



**Kid's B.A.S.E. &
The Little School**

Parent Handbook

2017 - 2018



ABOUT THE PROGRAM...

MISSION STATEMENT

The mission of Kids' B.A.S.E. & The Little School is to assure the highest quality educational and social experiences for Scarsdale children. The Little School encourages early childhood social, emotional and academic growth through developmentally appropriate experiences. Kids' B.A.S.E supports elementary school children before and after school in a nurturing and stimulating environment with opportunities for socialization, relaxation and enrichment.

GENERAL INFORMATION

The Little School is a not-for-profit community organization which provides full and partial day preschool for two, three, four and young five-year-olds. The professionally qualified staff includes New York State Certified teachers and experienced teacher assistants.

BOARD OF TRUSTEES

Kids' B.A.S.E. & The Little School is governed by a volunteer Board of Trustees composed of members of the community as a service to parents and children in Scarsdale. The Board of Trustees meets monthly with the Executive Director to communicate, review and set policies.

ACCREDITATION AND LICENSING

Since 1990 Kids' B.A.S.E. & The Little School has been accredited by the National Association for the Education of Young Children. (NAEYC) This is the country's largest professionally sponsored accreditation system for early childhood programs. Schools accredited by NAEYC have voluntarily undergone a comprehensive process of self-study and external professional review in order to verify compliance with the established criteria for high quality early childhood programs.

Our program is also licensed by The New York State Office of Children & Family Services (OCFS) and we maintain compliance with all state and local regulations regarding the health and safety of children.

PHILOSOPHY AND GOALS

The Little School's philosophy promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered, play based preschool experience that fosters a love of learning in a nurturing community. Each child is seen as an individual with unique talents and capabilities, and we strive to cultivate autonomy, a sense of belonging, empathy and respect for others, and enthusiasm for exploration and learning.

All activities are age-appropriate and appeal to a variety of developmental levels and interests. The classrooms reflect the philosophy of the school, and early childhood best practices are evident in each of the learning centers: Science, Math, Art, Dramatic Play, Computer, Block Play, Cozy Corner/Library. Children's work is prominently displayed throughout the classrooms and on bulletin boards in our hallways. The rooms are comfortable, well-organized, and rich in materials. The teachers and children work together to establish cooperation and mutual respect, and the children share responsibilities for classroom life through a variety of "class jobs". Our program has year-long themes that all classrooms follow, with activities, specials, and multiple hands-on experiences.

We've developed a comprehensive curriculum for each age group in our program. Each of these curricula are developmentally appropriate and aligned with the NYS Pre-Kindergarten Foundation for the Common Core.

PROGRAM SCHEDULE AND HOLIDAYS

The Little School generally follows the Scarsdale School District calendar. The Little School is closed for religious holidays, federal holidays, and weeklong holidays. Vacation Programs are planned for most non-religious school closings.

SCHOOL OFFICE

The main office for The Little School program is open from 8:00 a.m. to 6:00 p.m. daily. All inquiries concerning registration, scheduling, billing and payment should be directed to this office. Billing inquiries should be made between 9:00am and 5:00pm within five days of receipt of your bill. Teachers and teacher assistants are not permitted to accept tuition checks or make schedule changes.

RESIDENCY

Kids' B.A.S.E. & The Little School programs are available to children who reside in Scarsdale and are eligible to attend Scarsdale schools. This includes the children of Scarsdale Public School teachers and Scarsdale Village employees.

ABSENCE POLICY

All absences must be reported to the office before 10:00 a.m. If your child is absent due to a contagious illness, a doctor's note is required for your child to return to school. This note must clearly indicate a return date. Any absence of 3 or more days also requires a doctor's note.

NUT-FREE POLICY

For some children, food allergies can cause serious, life threatening conditions. To keep all of our children safe, Kids' BASE & The Little School aims to eliminate those foods that have been determined to cause allergic reactions in children. We will continue to require and enforce a strict **peanut/nut-free policy** to protect the children enrolled in our program.

Additional precautions will be taken in the classrooms to minimize the risk of accidental contact with nuts:

- ❖ We do not permit children or staff to bring outside food into the classroom.
- ❖ The classroom tables will be wiped down and sprayed with a bleach solution at the following times: prior to children arriving in the classroom, after any food is eaten by the children, and at the end of the day.
- ❖ **Children AND staff must wash their hands upon arrival at school, before snack, and when deemed necessary based on the activity performed.**

Education and awareness about allergies will be promoted within The Little School. For the protection of the children, a list of children with allergies will be posted in each classroom. This list will have a cover sheet in order to maintain confidentiality. "No nuts" signs will be posted throughout the school. We will also send home information regarding **peanut allergies, food labels and how to avoid allergens**. Additional letters may be sent home to remind parents of this policy if necessary.

Each child with a diagnosed food allergy must have a physician's authorization for any medication to be administered to help counteract possible allergic reactions. Parents must provide the medication, with its original label in the original box, to the main office before the first day of school.

SNACK AND LUNCH

We provide lunch and a mid-morning snack to our children on a daily basis (except during vacation programs). Due to the number of children with allergies, all foods served to the children must be prepared on site. Foods that contain nuts, or indicate that they were manufactured in a plant that also produces food items containing nuts, will NOT be served.

During special occasions, such as birthdays or school parties, parents may bring store bought foods ONLY if these foods are in their **original package**, are consistent with this policy, and are pre-approved by the Executive Director. (see Birthday policy below)

If your child has a food allergy or is a very picky eater, please speak to the Executive Director. Children are encouraged to try the food served by the school and alternatives to the lunch menu are offered each day. Unless the Executive Director has agreed to an exception to this policy due to dietary restrictions which cannot be accommodated by the kitchen staff, parents should not provide food for lunch and snack for their children.

Children arriving at 9:00 are NOT permitted to finish or bring breakfast foods into the classroom. We appreciate your cooperation on this very important matter.

BIRTHDAYS

If you wish to celebrate your child's birthday in class, you may bring in a small treat for all the children. (Be sure to speak with the teacher as to the date and time.)

You may not send in popcorn, pretzels, raw carrots, raw celery or hot dogs as children can choke on these foods very easily. School policy does not allow the serving of sweets or candy.

Appropriate snacks include: ice-cream cups, natural/fruit ice-pops, factory-sealed mini muffins, or factory-sealed mini cupcakes.

We do not allow fast-foods of any kind. Artificial sweeteners should be avoided.

These snacks MUST indicate that they have NOT been processed in a factory/facility that also processes nuts. Please read labels carefully to make sure the products are nut free. This includes labels that read "**May contain traces of peanuts/nuts," "May contain traces of almond," "Manufactured in a plant that processes peanuts,**" and so forth. Rule of thumb: if in doubt, make another choice.

No home baked goods, nor any items from a bakery, may be served to your child's class

We cannot risk serving items that **do not come with ingredient labels** or may have been made in facilities which process allergens. Therefore, **any homemade item or bakery item will be refused**, regardless of the ingredients, and sent home. This includes homemade cupcakes, cookies, muffins, brownies and breads.

In addition, to avoid any cross-contamination of nuts, dairy or other allergens from your kitchen, we must ask that **all fruits and vegetables which may be served to the entire class be sliced and prepared at school.**

All arrangements for parties outside of school must be made at home. We ask that parents not distribute favors, goody bags, or paper goods to children in school. We do not distribute birthday party invitations or permit parents to place invitations in cubbies or backpacks.

WEATHER RELATED EMERGENCIES

- During winter's inclement weather, KBLS will close when the Scarsdale schools close.
- Listen to WHUD (100.7 FM) or the local cable station for this information. You can also check our website: www.kbls.org
- If we need to close our programs, delay the opening, or close early, you will be notified via **email, phone call and/or text.** (Our present alert system is "One Call Now".)
- If Scarsdale schools have a delayed opening, we will have the same delayed opening (i.e., if

Scarsdale has a 2 hour delay, we will also have a 2 hour delay. This also includes both the Little School and Kids' BASE Breakfast Clubs)

- If a weather emergency develops during the day, we will be notified by the Scarsdale School District that they are having an early dismissal. We will also notify you that The Little School will dismiss at **12:00pm**. (NO lunch will be served). If Scarsdale cancels their after-school activities due to inclement weather, we will also cancel our after-school sports and enrichment classes. Extended day children may only remain until 4:30 p.m. at which time the building will close.
- In the event of a power failure of long duration, or a loss of running water (i.e., burst pipe), The Little School must close. We will contact each family. Either a parent or designated person must come to pick up their child as quickly as possible.

MORNING ARRIVAL/DROP-OFF

It is critical that the school and families work together to ensure that every child is safe at all times. The Little School's drop-off and pick-up procedures promote safety. It is crucial that everyone driving through the parking lot **use extreme caution**.

Program hours for each age group are as follows:

2s: 9:00 a.m. - 11:30 a.m.

3s: 8:45 a.m. - 1:00 p.m. (Half day session)
8:45 a.m. - 2:45 p.m. (Full day session)

4s: 9:00 a.m. - 3:00 p.m.

Parents arriving earlier than 8:45 for the 3's or 9:00 for the 4's must wait with their child until the classroom door is opened. Please respect the teachers' preparation time. If you need to drop your child off early on a regular basis, please enroll for the Breakfast Club.

During the month of September, there is no drop-off service and you must bring your child to his/her classroom every morning

During September and if you choose to drive your child to school every day and escort him/her to the classroom:

- Enter only the Mamaroneck Road entrance **closest to the Saxon Woods Golf Course**
- Please proceed straight to the rear of the building; park in the lot and walk your children in.
- **All Little School Breakfast Club children must be escorted into the building.**
- Parents must park in the back lot or in the pool's gravel parking lot.
- Please be sure that the teacher acknowledges your child when you are arriving.

NO ONE IS PERMITTED TO PARK IN THE FRONT OF OR ON THE MEMORIAL GARDENS SIDE OF THE BUILDING. THIS IS A FIRE LANE AND YOU WILL BE TICKETED.

NO ONE IS PERMITTED TO PARK ON THE GRASS AT ANY TIME.

We offer a **drop-off service** for our 3 and 4 year olds from **October through June**. Please drive through the Saxon Woods Golf Course side of the building, turn left to drive in front of the building, then turn right at the end of the road towards the side of the building.

*****Our 2 year olds are always brought to class by their parents*****

You will be notified when **OUTDOOR DROP-OFF** commences. Please note:

- ❖ All children must remain seated in their car seat until the vehicle comes to a complete stop. A staff person will then open the door and remove the child.
- ❖ Staff will remove your child from the vehicle's **passenger side**.
- ❖ The 4s will wait in the gym and the 3s will be walked to their classroom.
- ❖ Do not drop-off your child in the gym unless you have utilized the drop-off line
- ❖ The drop-off line begins at 8:45am and ends promptly at 9:00am
- ❖ Car seats MUST be placed on the passenger side of your vehicle. *Staff are forbidden to remove children seated on the driver's side. In such cases, you will be directed to park and bring your child inside.
- ❖ If your child is crying and refuses to have a staff person remove them from their car seat, you must park your vehicle and bring the child inside. At 9:00 sharp, the staff must go to their classrooms. If you arrive late, you must bring your child to their class.

PARKING

After the pool closes for the season, the Village of Scarsdale will cover the handicapped parking signs and allow these spaces to be used for additional parking until the pool reopens at the end of May. At our annual benefit, we auction off a prime parking spot. This parking spot is labeled; please refrain from parking there.

NO children (i.e., siblings) should be left alone in a locked or running vehicle at any time.

PICK-UP / DISMISSAL POLICY

Our policy states that only those persons authorized by parents (in writing) are permitted to pick up your child (ren).

- ❖ If an authorized pick-up person is unfamiliar to the staff (even if he/she is a family member), **a valid photo ID MUST be presented. No exceptions will be made.**
- ❖ You can add names to your dismissal form at any time, but **THIS MUST BE DONE IN WRITING**. Please send a note in the morning or provide one to the office: Fax (914) 472 – 1039.

- ❖ If you need to add someone (another parent or nanny) at last minute to pick up your child on a particular day (i.e., play date) please submit this in writing via note, fax or email: [\(office@kbls.org\)](mailto:(office@kbls.org)) **before 2 p.m.** - you must wait for a response from the office to confirm receipt.

Staff members are not permitted to pick up or drop off the children. (Please refer to the off-site working policy.)

Afternoon pick-up is staggered due to the number of cars we can accommodate in our parking lot. Please note the following times you may start arriving to pick up your child at:

11:15 (a.m.) or 2:45 (p.m.) – 2 year olds 2:30 – 3 year olds 2:45 – 4 year olds

Please do not stop to have a long conversation with your child's teacher at this time since they must check to see that each person who arrives is listed on the Dismissal Form and necessary belongings are sent home. You may arrange for a mutually convenient appointment to meet with your child's teacher to discuss any concerns or questions you may have.

When children are signed-in and signed-out by an individual listed on the dismissal form, this person **must write their full name legibly, not just their title** ("grandma" or "nanny"). This pertains to parents as well – each parent must sign their name and NOT just write "mom" or "dad".

Minors (children under 18 years of age) are not permitted to pick up children.

Children remaining past 3:15pm will join the Extended Afternoon program and a late fee will be charged until 3:30pm. After 3:30pm you will be billed for the Extended Afternoon program.

The Little School closes promptly at 6:30 p.m.

Absolutely no child is allowed to remain in the building after 6:30 p.m.

Parents who pick up their children late will be charged \$25 for the 1st occurrence, \$50 for the 2nd occurrence and \$75 for the 3rd occurrence. Parents who are habitually late may jeopardize their child's enrollment in the program.

OUTDOOR PLAY

As per New York State "Office of Children and Family Services" (OCFS) regulations, Part 418 – 1.7 (g): ***Daily supervised outdoor play is required for all children in care, except during inclement or extreme weather.***

We will go outside when the temperature is above 32° with the wind chill factor except during rainy weather. Fresh air and exercise are important to your child's health, so please make sure your child is dressed in appropriate seasonal clothing and/or outerwear. Children will not be given the choice to stay indoors due to illness. We do not have extra staff to supervise children who are unable to be outside with the rest of the class. If they are sick, we would appreciate that you keep your child home until they are feeling better.

The Little School will make all reasonable accommodations if your child has severe seasonal allergies. Please inform the Executive Director if your child has any restrictions during outdoor activities

CLOTHING

Children should wear play clothes that can be worn for messy projects, floor activities, water & sand play, and outdoor recreation.

A seasonally appropriate change of clothing needs to be kept in a sturdy LABELED container in your child's classroom. If the child needs to use a change of clothes, please replace these items the next day.

For the winter months, if you send your child to school with boots, please send sneakers or shoes as well. For gym, creative movement and sports clinic days, your child must wear or bring sneakers.

Sandals, flip-flops and crocs are not permitted.

TOILETING

We understand that preschool-aged children occasionally need extra time to master toileting. If your child is not yet potty trained, the teaching staff will change wet and soiled diapers or pull-ups. We will also change your child into fresh underwear and clothing if a toileting accident occurs. For those children in diapers/pull-ups or for those children who have toileting accidents, we ask that you please provide an ample supply of diapers/pull-ups and wipes for your child, and extra changes of clothing, including underwear and socks.

QUIET/REST TIME

We are required to give full time children quiet/rest time each day. The purpose of this rest period is to enable the children to relax quietly on their cots. Children are not required to nap, but must be provided the opportunity to rest. **A (crib) sheet is required to cover the cot.** If your child does not choose to sleep, we will provide him/her with books or quiet activities. If you would like to send a small pillow and/or blanket with your child, please feel free to do so. The bedding will be sent home every Friday for washing and must be returned by Monday morning.

OUR STAFF...

The Little School is supervised by the Executive Director. The staff alternate shifts to provide as much oversight as possible (8:00 a.m. – 4:00 p.m. and 10:30 a.m. – 6:30 p.m.). In their absence, a designee will be appointed.

Unless circumstances dictate otherwise, one of the directors will greet children and parents at the back door each day during morning arrival.

Each of our classrooms is staffed by a Head Teacher and 2 Teacher Assistants.

According to the **OCFS**, (our licensor), the required credential for Head Teachers are as follows:

Head of Group for preschoolers	Associate's degree in Early Childhood, Child Development or related field OR	AND	No additional experience necessary
	Child Development Associate credential, or, 9 college credits in Early Childhood, Child Development or a related field, with a plan leading to a Child Development Associate credential	AND	Two years' experience related to caring for children

Head of Group for infants/toddlers	(In addition to the above, 1 year of specific training and/or experience in infant or toddler care which may be demonstrated by obtaining an Infant Toddler Child Care credential)
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Assistant to Head of Group (all age groups)	High School diploma or its equivalent	OR	Substantial experience working with children under 13 years of age
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Our classroom staff currently meet or exceed these requirements

Required classroom staff / child ratios are listed below:

NYS OCFS: Minimum Staff/Child Ratios Based on Group Size for Infants, Toddlers and Preschoolers

AGE OF CHILDREN	STAFF/CHILD MAXIMUM RATIO	GROUP SIZE
18 months to 36 months	1:4	12
3 years	1:6	18
4 years	1:7	21

SUBSTITUTES

Our staff is assisted throughout the year by qualified, trained, paid substitute classroom assistants. Because continuity and consistency in staffing is an important factor throughout our program, we do our best to ensure that the children are familiar and comfortable with our substitutes.

VOLUNTEERS

The Little School welcomes volunteers from the community, such as student teachers, high school students and family members to add to the overall enrichment of the program. Parents are encouraged to volunteer in their child's classroom, as a member of the Parent Association, or on one of the committees that organizes events throughout the year.

STAFF ORIENTATION AND DEVELOPMENT

Staff orientation takes place before the start of each school year. Staff must attend 15 hours of training every year in order for us to maintain our NYS childcare license. The Little School staff meets monthly from September to June. Topics include: review of updated policies and procedures, discussion and planning of upcoming events, curriculum review, and ongoing required in-service training.

POSITIVE DISCIPLINE POLICY

Our program uses an approach to discipline and guidance that emphasizes respect for each child, developmentally appropriate expectations of children's behavior, and the use of **positive discipline and guidance** strategies.

All staff members strive to create a relaxed, positive environment that enables children to explore and experiment while remaining safe and feeling well-supported. Through positive guidance strategies and modeling social skills, staff members help children learn pro-social behaviors, build confidence and self-esteem, and develop greater respect for others' rights and feelings, as well as a sense that they are themselves respected.

Discipline concerns are handled by staff in a way that encourages children to solve problems and develop a sense of inner self-control. Children are given authentic choices and the opportunity to be an active part of decision-making in their environment, thus fostering a sense of personal responsibility. Staff helps children to understand the reasons for rules and limits and to feel good about the choices they make.

This policy is included in this handbook as well as the Employee Handbook. It is also included in orientation and training for new employees, and revisited with all staff annually.

Staff members will use a variety of strategies for positive discipline and guidance in the classroom, including the following:

- Plan ahead in order to anticipate problems.
- Limit expectations to what is realistic for the developmental level of each child and make these expectations clear to children. (e.g., understand that young children are not ready to share yet; model and encourage sharing, but do not insist on it.)
- Create a “yes” environment: rather than telling children what they cannot do, give them choices of the things they can do.
- Talk about children’s **positive** behavior. For example, “Thank you for giving the truck to Daniel when you were finished with it.”
- Set a few simple, clear rules, focused around health and wellbeing, safety, respect for property, and respect for others.
- State classroom rules positively rather than negatively: “Please walk” instead of “Don’t run.”
- Offer reasons for rules: “I know you really want to be first to the easel, but it is not safe to run inside the classroom. I don’t want you to slip and fall. Please use your walking feet when you are inside.”

- Model behaviors that we wish children to use, e.g. always being courteous and attentive.
- Give children clear, simple directions and positive reminders.
- Pay close attention to children in order to prevent and/or intervene in challenging behaviors. (Especially important with children who are likely to escalate, hit or bite.)
- Redirect children from unacceptable to acceptable behavior: “I am going to help you stop kicking. We’ll find something else for you to do.”
- Share our own feelings about certain behaviors: “I get worried when you climb on the bookshelf.”
- Help children deal with frustration and anger through words or pretend play.
- Focus on the child’s behavior, not on the child’s value as a person.
- Help children understand the consequences of their actions, and use problem-solving skills to develop solutions.
- Encourage children’s growing sense of independence.
- Acknowledge when children show self-control.
- Help children refrain from dwelling on mistakes, so they can learn to move on.

[Some of the above strategies were adapted from the Creative Curriculum® (Teaching Strategies, Inc.)]

Time away from an activity can allow a child the chance to cool off and regain control; however, this strategy is used only rarely, for very objectionable, out-of-control or behavior that is harmful to the child or others. **A child will never be isolated or left unsupervised.**

UNACCEPTABLE DISCIPLINE METHODS:

The following are prohibited for staff members at all times, under any circumstances:

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, squeezing and other measures intended to induce physical pain or fear.
- Threatened or actual withdrawal of food, rest, or use of the bathroom.
- Use of food as reward.
- Abusive or profane language.
- Any form of public or private humiliation, including threats of physical punishment or emotional abuse, including shaming, humiliating, rejecting, or isolating a child.
- Punishment for soiling, wetting, or not using the toilet.
- Bribes, false threats or false choices.
- Labeling a child as “bad” or otherwise implying that s/he is a problem, rather than the behavior.

Staff members will also refrain from discussing a child’s challenging behavior in front of the child whenever possible, and will never do so in front of other children or families. Use of any inappropriate child discipline methods by faculty or volunteers will be grounds for immediate disciplinary action.

HEALTH AND SAFETY

MEDICATION POLICY

If a child requires medicine administered in school, your child's physician must complete and sign the NYS OCFS "*Written Medication Consent Form*".

Parents MUST also complete the NYS OCFS "*Written Medication Consent Form*" in order for medication to be administered.

All medicine must be in the original labeled bottle/package supplied by the pharmacy. Please do not send loose tablets to school.

Only a MAT trained and certified staff person is permitted to administer medication to a child

All parents and guardians administering any medication either prescription or over-the-counter to their child during school hours and on school property must document this in their child's file. The parent or guardian is required to notate on the NYS OCFS **Administration of Medication Log** the type of medication given as well as the date, the dose and time. The Little School has these forms available.

Please note:

NO MEDICATION CAN BE ADMINISTERED WITHOUT BOTH THE PHYSICIAN AND PARENTS COMPLETING THE REQUIRED PAPERWORK* All medication must be left in school. Children are not permitted to carry their meds back and forth from home to school.

ILLNESS POLICY

Our policies are designed to protect the well-being of all children and to guard against avoidable absences for health reasons. When there are symptoms of illness, or other indications that a child is not well enough for group activities, arrangements must be made for his/her care at home. The Little School has no provisions for the care of children who are ill.

Proper care at the beginning of an illness can often shorten its duration. If your child becomes ill during the day you will be called immediately to come to school or make arrangements to have him/her picked up as soon as possible.

Exposure to communicable diseases, and any infectious illnesses of *other* family members should be promptly reported so that the preschool may be alerted to early symptoms. By the same token, we will notify parents when a child has been exposed to an infectious disease in a particular class.

Please use the signifiers below to decide when to keep your child home. It is best to use your parental discretion as well as professional advice from your pediatrician, but the problems below are often clear markers that your child is/may be ill and should rest at home. Your cooperation in this area is vital to a healthy and successful program.

Absences must be reported to the office *before 10:00 a.m.*

Please report a diagnosis of a communicable disease promptly; i.e. head lice, strep throat, scarlet fever, chicken pox, etc. As per New York State licensing requirements, all communicable illnesses must be reported to them and posted. Your child's anonymity will be protected.

Children should be kept home and will be sent home if they exhibit:

- **Unusual irritability/change in behavior, lethargy, persistent crying, inability to participate, or difficulty breathing** - All can be signs of illness.
- **Fever of 100 and above** - if temperature is lower than 100 **AND** accompanied by above, children should be kept home. **Fever must be absent WITHOUT medication!**
- **Diarrhea** - child must be diarrhea free for 24 hours...if child is sent home with diarrhea, he/she cannot return the next day. Keep children home until stools are formed and/or a doctor provides written clearance
- **Severe cough and cold** – child should be kept home from school. A serious, persistent cough could be a sign of contagious conditions like whooping cough, viral bronchitis, or croup.
- **Nasal discharge that is yellow or green** usually means an infection is present. Children should be kept home until symptoms completely disappear or a doctor provides written clearance to return.
- **Vomiting** - keep children home if they've vomited 2x or more in the last 24 hours. They can return to school after symptoms clear up or your doctor says they're no longer contagious.
- **Rashes** can be the sign of contagious conditions such as chickenpox, bacterial meningitis, or impetigo. Children can return to school after symptoms are gone **AND/OR** a doctor provides written clearance.
- **Pinkeye (conjunctivitis)** is contagious, and children should stay home from school for the first 24 hours **after** treatment begins.
- **Mouth sores** can be a symptom of a very contagious illness. Parents must provide written medical clearance for their child to return to school.
- **Strep throat** - keep your child at home for at least **24 hours after starting antibiotics**.
- **Impetigo/Ringworm** - (*a skin infection with erupting sores*) keep your child at home for at least **24 hours after treatment has been started**
- **Head lice** - children can return to school after they have been thoroughly treated and there are no signs of lice. (*The Little School has a series of regularly scheduled “lice checks” throughout the school year.)

ANY ABSENCE OF 3 OR MORE DAYS REQUIRES A PHYSICIAN'S NOTE CLEARLY INDICATING A RETURN DATE BEFORE YOUR CHILD CAN RETURN TO SCHOOL

REQUIRED MEDICAL RECORDS

A current medical is required for admittance to all our programs.

Your child's physical exam must be less than one year old and show proof of required immunizations. If your child's information is not complete or it has expired, it will delay your child from starting our program on time. As indicated on the medical form, proof of blood lead level testing for children under six years of age is required by law; please attach a certificate of proof of testing signed by your child's doctor. **All medical records must be kept current.** If your child does not have a current medical or it is expired, he/she cannot return to the program until a new medical is submitted. All children's files are kept in a locked file cabinet in the main office and considered confidential except when regulatory authorities request a review.

CLEANING PROCEDURES

The classrooms and the building are cleaned thoroughly every day. Surfaces are wiped down, disinfected and sanitized, bathrooms are disinfected, carpets are vacuumed, floors are washed, and toys are cleaned with disinfectants.

All classrooms are cleaned after lunch, at which time the garbage is emptied. Classrooms are re-cleaned after 3:00pm. We have a Head Custodian who is on-site from 10:00am-7:00pm daily and an Assistant Custodian who is on-site from 11:00am-7:00pm. We use additional cleaning services as necessary.

ACCIDENTS & INJURIES

Even with the most effective adult supervision, it is not unusual for accidents to occur in preschool. In the event of an accident or injury we will contact you as quickly as possible. You will also receive a copy of the Incident Report that was completed by a staff person who witnessed the accident. The Parent Consent form gives permission for the staff to seek emergency medical treatment if neither person is available. We are required by NYS OCFS regulations to document any injuries, bruises or marks that are observed when a child arrives to school. A staff member will contact you as soon as it is noticed and ask you how it happened.

EMERGENCY CONTACTS AND NUMBERS

It is imperative that each emergency contact's name and telephone number in your child's file is reliable and current. Parents must be sure that any name given in case of an emergency or early dismissal is someone who can be easily reached and will be able to pick up your child quickly when necessary, even in snowy weather. Children will only be dismissed to the person(s) whose name appears in written permission. Please inform the office and your teacher of name, address, telephone number, or email changes/additions.

FIRE DRILLS AND EMERGENCY EVACUATION PROCEDURES

Evacuations and Fire Drills are held a minimum of 1x/month at various times throughout the day. Staff are trained and prepared to conduct emergency evacuations as needed. A school Safety Team reviews procedures regularly and makes recommendations. In the event of an actual emergency, we will activate the family notification plan and evacuation procedures for the children. Kids' B.A.S.E. & The Little School administration/staff works closely with the Scarsdale District Schools and the Village of Scarsdale agencies in these efforts.

SMOKING

For the health of all employees, children, and visitors, smoking is prohibited on our property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of KBLS. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

SECURITY PROVISIONS

Both Kids' B.A.S.E. & The Little School maintain a secured facility at all times. The building is locked throughout day. There are three door bells, one on the front door, a second on the rear door leading to the parking lot, and a third at Kids' BASE. Please speak directly into the speaker, identifying yourself, your child, and your child's class when asked to do so. Security cameras at each of the doors allow the office staff full view of these entrance areas. **We ask that parents do not open the doors for any other person. Please allow only the office staff to clear visitors.**

PLACEMENT POLICY

Many factors are considered when placing children in their classes. This is a major undertaking which we address thoroughly and thoughtfully. The ultimate goal of the classroom placement process is to create well-balanced, heterogeneous groups of students. Balanced classroom groupings ensure that each child will receive the attention and responsiveness from the teaching staff that they need and deserve. This also enables us to adhere to our school's developmentally appropriate early childhood philosophy and actualize best practice models in order to maximize learning outcomes for all students.

During our placement meetings, we will consider each child's strengths with regard to their development across all content areas, as well as: his/her future elementary school placement, social skills competency, emotional maturity, degrees of self-directness and independence, learning style, behavioral dynamics, and peer relationships. We will also be mindful of gender ratios, ethnic diversity, birthdates, and established friendships. Your child's current teachers, and other support staff members, have a wealth of information about the conditions under which your child learns best. They will share this information with the team as part of the placement process. In addition, parents will have the opportunity to provide important information for us to consider. It is our hope that children experience a pleasant and productive year as part of a cohesive group.

Occasionally, parents may request an additional year in The Little School 3s or 4s program. Parents should inform the teacher and Executive Director by January if this is being considered. A NON-REFUNDABLE registration fee and deposit are required to reserve a space. (The deposit is returned only if a child's IEP recommends a special needs program.)

Classroom placements will be handled as follows:

- ❖ A "Parent Input" form will be distributed in January where parents can indicate **ONE MUTUAL FRIEND REQUEST**. Multiple friend requests will not be accepted.
- ❖ Teacher input will also be considered, but final classroom placement decisions will be made by the Executive Director.
- ❖ Please indicate your **child's elementary school** as this is considered when determining class placements.
- ❖ Parents may also include any other concerns and considerations.
- ❖ We will only accept comments regarding a teacher the family does NOT want their child placed with (i.e., if a child's older sibling had a certain teacher and the parent has compelling reasons for not wanting the younger sibling to be placed in that teacher's class, we will take this information into consideration.)
- ❖ Returning students' former teachers will provide feedback and recommendations concerning placement of the children, which will be attached to the parents' forms.
- ❖ **Please note:** *We do NOT accept teacher requests*
- ❖ A NON-REFUNDABLE registration fee and deposit are required to reserve a space. (The deposit is returned only if a child's IEP recommends a special education setting.)

BITING POLICY

The Little School wants to ensure that every child is safe while in our care, but biting can happen in any preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth.

Parents will be notified if their child has been bitten and what procedures the teacher has taken. The name of the child who did the biting will not be included when informing the parent of the incident. If the bite has broken the skin, it will be washed with soap and water. Both parents will be notified immediately.

If biting becomes an ongoing behavior for a particular child, the teacher will speak with his/her parents and together they will carefully analyze the circumstances and develop a plan. Anecdotal information noting when the incident happened, where it happened, what precipitated the bite, who was involved, and the times of day the biting occurs will be recorded. A teacher/staff member will be assigned to stay

in close proximity to the child to interrupt the biting behavior before it happens and to provide needed support. Reasonable action will be taken to modify the environment, routines, or interactions within the group to help diminish the biting.

PROGRAM WITHDRAWAL

KBLS has carefully developed parameters to ensure the safety of your child and the quality of the program. Our goal is to provide a safe, nurturing environment for all children, designed for each developmental level.

On a rare occasion, a program is not an optimal fit for a child or family, especially when a child's needs cannot be met in that particular setting.

If a child exhibits repeated aggressive or disruptive behaviors, is a danger to him/herself or to others, is consistently disruptive to the class, the Executive Director will meet with that child's teachers and parents in order to develop a behavior intervention plan. If these behaviors continue, all reasonable efforts are exhausted, and a child requires more supervision and/or attention than our program can provide, The Little School reserves the right to dismiss this child from our program.

Please note: a child may not be permitted to enter or remain in our program if these conditions exist:

- Failure to submit a current medical before the child's targeted start date
- Failure to update the medical on file when requested
- Failure to update child's immunizations as required by the NYS Department of Health (*unless exempt due to health or religious reasons)
- Failure to pay for the program by the required dates.

Your child may return to school once the above item(s) are resolved.

OTHER PROGRAMS

VACATION PROGRAM

The Kids' B.A.S.E. & The Little School *Vacation Programs* are open during the Scarsdale School district's December, February, and Spring breaks. There may also be vacation day(s) available prior to the beginning of and the week following the Summer Enrichment Program. The programs run based on enrollment. Information on Vacation Program fees and schedules will be sent home and available on our website, prior to the vacation weeks. Parents must submit their registration and payment separately for each of these programs.

SUMMER ENRICHMENT

The Little School ***Summer Enrichment Program*** “Summer Scene” for three and four-year-olds meets for seven weeks during July and August. Groups are led by experienced staff, and there is usually a higher than average teacher-child ratio. Art, music, and recreational activities take place in our well-equipped classrooms. Little School children go to the Scarsdale pool Tuesday through Friday to swim and receive instruction. If you would like further information, please contact the school office for a brochure and application.

AFTER-SCHOOL SPORTS

The goal of the After-School Sports Clinics is for the children to learn about and play various sports in a fun and encouraging environment. We offer separate three-year-old, four-year-old and girls’ After-School Sports Clinics. Our school hosts several sports programs such as T-Ball, Soccer, Basketball and various skill-building activities on various days during the entire school year. The Sports Clinics begin at 2:45 pm and end at 3:30 pm. We are also offering clinics at 1:00pm for the 8:45am-1:00pm children. The children are dropped off at the gym by the Little School teachers. Parents may pick-up their child outside of the gym. Enrollment in the clinics will be selected by a lottery system. A fall lottery ticket will be sent home in August. Winter and Spring lottery tickets are sent home in your child’s back pack and are available on our website.

ENRICHMENTS

During the course of the school year, The Little School offers a variety of enrichment programs for both half-day and full-day students structured to the best interest of the children. In an effort to ensure as many Little School families as possible can participate, children are chosen for each enrichment based on a lottery system. We always endeavor to add additional classes of any highly popular course. Enrollment information is sent just prior to the beginning of each term (fall/winter/spring) and is also available via the web site. Please rsvp as soon as possible if you are interested as space is limited and programs fill quickly.

THE LAST WEEK OF SCHOOL

We maintain a regular schedule through the last day of school. The children are able to enjoy time at the Scarsdale Pool during the last week of school. You need to supply us with a copy of your child’s pool pass or pay the current daily guest fees. Parents must also sign a consent form in order for their child to participate. All children are required to participate; no one remains in the building.

OUR PARTNERSHIP WITH PARENTS

THE START OF SCHOOL

Parents and children are invited to visit the classroom together and meet with the classroom staff for a get-acquainted time prior to the start of school. Parents may also request an individual conference to share information and alert the teacher to any special needs or concerns.

CLASS DIRECTORIES

At the beginning of the school year, we will distribute a class directory to each family in your child's class. The information in this directory includes children's and parents' names, telephone numbers and email addresses. If a parent does not wish to share this information, they may opt-out or indicate which information to include on the directory before we distribute this to other families.

BACK-TO-SCHOOL NIGHT

Each year, shortly after the start of school, parents are invited for a school-wide "Back-To-School Night". This is an opportunity to meet the Executive Director and classroom staff, and begin to build that all-important home-school connection. (*This is an adult-only evening, so please be sure you arrange for childcare in advance)

The evening typically begins with an introduction in the gym. You will then proceed to your child's classroom and spend the evening with your child's teachers. They will give an overview of the children's daily routines, schedules, goals, and activities. They will also review the curriculum for that age group, and a few of the methods the teacher will use to teach help the children master those skills. This is a time to ask general questions and to clarify anything you find confusing. However, this is not a time to discuss your child's individual needs or progress — save that for the upcoming parent/teacher conferences when the teacher knows your child better and can talk with you one-on-one.

PROGRAM EVALUATIONS

You will receive a survey form in the latter half of the school year. Please return it promptly. All information is kept confidential. We appreciate your suggestions and welcome feedback about your child's experience at The Little School. The survey results will be shared with staff in order to improve our program.

PARENT SUPERVISION

Your child's safety is of utmost importance to us. Please help us maintain our safety guidelines at all times.

Please do NOT leave your child unattended anywhere in the building, on the school grounds, or in a motor vehicle.

Children must be accompanied by their parents at all times.

If you bring your child to their classroom, you must sign them in. Make sure that a staff member acknowledges your child's presence before leaving the classroom.

Children are not permitted to run through the halls before, during, or after school hours.

Tree climbing on our grounds is dangerous and prohibited.

PARENT/TEACHER COMMUNICATION

Teachers send classroom newsletters home on a weekly basis, highlighting activities and upcoming plans and events. In addition, the Executive Director emails newsletters on a weekly basis about school-wide news and events. All information is sent home in the children's backpacks or via email. Parents should check their inboxes and child's backpacks each day for notices, permission slips, announcements, etc.

Teachers welcome parents' insights and accounts of the child's experience at home. The more extensive the teacher's knowledge of a child's whole world, the more productive his or her experience will be in the classroom.

Please make sure your telephone numbers, email addresses, and emergency contacts are kept current – we must be notified of changes as soon as possible.

TOYS FROM HOME/SUPER HEROES/ELECTRONIC TOYS

Toys from home can be a distraction in the classroom and interfere with learning. We have an ample supply of age-appropriate and developmentally appropriate toys and materials at The Little School.

Please refrain from bringing any toys or electronics from home to school. No super heroes are permitted. Your child's teacher will notify you what is appropriate for *Show and Share*.

CONFERENCES/CONCERNs

Individual parent/teacher conferences are held in the Fall and Spring. During the year, teachers and the Executive Director are available to confer with parents about any questions or concerns that may arise concerning a child. Phone calls or special appointments are welcomed.

Written reports are issued twice a year during the parent-teacher conferences. Please do not use arrival or dismissal times to discuss concerns, as teachers are unable to offer their full attention at this time.

CONFIDENTIALITY

In order to ensure the best possible experience for each child and encourage his/her development, parents sometimes need to share matters of a personal nature with the teacher or school staff. Please be assured that confidentiality is strictly maintained in all matters. All children's records are kept

confidential, with limited access, except when requested during a review by regulatory authorities. We ask that parents refrain from discussing their child or confidential matters in front of the child or other children.

PARENT INVOLVEMENT

Parents play a variety of important roles within The Little School community. Their involvement, through service on the Board of Trustees, is important in the establishment of overall policy for Kids' B.A.S.E. & The Little School. Parents wishing to serve on the Board of Trustees should contact the Board President or the Executive Director.

Parents also perform such functions as planning special events and fundraising projects for the school. While participation varies with individual skills, interests, and time available for volunteer work, many parents find it satisfying to work together to further the goals of the program.

With our new ***Parent Association*** established, and numerous volunteer opportunities available throughout the year, there are many ways for parents to become involved and help enrich their child's experience at The Little School. Please help us plan one or more of our many upcoming events! We would appreciate any assistance and time you can give us.

GIFT POLICY

The Little School Gift Policy

Gift giving to teachers during the holidays and the end of the school year is entirely voluntary. We understand that families may have different views and opinions when it comes to giving gifts and may choose to show their appreciation in different ways. Cards, notes, pictures, poems and home-made presents are always greatly appreciated. Teachers truly treasure these gifts as they realize how much effort goes into them. That said, we do understand that some families may wish to give their children's teachers gifts of monetary value. In an effort to respect families' and/or individuals' different views and maintain a comfort level among the school community regarding gift giving, we ask that you please consider the following guidelines:

- ❖ Individual gifts to any teacher or staff member may not exceed \$25 in value. Cash gifts are never appropriate.
- ❖ Class parents may collect on behalf of the class for a group gift card. Participation by any family is completely voluntary and if a family participates in a group gift, an additional individual gift of any monetary value is not appropriate.
- ❖ Gifts of any kind to the Executive Director are prohibited.

CLASS TRIPS

Class trips are an integral part of our curriculum. Parents are asked to chaperone each trip. Parent suggestions are always welcomed. Only our four-year-old classes participate in off-site (bused) field trips.

In addition to off-site field trips, The Little School offers a unique opportunity for all its students to have a variety of in-house experiences including cider-milling and visits from animal naturalists.

Chaperone Guidelines

For those parents wishing to participate in class trips during the year, we ask that you adhere to the requirements listed below. The teachers count on your full cooperation to help ensure the safety and security of the children, for the trip to go as smoothly as possible, and for everyone to enjoy the experience together.

You must:

- Supervise your OWN child at all times
- Commit for the entire time of the trip
- Arrive to school early
- Ride the school bus to and from the trip site; do not follow in your own car
- Sit with the children who are in your group
- Please do not bring food along
- All adults must wear seatbelts on the bus
- Be responsible for a small group of children including your own child
- Conduct headcounts throughout the duration of the trip, know where the children assigned to you are at all times
- Avoid carrying any child including your own
- Help take children to the bathroom
- Participate—do what the children are doing
- **Refrain from talking on your cell phone and socializing with other parents**
- Be prepared for further instructions...
- When in doubt, ask the teacher in charge
- Understand that we do not buy children candy or drinks

INFORMATION FOR FAMILIES

PARENT WORKSHOPS / SEMINARS

During the school year, guest speakers are invited to give presentations/workshops to parents. We welcome your suggestions and participation.

TRANSLATION SERVICES

In order to serve the parent population better, please advise the office if you are in need of a translator or sign-language services.

COMMUNITY EVENTS & COMMUNITY RESOURCES

There are three Parent Information tables with articles, publications, fliers, etc. that we provide for our families. They are located in the main lobby and adjacent to the gym. Articles are relevant and rotated monthly. There is also a community bulletin board in the hall across from the gym doors.

The Little School maintains close relationships with general support services within Scarsdale and throughout Westchester County. Agencies provide support services such as health, educational assessment, subsidies, programming, translation, and cultural/linguistic support. These agencies include:

- Children's and Families Service of Westchester
- Hudson Valley United Way, Call 211
- Jewish Family Services
- Westchester Hispanic Center
- Language Line Services for Translation Support
- Child Care Council of Westchester

Visit these websites for community information: www.scarsdaleschools.org, www.scarsdalepatch.com, scarsdalelibrary.com, www.scarsdale.com

TELEPHONE CALLS TO TEACHERS

Unless it is an emergency, telephone calls are not permitted to the teachers between the hours of 8:45 a.m. and 3:00pm. If you need bus information, play date arrangements or wish to speak to your child's teacher, the school office will deliver the message and he/she will return your call during their break or after school. However, if your child is ill/injured, or you have an urgent message, we will transfer the call (when possible) or the message will be immediately hand delivered to the staff person you are trying to reach.

VISITING KIDS' B.A.S.E. & THE LITTLE SCHOOL

Parents are welcome to visit The Little School program at any time. For security purposes and to ensure classroom schedules are not disrupted, parents are requested to check-in after 9:00 am at the main office if they do NOT have a *pre-planned* a visit with their child's teacher. Teachers encourage parent participation as guest readers, classroom helpers, chaperones for field trips, special activity presenters (cultural event, art, snack) or to share a special talent. Please speak to your child's teacher so she/he may plan accordingly.

(* We ask that you do not bring your younger child(ren) with you when volunteering in your child's class.)

OFF-SITE WORKING POLICY

Kids' B.A.S.E. & Little School employees are NOT permitted *under any circumstances* to transport or escort KBLS children onto or off of the KBLS property. The KBLS property includes the building itself, the parking lot and the grounds.

This policy particularly applies in instances where a KBLS employee might also be working off-site and during non-working KBLS hours for parents of KBLS children (e.g. in a babysitting or nanny capacity). Such non-KBLS employment may not include the transporting or escorting of any child to or from KBLS. This policy applies without exception whether or not an employee is "on-duty" at KBLS at the time of transportation or escort. Therefore, **this policy applies to the periods of time before and after KBLS hours/shifts, as well as on weekends, school breaks and summer vacation.**

CLASS PARENTS

The Little School will have at least two class parents for each room. Please contact your child's Head Teacher if you would be interested in becoming a class parent.

PHOTOGRAPHY & PUBLICITY

On occasion, we will photograph or videotape the children for posting in the classrooms or throughout the building, and for use in press releases, brochures, graduations, special school events, fundraising campaigns or other public relations matters. **If you do not wish to have your child photographed, please indicate so on the separate release form included with the registration form.**

CHILD ABUSE AND MALTREATMENT

All KBLS staff are considered "*mandated reporters*", and we are legally required to report suspected cases of abuse or maltreatment. We cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Indicators for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

EMERGENCY RESPONSE PLAN

We are mandated by NYS OCFS to hold a fire drill on a monthly basis. Evacuation routes and maps are posted in each classroom and by each egress. During practice drills, classes will evacuate the building and/or playground via the closest exit and assemble in the golf course parking lot or by the Scarsdale Pool. Head counts must be taken immediately and no one is to reenter the building until the "all clear" signal/message is given.

The Little School must submit a written plan for the emergency evacuation of children from the premises for each shift of care provided, using a form furnished by OCFS. **Primary emphasis must be placed on the immediate evacuation of children.** The plan is posted in a conspicuous place in the center.

The *Emergency Plan* must include the following:

- how children and staff will be made aware of an emergency
- a designation of primary and secondary evacuation routes
- methods of evacuation, including where children and staff will meet after evacuating the building
- how attendance will be taken
- a plan for the safe evacuation of children from the premises for each shift of care provided (day, evening, night)
- the designation of primary and secondary emergency relocation sites to be used in the case of an emergency, which prohibits re-entry to the child care premises, and how the health, safety and emotional needs of children will be met in the event it becomes necessary to evacuate to another location
- a strategy for sheltering in place, and how the health, safety and emotional needs of children will be met in the event it becomes necessary to shelter-in-place
- notification of authorities and the children's parents
- roles of staff

We are required to hold **two shelter-in-place drills annually** during which procedures and supplies are reviewed. Parents must be made aware of this drill in advance.

The program must maintain on file a record of each shelter-in-place drill conducted, using forms provided by the Office or approved equivalents.

Parents must be made aware of the primary and secondary relocation sites and any changes to the plan in advance. If we are directed to a different location by emergency services, we will notify parents and OCFS as soon as possible. In the event that relocation is required, a written notice must be placed on the main entry to the child care space unless an immediate threat precludes us from doing so.

We are also required to have on site a variety of supplies including food, water, first aid and other safety equipment to allow for the protection of the health and safety of children in the event parents are unable to pick up children due to a local disaster. The plan must take into account a child's needs for an overnight stay. Food supplies must be non-perishable and of sufficient quantity for all children for an overnight stay.

Programs that serve food daily and have a food supply stored on site for their daily operation or are co-located at a site with a cafeteria, pantry or eatery of some kind are not required to store emergency food or water supplies if they can show that they have access to and permission to use those foods in a declared emergency.

FINANCIAL POLICIES

REGISTRATION FEE, DEPOSIT AND TUITION

- A 10% **non-refundable/non-transferrable deposit** (*applied to your last payment*) is required at the time of registration along with a \$60 registration fee per family. As a not-for-profit organization, our monthly operating expenses are paid out of current monthly fees, and cover such items as teachers' salaries, insurance, supplies, rent and specialists.
- Each family has the option of choosing to pay with **one annual payment** (billed on June 1st, due by June 25th) or **semi-annually** (billed on June 1, due by June 25th and November 1, due by November 25th).
- **Breakfast Club** (7:30-8:45am) and the **Extended Day Program** (3:00p.m.-6:30p.m.) are available for an additional tuition charge.
- The Little School tuition for the year is established when you register your child. We **do not** reduce tuition charges **for any reason** should you want to decrease the number of days or hours your child attends.
- NO credit or refunds are given for **absences, snow days or other emergency closings**.
- If you wish to enroll your child at a later date (i.e., you will be moving to Scarsdale after the September start date), we cannot "reserve" a seat for your child unless you pay in advance for the **entire school year**.

- Parents are not given ANY refunds if they withdraw their child from our program.
- If you wish to add Breakfast Club or Extended Day, please contact the Billing Department, or the office. After you have submitted a schedule change form, your tuition will be adjusted accordingly.
- If you add Breakfast Club or Extended Day at any point during the year, you will be billed from that point until the remainder of the year. Once additional time is reserved, parents will be billed **regardless of whether the child attends**. **No credit** will be given for absences, snow days or other emergency closings.
- Teachers and assistants do not handle checks or schedule changes. These may be submitted to the Billing Department or placed in the black mailbox outside the main office door.

TRIP FEE

Each family is charged \$80 per year for on and off-site class trips. This money is added to your first bill.

SIBLING DISCOUNT

If you have two children in The Little School at the same time, you will receive a 10% discount on the smaller invoice. (This does not apply to one child in The Little School and one in Kids' B.A.S.E.) This discount applies to the school year program only.

LATE PAYMENT AND RETURNED CHECKS

Bills are mailed the beginning of each month with payment due by the 25th. Any payment after the 25th of a given month will have a 1.5% finance charge added with a \$5.00 minimum. If checks are returned by the bank for any reason a \$20 charge will be added to your bill.

LATE PICK UP FEES

If you are scheduled to pick up your child at 1:00pm, 3:00p.m. or 6:30p.m. you must pick up promptly. If you pick up late, a late charge will be imposed. Parents who pick up their children late will be charged \$25 for the 1st occurrence, \$50 for the 2nd occurrence and \$75 for the 3rd occurrence. Parents who are habitually late may jeopardize their child's enrollment in the program.

Parents are encouraged to add The Little School Extended Day to their schedule if they are frequently delayed.

WITHDRAWAL REQUESTED BY THE BOARD OF TRUSTEES AND/OR EXECUTIVE DIRECTOR

If a child is withdrawn at the request of the Board of Trustees and/or the Executive Director, contractual fees will be refunded on a pro-rated basis (i.e., unused school days following the date of dismissal.)

FUNDRAISING

Each year our Parent Association, executive and office staff, and parent volunteers will plan a benefit to raise funds to support a wish list of items or for future Kids' B.A.S.E. & Little School capital improvement projects. The support and participation of all school families is encouraged and appreciated.

SCHOLARSHIP

Financial assistance in the form of a partial scholarship is offered to any applicant who qualifies. Assistance is offered in an effort to reach out to families whose need is circumstantial rather than income based. As part of the application process a family will be asked to demonstrate their need with supportive documentation, which is reviewed by our scholarship committee. Confidentiality is strictly maintained. Please see only the Executive Director or Controller for a confidential application.

Contributions to the scholarship fund are welcome at any time.

KINDERGARTEN ENROLLMENT

All children turning five by December 31 are eligible for kindergarten within the Scarsdale Public School system. Find information regarding eligibility and registration at www.scarsdaleschools.org or call the Scarsdale Board of Education at 914-721-2400.