



"A happy place for children to learn"

Parent Handbook

- 1. Age groupings are generally based on the child's age as of December 1st of each year.**
- 2. All staff members are active in our local professional early childhood associations. The Director is a member of the National Association for the Education of Young Children, the Suffolk Early Childhood Education Council, and the New York State Association for the Education of Young Children.**
- 3. All staff members participate in a continuous program of inservice education and studies in order to remain alert to the ever changing needs of today's families and to the findings of current research.**
- 4. Pine Tree Day Nursery is open to children, regardless of race, nationality or creed who may benefit from our type of program. The child must be at least 18 months of age. All we expect is that he/she come to Pine Tree and be him or herself. All we expect from the parents is that they all read the operating procedures in the handbook and supplemental notes and newsletters we may send you from time to time. Also, that you feel free to be part of Pine Tree offering Suggestions, comments and constructive criticism, as well as meeting your financial obligations.**
- 5 Your child's health and safety are very important to us. If while at Pine Tree your child develops symptoms of illness he/she will be isolated from the other children and a parent will be contacted. In such cases we hope you will make arrangements to have the child taken home immediately. We are not permitted to administer any prescription, over-the-counter or nebulizer treatments. If medication is necessary during the school day, a parent must administer the medicine before 12:00 or after 2:00**

Please keep your child home if he/she has a fever or if he/she is taking antibiotics, has heavy nasal discharge or cough, or has symptoms of communicable disease.

6. In case of accident or injury we will make every attempt to notify one or both of the parents. It is to your child's benefit that you keep Pine Tree up to date on telephone numbers, emergency numbers and any other information pertinent to us.

7. No child will be released to a person not authorized by a parent to pick up a child. We must have written or verbal authorization for changes in this respect and we would prefer the child be picked up by someone he/she can recognize.

8. Conferences in relation to your child's progress will be arranged upon request, though we hold two formal parent teacher conferences during the year. You will be referred to persons who provide special services if you or we feel that your child needs further evaluation of his/her performance.

9. Children's clothing- Think of your child's comfort. Provide simple clothing that is free of complicated fasteners, think of messy art activities the playground, and provide clothing that is washable. Please put labels on all outer garments including hats and shoes.

10. Nutrition, we serve a mid-morning and mid-afternoon snack. A hot well balanced lunch is served. For example, homemade chicken noodle soup and macaroni and cheese are served during the week.

11. We ask that you leave your child's toys at home or in the car.

We cannot be responsible for lost or broken toys. No guns, war toys, or other toys of destruction are allowed at Pine Tree.

12. Pick-up: Any child not picked up by 6:00 pm will be assessed \$5 for every 15 minutes of overtime. Any child not picked up by 7:00 p.m., unless we have been contacted and previous arrangements have been made, will be taken to the Riverhead Police Department and listed as an abandoned child. If this

should happen twice, the child would no longer be allowed to attend Pine Tree and depending on the circumstances, we may feel it necessary to refer the problem to the appropriate agencies.

13. The program is geared to help make the transition of our Pine Tree children into their private or public sector schools as easy as possible. We strive to develop habits of observation, questioning and listening. He/she is free to make choices as long as they stay within the limits of consideration for people and things. It is essential that there be a definite limits set that children respect and certain routines adhered to. While discipline and control are important, it is just as important that these are developed within each child rather than imposed on them. Praise whenever possible reinforces appropriate behavior in the young child.

14. To our parents: we want you to know and understand and discuss our goals. We also want you to realize the validity of play and the importance of what your child is learning. Parents and teachers together can help your child develop to their full potential.