

"Wee Friends Too" Parent Handbook

We Invite You To Join Our Circle®



WEE FRIENDS
School and Day Camp
Since 1978

Forever Friends

"Where the love of children and learning go hand in hand"
2600 Regent Place Bellmore N.Y.
516 781-8800 Fax 516 781-8818
e-mail bellmore@weefriendsnurseryschool.com

TABLE OF CONTENTS

GENERAL INFORMATION ----- 4
PHILOSOPHY AND GOALS----- 5,6

- Diversity

SCHEDULE/HOLIDAYS -----7
INCLEMENT WEATHER/SNOW DAYS ----- 7
DROP OFF / PICK UP----- 8

- Late Pick Up Fees

POLICIES -----9

- Registration Fees
- Reimbursement
- Sibling Discount/Discounts
- Visitor Policy
- Late Payments, Returned Checks
- Field Trips
- Withdrawal from School/Contract
- Fundraising
- Confidentiality
- Photographs
- Rights of noncustodial parents

ADMISSION PROCEDURE ----- 10

- Registration Fee
- Make Up Days
- Mandated Registration Forms

STAFF QUALIFICATIONS/ORIENTATON/TRAINING ----- 11
SEPARATION/TRANSITION ----- 12
PARKING -----12
INDOOR/OUTDOOR PLAY ----- 12
COMMUNITY SERVICE ----- 12
HEALTH& SAFETY ----- 13

- Diaper Changing / Potty Training

HEALTH& SAFETY ----- 14

- Nap/Rest Policy
- Sick Policy (symptoms)
- “Boo Boo” Book (Health Log)
- Fire Drills

Table of Contents Continued

HEALTH& SAFETY -----	15
• Shelter Drills	
• Wee Friends Bags	
• Medication and/or Epi Pen Procedure	
NUTRITION/MEALS -----	16
CHILDREN'S BIRTHDAYS -----	16
CURRICULUM-----	17
• Infant	
• Waddler	
• Toddler	
CURRICULUM-----	18
• Nursery	
• Pre-K	
BEHAVIOR / DISCIPLINE -----	19
BITING -----	20
DAILY ROUTINES -----	21
SPECIAL EVENTS-----	22
• Specialty Teachers	
PARENT COMMUNICATION-----	23
• Open House	
• Parent-Teacher Communication	
○ Parent Involvement	
• Parent Conferences and Progress Reports	
• Resources Materials	

General Information

Ages Served - 6 Weeks - Five years

OCFS Licensed Capacity -162 children at one time

Founded - 1978

Location - 2600 Regent Place Bellmore N.Y. 11710

Pattern of Supervision:

The Director

Office Manager

Teachers

Assistants

Custodial

PHILOSOPHY AND GOALS

Wee Friends is a model of excellence in the care of children from infancy through kindergarten. We provide programs to meet the needs of families all year round. We are committed to examining and implementing the finest practices of teaching, learning and nurturing in an environment that provides for exciting learning, a place for children to grow and play alongside their same age peers.

Wee Friends develops self-esteem, self-confidence, and positive self-image through creative hands on learning experiences and a mutual respect between staff and children.

We provide a developmentally appropriate curriculum for young children, stressing individual differences and interactive processes. We learn that our differences make us special and add a unique flavor to our classroom. The curriculum provides experiences in art, science, music, movement, cooking, games, discovery, reading, pre-k phonics, math and cultural pride.

We develop a positive attitude towards school by providing an environment that welcomes each child and encourages the philosophy "I can, and I will".

We develop our Wee Friends' ability to communicate, use language, verbalize feelings and interact with peers, through appropriate planning based on teacher observation and recordings of each child's needs.

Our Wee Friends are encouraged to initiate activities, make choices, accept limits, solve problems and function independently, taking care of their own needs and making their own needs known as necessary. Since all our friends mature at different rates our staff work with the individual needs of children as well as with the whole class.

Wee Friends is a culturally sharing school celebrating the holidays of all children who attend the program. It is our philosophy that every child enjoys sharing their special days with their friends. At school we celebrate with singing, baking and stories. Children go home with projects that are appropriate for their holidays.

"Sharing is Caring" is often heard as our Wee Friends develop an awareness of others and their needs.

Wee Friends provides opportunities for children to develop socially, emotionally, intellectually and physically through active exploration and involvement We often provide specials such as indoor yoga, dance, art, math, music, movement and reading enrichment.

We encourage creativity and self-expression.

PHILOSOPHY AND GOALS CONTINUED

We develop the ability to function in a group, interacting with other children in cooperative play and developing friendships.

We provide a wide variety of very creative, exciting learning experiences, materials and equipment.

Wee Friends enjoys partnering with parents to build a mutual understanding through sharing decisions about childcare and education.

Infant care is provided in self-contained rooms fully equipped with cribs, feeding stations, changing areas and play stations. In addition, a large fenced in outdoor area is available for walks and outdoor play. A large indoor play area is across the hall from the infant room for use throughout the year. As the infants grow so does their little world with new and exciting experiences. The infant room is designed to promote a calm, nurturing environment. A daily log goes home informing parents of feedings, urination and bowel movements. In addition, the log lists all the fun activities as well as sleep time.

Wee Friends adheres to the guidelines, requirements and recommendations prescribed by New York State office of Children and Family Services

Wee Friends in an equal opportunity employer.

Schedule/Calendar/ Holidays

School Hours

1/2 Day 9:00-11:30AM

1/2 Day 12:00-2:30PM

Mini Day 9:00-2:30

Full Day 9:00-4:00

Before Care 7:00-9:00 AM

After Care – 4:00-5:30 PM

Holidays Closed

Columbus Day

Election Day

Veterans Day

Parent Conferences

December Break

President's Week

Spring Holiday Break

Memorial Day

If North Bellmore School District is closed, Wee Friends school will also be closed.

Please refer to Wee Friends Too school calendar for exact dates of closing

Inclement Weather and School Closing Alerts

Our intent is to remain open if conditions are safe enough. However, it has always been the philosophy of the school to put the safety of our children, parents and staff first. If the streets are icy or the prediction is for snow or ice to fall during the early part of the day, we will side with closing to avoid a dangerous dismissal

During inclement weather, you will receive an e-mail and/or text alert informing you of late openings, closure, or early dismissal. Information will also be posted on the school webpage and Facebook.

Drop Off and Pick Up Procedure

Dropping Off Your Child

Children are to be brought to the classroom at the arrival time. Do not leave a child in an empty room. The teacher must greet the child and acknowledge him/her and to sign child's arrival time into classroom. Teachers take attendance as soon as the child arrives.

Parents are responsible for transportation to school and for bringing their child to the classroom.

If you request a meeting, please speak to the director. The teachers must give their undivided attention to the class at arrival. Once you drop your child in the classroom you can exit the school. Your child is officially in the teachers care even if you are assisting in another part of the school.

Picking Up Your Child/ Late Pick Up Fees

Parents are responsible for picking up from the classroom. The teacher dismisses one child at a time. The teacher must give their undivided attention to the class at dismissal. No individual conferences are permitted during pickup.

A child will only be released to a person other than the parent with authorization in writing. There is a pickup log. Parents must list the person picking up in the log with the date and signature. A driver's license will be required to identify the person. In addition, the person must be on the release form submitted at the start of school or a note submitted.

We take releasing your child very seriously and must adhere to these regulations.
**ONCE YOUR CHILD IS RELEASED TO YOU OR DESIGNATED PICK UP PERSON,
THE TEACHER AND SCHOOL ARE NO LONGER RESPONSIBLE FOR CARE.**

Please be on time for dismissal. Your child's teachers may have other obligations after school hours. Your lateness may affect their personal or professional responsibilities. If you are delayed, please call the office. There is a \$10.00 fee for every 15 minutes or portion of 15 minutes late. This fee is due at pick up.

If there is a personal emergency delaying pickup, please notify the school. However, if lateness becomes an everyday occurrence there will be a \$10.00 fee for each fifteen minutes late.

Wee Friends Policies

Registration Fees

Registration Fees are non-refundable and are not applied to tuition.

Reimbursement

There is no reimbursement due to sickness, weather closings or holidays. There are no makeup days for school closings. Tuition is not waived for vacations

Sibling Discount

There are early registration discounts posted early November.

Visitor Policy

Parents and Family members are always welcome. We have an open-door policy and parents always have on demand access to their child. Visitors must show ID and sign into the building.

Returned Checks & Late Payments

You will be charged the bank fees. More than one returned check will result in cash payments only. We do not accept charge. Payments more than a month past due will be charged 5% fee. Tuition that is very late or not paid can result in child not being allowed to attend school.

Field Trips

We do not take field trips. Community Helpers are invited to demonstrate to the classes.

Withdrawing from School/ School Contract

As per your contract there is no early withdrawal from school. The contract is signed for the year and you are responsible for the tuition. Please speak with directors if you have any questions. Your contract is for the school year and no increase will take place during that time except for emergency price hikes in heating costs. You will be notified two months in advance. Fortunately, in thirty-five years this has never happened.

Fund Raising

Through Scholastic book Fair the school gets a book allotment or gift. In addition to other charitable events throughout the year.

Confidentiality

All financial records, educational and health records are kept at the school and are not released to anyone other than the parents. Information concerning educational or medical will be shared with the staff or authorized state agency.

Photographs

The contract has written permission to use photographs for publicity. Please cross this out if you do not want your child's picture used outside the school, social media, bulletin boards, or newsletters. We never use face shots for publicity outside of the school.

Rights of noncustodial Parents

All mailings, conferences, emergency contacts and authorizations used will be directed to the custodial parent. All parents are encouraged to participate.

ADMISSION PROCEDURE

"Wee Friends Too" is open to all children. For a child to be admitted to Wee Friends, parents must complete and sign the forms presented to them by the school. Registration form, Fee Schedule, Release Forms, Health Forms, Personality form and Nap Policy Form. No child will be admitted to Wee Friends without the above forms.

A nonrefundable registration fee of \$275 must be paid at the time of registration. Stated on the registration form are three payment plans. Parents choose one of the plans and pay accordingly. Two payments are to due May 1st and October 1st. Six payments are due May 1st, August 1st, October 1st, December 1st, February 1st, April 1st. 10 payment plans offered to Full Day tuitions only and are due monthly starting August 1st ending May 1st. Please read your registration form, choose the session and payment plan of choice. Please remember to fill out the entire form and sign and date. This is a legal and binding contract between you and the school.

Make Up Days

There are no refunds for absences, but for every three consecutive days absent there is a make-up day. Despite this policy the school cannot guarantee make up days due to class size restrictions. We will do the best to provide make-up days when attendance allows for it.

Mandated Forms (Forms are available on the school's website) Forms must be updated each school year.

- Registration Form
- Medical Form
- Release Form (Someone other than parents picking up)
- Personality Form
- Nap/Policy Form

Class placement is made according to birthdate.

We cannot guarantee friend or teacher request.

Staff Qualifications

Teachers must have teacher certification and/or a degree in education in addition to teaching experience.

At least one staff member in each classroom is CPR/FIRST AID certified.

Teaching assistance must have a minimum of two years' experience working with children.

All staff members must have a comprehensive background check prior to working with children.

All staff members must have references on file prior to working.

All new staff members must have an updated physical and TB test prior to working.

A minimum of two staff members are MATT certified on staff.

Wee Friends has a list of substitute teachers that are familiar and trained in school philosophy. All substitutes must comply with all staff trainings and background checks.

Thirty Hours of Training

Staff is required to attend 30 hours of training every two years. The topics covered are

- Principles of Early Childhood Development including appropriate supervision of children
- Meeting the needs of children with special needs and behavior management and discipline.
- Nutrition and health needs of children.
- Child Daycare Program Development
- Safety and Security Procedures, including communication between families and staff
- Business records, maintenance and management
- Child abuse and Maltreatment identification and prevention
- Statutes and Regulations pertaining to Child Day Care
- Statutes and Regulations pertaining child abuse and maltreatment
- Shaken Baby Syndrome
- Foundations in Health and Safety – 5-hour training required for all employees
- Staff Orientation – Takes place prior to school starting

All our staff are mandated reporters of child abuse. As a mandated reporter our staff must immediately make an oral report to the mandated reporter hotline and/or notify director if they have reasonable cause to suspect a child in their care is being abused.

If any member of the staff is suspected the school will call OCFS and report the allegations immediately. The teacher will be removed from the room where *the* allegation was made until an investigation is conducted.

Separation and Transition

The separation process is often a difficult one, frequently more difficult for the parent than for the child. You can help your child become independent and self-sufficient by sending a clear message of confidence to your child. Not all children separate the same way and there is no clear strategy for every child. Our experience strongly suggests that a quick separation works best. Some children cry on and off for the first week and then adjust. Other children don't cry initially and a week into school they realize mommy isn't with them and the crying starts. By the end of the first month all our Wee Friends are adjusted. For the few that are very strong willed we work with the families on different techniques of separation. We have cameras in all the classrooms, so parents are welcome to view the children on the monitors in the office.

Parking

Please park in the parking lot. Hold your child's hand and please do not linger in the lot or allow your child to run in the lot. Parking in the fire lane is illegal. Don't move cones in the fire lane to park.

Indoor/ Outdoor Play

Our outdoor playground was installed by licensed playground professionals. The playground meets the specifications for soft surface and area surrounding equipment. The outdoor playground is used daily. Half day children go out for twenty minutes during the day. Mini and full for 40 minutes. Extended day go out twice. In addition to the playground there is a large field conducive for running and sports and walks for our infant program. Please send in appropriate outer wear

The indoor playroom is used as an alternate play area. Our small riding toys, gym mats, yoga and movement are conducted in our indoor gym.

Community Service Projects

So much is done for our children both at home and at school. We begin to make them aware of doing things for others. We have a food drive near Thanksgiving, Pajama and Toy Drive every holiday season and The Baby supply drive in February. The children get so excited to contribute to these local charities.

HEALTH AND SAFETY

1. School equipment and materials are safe, washable and age appropriate. Personal home toys should be kept home unless they are needed for emotional security or show n tell.
2. The building and environment including the playground are safe for children.
3. Health and safety precautions are taken to limit the spread of infectious disease. Our custodial staff washes the floors, vacuums and cleans the bathrooms throughout the day. Toys are washed with a bleach solution recommended by the Office of children and Family services.
4. Parents are notified by e mail or writing if their child has been exposed to an infectious disease.
5. Each child has a file folder that must contain an up to date medical, personality form, release form. Every room posts a list of allergies. The entire staff is made aware of a child with severe allergies. It is the parent responsibility to update emergency numbers, change of numbers or address.
6. Our staff submits written proof of physical exam and time test upon being hired.
7. Our class size is determined by the state recommendations for child/adult ratios and square footage of the room.
8. We follow the State guidelines for diapering, bath rooming and hand washing.
9. Children and adults wash their hands after bathroom use and before food handling and staff wear vinyl gloves.
10. Our school provides care for well children. If a child exhibits symptoms of illness his/her parents will be asked to pick up from school. The child waits in the office or classroom where they can relax until their parents arrive.
11. Our staff are trained to recognize signs and symptoms of illness and injury.
12. Diapers are changed if a child has a bowel movement, appears uncomfortable or requests a change. Appropriate precautions are taken with regard to sanitary changing facilities. Children are changed on the change table or changing area. Infants are changed throughout the day usually after feedings. Children and parents work together to assist newly trained children or children in the process. Parents supply diapers and wipes. Children must be potty trained and successful at home for at least one week prior to sending to school in underwear.

HEALTH AND SAFETY CONTINUED

13. Nap/Rest Time is provided for infants according to their individual schedules. The center provides the opportunity for nap twice a day (Morning and afternoon- as needed) for full day children. We do not provide a formal nap time to 1/2-day friends. Rest time is provided through story time and quiet music. Our full and mini day friends have a formal rest time. Depending on the class dynamics they may place their heads on the tables while listening to music or they may lie down on mats. Parents are responsible for providing sheets or blankets for the cots/mats.

14. Teachers are aware of the symptoms of common illnesses and alert to changes in children's behavior that may signal a problem. Parents will be contacted to take a child home if the Director determines that the child should not be in school.

15. Children should be kept home if they exhibit signs of the following:

- a) Fever of 100.6 or greater without fever reducing medication. Must be kept home 24hrs prior to returning to school without fever reducing medication.
- b) fever any time during the previous 24 hours
- c) a bad cold causing the child to be uncomfortable
- d) cough (due to allergy, a physician's note is required)
- e) an earache
- f) diarrhea - 3 bouts in a short time– must be free of diarrhea 24hours prior to returning to school.
- g) Vomiting – Must be free of all symptoms 24hours prior to returning to school
- h) symptoms of a possible communicable disease. Notify the school when you obtain confirmation of the disease so that an informative letter or e mail describing the disease can be sent home to everyone in contact.
- i) notify the school in case of absence and reason for absence.

16. The school logs all injuries in the "Boo, Boo" log located in the office. Parents are notified immediately in case of a major accidents. OFCS is notified of major accidents. If neither parent is available, emergency contacts will be called followed by child's physician. Parents will be told of minor accidents when the child is picked up or by telephone.

17. Monthly Fire drills, as required by New York State, will be held for evacuation purposes in case of emergency. The drills are done in a non-threatening manner. Emergency evacuation routes are posted in all rooms and throughout the building. The infant rooms have special evacuation cribs.

HEALTH AND SAFETY CONTINUED

18. Two in shelter drills will also take place during the school year. The children will be brought to the shelter in place location in the building, all purpose room or gymnasium as per New York State Regulations.

19. Play clothes and sneakers or rubber-soled shoes are required. Please do not send children to school with expensive clothing. Despite wearing a smock they do get paint on themselves. We love using messy materials. This is very important for sensory development. A full change of clothing is required for toddlers, three's and four's. Infants and extended day will get a flyer instructing items needed for the week.

20. Coats are placed in the Wee Friends coat bag on the hooks inside the rooms. All children must have their own bag to ensure that coats don't touch each other for lice prevention. Please do not hang outer wear directly on hook. Place in bag first. Infants will have their own bin for all personal items.

21. Please label all clothing, toys, blankets, diapers etc. with first and last name. Wee Friends Too is not responsible for misplaced or lost items.

22. The teacher will send a letter welcoming you prior to the start of school. Each teacher requests certain items such as wipes, smocks, tissues.

22. If your child requires medication or Epi-Pen at school. They must have a health plan and completed authorized consent form by the child's physician. The authorized consent form needs to be up-dated every 6 months. All medication must be in its original packaging with the child's name on it and not expired.

NUTRITION

1. We do offer an outside lunch option supplied by local restaurant. Please send in a healthy peanut free lunch and snack. Enclose it with a cold pack. If you aren't sure what to send for lunch, please ask the office. Peanut free list is in the office. Allergy lists are posted, and children are kept safely from items that have the allergen. Infant food are refrigerated. Infants need to have an emergency backup food/formula provided for the emergency bag.

2. Lunch and snack perform a physical function and enhance the program in terms of socialization, math, science, health and self-esteem.

3. Please do not send in small choking foods such as baby carrots, popcorn raisins, grapes must be cut in half, gummy bears, etc. Please, even if your child eats these foods at home do not send them in to school

BIRTHDAYS

Please send in a peanut free snack such as ice cream, ices, mini cupcakes to celebrate birthday parties. The teacher creates a fun birthday crown and the class celebrates. No candles or big cakes permitted. Each class has its own way to make the birthday child feel special— hat a book, special privileges for the day. All parties are celebrated in the room with staff and friends. This is a time to:

- a) Make the birthday child feel special
- b) Make other children excited to celebrate with their friend
- c) Make sure that the party is simple and not about competition

Curriculum

Infant (3 – 18 Months)

Our Infant program is designed specifically to meet the needs of working parents. It is a full day program. Our infant program is housed in a large airy, well-ventilated and bright room. The room is furnished with colorful child safe toys and equipment. Each infant has his or her own safety-approved crib, which is not shared with the other babies. The program focuses on emotional intelligence, trust, impulse control, social attachment and motor development. Starting at 4 months we begin language development with emphasis on early sounds and beginning vocabulary. In addition, our music and movement specialist provide enrichment to our “Youngest Wee Friends”. Our infant group participates in all activities that the Wee Friends enjoy and quickly become part of the Wee Friends Family. They are the cutest and most endearing group. You have to see it to believe.

Waddler (16 months-26 months)

The Waddler program is a full day program with the option of before and aftercare. The Waddler room is a fun, nurturing and energetic place. The program focuses on language development, socialization, gross and fine motor skills. Children in this age group are developing and growing rapidly. Through multi-sensory units the Waddlers are introduced to age appropriate concepts giving the children many opportunities to expand their physical, cognitive, social, and emotional skills. In addition, our Waddlers have plenty of time to play outside and in our indoor gym. Our Waddlers have a formal nap time.

Toddler (2-Year-Old Program)

We offer two different toddler groups: (2 years old) We have a half day program that meets from 9:00-11:30 and a full day that meets from 9:00 to 4:00 with extended hours available both morning and afternoon. Our toddler program focuses on age appropriate concepts and skills. Through hands on activities and special theme units a vast array of learning materials are presented to our two-year old's. The rooms are fully stocked with paints, play dough, collage materials, crayons, chalks, books, CDs, etc. Whether toddlers come a full day or a half-day they go home with a bag full of learning and a strong early foundation. Our toddler full day program incorporates a formal rest/nap time. In addition, all our toddler classes participate in music and movement with our specialists.

Curriculum Continued

Nursery (3-Year Old Programs)

We offer different programs for our Nursery “Wee Friends”. We have half day from 9:00-11:30, mini 9:00-2:30 and full day 9:00-4:00. If you peek into our three-year-old classes, you would be amazed at the wonderful world of imaginary play. Cities are built in the block center, housekeeping areas are transformed into fancy restaurants, chairs become airplanes and boxes well they become anything and everything imaginable. While all this play is going on our Wee friends are learning self-direction, cooperation, and sharing. At age three we strongly encourage logical thinking and using our words to communicate. Through exciting thematic units our three-year old’s learn age appropriate skills and concepts. Our Full Day program incorporates a formal rest/nap time. In addition, all our nursery classes participate in our music and movement program with our specialist.

Pre-Kindergarten

Programs We offer three different programs for our Pre-K “Wee Friends”. We have half day from 9:00-11:30, mini 9:00-2:30 and full day 9:00-4:00. Our pre-k is renowned for its high standards and innovative hands on very exciting learning. Our curriculum incorporates Common Core foundation in a fun and innovative way. We create an environment that promotes curiosity and adventure. We promote the asking of questions and the solving of problems. Our four-year-old curriculum encompasses reading and math readiness, science, social and emotional development, literacy, phonics, and an awareness of the world. A visit to our pre-k classes is a real treat. Our Full Day program (9:00-4:00 classes) is excited to introduce an enrichment program from 2:30-4:00.

Behavior-Discipline

1. Children need and want guidelines and limits. Through classroom management we aim for every child to internalize self-control.
2. We work with families cooperatively to set appropriate limits for each child.
Please remember that children come to school to learn. If they were all perfect, they wouldn't need school.
3. We respect the individual differences of children and work within their parameters.
4. A positive approach is always used to achieve goals. Children are told what to do rather than what not to do. Guidelines are established to fit within the developmental abilities of children. We never refer to a child as bad. We use terminology such as inappropriate, unsafe. We refer to and modify behavior.
5. Every teacher sets limits in the classroom. This is vital for children's health and safety.
6. If a child exhibits inappropriate behavior, the teacher will **redirect** the child to a new activity away from the area he/she was having difficulty. We do not use time out.
7. Reinforcement, redirection and encouraging children to talk about their feelings.
8. Empowering children to speak to one another.
9. Repeated disruptions may result in a request for a meeting with parents, teachers and directors. Sometimes the school recommends further evaluation.

Wee Friends Too

BITING POLICY

Biting is part of a normal developmental stage for young children who are teething and are still developing their language skills. It is usually a temporary condition which is most common between 13 and 24 months of age. However, biting in a group childcare setting requires positive intervention on the part of both the staff and the parents.

The staff will maintain a close and constant supervision of the children at all times but due to the speed and randomness with which biting incidents often occur, it is not always possible to prevent these from happening. Our biting policy addresses the actions the staff will take if a biting incident occurs.

When a biting incident happens it is very scary, frustrating and stressful for children, parents and staff. It is also not something to blame on children, parents or staff, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to stop because it does achieve results: the desired toy, excitement, attention.

Our policy for handling a biting incident is as follows:

- The biter is immediately removed from the group with a firm "No....we don't bite people"
- The bitten child will be comforted immediately, and the bitten area washed with soap and water.
Appropriate first aid action will be taken where deemed necessary.
- The bitten area should continue to be observed by parents and staff for signs of infection
- The biter will be spoken to in a manner which he or she can understand and will be redirected to other play.
- A report of the incident will be made in our accident book (boo-boo book) and the parents of both children will be notified of the incident.
- Confidentiality of all children involved will be maintained.
- We look at the context of each biting incident to see if a pattern can be identified, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.

Daily Routines

- Arrive at the designated time. Latecomers are distracting and class time is lost.
- Park carefully. There are small children exiting cars in the lot
- Wait outside the classroom door. The teacher will open the door at the start of the session and dismiss in the same way at the end of the session.
- If your pickup plans change from your normal routine, notify the teacher and director.
- Log the change in the pickup log outside the office. The person picking up must have a picture ID and sign out. In addition, the person picking up should be listed on the release form submitted to the school. If they are not, please add them in writing prior to pick up.
- Please call to report absence.
- Please respond promptly to all requests. All monies should be sent in a sealed envelope with your child's name, class, the amount and what it is for.
- Our teachers are available to talk with you at a mutually convenient time to discuss any concerns

Special Events

Farmer Frank visits and sets up his pumpkin patch. All the Wee Friends pick their own pumpkin. A small fee is collected for this special event during back to school night.

Every year The Great Chief Fishy Wishy visits the **Wee Friends** Reservation. He sits in his Tepee all decked out in his chief headdress. He recreates the magical world of long ago with his good friend the Pilgrim Hanna Pogana. All the children prepare a Thanksgiving feast. The classes make costumes to wear to the feast.

Picture Day-Class and individual pictures are taken.

Holiday time The Wee Friends Players perform "Caps for Sale". In addition, holiday events take place in December such as cookie baking, candy cane and gelt hunts, sing along, etc.

Winter Festival

Purim Puppet Show

Lucky the Leprechaun visit

Passover Seder

Easter Egg Hunt

Mother's Day Tea for our toddler and nursery classes

Pre-K Prom – This is an event run by parents for the pre-k classes. It takes place during the school day.

Pre-K Graduation – This is a huge event that takes place in June. Information is sent out regarding tickets, graduation gown and pictures in April.

Specialty Teachers

In addition to our regular wonderful staff we enjoy the fabulous programs presented by our music teachers dance and movement teacher and yoga specialist.

Parent Communication

Open House

There is an evening open house prior to school starting. Parents visit their child's classroom. Meet the teachers and get a sneak preview of the day at Wee Friends. Information is sent out during the summer with information on the open house.

Parent-Teacher Communication

We look forward to getting to know all our families. Your input and contributions to class involvement is most appreciated. If you have a special talent and would like to share it with us, we would welcome you. If you don't have a special talent and would like to read a story or help in any way let us know. A class weekly newsletter is sent home on Fridays or your child's last day of school for the week. The weeks activities are explained in detail. Read it so you can discuss all the projects sent home with your child. All projects go home on Fridays or when the unit is completed. We send out a monthly e-mail newsletter informing you of all the specials. Daily log sheets go home to all full day children in our infant, waddler and toddler programs.

Parent-Teacher Conferences and Progress Reports

There are two individual conferences. One takes place on election day. The second conference is in March. This is a time for the teacher to talk to you about your child's adjustment and growth through the year. Conferences are intended to make you feel comfortable. They allow you to establish a relationship with the teacher and give additional information about your child.

To make conferences more effective:

- Be on Time. Call if you can't make it.
- Be a good listener and communicator
- Be honest. Remember we have the same goals producing happy, healthy children who have a love of learning and school
- Don't discuss other children
- Ask questions.
- Be aware of time constraints.
- In addition, the teachers are available for phone conferences when needed. Ongoing communication is very important

Resource Materials for Parents

- We have many books, websites and guides available in the office.

We hope you have enjoyed reading our handbook and have become familiar with the philosophy and routines that govern the school. Please never hesitate to ask questions either on e-mail or in person. We are partners in providing an environment that plants the seeds of learning. Through our program we nourish and watch as they sprout, astonishing all of us with their newfound wisdom and knowledge. Together we will make wonderful memories that we will all hold onto for years to come. Wee Friends is the school where the love of learning and children go hand in hand.

Parents Handbook Agreement Form

I have read, understood and agree with the policies and procedures as outlined in the Parent Handbook.

Parent's Name _____

Parent's Signature _____

Child's Name _____

Date: _____

