiss your child to anyone not designated by you as detailed above. In the event of a true emergency that will prohibit you or your designee from picking up your child, please text or call the teacher or director.

### **Early Sign Out**

If you or your designee must pick your child up from school at any time prior to dismissal, please let the teachers and the school office know - via Remind or email. We will be happy to accommodate you and have the child ready to go.

### **Emergency Closing Procedures**

**Redeemer-St. John's Nursery School typically follows the DOE for emergency and weather related closings. However, we also can make the decision to close independent of the DOE.**

The decision to close school is complex. The safety and well-being of children, families and staff must always be our top priority.

- Once the decision is made to close the school, we will send a Remind message, and an email. There will be a notice posted on the front doors of the school. Individual phone calls will not be made.
- There will not be a broadcasted school closing announcement for Redeemer-St. John's Nursery School in Brooklyn in the media.
- If a decision is made for our school to remain open, yet it is ill advised to travel, we ask that families make sound and safe personal decisions during a storm. Our Family First Values state that families should do what is safest and best for their schedules. No child will ever be penalized for missing school!

In the event of an emergency building evacuation requiring children and staff to leave the property, we have made arrangements with **St. Phillips Episcopal Church** for relocation of students and as the alternate site for parent pick up. **Their address is 1072 80th St, Brooklyn, NY 11228.**

### **Emergency Information Form**

At Orientation, all parents are required to fill out an Emergency Information Form. This form contains information about how to contact you in the event of illness, injury or

emergency. You must include on this form the names of all persons that we can contact in the event that we cannot reach you in an emergency.

It is vital that you keep this form up-to-date at all times. If you change your address, cell or home phone numbers, please request your Emergency Information Form from your child's teacher in order to provide us with this updated information.

Changing your physical address during the school year does not jeopardize your child's enrollment. There is no need to hide this information from us.

### **Emergency Preparedness Procedures**

You will find a detailed explanation of our procedures in the event of a crisis in our city. Familiarize yourself with the information and keep this in a safe place. Please know that in the event of any emergency, your child is always under the direct care of our staff.

As per regulations set by the Department of Health, we conduct frequent emergency drills with our children and staff. We understand that such procedures can be frightening to young children and keep this in mind when preparing the children for these events.

In the event of a lock-down situation in our school, no one, including staff, parents and children, will be allowed to enter or exit our building until permitted by law enforcement.

### **Enrollment**

As per our licensing agency, The New York City Department of Health and Mental Hygiene, as well as the New York City Department of Education, we are permitted to have 15 children per class in our 3K Program and 18 children in our PreK 4 Program.

### **Illness/ Common Childhood Conditions**

**All staff members and students are required to stay home if they are sick.** In these Post-Covid years, we have seen an increase in illnesses in the classrooms. Teachers and children alike are becoming sick more frequently and with increasing duration and severity. RSJ takes these illness and resulting absences seriously.

Gone are the days of "It's just a cold, off you go!" We understand working parents have responsibilities to employers, and finding childcare for a sick child last minute is a challenge. All of us are working parents, too. RSJ has the responsibility to our families at large to provide as healthy an environment as possible in order to foster a consistent, quality educational experience. When you keep your child home when he/she is sick, it benefits the whole school and reduces absences overall - meaning - your child is less likely to get sick from another child who was symptomatic at school. **If your child had symptoms over the weekend, or you administered fever reducing medicines over the weekend, they may not be healthy enough to return on Monday.**

**Please keep your child home when they show any of the following symptoms:**

Thick mucus/nasal discharge that isn't clear

Productive Cough

Diarrhea/Vomiting

Unknown Rash

Pink, swollen, watery, or goopy eyes

Illness being treated with antibiotics or symptom reducing medicine

Fever over 100 degrees

Lethargy/Malaise - Loss of appetite, low energy, crankiness,

"not being themselves" are all indicators your child may be fighting off an illness.

**If your child was sick with any with these symptoms over the weekend, please don't assume they're better just because it's Monday.**

**What happens if my child is sent home from school with symptoms?**

If your child is sent home sick during the day with a fever, they will only be allowed to return 24 Hours AFTER they are sent home, and in some cases will require a Dr's note to return.

**This will mean 2 days of missed school- the day they are sent home AND the following day AND a probable trip to the pediatrician for a Drs note.**

**When can my child return?**

Children with diarrhea/vomiting should stay home until the diarrhea/vomiting has stopped (stools are solid/formed).

Anyone with a fever needs to stay home until **24** hours fever free without fever reducing medication.

Children should stay home until a productive cough or thick/colored mucus is gone.

Children diagnosed with Pink Eye can return 24 hours after beginning antibiotics **AND** with a Drs note.

**Rest can help you and your child get better sooner, and it helps prevent the spread of germs.**

## **RSJ's motto is: When in doubt - if you're sick, please stay out**

The school staff will send your child home if he/she develops symptoms of illness at school. If your child is sent home sick during the day with a fever, they will only be allowed to return 48 Hours AFTER they are sent home, and in some cases will require a Dr's note. This will mean 2 days of missed school; the day they are sent home AND the following day AND a possible trip to the pediatrician.

If your child has been exposed to or develops symptoms of any contagious diseases/ conditions including, but not limited to the following: the flu, chicken pox, diphtheria, hepatitis, lice, bed bugs, measles, meningitis, mumps, pertussis (whooping cough), pneumonia, strep throat, rubella (German measles), pinkeye, tetanus - **PLEASE KEEP THEM HOME UNTIL THE CONTAGIOUS PERIOD HAS PASSED.**

It is also necessary to keep your child home if he/she is generally uncomfortable and exhibits unusual behavior (cranky, less active, cries more than usual, is in general discomfort) within twenty-four hours of the start of the session. Please keep in mind that even though your child may not be sick enough to visit the doctor, she/he might not be well enough to attend school.

### **A note about Head lice (pediculosis)**

Lice is a common and highly contagious condition. Lice are tiny insects that can live and breed in human hair. Lice are easily transmitted and are spread through head-to-head contact and through the shared use of combs, brushes, hair clips and hats, as well as sheets, blankets and other objects that come in contact with human hair.

A child who we suspect may have lice must be taken home immediately. The child can only return to school 24 hours after being treated by a professional head cleaner and must provide us with a clearance letter from the professional head cleaner.

Our staff will check each child's head until we are confident that we are lice-free. Please check your child and other household members as well. We will send all sheets and blankets home to be washed.

If you suspect that your child has lice, you must notify us immediately to prevent a full outbreak. Through much research, we have learned that over-the-counter and at-home remedies are frequently ineffective. The only certain remedy is detection and the systematic removal of every lice bug and nit.

### **Immunization and Physical Examination**

Under strict mandate from our licensing agency, the New York City Department of Health and Mental Hygiene (DOHMH), all children must be fully immunized and have an annual physical as a requirement for enrollment in school. Proof of immunizations for

all children is a prerequisite for enrollment and must be presented upon Registration. Submit documentation of all subsequent immunizations acquired by your child throughout the year.

In addition to proof of immunization, families must provide us with a completed medical form which is provided to you at Registration. The medical form must be returned to our office before the first day of school. If your child's medical form expires before the last day of school, you must take your child to his/her pediatrician for a new physical and submit a new form to us before the expiration date.

Additionally, the DOHMH requires all children under 60 months to receive at least one dose of the Flu vaccine by December 31st annually. There are no exemptions to this mandate. Your child will not be allowed in school after December 31st without proof of the vaccine.

### **Jewelry and Accessories**

For safety reasons, we strongly discourage wearing of jewelry for the children in our school. Absolutely no dangling or hoop earrings, rings, necklaces or bracelets of any kind will be permitted. We are also not responsible for the safekeeping of any jewelry and request that you remove any items of value and take them with you upon arrival.

### **Late Arrivals**

**School arrival for both classes is a window from 8:00 - 8:30 am.** It is important that you arrive on time, as your child's day is carefully planned. Not arriving on time will result in your child missing key parts of the day including job assignments and the class meeting. It is also disruptive for the staff and other children to have someone arriving past the beginning of the session. If you arrive after 8:30, please ring the doorbell at the glass doors and someone will come let your child in.

### **Late Pick-Up Fees**

**It is imperative that all students are picked up on time.** Dismissal is at 2:15 with a 5 minute grace period until 2:20 PM. **After 2:20, your child will be brought inside for Aftercare and a late fee of \$20 will be charged.** Being late for dismissal impacts your child's sense of well-being. You **must** have a contingency plan in place in the event that you are delayed in picking up your child. **If you are running late, please send a Remind message to your teacher as early as possible.**

### **Meals, Snacks and Food in School**

We provide a healthy and nutritious morning snack and lunch for all students. These meals are prepared at a Department of Education approved location and are provided to your child at no cost to you. In keeping with our shared commitment to support healthy

growth and development for our students, all of our meals meet New York City and New York State nutritional standards. Monthly menus are sent home via Remind.

RSJ is dedicated to meeting the dietary needs of all children, including those with food allergies or religious restrictions. Please let us know if your child has any dietary or religious restrictions and we will work with you to ensure that appropriate meals are provided. If you prefer to provide food from home for your child, we have a refrigerator and microwave to assist as needed.

As a matter of strict policy, food is never withheld as a form of discipline. Additionally, no child is ever forced to eat. We do gently encourage and model good, healthy eating habits.

### **Medication**

Under no circumstances will we administer pill or liquid medications of any kind to your child. We will administer inhalers for asthma and epinephrine auto-injectors (EpiPens). If a prescription for an EpiPen has been issued for your child, please let us know immediately. If your child has allergies, please refer to **Allergies** on Page 1 of this handbook.

### **Napping**

All classes have naptime as part of their daily schedule. We provide individual cots for each child. We ask families to send in a small blanket and crib sheet with their child for naptime. They will be stored in individually labeled bags, and sent home for laundering every week. Please return sheets and blankets to school on Mondays. Naptime is a quiet, restful time and very important for their bodies after a busy morning. Children who do not nap are encouraged to rest on their mats, listen to quiet music.

### **Newsletter**

You will receive a school newsletter each month from your classroom teacher. Through this publication, you will be kept informed of activities in our school as well as your child's class. Our newsletter also includes a monthly calendar and curriculum information.

### **Outdoor Play**

Outdoor play is an important part of our curriculum and our objectives for good health. We will take the children to our garden and playground as often as possible. Please dress your child with this in mind (layers, hats, mittens, boots) so they will not be excluded from this activity. We are fortunate enough to have an indoor gym space in the event of inclement weather. As a general guideline, we are outside when it is 40 degrees Fahrenheit or warmer with no precipitation.

## **Parent Meetings**

In order to support ongoing dialogue, address any concerns that you may have regarding your child and to best communicate information about our school, Parent Meetings may be scheduled periodically. You will receive notices as to the exact dates and manner of all meetings.

## **Parent/Teacher Conferences (PTC)**

We will offer Parent/Teacher Conferences in October and again before Spring Break. The conferences will be either virtual or in-person depending on your needs. In addition, you have the option to schedule a one on one meeting in September to meet individually with your child's teaching team. You will be notified a few weeks in advance as to the exact dates. In addition to these dates, you are welcome to make an appointment at any time for a phone conference with your child's teacher, or the school director, as it can be difficult to share important concerns upon arrival and at dismissal. This will ensure that you have the full attention of your child's teacher.

## **Photographing and Videotaping Children**

As part of our program, we photograph and/or videotape the children and their work. This use of technology greatly increases our ability to assess the children and plan for appropriate instruction.

Each class includes pictures of the children in the monthly newsletter, and their photos are posted to our private social media accounts.

A permission slip will go home in the Orientation Packet that provides consent for us to publish pictures of your child on social media and in school publications. You are welcome to opt out, please indicate your preference on the form.

## **Professional Development**

At RSJ, we support the continual growth and learning of our entire staff through ongoing and long-range professional development. Please take note of the dates we will close for Professional Development Meetings as listed on our annual calendar. You will be notified well in advance if there are changes to the calendar.

## **Questions, Concerns and Issues**

Issues and misunderstandings occur in all schools. Maintaining ongoing dialogue about your child and any concerns that you may have about our program is imperative for a positive preschool experience. If an issue arises, please address it with the teacher first. If you do not feel that the issue has been properly resolved, feel free to speak with our

school director. It is our desire to work with our entire community in addressing all concerns that may arise.

We ask our families to consider the privacy of our school community as well. Please refrain from discussing information about children, families and staff with others. This is most critical when it involves children who may be experiencing developmental or behavioral issues. Social networking websites such as Instagram, Facebook and all other social media platforms should not be a forum for sharing pictures or information of those in our school community without their express consent. Please consider this.

### **Registration for Next Year**

Registration for our free 3K and PreK For All Program will be determined by the Department of Education. All parents will be notified in advance of the dates and procedures involved in applying for admission to this program. We can guarantee a seat in the PreK 4 program for all children enrolled in the 3K program. Further, there is a sibling priority given for siblings who will both be in attendance at the same school during the same school year. *We can no longer offer sibling priority to former families and families who do not meet the sibling criteria.* Please talk to the school director for instructions during open enrollment.

**As always, the 3K and PreK 4 For All Program is contingent upon the renewal of funding from New York State.**

### **School Bags and Backpacks**

We request full size backpacks for both classes. Mini backpacks and purses are not helpful. Additionally, we request you place a folder inside the backpack that you check regularly as this is where we will place flyers and other communication.

### **School Environment Behavior for Adults and Children**

During arrival, do not allow your child to engage in running, climbing or roughhousing in the front garden. We ask that you leave school property promptly once you have dropped off/picked up your child.

Please remember that adults must always model acceptable behavior for all children. Inappropriate language and altercations between adults or towards children will not be tolerated on school property.

If you have a concern with a fellow parent or a matter to discuss with the school, please make arrangements to discuss the matter when a calm, helpful, and healthy discussion can occur. Smoking is prohibited on all school property.



## Security

At Redeemer-St. John's Nursery School, we have a security camera system which enables us to monitor all entranceways, exits and common areas from our office. We make every effort to ensure the safety of our children and staff and enlist all to assist us in this.

Please note the following:

- Our doors will be locked immediately after the start of the 8:30 AM session. The doors on the classroom floor will be secured as well. No one will be admitted to our building unless requested by school staff.
- If you have been admitted to our building by school staff, **do not prop open any of our doors or allow anyone entry through these doors for any reason at any time.** Our staff members are the **only** people permitted to answer the door and provide access for others.

## Special Education Services and Evaluations

Preschool teachers are on the frontlines in identifying children needing intervention and a wide array of special services, including speech. Your child's teacher may share her concerns about your child's development and suggest an evaluation through our local Committee on Preschool Special Education. In turn, you may have some concerns about your child and may want to initiate an evaluation. Our Executive Director, Holly Hooper can assist you in this process.

Through classroom visits, conferencing and observation, our staff works in direct consultation with social workers to assist us in best meeting the individual needs of all our children.

**Please note: while we reserve the right to consult with a social worker about your child, we will not and cannot initiate any formal evaluation without your written consent.**

## Staff Qualifications

All staff are under the immediate supervision of our school director, who has a Master's Degree with Dual Certification in Early Childhood Education and Students with Disabilities with licensing from the New York State Department of Education.

In order to qualify for employment at RSJ, all of our teachers must meet the minimum qualifications set forth by our licensing agency, the New York City Department of Health. All teachers minimally have earned a bachelor's degree in Early Childhood Education or are pursuant to a master's degree in Early Childhood and/or are fully licensed and

certified in Early Childhood Education by the New York State Education Department. Our teachers must have the same qualifications as their Department of Education counterparts.

All staff members are routinely certified in Pediatric First-Aid as well as Infant/Child and Adult CPR, Child Abuse and Maltreatment, Epi-Pen use, Mandated Reporter, and Infection Control.

All staff members are finger printed and pass background checks before working in the classroom, including sex offender search.

### **Stay n Play Extended Day Program**

Our extended day program is very low-key and there is not a separate curriculum. Before Care offers time for your child to eat breakfast sent from home and play with table toys. Aftercare children are served a small snack and play in centers or outside on the playground, weather permitting. Contact the office for monthly rates/pre-pay discounts.

#### **MORNINGS**

Early Drop Off	7:00 - 8:00 AM	5 days/wk
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#### **AFTERNOONS**

Extended Day	2:20 - 3:30 PM	5 days/wk
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#### **DROP-IN RATES**

\$20 per session for either morning care **or** aftercare for any portion of the extended hour used.

#### **Cash preferred, although we do accept Venmo or Zelle**

As a matter of strict policy, all fees and tuition paid are non-refundable. This is regardless of when or if your child has begun school and how many days your child attended the Stay n Play Program.

#### **Stroller Parking**

Due to New York City Department of Health regulations, we are not permitted to store your belongings in our lobby. However, as a courtesy to our families, we maintain a dedicated space outside of our courtyard where strollers can be left onsite. Strollers must be folded and all items must be placed in the courtyard storage rack. These items must never be left in front of the doors. Doing so poses a serious hazard in the event of an emergency evacuation of the building. Please note that we are not responsible for bicycles, scooters, strollers or other personal belongings left on the premises.

## **Student Teachers**

At RSJ, we promote growth and learning for the young children as well as adults in our school community. At different times throughout the school year, your child will benefit from the observation and practice of students from our local colleges. As with our permanent staff, these students must undergo the same background checks and security and medical clearances as our staff in order to work with the children in our school. In addition, please know that all student learners are monitored by our staff and that your child is always supervised by an RSJ teacher and assistant at all times in our classrooms, bathrooms and throughout our facilities. Your child will never leave the classroom nor be escorted to the bathroom with anyone other than an RSJ staff member.

## **Toilet Training**

As a matter of DOE policy, your child does not need to be potty trained to attend any DOE funded PreK Program.

We will help your child with toilet training regardless of their acquired toileting skills. Even with children who are fully toilet trained, we understand that accidents can happen. We will help your child change into dry clothes, and send home the soiled clothes in a plastic bag. Please launder and return the clothes and (if necessary, soiled nap time blankets) the next day.

## **Toys from Home**

**Toys from home are not permitted.** The toys we provide are the only toys permitted on site. They will be routinely cleaned and disinfected according to New York City Department of Health, New York City Department of Education and Centers for Disease Control and Prevention guidelines. In addition, toys from home often inhibit the children's use of the supplies and equipment that we provide and that are an essential component of our curriculum.

## **Withdrawal**

Please notify our school director in writing if you will be taking your child out of our programs. We must fill vacancies as soon as possible. If you wish to withdraw your child, you will need to fill out a Discharge Form for the Department of Education.

Once you have registered for the following school year, please let us know if you make other plans and will not be sending your child to our school. It is imperative that we keep this enrollment up-to-date and fill any vacancies immediately. We have regulations that we must comply with as dictated by the Department of Education and our timeframe for filling vacancies is limited.



After reading the Family Handbook, please sign the appropriate lines below and return the form to the School Office.

I, the parent/guardian of \_\_\_\_\_  
have read and understand the contents of the Family Handbook.

I agree to follow and the policies outlined in Family Handbook.

I understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Family Handbook will be distributed by the School.

The Family Handbook is not an enrollment contract.

**Parent/Guardian Signature**

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**Date**

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