
GREAT NECK COMMUNITY SCHOOL PARENT HANDBOOK

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Table of Contents

	<u>PAGE</u>
WELCOME LETTER	1
Section I: THE BASICS	2
WELCOME	2
MISSION	2
GOALS	2
LIBRARY	3
ENRICHMENT	3
WHAT IS A COOPERATIVE?	3
PARENT INVOLVEMENT	4
CLASSROOM PARTICIPATION	4
FUNDRAISING	4
CONTRIBUTIONS	5
SCHOOL HOURS	5
Late Pick Up Fees	6
OFFICE HOURS	6
SCHOOL CALENDAR	6
INCLEMENT WEATHER	7
SCHOOL CLOSING GUIDELINES	7
EMERGENCY SCHOOL CLOSINGS	8
RELEASE OF CHILDREN	8
TRANSPORTATION	8
DEFINITIONS	8
ARRIVAL AND DEPARTURE GUIDELINES	9

CARPOOL PROCEDURES	9
ARRIVAL	10
DISMISSAL	10
SELF GUIDELINES	11
BUS TRANSPORTATION	11
ADMISSION	12
PROGRAM PLACEMENT	12
DISMISSAL FROM THE PROGRAM	12
STAFF QUALIFICATIONS	13
STAFF ORIENTATION AND DEVELOPMENT	13
DIVERSITY	13
Language	14
Special Needs and Inclusion	14
CLOTHING	15
OUTDOOR PLAY	15
TOILET TRAINING	15
SNACKS AND MEALS	15
FIELD TRIPS	16
Section III: OUR PARTNERSHIP WITH PARENTS	16
ADJUSTMENT TO SCHOOL	16
OPEN SCHOOL NIGHT	16
CONFERENCES	17
PARENT COMMUNICATION	17
CONCERNS OR PROBLEMS	17
CLASS PARENTS	17
VISITING	18
BIRTHDAY PARTIES	18
DISCIPLINE	18
PHOTOGRAPHS	19
PLAYDATES	19
CLASS LISTS	19

Section IV: HEALTH AND SAFETY	20
HEALTH RULES	20
EMERGENCIES	20
ALLERGIES AND SPECIAL DIETS	21
MEDICATION	21
ACCIDENTS AND INJURIES	21
CONSULTING PSYCHOLOGIST	22
SECURITY	22
MAINTENANCE	22
FIRE DRILLS	22
SMOKING	23
HELP US WITH...	23
Section V: FINANCIAL POLICIES	23
TUITION PAYMENTS	23
REGISTRATION FEE	23
SIBLING DISCOUNT	24
ENROLLMENT CONTRACTS	24
CHILD CARE TAX DEDUCTION	24
PARENT PARTICIPATION FEE	25
SUPERVISION of CHILDREN	25
VISITOR CONTROL PROCEDURES	26

Dear Parents:

Whether you are a new Great Neck Community School family or a returning family, I am delighted to welcome you to our educational partnership with parents and children. During the coming year I hope you will refer to this handbook and find it useful.

This handbook is intended to be a counterpart to the ongoing dialogue between home and school. It is meant to assist your understanding of how the school operates and supply basic information. In addition, you should always feel free to seek clarification or guidance from your child's teachers and from me.

Questions and concerns may arise as your child enters a new – often surprising – phase of development. In the true spirit of Great Neck Community School we welcome your involvement in the life of the school and look forward to working with you. Our primary concern is your children and the special community we all create together.

*Sincerely,
Barbara Breslow
Director*

SECTION I: THE BASICS

WELCOME

Welcome! Great Neck Community School is a not-for-profit, non-sectarian, multicultural preschool, registered by the New York State Department of Education and licensed by the New York State Office of Children and Family Services (OCFS).

MISSION

Our mission is to provide a safe and enjoyable first school experience for your child. We help each child learn to get along with others, solve problems, share, assume responsibility and play and learn within a group. Children are encouraged to question, to be curious and to find joy in discovery.

We endeavor to be a happy supplement to the home and a real growing experience for your child.

GOALS

Our goals are directed towards your child's development of self-confidence, independence and initiative. Our learning environment respects and nurtures the different gifts and learning styles each child brings to the group. Active, expressive, child-centered learning experiences are emphasized. Recognizing that play is the work of children, materials are provided for exploration and manipulation. Children are encouraged to think, to plan, to recreate and to make sense of the world.

While absorbed in creative play, the children will attain the cognitive skills appropriate to two, three and four year olds. Professionally qualified teachers develop programs rich in language experiences and reading and math readiness to encourage a love of learning.

The program is further enhanced by weekly music, movement and library classes. We also have a strong commitment to modeling social and environmental responsibility. Enrichment, excitement, and encouragement of each child's total growth and creativity are cornerstones of the program.

LIBRARY

Great Neck Community School is privileged to have an extensive children's library. Each class enjoys a regularly scheduled library period with the Director once a week. Stories, poetry, puppetry, and song stories enhance the literary program.

The library contains parenting and teacher resources as well as several BIG BOOK collections. Books can be borrowed by parents and returned within one week. A yearly Book Fair is held each year to provide new materials and add to the permanent collection.

ENRICHMENT

On several afternoons, 4-year-old children have the option of staying for an additional hour for enrichment classes in art, science, literature, Spanish, yoga, nature and/or movement/improvisation. 3-year-old children may also be enrolled in certain age-appropriate enrichment classes.

WHAT IS A COOPERATIVE?

In a cooperative nursery school, parents have both the opportunity and the responsibility to participate in their children's early childhood education. Both mothers and fathers can serve on the Board of Trustees, participate in special interest committees and volunteer at the school when needed.

Great Neck Community School is directed by a professional early childhood educator, who oversees the staff and sets curriculum and educational policies. We also have a Business Administrator responsible for administrative and financial matters. The parent body, through elected Officers and a Board of Trustees, serves in an advisory and policy making capacity. Various committees are appointed to conduct the business of the Board and to assist the Director as necessary.

The Board meets at the school monthly at 7:30 pm. A schedule of meeting dates appears on the school calendar. These meetings are open to all parents. New Board Members are elected in May of each year.

PARENT INVOLVEMENT

We need and use volunteers in many capacities. During the summer, the Board solicits your willingness to help through a Volunteer Opportunities sign-up sheet. The Co-Chairpersons or the Vice Chairperson of the Board then assembles all responses into a file that is used throughout the year by teachers, the Director, and various committees. You will be contacted by a Board Member or a Committee Chairperson to clarify your involvement and committee membership.

CLASSROOM PARTICIPATION

We sincerely hope that every parent will feel free to participate in whatever way his/her time, energy and interest allow. We encourage as much parent input as there are possibilities. Parent participation may include sharing the interests and talents of your occupation or hobby, or just reading a story to your child's class. In addition to donations of your time, we gladly accept donations of materials and ideas.

FUNDRAISING

As a not-for-profit school, Great Neck Community School is dependent on contributions and fundraising activities to provide scholarships and funds to enrich our children's educational experience beyond that covered by tuition payments. In addition, monies raised through fundraising activities are used to support the maintenance and improvements of our school building and playground.

Fundraising activities at Great Neck Community School are varied. Various events are held throughout the year (Fall Family Festival, Parent Social, and Mayfair) which include merchandise raffles and/or silent auctions. The annual Book Fair provides not only funds raised, but also donations of books to the library and classrooms. At times, parents will receive fundraising catalogs for items such as pasta, stationery, T-shirts, etc. A percentage of these sales are donated to the school.

Experience has shown that fundraising activities provide opportunities for parents to work together and build friendships. Great Neck Community School hopes that all families will participate in some or all of these activities in an effort to enrich our children's educational experience. New ideas are always welcome.

CONTRIBUTIONS

As a not-for-profit organization, Great Neck Community School is able to accept donations, such as in honor of special occasions or in memory of a loss. All donations will be acknowledged with a certificate.

SCHOOL HOURS

Following are the arrival and dismissal times for all classes:

Breakfast Club	3 & 4 year olds	8:00 a.m. – 9:00 a.m.
Morning Session	3 year olds	9:00 a.m. – 11:45 a.m.
Morning Session	3 year olds	9:00 a.m. – 12:45 p.m.
A.M. Extended Day (AMX)	4 year olds	9:00 a.m. – 1:45 p.m.
Lunch Bunch	AM Students	11:45 a.m. – 12:45 p.m.
Summer Session	3 and 4 year olds	9:30 a.m. – 1:30 p.m.
*Optional for	*4 Year olds & Pre-K – 5 year olds	2 days of the week	9:30 a.m. – 1:30 p.m.
		3 days of the week	9:30 a.m. – 3:00 p.m.
2s/3 Interage Class		5 days a week	9:00a.m – 11:45a.m..
Two's Clues	2 year olds (depending on birthdate)	2, 3, or 5 days a week	9:30a.m – 12:15p.m.

LATE PICK UP FEES

Please ensure that your child arrives at school on time and is picked up at the scheduled dismissal time each day. Late arrivals are not only difficult for your child, but also disrupt the beginning of the school day for other children and the flow of classroom activity.

In addition, at the end of the day your child expects to leave with his/her classmates. Teachers and office staff work together to ensure that students leave each day promptly at the scheduled dismissal time. On time pickups are critical to the smooth and safe functioning of the school. Parents are responsible for notifying the school of any special circumstances relating to their child's arrival or departure. **Because of the importance of on time dismissal, the school will assess a late pick up fee for each late pick up, if you are 15 minutes late on more than one occasion.** The following table is the late pick up fee schedule which will be billed to you for payment upon receipt:

Up to 15 min. late = \$10	
15 min. to 25 min. late = \$25	36 min. to 45 min. late = \$45
26 min. to 35 min. late = \$35	46 min. to 55 min. late = \$55

For every 10 minute interval over 55 minutes the fee will rise in \$10 increments.

OFFICE HOURS

The school office is open every day from 8:30 a.m. to 2:45 p.m. If you wish to speak to the Director, please call during office hours on any day or email Barbara Breslow at Barbara@gncommunityschool.org. If you wish to speak to your child's teacher, call and leave a message. Under most circumstances, teachers will return calls as soon as time permits or when the session is over. During the Summer Session the school office is open 9:00 a.m. to 2:00 p.m.

SCHOOL CALENDAR

A calendar for the school year will be sent home prior to the start of school.

INCLEMENT WEATHER

Decisions about school closings and delayed openings are based upon many safety considerations. Our school arrival and departure procedures are **unique** and require clear, accessible and safe areas to remove children from, and place children in, cars. We also must always consider the conditions in the neighborhood as well as the procedures followed by Great Neck Public Schools. We have therefore developed the following guidelines:

SCHOOL CLOSING GUIDELINES

1. If Great Neck Public Schools are closed, **we are closed!** Information regarding **school closings will be posted on the website www.gncommunityschool.org**
2. If there is a **one hour delayed opening** in the Great Neck Public Schools, we will have a **one hour delayed opening contingent on ice and snow conditions.**
3. If there is a **two hour delayed opening** in the Great Neck Public Schools, **our A.M. session is cancelled. School will begin at 11:00 a.m. for the 9:00a.m. – 12:45p.m. 3's class and the 9:00a.m. – 1:45p.m. 4's class.**
4. When necessary, if heavy snow or other inclement weather develops after school is in session, parents will be contacted for early dismissal. **Please make sure we have current cell phone and beeper numbers.**
5. Occasionally conditions at our school exist that require us to make decisions based upon our unique setting and the age of our students. You will be alerted to these decisions by your class parents.
6. One email message will go home to each family notifying you of any closing or delayed opening. **Please check the Great Neck Public school website for information regarding Great Neck Public School closings.**
7. You should be notified of any closings or changes in school hours due to weather by your designated class parents. Calls regarding school closings are sometimes made very early in the A.M. **If you wish to be taken off the notification list, please inform your class parent.**

EMERGENCY SCHOOL CLOSINGS

Occasions infrequently arise when Great Neck Community School must close when the public schools are open. The system, which follows, has been established to facilitate communication between school and home in all Great Neck Community School closings. In the event of a school closing prior to the end of a session, parents will be notified by the class parent. The responsibility for these phone calls will be assigned on the first day of school. Two parents from each class will be asked to volunteer.

Should the school have to close during a session; each parent will be called by the school. Carpool children will go home with a driver designated by parents. Parents of children who ride the bus will be contacted and the children will go on the bus only after the school has made sure someone will be home to greet them. Children who are transported to school individually will be held until a designated person comes to get them. School personnel will stay until every child has been dismissed.

RELEASE OF CHILDREN

Children may only be released to adults other than their parents when Great Neck Community School has received **written permission** to release the child to the specified adult.

Permission may be kept on file in the school office or given by a note sent to school on the day in question. Individuals not known to the school who will be picking up your child may be asked to provide identification. This is for the protection of your child.

TRANSPORTATION

DEFINITIONS

There are three categories of transportation to and from Great Neck Community School.

1. **Carpools** – Parents join together to establish a routine for transportation of two or more children to and from school. Parents who are participating in carpool earn the privilege of being able to drop-off and pick-up in our driveway during arrival and dismissal.
2. **Self** – Children are brought to school individually by their parents or caregivers.
3. **Bus** – Parents may arrange transportation with Anytime Bus Company. Please contact the bus company directly at (516) 333-1800 for specific information regarding prices and contracts.

ARRIVAL AND DEPARTURE GUIDELINES

In order to ensure safety and achieve a smooth arrival and departure process, the following procedures have been established.

1. Do not park in the street in front of the school at any time. Obey all town parking restrictions and respect private driveways. If you are entering the school, park on an adjoining street. **Do not park in the driveway or bus lane.**
2. Please respect the teachers or staff members assisting in the driveway. Their goal is to ensure the safety of all children. Please follow their instructions at all times.
3. ALL CHILDREN UNDER THE AGE OF 7 MUST BE BUCKLED INTO CAR SEATS AND OR BOOSTER SEATS.

CARPOOL PROCEDURES

1. Cars will line up on the south side of Schenck Avenue across the street from Great Neck Community School.
2. All cars must enter the driveway from the right side of the school and leave from the left side.
3. A teacher or staff member will be in the driveway to receive or dismiss the children. Drivers may not leave their cars at any time during drop off or pick up except to assist the teachers.
4. All cars must be turned off while in the driveway.
5. Drivers should refrain from using cellular phones while in the driveway as conversations can be distracting to drivers and staff members.

ARRIVAL

The staff will be available for the first 15 minutes of each session to assist in drop-off.

1. Please line up and proceed into the driveway as directed.
2. Three cars may unload passengers at one time. Please pull to the forward most available space. **TURN OFF THE MOTOR.**
3. Please refrain from engaging in lengthy conversations with staff members or other parents in order to expedite the drop-off process.
4. Children must remain buckled until the motor is turned off.
5. Parents should assist staff in removing children from the car.
6. Your child must be ready to separate in order to be part of the carpool line.

DISMISSAL

1. Before entering the driveway please make sure your car is ready to receive the children:
 - Open car-seat belt or strap.
 - Have carpool color name visible in the windshield.
 - If you need to install an additional car seat, please do so prior to joining carpool line.
2. Please pull to the most forward available space. Turn off motor when you are positioned in the driveway.
3. Each carpool will be assigned a color for dismissal. Hold up your sign or call out your color and the children will be brought to your car. Be sure to count heads.
4. Parents should assist staff in putting children in the car.
5. No children may sit in the front passenger seat.
6. Children must be buckled securely before the car may be turned on.

SELF GUIDELINES

Parents may choose to bring their own children to school. Either they are within walking distance or, it's simply a preferred way of transportation. Cars should be parked in a legal spot on one of the nearby side streets and the child should be walked to the school building. Children may enter only when their school session has officially begun. At dismissal, the children are picked up in front of the door and walked from the school. Please note that the parking is extremely limited and keep in mind inclement weather when deciding not to carpool. The school will provide a map of streets where parking is possible.

BUS TRANSPORTATION

Bus schedules indicating pick-up and return times will be sent by the transportation committee and the Bus Company. A great deal of time is spent working out an efficient and satisfactory schedule for many children. The bus roster is, therefore, unalterable.

1. Children and their parent or caregiver should be waiting outside their homes when the bus arrives. In unusual circumstances, the bus driver may wait up to two minutes. After this time, parents are responsible for transportation. The school bus cannot retrace a route.
2. Parents are asked to wave in order to acknowledge departure and return of their children. In cases where the child cannot safely go in and out by themselves, a parent is asked to meet the bus.
3. VISITING CHILDREN MAY NOT RIDE THE BUS. If your child is bringing home a play date/friend, alternative means of transportation must be provided for the visiting child or both children.
4. If you know in advance that your child will be absent, please call the Bus Company directly the day before. Otherwise call the name directly preceding yours on the bus list. If there is no answer, call the person directly preceding the name just called. In this way, a message can be given to the driver and unnecessary stops and delays can be avoided.

Anytime Bus Company can be called directly at (516) 333-1800.

Section II: ABOUT THE PROGRAM

ADMISSION

Great Neck Community School admits children of any race, religion, color, national or ethnic origin to all programs and activities. It does not discriminate on the basis of race, color, religion, sex, physical disability, national or ethnic origin in its policies, admission policies, tuition aid program and other school-administered programs.

PROGRAM PLACEMENT

Children in both the 3 and 4-year-old programs are placed in their assigned classes pursuant to a lottery. The lotteries are conducted in December (for the 3's) and January (for the 4's) of each school year for the following year's admission. Specific procedures regarding lotteries are mailed to each parent in advance of their applicable lottery date. Enrollment in the A.M. or P.M. session as a 3-year-old has no impact on A.M. or P.M. placement in the 4-year-old program. Students currently enrolled in the 2-year-old ("Two's Clues") program at Great Neck Community School and siblings of current or former Great Neck Community School students are considered Priority Holders ("Priority Holders") for admission into the 3-year-old program only (i.e., not the 4's). Priority Holders are enrolled in their choice of A.M. or P.M. session prior to the lottery for non-Priority Holders. A lottery among Priority Holders shall become necessary if the total number of Priority Holders applying for admission to a particular session (A.M. or P.M.) exceeds the number of available spaces for that session.

DISMISSAL FROM THE PROGRAM

The Director and Board of Directors have the right to ask a family to withdraw from Great Neck Community School after considering the following criteria: needs of the child, needs of the classroom group and teacher time.

We reserve the right to dismiss any child who can cause injury to her/himself or to others. We will work with the family and help to find an alternate environment.

STAFF QUALIFICATIONS

Our staff represents a wide range of experience and education. Every classroom is staffed by one or two certified and/or degreed teachers. (Certification is necessary to fulfill our licensing requirements.) All staff at Great Neck Community School are certified in C.P.R., AED and first aid training. All staff are screened through New York State Central Register.

STAFF ORIENTATION AND DEVELOPMENT

A commitment to a continuous program of staff development is one of the cornerstones of Great Neck Community School. A September orientation and staff development workshop inaugurates each school year. Two evening and two daytime workshops are held during the fall and spring.

Our staff is encouraged to attend the yearly local early childhood conference as well as other professional workshops and conference offerings.

Membership in the National Association for the Education of Young Children (NAEYC) is encouraged, (Literature and bi-monthly magazines are benefits of the enrollment.)

Our staff makes periodic professional visits to other developmentally appropriate programs to share with other professionals and discover new and exciting ideas and methods to motivate and stimulate learning experiences.

DIVERSITY

Great Neck Community School is a non-sectarian, multicultural preschool. We strive to expose children to traditions, celebrations and holidays from many cultures. We encourage and invite parents to share their traditions with us and serve as models for the respectful comparison of differing practices.

LANGUAGE

Great Neck Community School is fortunate to serve a diverse and multicultural/multiethnic population. Our program is planned to enable all children to develop at their own developmental level and to acknowledge that each child is supported by a home, a family, a culture individual traditions and in some instances another language.

There are some children whose home language is not English. It has been our experience that at least one family member is comfortable with the English language. In the event translation services are needed we can arrange (as a collaborative agency with the Great Neck School district) to help with this concern.

SPECIAL NEEDS AND INCLUSION

Great Neck Community School does not discriminate and believes in inclusion and acceptance of children with different learning styles and mild delays or disabilities. Inclusion is acknowledged by early childhood experts as the best way to serve the needs of all children.

Our Beliefs:

- Inclusion is about belonging and participating in a diverse society.
- Collaboration (a basic tenet of GNCS) is the cornerstone of effective inclusive programs.
- Inclusion can be appropriate for all children, making it work successfully depends on planning, training and support. The GNCS staff attends meetings, evaluations, staff development seminars and work collectively with parents, school district personnel and other professionals to carry out Individualized Educational Plans (I.E.P.s) when necessary to meet the needs of the child.
- Inclusion can benefit children with or without disabilities: *learn to accept others as they are as they learn to play and work with a wide range of children with different abilities *develop patience and compassion*learn to help others *learn to accept their own strengths and needs.

Special Education Itinerant Teachers

Inclusion at times involves the assistance of a Special Education Itinerant Teacher (SEIT) who is a trained behavior specialist who may visit a classroom for short periods of time one to five days of the week. By having a “specialist” in the room the child who has need of services will be more effectively taught and the typically developing children will get their fair share of the teacher’s time.

Teachers benefit by achieving broader appreciation of the differences in learning styles and development and by learning new techniques for individualization and instruction in our program.

CLOTHING

Each child should leave at school a complete change of clothing. Include: underwear, socks, shirt, long pants and a sweater, all marked with the child's name. It is advisable for both boys and girls to wear washable play clothes and sturdy shoes or sneakers to school. No open sandals, clogs, etc. may be worn to school. Clothing should be simple enough for the children to manage while going to the bathroom. All clothing worn to school should be labeled.

OUTDOOR PLAY

Children should come to school prepared for outdoor activities throughout the school year. If weather permits, and temperatures are above 32 degrees and below 95 degrees, children will be playing outdoors. If your child is not well enough to participate in outdoor activities, he/she must stay home.

Please send appropriate clothing. In cold weather, please send your child with a hat, boots, mittens and snow pants (when needed).

TOILET TRAINING

It is our hope that children will be toilet trained before beginning school (at the age of 3yrs. /4yrs.) We will be happy to work with parents on this. Accidents are to be expected and a supply of fresh clothing should be left at school. Children are matter of factly helped to change and are not shamed when normal lapses occur. Children need to practice toileting at home and at school.

SNACKS AND MEALS

A nutritious snack of milk and crackers, pretzels, cereals etc. is provided by the school daily. The children frequently cook and prepare simple foods to be eaten at snack time. Every Wednesday is Healthy Snack Day and parents contribute vegetables, cheeses, or fruits on a rotating basis. A Snack Parent is designated for each class to set up the schedule.

Children who eat lunch in school (Lunch Bunch, 9:00am – 12:45PM 3's class and 9:00am – 1:45pm 4's class) should bring lunch to school each day in an easily stored container. Refrigeration is provided prior to mealtime. Please do not send candy, gum, or sweets to school.

Please keep in mind that Great Neck Community School is a **PEANUT /ALL NUT FREE** School. In addition, when a particular child has a food allergy, his/her classmates will be notified and appropriate measures will be taken within that classroom.

FIELD TRIPS

Occasionally field trips are planned by the teachers to enrich the program. School buses will be used to transport the children at a fee designated by the bus company. Parents are welcome to join the children on most trips; however, they will need to provide their own transportation.

Parents will be notified of field trips in advance and will be required to sign a permission slip before their child goes on the field trip.

SECTION III: OUR PARTNERSHIP WITH PARENTS

ADJUSTMENT TO SCHOOL

Separation from home and adjustment to school can be difficult for both the new child and the returning child. The procedures that follow are geared to ease this transition.

On the first day of school, one parent/caregiver is requested to bring the child to school and remain until such time as the teacher feels the parent/caregiver may easily leave. This procedure is repeated on the second day and for as many additional days as necessary.

The length of time the child stays at school each day is increased until he/she is ready to accept a full program. Please arrange your schedule to be "on call" until your child's adjustment is satisfactory. It is expected that within a few days, most children will make a smooth and easy adjustment to the school environment.

OPEN SCHOOL NIGHT

Open School Night is held at the beginning of the school year. It is a time for the entire school to come together to enjoy one another's company, light refreshments, and a short presentation by the Director. Individual class meetings are held where the teachers will give an overview of the activities and curriculum and "hands on" experiences your child is enjoying.

CONFERENCES

In addition to the Open School Night and informal parent-teacher conferences held throughout the year, individual parent-teacher conferences are planned in December and March (January for the Two's Clues class.) The conference period is indicated on the School Calendar. The school is closed on conference days and children do not accompany their parents. For parents who are unavailable to come during the day, evening times are also scheduled. Children's progress and skills are discussed and parents are encouraged to raise any concerns or questions.

PARENT COMMUNICATION

At Great Neck Community School every attempt is made to keep the parent body well informed. Notices requiring special attention are mailed to each family. Most notices are placed in to your child's folder on a regular basis. The folders have proven an effective way to maintain communication. Parents are asked to follow our lead and put their notes from home to school in their child's folders.

In addition, we will utilize electronic communications via our website www.gncommunityschool.org and via email at info@gncommunityschool.org, if you wish to be contacted in this way.

CONCERNS OR PROBLEMS

The Director and teachers at Great Neck Community School are pledged to resolve problems as quickly as possible. Please see the Director immediately if you have a concern. An informal conference may be initiated by parents or staff whenever appropriate. A formal conference may be arranged with parents and staff by calling our office for an appointment.

CLASS PARENTS

Two class parents from each class are asked to assist the teachers with such things as class parties, field trips, and contacting other parents in the class about school events or emergency closings. In addition, class parents typically organize the purchase of teacher gifts on behalf of the entire class. Participating in teacher gifts is completely voluntary and is at the discretion of each parent.

VISITING

Parents are encouraged to visit the school as often as possible. The installation of one-way viewing mirrors in each classroom door is specifically for your observation. To avoid the possibility of having too many people visiting at once, we request that an appointment be made in advance through the school office.

BIRTHDAY PARTIES

When your child has a birthday, we like you to celebrate with him/her in school. Parents are asked to call their child's teacher a week in advance to make necessary arrangements. Parties should be kept simple. Parties are for your child's class only. Friends in other classes can be invited to home parties. Invitations may NOT be distributed at or by school; nor may children who are going to an outside party be dismissed as a group from the classroom. These provisions are made to protect the feelings of those children who are not able to be invited. The birthday child often presents a book or special gift to his/her classroom in honor of the occasion (this is entirely voluntary). An appropriate new book or one of your child's old favorites is always appreciated as a donation to the class library.

DISCIPLINE

Physical and emotional safety is essential to a learning environment. Discipline is geared toward providing this safety, while at the same time encouraging children to gain self-control. Teachers respond in a variety of ways when a situation threatens to get out of hand including re-direction into more productive activity.

Although behavior is public, remediation is often private and always positive. The teacher may speak quietly with the children involved who are helped to see the dynamics of the situation and to provide positive solutions without loss of face. It is important for the children to understand and be responsible for their actions and yet not be diminished.

If negative behavior persists, the teacher will speak with the parents to see if they can help us understand what is happening and to collaborate on a solution or strategy. Such communication between staff and parents is essential for the child's well-being and positive development.

PHOTOGRAPHS

Occasionally photographs are taken of the children during the school day. We ask parents to sign a photo release so that we may use such pictures for newsletters, newspaper articles or brochures for admissions and other informational purposes of Great Neck Community School. Children are not identified by full name in these publications.

PLAYDATES

Parents often arrange for children to go home from school with a friend. In order to avoid confusion or misunderstandings **both parents must send in a note** advising the teacher(s) of the arrangements.

Children who use bus transportation cannot invite a playmate on the bus for purposes of a play date. Alternative arrangements should be made for the visiting child or both children.

CLASS LISTS

Class Directories for each group in the school include the name of each child as well as parents' names, addresses and telephone numbers. Should you need an extra copy, you can obtain one from the office.

All material contained on these lists is confidential and should not be shared or used by anyone not directly and currently associated with Great Neck Community School. Class Lists cannot be used for business or solicitations. Please help us to keep all information current. If you do not want your number(s) listed, please let us know during orientation week.

TOYS

We discourage bringing toys from home. Children who bring toys often cannot release them during the school session. Therefore, the child's time is spent guarding the treasure and not working within the program. If toys are brought, it is best that they are left in the cubby, or preferably taken home by the adult. Children who need the comfort of a transitional object will gradually be encouraged to put it away in a safe place.

SECTION IV: HEALTH AND SAFETY

HEALTH RULES

1. **Each child entering the school must have a complete health examination each year.** Medical forms with immunization records and medical recommendations are kept in the school office and must be submitted prior to the start of school.
2. Please do not send your child to school if he/she shows SYMPTOMS OF ILLNESS. Children with runny noses or coughs and fever WILL be sent home.
3. Children who have experienced vomiting and/or diarrhea should be kept home from school for 24 hours from the last signs of illness. Children who experience these symptoms in school WILL be sent home.
4. It is important to advise us if your child has an upsetting experience outside of school so that we may better understand and deal with his/her behavior.
5. The school should be notified whenever parents will be away and the child is to be cared for by another adult.
6. Please inform the school if your child has contracted or been exposed to a contagious disease so that proper notification may be made to other families in our school.
7. A doctor's note is required for all children returning to school after a communicable disease: e.g. Chicken Pox, Fifth's Disease, Strep, Coxsackie virus and Conjunctivitis.

EMERGENCIES

If emergency medical attention is necessary and the parents cannot be reached, your family physician or other indicated caretaker will be notified. Please be sure that you have:

1. Signed and returned an Emergency Treatment Form.
2. Returned two (2) Rolodex Cards – complete with both parent's current work numbers, cellular phone numbers and beeper numbers for the current session.

In September, an extensive Emergency Contact Form will be mailed home to each family. Completion of this form is mandatory and must be returned on the date stated at time of receipt.

ALLERGIES AND SPECIAL DIETS

If your child is on a special diet or has an allergy, please let us know in writing so that we can plan for your child's needs in advance.

MEDICATION

Medications should be administered at home whenever possible. Great Neck Community School will not administer any medications other than an EPI Pen or Benadryl (as prescribed by the child's doctor). All the Head Teachers on staff have been through MAT (Medication Administration Training).

ACCIDENTS AND INJURIES

We make every effort at Great Neck Community School to insure that your child will be safe. We take all appropriate measures for proper supervision. We are fully insured and properly staffed. However, accidents can happen, and parents are informed of any scratch or bruise that occurred during the day. One parent is telephoned immediately for any injuries or when the child is not feeling well. Children who become ill during the day are expected to be picked up as soon as a parent is notified. If a parent is not reachable, the school will call the person listed under emergency contact. Please inform your "emergency contact" of this possibility.

CONSULTING PSYCHOLOGIST

Our consulting psychologist is available to teachers and, upon request, to parents. She advises on methods of dealing with normal nursery school concerns such as shyness, aggressiveness, hyper-activity, moodiness, tantrums, death or divorce in their home. Her consultations help teachers and parents deepen and expand their interactions with individual children according to the needs of the children and their own individual styles.

SECURITY

For the protection of our children and staff, Great Neck Community School has a coded security system both at the front gate and at the front door to the school. Each family is assigned a four-digit personal code which permits access to the school grounds through the gate. A separate three-digit code unlocks the front door to the school. Please do not share your code information unnecessarily. **IT IS IMPORTANT THAT YOU MEMORIZE YOUR CODES** and use them to enter the school.

The system allows full access to parents and caregivers who need to enter the school at times other than arrival or dismissal. We ask that all visitors ensure that the front gate is closed behind them when entering or exiting the premises.

All visitors must come to the office and sign in Log Book. The Director and/or Office Manager escort them to their designated classroom. All visitors are scheduled by appointment.

MAINTENANCE

We are fortunate to have a maintenance person in the school from 7:00 a.m. to 2:00 p.m. daily. The children are familiar with this person who helps the school maintain a clean, safe environment.

FIRE DRILLS

Fire drills are held regularly. The Nassau County Fire Marshall inspects our premises annually.

SMOKING

There is ***no smoking*** in the school, schoolyard or on school property.

HELP US WITH...

We could use small containers, boxes, dress up clothing (for both sexes), collage material (i.e., pantyhose, jeans, feathers, buttons, fabric, etc.) and other “treasures”. Your trash is our treasure.

SECTION V: FINANCIAL POLICIES

TUITION PAYMENTS

Tuition payments are due in April, September, and December (refer to your enrollment contract for exact dates). All payments are due on or before those dates, regardless of whether the school is in session.

Any problems with meeting this schedule should be discussed with the school Director or Business Administrator.

REGISTRATION FEE

A registration fee is required upon application for enrollment. This fee is refundable until January 15th for 3 and 4 year olds and March 1st for 2 year olds of the year preceding enrollment. The amount of the fee varies with the program. Registration fees are applicable toward tuition.

SIBLING DISCOUNT

A 10% discount is applied to tuition payments for additional siblings in families who have 2 or more children enrolled at Great Neck Community School at one time. The discount applies to the lesser costing tuition and deducted from the December 1st payment.

ENROLLMENT CONTRACTS

Each family is required to sign an enrollment contract, outlining the amount of the tuition, payment dates, late payment fees and other terms and conditions of enrollment. Contracts are sent home in the spring preceding the year of enrollment and must be returned to Great Neck Community School signed by the responsible parents.

CHILD CARE TAX DEDUCTION

Depending on the advice of your income tax preparer, all or part of your child care expense may be tax deductible. Save your cancelled checks or cash receipts as proof of payment. You will have to provide the IRS with our tax identification number which is: 11-6035483.

PARENT PARTICIPATION FEE

As outlined in your enrollment contract, **each family** is required to pay a \$250 parent participation fee upon enrollment. This fee will be rolled over from year to year as long as minimum participation requirements are met. **Each family must dedicate a minimum of 6 hours of their time to Great Neck Community School.** To fulfill this requirement you must:

1. Chair a committee.

Or

2. Volunteer for a minimum of six (6) hours on one or more committees.

We encourage all families to participate in school functions and fundraising activities for enjoyment, not only to meet this requirement.

Upon completion of your child's enrollment at Great Neck Community School, families who meet the requirement (a record of hours are calculated and submitted to the committee in charge) may choose to donate the \$250 fee or have it returned to them. **Families who fail to meet the minimum requirements of 6 hours will forfeit the \$250 fee at the end of each school year.**

SUPERVISION OF CHILDREN

Great Neck Community School employs and has available staff who promote the physical, intellectual, social, cultural and emotional well-being of the children.

Great Neck Community School provides supervision of the staff responsible for the care of children. Workloads and assignments must be arranged to provide consistency of care to children and to allow staff to fulfill their respective responsibilities.

When Great Neck Community School is in operation the Director is on the premises. If the Director is away the Business Administrator is designated to act on behalf of the Director. The Summer Director (a teacher at the school) can act if the Director and the Business Administrator are not in attendance.

When Great Neck Community School is in operation the minimum ratios of staff to children is ALWAYS observed to insure the health and safety of the children in care.

VISITOR CONTROL PROCEDURES

Our Visitor's policy is necessary to provide for the protection, health, safety and welfare of the children in our care.

Visitors are defined as non-parents or authorized family members, Special Education Teachers (SEITs), Speech Pathologists, student volunteers and authorized observers.

The Great Neck Community School as a Parent cooperative school welcomes our student's parents and families as participants and values their contributions to our program. However, parents must arrange for classroom visits with the teachers.

Visitors on a tour of the school **MUST ALWAYS** be accompanied by the Director or the Business Administrator. Tours are scheduled and listed on the main calendar. Personal information of the Touring Visitor(s) is requested by the Administration when a tour appointment is arranged.

All visitors to the Great Neck Community School must sign in upon entry to the premises (There is a clipboard at the entrance to the Office.) These visitors must indicate in writing the date of the visit and the time of entry to the school. Visitors must clearly state in writing the purpose of the visit. Visitors must sign out upon departure from the school and indicate in writing the time of departure.