

Parent Handbook



CHILDREN'S ALL DAY SCHOOL

Founded 1975

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WELCOME to C.A.D.S!

C.A.D.S HISTORY

Children's All Day School and Pre-Nursery was established in 1975. We are licensed by the New York City Department of Health: Bureau of Day Care and chartered by the New York State Education Department. We are members of the Independent Schools Admissions Association of Greater New York (ISAAGNY), and the Educational Records Bureau (ERB).

PHILOSOPHY

The educational philosophy of our program is referred to as the "developmental interaction" approach. *Developmental* means that children learn best when they are ready for new experiences and experiences are built on one another. We accept a child's strengths and challenges, and help them grow in all domains.

Interaction refers to the idea that experiences lead to learning when the environment is carefully planned to encourage safe, hands-on exploration and supports the growth of curiosity, problem-solving and social skills.

Children's All Day School believes in nurturing a child's social and emotional domain, teaching them how to accomplish tasks on their own in order to increase their self-esteem and a love for learning.

Our Programs

There are two programs at C.A.D.S. including the *Pre-nursery: Infant-Toddler* program and the *Preschool* program. Although there are two programs, one builds on the other so that there is a natural progression from one classroom to the next.

Pre-Nursery: Infant-Toddler Program

Our *Infant-Toddler* program views each child as unique with continuously changing needs and abilities. Children are eligible for this program starting from 6 months old all the way up to one year and 11 months old. Our caregivers respond to these very young children with sensitivity and consistency. Schedules and activities depend on the individual as we look to gain each child's trust and help them reach their potential.

Preschool Program

Our *Preschool* program looks to create lifelong learners. Children between the ages of 2 and 4 years and 11 months are eligible for our preschool program. Through a developmental-interactive approach, children are engaged continuously in 'play' activities designed to help them reach their potential in all domains. At Children's All Day School, children are exposed to activities that promote problem solving, critical thinking skills and social skills they can carry with them throughout their life.

Separation and Orientation

Separating Successfully

For every child, even returning children, the first days of the school year are filled with new experiences, new people, and new expectations. Age is not a good predictor of readiness for separation. Some very young children will be ready to be independent right away, causing parents to feel a bit rejected! Sometimes parting is easy the first week, and then later you find your child clinging to your leg when you expect to leave. The child has realized that you are going to be gone for a considerable amount of time, and has figured out what his new schedule is all about. This turn of events is not a cause for worry, rather it is one of many milestones your child will experience as the lifelong process of separating from parents begins.

You can help make separating a gentler process for your child in a number of ways...

- Begin talking about school, making sure you are clear that you will drop him/her off but will always pick him/her up.
- Read helpful books such as *The Owl Babies*; *You Go Away*; *Will I have a Friend*; *Everything Changes*.
- Take photos of the school and teacher to keep at home.
- Show photos of or take your child to your workplace to help them understand what going to work means.
- Do not sneak out. When you are ready to leave, give a big hug and kiss to your child and then leave. You want to keep the trust they have for you intact.

Separation and Orientation (continued)

- Remain positive and validate and respect their honest feelings. You may say, *“It is okay to cry. I know you will miss me and I will miss you, too but I will come and get you after your fun day. You will make lots of friends and your teachers will take great care of you.”*
- When you are ready to leave, the teachers will support your departure.
- If your child was crying when you left, please feel free to call the office and we will happily check on your child for you.

Remember, the classroom is for your child. Allow your child to guide you around the room, show you their cubby for their belongings, and the kitchen area to deposit their lunch.

Orientation

At Children’s All Day School all children go through our orientation program. Returning children are experiencing a new room, teachers, and new children. Although your child may still cry when you leave them, they will not be scared and their teachers will know how to soothe them. Below please find some facts about our mandatory orientation period for new and returning children.

- Orientation schedules are sent out to families during the summer before the new school year begins.
- Orientation requires an adult to commit to being at C.A.D.S. New children require 7 school days to complete orientation. Returning children can be through orientation in one week’s time.
- New children come first so their teachers can spend one on one time with them. The amount of time is increased daily, depending on the child’s needs until they remain for the full day.

Arrival and Departure

Teachers try to communicate with parents as needed. If you need to talk to your child's teacher, and she or he is busy at drop off or pick up, please see the office staff and they will relay the information to the teachers.

Arrival occurs as a staggered drop-off between the hours of 8 and 9:15am. Children who arrive later than 9:15 can have a difficult time acclimating to their day. Classrooms begin their meeting times and activities by 9:30am.

Special activities and programs occur in the morning at Children's All Day School. We strongly feel all children should be here in the morning time to benefit from our special morning curriculum.

If possible, please help your child with their coat and belongings outside the classroom. Arrival should not disrupt the classroom or the children already settled.

Departure occurs for half day children at 12:30pm and between the hours of 3 and 6pm for full day students. The school closes **PROMPTLY** at 6:00pm! It is imperative you arrange for your child to be picked up on time. Children tend to get very upset and anxious when they are left waiting, and teachers must leave to meet their own family obligations. We allow a five-minute grace period until 6:05pm, after which you will be charged five dollars a minute due upon arrival.

Please attempt to dress your child for the outdoors outside the classroom. If you are waiting for another parent to walk home with, please wait in the lounge with your child.

What to Bring!

Now that your child is coming to C.A.D.S., it is important to know what your child will need while spending the day here. You may feel there are certain additional items you want your child to have that are not listed. Please feel free to discuss your list with your child's teachers. Be sure to label **EVERYTHING** you send in with your child.

INFANTS

1. Two sets of extra clothing
2. Disposable diapers
3. Pacifier
4. Sippy cup if used
5. Utensils

TODDLERS/TOTS

1. Two sets of extra clothing
2. Extra pair of shoes
3. Lovey item/blanket for nap
4. Disposable diapers
5. Pacifier if used
6. Sippy cup/utensils
7. Comb or brush (optional)

TWO'S

1. One set of extra clothing
2. Extra pair of shoes
3. Lovey item/blanket for nap
4. Comb or Brush (optional)

THREES AND FOURS

1. One set of extra clothing
2. Lovey item/blanket for nap
3. Comb or brush (optional)

What to Bring (continued)

MEALS AND SNACKS

Here at Children's All Day School we stress balanced, healthy nutrition. We help the children eat their meals and encourage life-long, healthy eating habits including eating foods that are low in sugar, fat and high in fiber and protein. We appreciate your support in helping your children become healthy eaters for life!

WE ARE A NUT AWARE SCHOOL. Please check all packages and labels before sending them into school with your child.

BREAKFAST

Children who arrive before 8:30 a.m. are welcome to bring their breakfast and eat it in their classroom.

LUNCH

- Children are to bring their lunch in a lunchbox or brown paper bag. You may send in any healthy option your child will eat. Often we suggest packing left over dinner items you know your child will enjoy.
- Due to limited space, only place those items which require refrigeration in the classroom refrigerator. Place the remaining items in your child's cubby.
- Teachers are prepared to warm up any food requiring such preparation, so feel free to send in soups, pastas, etc.
- Organic milk is provided for all students. We also provide filtered water throughout the day.

SNACKS

- C.A.D.S. provides two healthy snacks a day for your child including a variety of fruits, crackers and cereals. Left over lunch may also be offered to your child during snack time.

Please Note: We are a **NUT AWARE** school. Nut allergies can be life threatening to a young child. Parents must be diligent in their label screening as well as assuring the food sent to school has zero nuts in the ingredient list.

BIRTHDAY PARTIES!

Birthday celebrations are welcome at C.A.D.S. Below please find some helpful hints to make your child's birthday celebration at school a success...

1. School birthday parties should be arranged in advance with your child's teachers.
2. Full day children have parties after nap, before yard time. Half day children have their parties after lunch time. Specific times should be arranged with your child's teacher.
3. We want to provide 'simple' birthday parties at C.A.D.S. so please do not bring in streamers, balloons, piñatas or candy.
4. To be fair to ALL children, please do not provide goody bags or gifts for the children or birthday girl/boy. You may however donate a book to your child's classroom which will be read in his or her honor.
5. You may provide a NUT FREE treat such as small cupcakes, vanilla ice-cream cups, vanilla pound cake, or vanilla cookies. Please be diligent when checking packaging, labels and ingredient lists for treats that are home-made or store bought.

Classroom Management

Managing Behaviors

At Children's All Day School, we believe in helping your children reach their potential in all domains. This means we are constantly looking at the social/emotional needs and behaviors of each child. We believe that each child needs to feel emotionally safe and secure in order to learn, make friends, and grow as an individual.

All teachers at Children's All Day School manage behaviors in a non-punitive, age-appropriate manner. As *discipline* means to teach, we, at C.A.D.S. approach behavior management in a loving, thoughtful way that is in no way punitive. Instead, we engage in the following methods to help children learn to respect and care for those around them:

- Prevention is the best medicine...We anticipate difficult times for children including transitions and we plan accordingly.
- Looking for patterns...Teachers and staff will observe a child's behaviors and look for triggers and patterns to help figure out the cause of a behavior and how to help the child change it.
- Validation...We acknowledge each child's feelings and restate them to the children involved. We all need to know our feelings matter in order to do our best.
- Communication/Setting Limits...Limits are clearly set and shared with the children on a daily basis.

Children's All Day School Behavior Policies

Teachers at C.A.D.S. will make every effort to work with all children on their behaviors. Biting, hitting and pushing are common but unacceptable ways of expressing oneself.

Teachers will inform parents immediately if an incident occurs. If the behaviors are repeated over a period of time, parents will be called in to discuss how to change the behaviors.

In the event that both our interventions and consultations are unsuccessful, and the staff determines that enrollment at C.A.D.S is not in the best interest of the child and/or other children, the Director reserves the right to terminate enrollment of the child.

Health/Illness Policies

At Children's All Day School we strive to both prevent the spread of illness as well as provide a comfortable environment for the staff. We are well-caring facility as we do not have a nurse on staff to care for sick children.

When is your child too sick to attend C.A.D.S?

In general, children who cannot participate fully in the day's activities, including outdoor play, should stay home. When a child comes to school not fully recovered, resistance to new germs can be quite low and they are at risk for getting sick with a new illness.

If your child has any of the following symptoms they should not attend school.

- Trouble breathing
- Pinkeye or mucus coming out of the eye
- Yellowish skin or eyes
- Vomiting
- Diarrhea
- Loss of appetite
- Gray or white stool
- Unusually dark urine
- Severe coughing
- Rash of unknown origin
- Severe headache

When can your child return to C.A.D.S?

Generally, your child can return to school when they are symptom free for 24 hours or on antibiotics for at least 24 to 48 hours. When your child has something mild, such as a cold, symptoms can remain but should be milder and not require constant attention.

When should your child see a health care provider?

It is important to bring your child to a health care provider when you notice the following symptoms:

- A high fever
- Eye or ear infection
- When the child has no appetite
- Dehydration
- Rash of unknown origin
- Diarrhea for more than 24 hours
- Persistent cough
- Multiple, persistent symptoms

Health Policy Procedures at C.A.D.S.

1. Children with a temperature above 100 degrees will be sent home. The child needs to be fever free for 24 hours before returning.
2. If a medical emergency arises, 911 is called immediately, followed by contacting the child's parents.
3. We do not have a nurse on staff and therefore we do not dispense medication. The Department of Health does not allow teachers to dispense prescribed or over the counter medication to children. Parents are welcome to come to school to administer necessary medication.
4. All allergies should be reported upon enrollment.
5. You must notify the school if your child has lice or nits. Your child must be lice free to attend C.A.D.S.
6. If you find bedbugs in your home, you must inform C.A.D.S. immediately. We will provide instructions once informed.
7. We require all children attending Children's All Day School to have all their immunizations.

If your child develops a childhood illness or other contagious disease, you must notify the staff at once. This includes but is not limited to: measles, rubella, chicken pox, impetigo, conjunctivitis, strep throat, Coxsackie virus, and the croup.

C.A.D.S' General Policies

Children's All Day School has some additional, general policies that apply to our school's population. If you ever have any questions or concerns about our policies or procedures, please feel free to call or stop by the office. Photos and videos are taken at C.A.D.S. for the purpose of sharing with families and posting in classrooms. Parents have a password protected portal on our website where they can view these photos. We do not allow outside personnel to obtain or take pictures of the children.

- In order to avoid conflicts of interest as well as legal issues, C.A.D.S staff are not allowed to babysit children in their own classrooms.
- There are two parent-teacher conferences each year at Children's All Day School. At least one parent is expected to attend these meetings.
- There is no drinking or eating in the hallways at C.A.D.S.
- Please call or send an email to C.A.D.S. when your child will be absent from school.
- Each year, parents are asked to provide us with up-dated work numbers, emergency contact numbers, etc. It is extremely important you notify the office of any changes that may occur.
 1. Please inform your child's teachers if someone new is taking your child home. You must provide alternative care cards for each person who has permission to pick up your child.
 2. Please inform your child's teachers of any special circumstances happening around the home such as your having to be away from home, new caregiver, or any other event that may affect your child. If we are kept informed, we can help minimize the negative reactions.
- The giving of gifts to staff members at holiday time or the end of the year is entirely optional.



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