

WEE FRIENDS TOO

Parent Handbook



Where the Love of Children and Learning Go Hand in Hand

2600 Regent Place
North Bellmore, New York 11710

(516) 781-8800

Licensed by the New York State Office of Children and Family Services

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Our Mission & Philosophy

Where the Love of Children and Learning Go Hand in Hand

At Wee Friends Too, we believe that children learn best when they feel safe, loved, valued, and encouraged to explore the world around them. Our mission is to provide a nurturing, engaging, and supportive environment where every child is respected as an individual and inspired to reach their full potential.

We are committed to fostering a lifelong love of learning through developmentally appropriate experiences that encourage curiosity, creativity, confidence, independence, and problem-solving. We believe that children learn through active exploration, meaningful experiences, and purposeful play, and that every child develops at their own unique pace.

Our teachers create joyful learning opportunities that support each child's social, emotional, physical, and cognitive growth while honoring their individual interests and needs. Children are encouraged to ask questions, investigate new ideas, make discoveries, and build meaningful relationships with their teachers and classmates.

By partnering closely with families and cultivating a caring community, we strive to create an environment where friendships are formed, confidence is nurtured, and every child feels a sense of belonging.

Most importantly, we believe that childhood should be filled with laughter, creativity, exploration, and the joy of learning. At Wee Friends Too, the love of children and learning truly goes hand in hand.

About Wee Friends Too

For more than 50 years, Wee Friends Too has proudly served families by providing exceptional early childhood education in a warm, caring, and family-centered environment. Our goal has always been the same—to provide children with a safe, loving, and enriching environment where they can learn, grow, and thrive.

We believe that children learn best through hands-on experiences, purposeful play, and meaningful relationships. Every classroom is thoughtfully designed to encourage exploration, creativity, problem-solving, and independence while supporting each child's individual developmental needs.

At Wee Friends Too, every child is recognized as a unique individual. Our teachers create nurturing classrooms where children feel safe to explore, ask questions, develop friendships, and build the confidence needed for future success.

We are committed to partnering with families to create a positive early childhood experience that supports each child's social, emotional, physical, and cognitive growth.

For generations, families have trusted Wee Friends Too because of our commitment to providing a safe, welcoming, and enriching environment where children are encouraged to discover the joy of learning each day.

Licensing

Providing a safe, healthy, and high-quality early childhood program begins with meeting and exceeding state standards.

Wee Friends Too is licensed by the **New York State Office of Children and Family Services (OCFS)** and operates in accordance with all applicable New York State regulations governing childcare programs.

Our program meets or exceeds licensing requirements for:

- Health and safety
- Staff qualifications
- Staff-to-child ratios
- Supervision
- Emergency preparedness
- Professional development
- Safe sleep practices
- Medication administration
- Cleaning and sanitation procedures

Regular inspections and ongoing compliance with OCFS regulations help ensure that Wee Friends Too continues to provide a safe, healthy, and nurturing environment for every child.

The Heart of Wee Friends Too - Staff

Experienced. Caring. Dedicated

At Wee Friends Too, our teachers and teaching assistants are the heart of our program. Each member of our staff is committed to creating a safe, nurturing, and engaging environment where every child feels valued, respected, and supported.

Our teachers understand that the relationships they build with children are just as important as the lessons they teach. By providing encouragement, patience, and individual attention, they help children develop confidence, independence, and a lifelong love of learning.

All Wee Friends Too staff members:

- Meet or exceed the qualifications required by the New York State Office of Children and Family Services (OCFS).
- Complete comprehensive background clearances prior to employment.
- Participate in ongoing professional development each year.
- Maintain required Pediatric CPR and First Aid certification as per OCFS guidelines.
- Complete annual health and safety training as required by OCFS.
- Participate in emergency preparedness training and regular safety drills.

Our staff works together to create a positive learning environment where children feel safe, supported, and excited to come to school each day.

Mandated Reporting

The safety and well-being of every child is our highest priority.

Under New York State law, all childcare professionals are mandated reporters. If there is reasonable cause to suspect that a child has been abused or maltreated, staff members are legally required to report those concerns to the New York Statewide Central Register of Child Abuse and Maltreatment.

Staff-to-Child Ratios

Wee Friends Too follows all New York State Office of Children and Family Services (OCFS) regulations regarding classroom ratios and group sizes.

Program	Staff-to-Child Ratio
Infant	1:4
Waddler	1:5
Toddler	1:5
Nursery	1:7
Pre-K	1:8
Universal Pre-K (UPK)	1:9

Additional staff members may be assigned to classrooms whenever needed to best support our children and maintain a safe, high-quality learning environment.

School Information

Programs Offered

- Infant Program (6 Weeks – 18 Months)
- Waddler Program (18 – 24 Months)
- Toddler Program (2 Years)
- Nursery Program (3 Years)
- Pre-Kindergarten Program (4 Years)
- Universal Pre-Kindergarten (UPK)

Each program is thoughtfully designed to support children's social, emotional, physical, language, and cognitive development while encouraging confidence, curiosity, and independence.

School Hours

Wee Friends Too offers a variety of program schedules designed to meet the needs of our families.

Your child's scheduled days and hours are outlined in your enrollment agreement.

To help children establish consistent routines, we ask families to arrive and pick up their children on time each day.

If your child will be arriving late or absent, please notify the school office through Brightwheel or by telephone.

School Calendar

A school calendar is provided to all families prior to the beginning of the school year and is also available through Brightwheel.

The calendar includes:

- School holidays
- Scheduled closings
- Parent conferences
- Special events
- Graduation (where applicable)
- Important school dates

Families will be notified through Brightwheel of any changes or additions to the calendar during the school year.

Inclement Weather & Emergency Closings

If weather or another emergency requires the school to close, delay opening, or dismiss early, families will be notified through Brightwheel as soon as possible.

Lunch & Snack

We encourage families to provide a healthy, nutritious, **peanut- and tree-nut-free** lunch and snack each day. Lunch may also be purchased through an outside vendor.

Please include any utensils your child may need and avoid foods requiring refrigeration or heating unless otherwise instructed.

Wee Friends Too recommends that families provide their child's daily snack. However, the school maintains a supply of approved snacks on-site should a child forget their snack or require an additional snack during the day.

If your child has food allergies or dietary restrictions, please notify the school office before the first day of attendance and whenever changes occur.

Food Sharing

For the safety of all children, **food and beverages may not be shared between children.**

This policy helps protect children with food allergies, dietary restrictions, and other health concerns. We appreciate your cooperation in helping us provide a safe environment for everyone.

FOOD CHOKING HAZARD FOR YOUNG CHILDREN

Please help us keep our children safe.

The following foods can be **choking hazards for young children** and should **not be sent to school unless they are prepared in an age-appropriate, safe manner.**

Foods to Avoid or Prepare Carefully

- **Hot dogs, meats & sausages**
Cut lengthwise into thin, small pieces. Avoid round, coin-shaped slices.
- **Popcorn, chips, pretzel nuggets**
- **Candy & chewy treats**
Hard or sticky candy, cough drops, gum, lollipops, marshmallows, caramels, hard candies, jellybeans, fruit snacks and gummies.
- **Cheese**
Cheese cubes and mozzarella/string cheese can be choking hazards.
- **Grapes, fruits & vegetables**
Whole grapes, cherries, raw peas, carrots, celery, raw vegetables, fruit with skins, seeds, and other firm pieces of fruit.

Grapes and cherries should be cut lengthwise into small pieces. Remove pits and seeds.

- **Seeds & dried fruit**

All nuts, including peanuts, sunflower seeds, and pieces of dried fruit.

- **Seed butters**

Thick spoonfuls or large amounts can be difficult for young children to swallow.

Rest Time

Children enrolled in programs that include rest time are provided with a quiet, comfortable opportunity to rest each day.

Not every child sleeps during rest time. Children who remain awake will participate in quiet, age-appropriate activities while respecting the rest of their classmates.

Families will be informed of any items needed for rest time and should label all belongings with their child's name.

Daily Arrival & Dismissal

Arrival

Children should arrive at their scheduled start time.

Upon arrival, families should:

- Use their child's assigned entrance.
- Hand your child off directly to the teacher at the assigned entrance.
- The teacher will walk your child to the classroom.
- Help child transition to the classroom with a brief, positive goodbye.

Our teachers are always available to help children who may need a little extra reassurance during morning drop-off.

Attendance & Absences

Regular attendance supports children's learning, classroom routines, and friendships.

If your child is absent or arriving late, please notify the school office as early as possible or message the classroom teacher using the Brightwheel system.

If your child is absent due to illness, we appreciate knowing the reason so we can help monitor illnesses within our school community. A doctor's note may be required to return to school.

Dismissal

Children will only be released to a parent, legal guardian, or individual authorized on the child's emergency pick-up form.

For the safety of every child:

- Please notify the school office if someone other than the usual pick-up person will be picking up your child.
- Changes to dismissal arrangements should be communicated before dismissal whenever possible.
- Individuals unknown to our staff may be asked to present photo identification.

Early Pick-Up

If your child needs to leave before their regular dismissal time, please notify the school office in advance whenever possible.

Notice of early pick-up helps minimize disruption to classroom activities while allowing staff to prepare your child for dismissal.

Parking Lot Safety

The safety of our children and families begins before entering the building.

We ask all families to:

- Drive slowly and use caution at all times.
- Hold your child's hand while walking through the parking lot.
- Park only in designated parking areas.
- Never leave a child unattended in a vehicle.
- Do not park in fire lanes.
- Use handicapped parking spaces only with a valid handicapped parking permit.
- Be considerate of our neighbors by not blocking driveways or speeding on the streets surrounding Wee Friends.

Thank you for helping us keep our children, families, staff, and neighbors safe.

Health & Safety

Sick Policy

- Children with a fever of 100.4°F or higher must remain home and may return only after being fever-free for at least 24 hours without fever-reducing medication.
- If your child vomits, they must remain home for 24 hours after the last episode of vomiting.
- If your child has two or more episodes of diarrhea, they must remain home until symptom-free for 24 hours.
- Children with pink eye (conjunctivitis) or an unexplained rash must provide a doctor's note before returning to school.
- If your child has stitches, a broken bone, or is recovering from surgery, a doctor's note outlining any restrictions must be provided before the child returns to school.
- If a child becomes ill during the school day, they will be cared for in the main office or separated from classmates until a parent or authorized emergency contact arrives.
- Wee Friends Too reserves the right to determine whether a child is well enough to attend school in order to protect the health and safety of all children and staff.

Diaper Changing

- Diapers and pull-ups are changed in a safe, sanitary, and respectful manner in accordance with New York State regulations. Families are responsible for providing diapers, wipes, and extra clothing. Staff will communicate with families through Brightwheel regarding diaper changes and supply needs.

Toilet Training

Toilet training should begin at home before it starts at school. Wee Friends Too will work together with families to support each child in a positive and encouraging way.

Families should provide extra clothing, underwear or pull-ups, and plastic bags for soiled items. Accidents are a normal part of the learning process, and children will never be punished or forced to use the toilet. Our staff will encourage independence and confidence while supporting each child's individual progress.

Toilet Training Expectations for Pre-K

Children entering the Pre-K program are strongly encouraged to be fully toilet trained before the start of the school year. Teachers will support children by guiding them as they learn to independently clean themselves and change their clothing when accidents occur.

In the event that a child becomes heavily soiled and cannot be thoroughly cleaned using wipes and the resources available at school, a parent or guardian will be contacted and asked to pick up their child so they can be properly cleaned and cared for at home.

Incident Report / Boo Boo Book

Minor injuries, such as scrapes, bumps, and small cuts, will be treated by our staff with basic first aid and comfort. Minor injuries are recorded in the school's **"Boo Boo" book** and shared with parents through Brightwheel or at pick-up.

Parents will also be notified by phone if their child bumps their head, even if the injury appears to be minor.

If a child experiences a serious injury or requires immediate medical attention, parents will be contacted immediately, and emergency services will be called if necessary.

Our goal is to provide a safe and caring environment while keeping families informed of any incidents that occur during the school day.

Children Receiving Support Services

If your child receives support services, a current copy of your child's Individualized Education Program (IEP) or Health Care Plan must be kept on file at the school.

Whenever available, Wee Friends Too prefers families provide a copy of the child's IEP, as it assists our teachers in providing the most appropriate support and accommodations within the classroom.

Families are responsible for notifying the school of any revisions or updates made during the school year.

Medication

Children requiring medication during the school day must have all required documentation completed before medication can be administered.

Depending on your child's needs, required forms may include:

- Medication Consent Form
- Individual Health Care Plan (IHCP)
- FARE (Food Allergy & Anaphylaxis Emergency Care Plan)

Medication authorization forms must be renewed every six (6) months in accordance with school policy and OCFS requirements.

Medication must:

- Be in the original container.
- Include the original pharmacy label when applicable.
- Be clearly labeled with the child's first and last name.

Medication may only be administered by authorized staff members in accordance with New York State Office of Children and Family Services (OCFS) regulations.

Elijah's Law – Allergy and Anaphylaxis Policy

The Wee Friends Too Allergy & Anaphylaxis policy is designed to establish guidelines and procedures for staff and families to deal with the prevention and response to anaphylaxis.

Anaphylaxis Prevention

- Upon enrollment and whenever there are changes, parents/guardians will be required to provide the program with up to date information regarding their child's medical conditions, including any allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work in conjunction with the program and the child's physician to complete the documents required for any allergy that the child may have. These documents will guide all staff in the necessary actions to take during an allergic or anaphylactic reaction. The program will keep these documents and any emergency medications in a designated area known to all staff members as outlined in the program's health care plan and will ask for updated paperwork when necessary.

Documents

- Any child with a known allergy will have the following documents on file when applicable:
 - NYS OCFS form 7006 – Individual Health Care Plan for a Child With Special Healthcare Needs or approved equivalent
 - NYS OCFS form 6029 – Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent
 - NYS OCFS form 7002 – Medication Consent Form or approved equivalent
- In addition, the child's allergies will be indicated on their enrollment form.
- These forms will be completed by the child's parents in conjunction with the program and the child's physician. In the event of an anaphylactic reaction, staff will call 911 and follow the instructions outlined in these documents.

Staff Training

- All staff members will be trained in the prevention, recognition, and response to food and other allergic reactions and anaphylaxis upon hire and at least annually thereafter. A number of staff will also maintain certifications in CPR, First Aid, and medication administration. If a child with an allergy requires the administration of epinephrine or other emergency medications, the parents will be required to train any staff member caring for that child on the administration of the prescribed medication.

Strategies to Reduce the Risk of Exposure to Allergic Triggers

- Each classroom will have a posting with a list of individual children's allergies that is visible to all staff and volunteers caring for the child. All staff will take steps to prevent exposure to a child's known allergy, including but not limited to reading food labels. Handwashing, cleaning and all other regulations related to allergies and anaphylaxis as outlined in the OCFS Childcare Regulations will be followed by all staff and volunteers.

- Upon enrollment of a child with a known allergy, all staff and volunteers will be made aware of the child's allergy and associated medication needs, as well as ways to reduce the risk of exposure to said allergen. In addition, all parents and children will be made aware of any allergies in the classroom, as well as actions being taken to reduce exposure. Confidentiality will be maintained when discussing any child's allergy with parents and other children.

Annual Notification to Families

- Families can find the most updated policy on the schools website and will be notified about it upon enrollment. Hard copies will be available on the parent information board. This policy will be reviewed and updated annually. Families will be notified of any updates to this policy.

Stock Epinephrine

- Our program will stock non-patient specific epinephrine auto-injector devices for emergency treatment of a person appearing to experience anaphylactic symptoms.

- We will stock the following doses: ☐ Infant/toddler dose (0.1mg) for persons who are 16.5-33 lbs

- ☐ Pediatric dose (0.15mg) for persons who are 33-66 lbs

- ☐ Adult dose (0.3mg) for persons 66 lbs or more

For children weighing less than 16.5 lbs, the program will NOT administer epinephrine and will call 911.

- At least one caregiver will complete the required training and be responsible for general oversight of the program's non-patient-specific epinephrine, including checking auto-injector expiration dates monthly. This person will be listed in Appendix H of the program's health care plan. The non-patient-specific epinephrine auto-injectors will be kept in the designated location in their original packaging and stored according to the manufacturer's instructions. A first aid kit will be kept in the designated location and will contain all items specified in the program's health care plan.

- The program will call 911 immediately after the designated caregiver administers epinephrine. In addition, the program will notify the child's parent and the program's OCFS licensor or registrar. A Log of Medication Administration (OCFS-LDSS-7004) will be completed after administration of the epinephrine auto-injector device.

Emergency Procedures

Fire and Evacuation Drills

The safety of our children and staff is a top priority at Wee Friends Too. Fire drills, emergency evacuation drills and shelter in place are conducted regularly in accordance with New York State Office of Children and Family Services regulations.

Teachers review emergency procedures with children in a calm and age-appropriate manner to help them become familiar with safety routines. In the event of an emergency, children will be safely evacuated or sheltered according to our emergency preparedness plan.

Our staff receives ongoing training to ensure that all emergency procedures are carried out safely and efficiently.

Emergency Relocation

In the unlikely event that Wee Friends Too must relocate due to an emergency, children will be transported to **Dinkelmeyer Elementary School**, located at **2100 Waltoffer Avenue, North Bellmore, New York**.

Parents and guardians will be notified as soon as possible through Brightwheel with instructions and updates regarding the relocation. Our staff will remain with the children at all times to ensure their safety and well-being until they are reunited with their families.

Positive Guidance

At Wee Friends Too, we believe every child deserves to be treated with kindness, patience, and respect. Our goal is to help children develop confidence, self-control, problem-solving skills, and positive relationships while learning to make responsible choices.

Children are learning new skills every day. Our teachers provide guidance through encouragement, redirection, positive reinforcement, and consistent routines that help children feel safe, successful, and understood.

We believe children learn best when they know they are valued, supported, and encouraged.

Building Social & Emotional Skills

Social and emotional development is an important part of early childhood.

Throughout the school day, children are encouraged to:

- Build friendships
- Share and take turns
- Use kind and respectful words
- Express their feelings appropriately
- Solve problems peacefully
- Develop self-confidence
- Show empathy and kindness toward others
- Develop independence and responsibility

Our teachers model these skills each day and provide opportunities for children to practice them through play, classroom activities, and everyday interactions

Teachers use positive guidance strategies that help children understand expectations and learn appropriate behaviors.

These strategies include:

- Positive reinforcement
- Gentle redirection
- Modeling respectful behavior
- Offering age-appropriate choices
- Encouraging problem-solving
- Helping children recognize and express their emotions
- Supporting independence

- Providing consistent classroom routines

Our focus is on teaching children what **to do**, rather than simply telling them what **not to do**.

Physical punishment, humiliation, ridicule, threats, time-out, or withholding food, rest, or bathroom privileges are **never used** as forms of discipline at Wee Friends Too.

Working Together

Families and teachers are partners in helping children develop positive behaviors and lifelong social skills.

If concerns arise regarding a child's behavior, teachers will communicate with families to share observations and develop consistent strategies that support the child's success both at home and at school. The school might recommend an evaluation through early intervention or the child's home school district if additional support is needed.

By working together, we create a caring, supportive environment where every child has the opportunity to grow and succeed.

Biting

Biting is a developmentally common behavior among some infants, toddlers, and young preschool children. While it can be upsetting for everyone involved, our staff responds quickly, calmly, and consistently.

When a biting incident occurs:

- The child who was bitten receives immediate comfort and care.
- The child who bit is redirected and guided toward appropriate ways to communicate.
- Families of both children are notified.
- The incident is documented.
- Teachers observe classroom patterns and work with families to help reduce future incidents.

To protect the privacy of all children, the names of those involved will remain confidential.

Tuition & School Policies

A non-refundable registration fee is required to reserve your child's placement for the upcoming school year.

Enrollment is considered complete once all required forms, supporting documentation, and applicable fees have been received and approved by the school.

Required Enrollment Forms

The following forms are required for all enrolled children:

- Policy Statement (two-sided)
- Personal Information Form (two-sided)
- Release Form
- Medical Form (two-sided)
- Rest and Nap Time / Permission Slip for Over-the-Counter Ointment & Sunscreen (two-sided)
- Early Drop-Off and Late Pick-Up Confirmation Form (if applicable)
- Toddler Form (Toddler Program only)
- Medication Information Form (if applicable)

Tuition

Tuition is an annual fee that has been divided into **ten (10) equal monthly payments** for your convenience.

Monthly tuition payments begin **August 1** and continue through **May 1**, according to your enrollment agreement.

Tuition reserves your child's place in the program and is not based on attendance. Therefore, tuition cannot be reduced or refunded due to:

- Illness
- Family vacations
- Scheduled school holidays
- Inclement weather closures
- Temporary absences

Tuition Payments

Tuition payments may be made through **Brightwheel**, by **check**, or by **cash**.

Payment options include:

- **Brightwheel (Bank Account/ACH):** A minimal processing fee applies.
- **Brightwheel (Credit Card):** Credit card payments are subject to the processing fee charged through Brightwheel.
- **Check:** Please make checks payable to **Wee Friends Too**.
- **Cash:** Cash payments are accepted by the school office. Please do not send cash in your child's tote bag.

If you anticipate a delay in payment, please contact the school office as soon as possible. We understand that unexpected situations may arise and will work with families whenever possible.

Late Payments

Payments received after the due date may be subject to a late fee as outlined in your Enrollment Agreement.

Accounts that become significantly past due may result in suspension of services until the account has been brought current.

Returned Payments

Any fees associated with returned checks or declined electronic payments are the responsibility of the family.

After multiple returned payments, Wee Friends Too may require future tuition payments to be made using an alternate payment method.

Withdrawal

Families considering withdrawal should notify the school office as soon as possible.

The terms of withdrawal, including any required notice, are outlined in your Enrollment Agreement.

Financial Questions

If you have questions regarding tuition, billing, or payment options, please contact the school office. We are happy to assist you and discuss any questions you may have.

Curriculum

At Wee Friends Too, we believe that children learn best through meaningful experiences, hands-on exploration, play, and positive relationships. Our curriculum is designed to support the development of the whole child by encouraging growth in social-emotional, cognitive, language, physical, and creative skills. We provide a nurturing environment where children are encouraged to ask questions, solve problems, express themselves, and develop a lifelong love of learning.

Our teachers plan developmentally appropriate activities that reflect each child's interests, abilities, and individual needs. Through play, exploration, and guided instruction, children build confidence, independence, and essential skills that prepare them for future success.

Areas of Learning

Our curriculum promotes growth in the following areas:

- Social and emotional development
- Language and literacy
- Cognitive and problem-solving skills
- Fine and gross motor development
- Science and discovery
- Mathematics and early reasoning skills
- Creative arts and self-expression
- Health and wellness
- Social studies and community awareness

Infant Program

Our infant program focuses on creating a safe, loving, and responsive environment where babies can grow and thrive. Teachers support each child's individual schedule while encouraging exploration and sensory experiences.

Infants participate in activities that promote:

- Bonding and attachment
- Sensory exploration
- Language development
- Fine and gross motor skills
- Music and movement
- Early social interactions

Waddler Program

As children become more mobile and curious, our waddler program encourages exploration, independence, and communication. Teachers provide opportunities for children to learn through movement, play, and hands-on experiences.

Children participate in activities that support:

- Language development

- Social skills
- Motor development
- Creative expression
- Sensory experiences
- Early problem-solving

Toddler Program

Toddlers learn through active exploration and play. Our curriculum encourages independence while helping children develop important social and emotional skills.

The toddler program includes:

- Language and literacy activities
- Music and movement
- Art and sensory experiences
- Early math and science concepts
- Dramatic play
- Social-emotional learning
- Outdoor play and physical development

Toddler progress reports are shared with families throughout the year to celebrate growth and development.

Nursery Program

Our nursery program provides opportunities for children to expand their knowledge through play-based learning experiences that encourage curiosity and creativity.

Children engage in:

- Letter and number recognition
- Story time and language development
- Science exploration
- Creative arts
- Fine motor activities
- Social skills and cooperative play
- Outdoor learning experiences

Pre-K Program

Our Pre-K curriculum prepares children for kindergarten by building confidence, independence, and academic readiness skills in a fun and engaging environment.

The program focuses on:

- Early literacy and writing
- Mathematics concepts
- Science and discovery
- Critical thinking and problem-solving
- Social-emotional development
- Fine and gross motor skills

- Cooperative learning

Universal Pre-K (UPK)

Our Universal Pre-K program follows the New York State learning standards and provides children with a strong educational foundation for kindergarten and beyond.

The curriculum emphasizes:

- Literacy and language development
- Mathematics
- Science and social studies
- Creative arts
- Physical development
- Social-emotional growth
- School readiness skills

Enrichment Experiences

Throughout the year, children participate in a variety of enrichment opportunities that enhance classroom learning. These may include:

- Music and movement
- Yoga
- Special visitors and presentations
- Holiday celebrations
- Community service projects
- Outdoor activities
- Special events and themed experiences

Parent Conferences

Parent-teacher conferences are held during the school year to discuss your child's growth, development, and classroom experiences.

Conferences provide an opportunity to celebrate accomplishments, discuss developmental progress, answer questions, and work together to support each child's continued success.

Additional conferences may be scheduled at any time at the request of a family or teacher.

Progress Reports

Progress reports are completed for children enrolled in our **Toddler, Nursery, Pre-K, and Universal Pre-K** programs.

These reports are based on teacher observations and provide families with information about their child's development across a variety of learning areas.

Every child develops at their own pace. Progress reports are intended to celebrate growth, identify emerging skills, and strengthen the partnership between home and school.

Confidentiality

The privacy of our children and families is very important to us.

Information regarding children, families, and staff is treated confidentially and shared only with those who have a legitimate educational or legal need to know, or as otherwise required by law.

We ask families to respect the privacy of other children and families by not discussing confidential information outside of school.

Student Records

Student records are maintained in accordance with New York State Office of Children and Family Services (OCFS) regulations and all applicable laws.

Records are confidential and accessible only to authorized school personnel and, unless otherwise restricted by law or court order, to a child's parent or legal guardian.

Parent Communication

At Wee Friends Too, we believe that open, honest, and respectful communication is the foundation of a successful partnership between families and our school. By working together, we can best support each child's growth, development, and overall well-being.

We encourage families to share important information, ask questions, and communicate any concerns throughout the school year. Our goal is to build trusting relationships where every family feels welcomed, valued, and heard.

Brightwheel

Brightwheel is the primary communication platform used at Wee Friends Too.

Families should download the Brightwheel app and enable notifications to receive important school communications.

Brightwheel is used to share:

- School announcements
- Classroom updates
- Daily reports (when applicable)
- Photos and videos
- Messages from teachers and the school office
- Reminders
- Emergency notifications
- School events and activities
- Tuition billing and payment information

We encourage families to check Brightwheel regularly to stay informed about classroom activities and important school information.

Brightwheel Privacy

Protecting the privacy of our children and families is extremely important to us.

Brightwheel provides a secure communication platform for Wee Friends Too families and staff.

- Messages are visible only to your child's family and the Wee Friends Too staff members assigned to your child's classroom.
- Other families cannot view your messages or personal information.
- Photos and videos shared through Brightwheel are intended only for the families of enrolled children.

We kindly ask families to respect the privacy of others by not downloading, sharing, or posting photographs or videos of other children on social media or other public platforms without the permission of the child's parent or guardian.

Photo permission is indicated on your child's signed enrollment application. If you wish to change your photo permission during the school year, please notify the school office in writing.

Electronic Communication

By enrolling your child at Wee Friends Too, you acknowledge that Brightwheel is the school's primary method of communication.

Families are responsible for maintaining current email addresses, telephone numbers, and contact information to ensure timely receipt of school communications, billing notifications, emergency alerts, and other important information.

Families are encouraged to regularly review Brightwheel notifications and messages throughout the school year.

Photography & Media

Capturing special moments throughout the school year.

Throughout the school year, Wee Friends Too staff may photograph or record children participating in classroom activities, special events, and school programs.

Photographs and videos may be used for:

- Brightwheel classroom updates
- Classroom displays
- School newsletters
- Wee Friends Too's website
- Social media pages
- Marketing and promotional materials

Photo permission is indicated on your child's signed enrollment application.

Families wishing to change their photo permission at any time during the school year should notify the school office in writing.

We respect every family's privacy and will honor the permissions provided.

Respecting the Privacy of Others

We kindly ask families to respect the privacy of all children and families.

Photographs or videos of children other than your own should **not** be shared, posted on social media, or distributed without the permission of the child's parent or guardian and Wee Friends Too.

Your cooperation helps us protect the privacy and safety of every child in our care.

Information regarding a child will not be shared without written parental consent except as required by law.

Rights of Non-Custodial Parents

Wee Friends Too recognizes the rights of both parents whenever permitted by law.

Unless the school has received a current court order stating otherwise, both parents have the right to receive information regarding their child's progress and access their child's educational records.

If there are custody agreements, orders of protection, or court orders affecting custody, visitation, or pick-up arrangements, a current copy of the legal documentation must be provided to the school office.

Without legal documentation on file, Wee Friends Too must assume that both parents have equal rights regarding their child.

The safety and well-being of every child will always remain our highest priority.

Additional School Information

Indoor/Outdoor Play

Outdoor play is an important part of our daily program. It gives children opportunities to build gross motor skills, enjoy fresh air, and explore the world around them.

Weather permitting, children go outside each day. Please dress your child appropriately for the weather, including coats, hats, gloves, boots, or sunscreen when needed.

When outdoor play is not possible due to severe weather or unsafe conditions, children will participate in indoor gym and gross motor activities.

Birthday Celebrations

Birthdays are a special occasion, and we enjoy celebrating each child's special day with their classmates.

To help ensure the safety of all children:

- Birthday treats must be store-bought.
- Treats must be individually packaged.
- All treats must be peanut and tree nut-free appropriate for the classroom.
- Additional classroom allergy restrictions may apply.

We appreciate your cooperation in helping us provide a safe and enjoyable celebration for everyone.

Holiday Celebrations

Throughout the school year, children participate in seasonal celebrations and classroom activities that are educational, age-appropriate, and inclusive of all families.

Our goal is to create meaningful experiences while respecting the diverse traditions, backgrounds, and beliefs represented within our school community.

Community Service

Teaching children to care for others begins at an early age.

Throughout the school year, Wee Friends Too may participate in age-appropriate community service projects that encourage kindness, compassion, and generosity.

Projects may include:

- Food drives
- Clothing drives
- Toiletry collections
- Holiday giving programs
- St. Jude Trike-Athon
- Other charitable activities that benefit our local community

Participation is always voluntary, and we appreciate the generosity and support of our Wee Friends Too families.

Clothing

Children learn through movement, creativity, and hands-on experiences every day.

Please dress your child in comfortable, weather-appropriate clothing that allows them to fully participate in classroom activities, art projects, sensory play, and outdoor exploration.

Closed-toe shoes are required for active play and outdoor safety.

Since learning can sometimes be messy, we recommend sending your child in clothing that can get a little dirty. At Wee Friends Too, messy clothes often mean a wonderful day of learning!

Personal Belongings

Please label all personal belongings with your child's first and last name whenever possible.

We encourage families to leave valuable items, including jewelry, money, electronic devices, and treasured belongings, at home.

While every effort will be made to return misplaced items to their owner, Wee Friends Too is not responsible for lost, damaged, or misplaced personal belongings brought to school.

Lost & Found

Items found throughout the school will be placed in the Lost & Found area.

Unclaimed items may be donated periodically throughout the school year.

Sunscreen & Topical Ointments

Families wishing for sunscreen or over-the-counter topical ointments to be applied during the school day must complete the required **Permission Slip for Over-the-Counter Ointment/Sunscreen** before these products may be administered.

Families are responsible for providing the product.

All products must:

- Be in the original container.
- Be labeled with the child's first and last name.
- Be accompanied by the completed authorization form.

Only authorized staff members may apply sunscreen or topical ointments in accordance with New York State Office of Children and Family Services (OCFS) regulations.

Visitors

The safety of our children, families, and staff is our highest priority.

All visitors must **sign in** before proceeding beyond the reception area.

Visitors may be asked to present photo identification.

Only authorized visitors are permitted beyond the reception area unless accompanied by a Wee Friends Too staff member.

Smoking, Alcohol & Drug-Free Environment

Wee Friends Too is committed to providing a healthy, safe environment for all children, families, staff, and visitors.

The use of tobacco products, electronic cigarettes (vaping), alcohol, cannabis, or illegal drugs is prohibited anywhere on school property or during school-sponsored activities.

We appreciate everyone's cooperation in helping us maintain a safe and healthy environment.

Cell Phone & Electronic Device Use

To help ensure the safety and privacy of all children, we ask families and visitors to limit cell phone use while dropping off and picking up their child.

Photography or video recording of children other than your own is not permitted without the permission of the child's parent or guardian and Wee Friends Too.

Thank you for helping us protect the privacy of all children and families

Our Commitment to Inclusion

Every child belongs

Wee Friends Too is committed to providing a welcoming, respectful, and inclusive environment for all children and families.

We celebrate the unique qualities, backgrounds, cultures, abilities, and experiences that make every child and family special. We strive to create a community where every child feels safe, valued, respected, and supported.

We believe that every child deserves the opportunity to learn, grow, and thrive in an environment built on kindness, acceptance, and mutual respect.

Family Partnership

Working together for every child.

A child's greatest success comes when families and teachers work together.

We encourage families to:

- Read Brightwheel messages and school communications regularly.
- Keep emergency contact and medical information current.
- Share important changes at home that may affect their child's day.
- Communicate questions or concerns promptly.
- Support school policies and classroom routines.
- Treat fellow families, children, and staff with kindness and respect.

Together, we create a caring community where every child feels supported, encouraged, and successful.

Handbook Updates & Policy Changes

Wee Friends Too is committed to maintaining policies and procedures that reflect current New York State Office of Children and Family Services (OCFS) regulations and the needs of our school community.

From time to time, policies or procedures may be updated during the school year. Families will be notified of significant changes through Brightwheel.

The most current version of the Wee Friends Too Parent Handbook will be maintained by the school.

Parent Handbook Acknowledgement

The Wee Friends Too Parent Handbook is available to all families through Brightwheel.

We ask that each family carefully read the handbook and become familiar with the school's policies and procedures.

By continuing your child's enrollment at Wee Friends Too, you acknowledge that you have received access to the Parent Handbook through Brightwheel, have read its contents, and agree to follow the policies and procedures outlined within it.

The Parent Handbook is intended to provide general information regarding the operation of Wee Friends Too. It does not replace or modify applicable federal, state, or local laws and regulations or the requirements of the New York State Office of Children and Family Services (OCFS).
