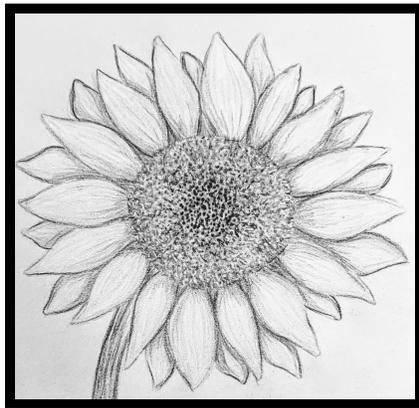


# Sunflower

Pre-kindergarten

## ***Policies and Procedures***



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Revised May 2020

**Sunflower** Pre-kindergarten Policies and Procedures

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# Sunflower Pre-kindergarten Policies and Procedures

## I. Welcome to Sunflower Pre-kindergarten Center

Our facility is a home-based private learning center that focuses on science, nature, art and social-emotional learning. A child's environment plays an integral part in the acquisition and interpretation of information. With this in mind we have designed a space that is inspired by the Reggio Emilia philosophy, providing children opportunities to explore with teacher guidance and support. Every child has innate curiosity and inherent interests that will be observed and fostered by me, the teacher, to create individualized and collaborative learning experiences.

## II. Mission and Philosophy

### **Mission**

Our mission at Sunflower Pre-kindergarten Center is to provide a nurturing learning environment that promotes curiosity and independence. Your child will embark on curated learning adventures that allow individual exploration of topics of interest, as well as guided collaboration with peers, in an intimate classroom setting.

### **Philosophy**

Sunflower Pre-kindergarten Center bases its learning environment and experiences around the Reggio Emilia philosophy.

Learning takes place everyday, in mostly incidental scenarios. Our goal at Sunflower is to incorporate those accidental moments into intentional teachable opportunities; opportunities for exploration and discovery.

## III. Goals for Children and Families

### **Goals for Children**

- Children will demonstrate social skills, including group participation and collaboration with peers, sharing of materials and ideas and sympathy/compassion toward others.
- Children will question and investigate.

## **Goals for Families**

- Families will work in partnership with **Sunflower** to create meaningful learning experiences.

## **IV. Enrollment**

### **Equal Educational Opportunity**

- It is the policy of the **Sunflower** Pre-kindergarten Center to provide students with an educational program that is free from discrimination on the basis of sexual orientation, race, religion, color, national origin, marital status or disability.

### **Eligibility**

- Your child must be four (4) years of age before December 1st in order to enroll in the program.
- Evidence of age must be provided in the form of a Birth Certificate prior to enrollment.

### **Hours**

- **Morning Session**
  - 8:30am - 11:00am
- **Afternoon Session**
  - 12:30pm - 3:00pm

Both sessions meet for two and one half hours each day, Monday through Friday. Full-time students attend either the morning or afternoon session each day, Monday through Friday. Part-time students attend either the morning or afternoon session three days per week, Monday, Wednesday and Friday.

### **Attendance**

We encourage you to send your child daily, except in the case of illness. If your child is ill, please keep him/her home in order to prevent the spread of illness. A child with a temperature over 100 degrees will not be permitted to attend. Your child must be fever-free for a minimum of 24 hours before returning to school. If your child will be absent please notify the school.

In the event that your child becomes ill while at school you will be notified via telephone and asked to pick your child up. Please ensure that your contact information is up-to-date.

## **V. Communication**

### **Communication**

Families are encouraged to maintain regular, two-way communication in a manner that best meets their needs - emails, in-person, notes, or phone calls. Please provide any information you believe is pertinent to the success and well-being of your child. All communication is valuable in keeping families informed about their child's experiences, accomplishments, behavior and development.

Please visit the Sunflower Pre-kindergarten website regularly for up-to-date information.

<https://www.sunflowerpre-k.com>

The following can be viewed on the website:

- Academic Calendar
- Special Event Dates and Times
- Curriculum Updates
- Classroom Instruction
- Blog

### **Open Door Policy**

Families are always welcome to visit the classroom. All visitors must sign-in upon arrival. Photo identification is required for all visitors. Please use discretion when bringing babies and toddlers to a class event or visit as the facility is not set up to accommodate their needs.

### **Arrival and Departure**

Upon arrival please park in the street and walk with your child along the designated pathway, through the gate, to the classroom entrance. When you drop your child off at school each day we ask that you sign him/her in at the door. This assures the safe arrival of your child.

Please follow the same guidelines during departure, parking in the street and following the designated pathway. You will sign your child out at the door during dismissal. Other than parents or legal guardians, only persons with prior written authorization (Parent Consent Form) will be permitted to pick a child up from school. For your child's safety, everyone will be asked to provide photo identification before a child is released to them, until the teacher becomes familiar with and recognizes him/her.

## **Ethics and Confidentiality**

It is essential to protect the confidentiality of all information concerning the children we serve, and their families. No information about any child shall be shared with anyone other than that child's parent(s) or guardian(s) unless consented.

We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

## **Records**

Student records containing personally identifiable information, except for directory information, are confidential. Parents may access, request amendments to, and copy their child's records during hours of operation.

## **Grievance Policy**

Open and honest communication between families and the pre-kindergarten program is an essential component of a high quality early childhood learning experience. If there is ever a time you have a concern regarding your child we want to encourage you to voice your concerns as soon as possible so that they may be addressed.

# **VI. Family Involvement**

## **Family Involvement**

Families are welcome to visit at any time during class sessions. Families are surveyed in enrollment paperwork and through other questionnaires during the academic year regarding family beliefs and preferences, as well as socioeconomics, linguistic, racial, religious, and cultural backgrounds, as you wish to share. As the teacher learns from your family's expertise regarding your child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions at any time.

## **Family-teacher Conferences**

Family-teacher conferences are held in both the fall and spring semesters. A conference form will be sent home asking you to consider what new skills you see your child developing, what you'd like more information about and whether you have new or different

goals for your child. During the conference we will discuss results of classroom assessments and samples of your child's work. Together we can make a plan to continue to encourage your child's growth and development.

### **Family Night**

At least one **Family Night** is held during the academic year to thank our families and encourage a sense of community and foster friendships. Family night is an opportunity for you and your family to come to school to participate in a fun, educational activity. A topic will be selected for the evening based on results from family surveys. With help from family volunteers the night will be planned to meet the needs of the children and families in the classroom.

## **VII. Health and Safety**

In order to provide a safe and secure environment for all we follow guidelines provided by the New York State Office of Children and Family Services (OCFS) and the Centers for Disease Control and Prevention (CDC).

### **Health and Immunization Certificates**

All children will be required by New York State to provide current immunization records and physical examination records in order to begin Kindergarten.

### **Health and Safety Records**

Health and safety information collected from families will be maintained on file for each child. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

### **Child Health and Safety Records will include:**

1. Current information about any health insurance coverage required for treatment in an emergency;

2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support; and
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implements a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

## General Health and Safety Guidelines

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff are to follow proper procedures for hand washing using disinfectant and following universal precautions to prevent infections
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Blood borne Pathogens" annually.

At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health

condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

## **Illness Policy**

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other persons authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under

the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

### **WHEN A CHILD IS SICK**

A child's daily attendance at the center is subject to his/her physical health. All children should be free of any condition that might adversely affect the health of other children and staff in the center. In order to maintain a safe and healthy environment for your child and those around him/her, the following guidelines have been established and will be enforced. You will be asked to take/keep your child home if he/she has one or more of the following symptoms:

1. An elevated temperature - over 100 degrees (the child should be fever-free for 24 hours before returning to school)
2. Runny noses, coughing or in general a bad cold
3. Vomiting (no vomiting for 24 hours before returning to school)
4. Diarrhea (no diarrhea for 24 hours before returning to school)
5. A contagious disease (refer to Communicable Disease Chart)
6. Skin rashes, infected sores or impetigo (until diagnosed and treated by a doctor)
7. Listlessness, lethargy or generally not feeling good

Please notify staff if your child may be exhibiting any of these for a known reason other than illness; such as diarrhea from medication or fever from an immunization. Please alert your center staff so they can work through the situation with you. You may still need to take your child home if the condition becomes severe.

Your child must also stay home for at least 24 hours after the doctor prescribes a medication for a contagious infection. Check with the school nurse if you are not sure. If your child becomes ill at school, we will call you or a designated alternate immediately to come pick him/her up. All children are expected to go outside. If your child is unable to do so, please keep him/her home until well enough to go outside.

If your child comes down with a communicable disease or condition, such as COVID-19, chicken pox, head lice, etc...let the center staff know the details so that we may send notices home with the children who may have been exposed.

A doctor's release will be required for a child to return to school after a lengthy illness or surgery.

## **Communicable Disease**

### Reporting Communicable Diseases

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Sunflower follows the guidelines of the American Academy of Pediatrics regarding school attendance. If you have any questions, contact your family physician.

## **Medication Policies and Procedures**

### **Cleaning and Sanitation**

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion will be removed immediately and disinfected after they are cleaned with soap and water. This also applies to other surfaces in the classroom. Toys and surfaces will be disinfected using a non-toxic solution of one tablespoon household bleach to one quart of tap water made fresh daily. To disinfect, the surfaces will be sprayed until glossy. The bleach solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry. Machine washable cloth toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion must be laundered before another child's use. . A dirty "toy" bucket is in place in the classroom for toys that must be removed from the students play area and washed at a later time after the students have left. Toys that cannot be cleaned and sanitized will not be used.

### **Hand Washing Practices**

Frequent hand washing is key to prevent the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed by each sink. The program follows these practices regarding hand washing:

- Staff members and children are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assists children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting; and
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water). Except when handling blood or body fluids that

might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

## **First Aid Kit**

A first aid kit is located in the preschool classroom next to the door. It is inaccessible to children, but readily available for adult use. It is fully equipped according to the directive provided by the New York State Department of Corrections and Community Services. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site.

## **Caring for an Injured Child**

All staff are trained in First Aid and CPR and will treat minor injuries on the spot.

All accidents that occur to children will be documented on an Accident Report detailing what happened, who was involved, and what action was taken. An incident report will be completed and sent to parents to read and sign.

For more severe injuries requiring medical attention, an attempt will be made to contact the parent, if in the opinion of the staff such contact is necessary. The child may be transported home, to the hospital or to a doctor's office by a member of the school staff while the parents and family physician are being notified.

If an injury results in spilling of blood or any other body fluid, staff will wear gloves and clean up appropriately while keeping other children out of reach.

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

## Medical Emergencies and Notification of Accidents or Incidents

Sunflower Pre-kindergarten has in place a “Safety Procedures Booklet” that describes the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather
- Bomb threats
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life threatening and non-life threatening situations
- School crisis team members and a checklist to use
- List of CPR/First Aid experienced persons in each building

This booklet will be posted by the telephone and included in the first aid kit. The booklet will be reviewed by each staff member at the beginning of each school year and when changes are made to it.

In the event that your child receives a minor, non-life threatening injury during their time at preschool, our teacher will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any incident or injuries will be documented on an “Injury and Illness” form and a copy will be given to the parent within 24 hours of the incident.

All staff will have immediate access to a device that allows them to summon help in an emergency. The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers, and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff. Emergency phone numbers will be updated at least quarterly. Emergency phone numbers will be verified by calling the numbers to make sure a responsive, designated person is available.

## **Snow/Inclement Weather Related Closings**

### **Protection from Hazards and Environmental Health**

Program staff protects children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping.

- The preschool classroom building has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file.
- Custodial staff maintains the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

### **Sunscreen and Insect Repellent**

Written parent authorization is required for staff to administer topical medications such as sunscreen and insect repellent. Clearly label your child's individual bottle with her/his name. They will be applied by staff and stored out of the reach of children.

Only sunscreen products with a UVB and UVA protection of SPF 15 or higher will be applied. Staff will only be applied sunscreen with written parental permission. Only repellents containing DEET are to be used. Staff apply insect repellent no more than once daily will only be applied with written parental permission.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun. Sunscreen with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin (**only with your written parental permission to do so**).

**Parents: you must supply your own sunscreen for your child.**

We will also use an insect repellent containing DEET (**only with your written permission**) no more than once a day to protect your child from insect bites when the public health authorities recommend its use.

**Parents: you must supply your own insect repellent containing DEET for your child.**

### **Smoke Free Facility**

Sunflower Pre-kindergarten grounds are smoke/tobacco free. A “No Smoking” sign meeting the law’s requirements is posted at the entrance to the classroom building to inform people that they are entering a non- smoking place. No smoking is allowed on the school grounds or within sight of any children.

### **Substance Abuse**

Persons under the influence of drugs or alcohol will not be permitted on the premises. At no time will children be released to a person under the influence of alcohol or drugs.

### **Child Protection Policies**

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer for temporary or permanent employment with the preschool program involves direct interaction with or the opportunity to interact and associate with children must execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All

teaching staff complete “Mandatory Reporter: Child and Dependent Adult Abuse” at least every five years and within six months of employment.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.