

# **Little Harvard Parents Handbook**

## **2024-2025 School Year**

**Our Parent Handbook** is provided so that you may understand the school's policies and guiding principles. We welcome the opportunity to discuss goals and objectives for your child and look forward to your participation and cooperation in attaining those goals. We want you to be part of our busy, happy, noisy, creative classrooms, and see your child at work and play. We believe that parents working together with teachers are a positive and productive way to enhance your child's success.

**Our Mission Statement:** Little Harvard is committed to meeting the diverse needs of our families and children, while providing the highest quality of education.

**Our expectations of your child:** Your child will leave our school with a love for learning, a respect for others, and the highest regard for their own self worth.

**Our expectations of you:** We expect our parents to read and understand the policies and procedures followed at Little Harvard, and that you take time each day to discuss with your child his or her progress.

**Our School Philosophy:** The basic philosophy of the school is that children at the earliest ages are learning everyday through outside stimulus and role models. It is our job at Little Harvard to create an atmosphere that depicts the widest range of both social and intellectual experiences appropriate for each particular age group. We provide a safe and loving environment, coupled with freedom, friendliness, and consistency without compromising creativity. Through adult guidance we attempt to nurture both the child as an individual and their social skills within a group. We will show them the delicate balance that exists between self-control and constructive expression of their feelings.

In addition, the program will include Arts & Crafts, Music & Movement, Dramatic Play, and Basic Academic Skills. The program is tailored through educational centers to meet the individual needs of each child, continually challenging each without causing frustration. Caring and skilled staff members, who are trained and certified in Early Childhood Education, carry out the program.

The above curriculum will be offered as part of a bilingual program, at the Pre-K level. We realize that the easiest time for a child to learn a second language is during the primary years. It is because of the value that a second language has in your child's education, and the value that this knowledge has in the world around us, that bilingual education has become an integral part of our program.

**Curriculum:** We use the New York State Pre-Kindergarten Next Generation Learning Standards, and Universal Pre-K protocols in combination with Creative Curriculum, our immersion philosophy and our accreditation standards for NAEYC. The curriculum is based on developing the whole child using their multiple intelligences and is differentiated for children of differing abilities based on emerging skills. Fine Motor skills and creativity are promoted through hands-on activities that are available throughout the course of the day. We also use in depth learning studies, bringing in new items and outside materials to enhance the room environment and extend learning. Our philosophy is based on several educational theorists including Howard Gardner, Lev Vygotsky, Jean Piaget and Abraham Maslow.

**LITTLE HARVARD IS OPEN TO ALL STUDENTS REGARDLESS OF  
RACE, RELIGION, CREED, OR ETHNIC ORIGIN.**

**\*\*Private Care Operating hours: Monday - Friday 6:30 am to 5:30 pm\*\***

NECSD UPK New Windsor hours: Monday - Friday 9:30 am to 3:30 pm

Washingtonville UPK Hours: Monday - Friday 9:00 am to 2:45 pm

**Pick-Up Policy For Individuals Other Than Parent/Guardian:** Persons checked off on the NYS OCFS Day Care Enrollment form and/or Little Harvard's Registration form may pick-up, as long as the parent or legal guardian has given prior notification. No child will be permitted to leave school **with anyone other than persons listed on the registration forms, unless the parent or guardian has given prior notice.** This person must show proper identification at time of pick up. There will be no exceptions! Please understand this is for your child's safety. During departure time, your child should be signed out prior to classroom pick-up and you are solely responsible for your child once they have been signed out. Please make sure that your child does not leave the classroom ahead of you while you are collecting their belongings, or talking to a teacher or another parent. Siblings must be over 13 years of age in order to escort children from any classroom to office or parking areas, and siblings between the ages of 13-18 must have written permission to escort your child home.

**Arrival/Departure Policy for Parents/Guardians:**

- **New Windsor Site:**
  - **Drop Off Procedures:** All parents must enter the school through the main entrance (on Bradford Ave.). After signing your child in at the Parent Information Center, please proceed to your child's assigned classroom and assist them in hanging up their belongings on their assigned coat hook. You and your child will be greeted by a teacher and your child will be directed to wash their hands. The teacher will then ask you the Daily Health Check Questions, as mandated by NYS OCFS.
  - **Pick Up Procedures:** All parents must enter the school through the main entrance (on Bradford Ave.) After signing your child out at the Parent Information Center, please proceed to your child's classroom to gather their belongings and collect any items from their mailbox. Please do not encourage your child to come out of the classroom to greet you – they may not leave the classroom without a staff member's permission. If your child is on the playground at pick up time, please sign them out first at the Parent Information Center, then proceed through the building, downstairs and through the back doors to pick them up. You must then exit with them back upstairs through the main entrance. We do not allow pick-up from the playground gate so as not to jeopardize your child's safety.
- **Washingtonville Site**
  - **Drop- Off Procedures:** Please enter through the side door located on the playground. You will use your key fob to swipe in. You will then proceed to the main office and sign your child in for the day. You will then take your child to their assigned classroom and assist them in hanging up their belongings. Your child will be directed to wash their hands and the staff will ask you the Daily Health Questions, as mandated by NYS.
  - **Pick Up Procedures:** Please enter through the side door located on the playground. You will use your key fob to swipe in. You will then proceed to the main office and sign your child out for the day. You will then return to your child's assigned classroom and gather their belongings. Please make sure that you check their mailbox for projects, memos, etc.

**Dress Code: Dress for Mess!!!** Think of your child's comfort, and keep in mind the changing weather. All shoes must be closed-toed and have an accompanying ankle strap (no loose fitting slip-on or clog type shoes). Casual play clothing is usually best for all activities, including painting, cooking, play dough, and sensory. Your child's clothing will get messy. Expecting children to remain unstained throughout the day is unrealistic and puts unnecessary stress on both staff and child.

**Infant and Toddler Room Hair Tie/Mini Rubber Band/Barrette Policy:** We ask all families to refrain from the use of hair ties, mini rubber bands and barrettes during the school day. Young children have a tendency to remove these items from their hair, leaving them throughout the classroom. These items pose as a choking hazard, as well as, possible injuries to skin areas if snapped or entangled. If a child arrives at school with any of these items in their hair, it will be removed and placed in a safe location until pick up time.

**Toys from Home:** Your child will be designated a Show-n-Tell Day. You can find the theme for the week on your child's classroom units and please make sure all items are labeled with your child's name. Children are not permitted to enter the classroom with toys from home which does not coincide with the theme for the week. If your child brings in a toy from home we will hold it at the front desk until pick-up time. If your child is just beginning school for the first time, they may feel more secure bringing an item from home each day such as: a blanket, or a favorite stuffed animal. Sooner than you think your child's own sense of security will blossom and the toy or object will lose its value. We try very hard to discourage violence in play, so please refrain from bringing any toy that promotes fighting or violence.

**Outdoor Play:** Children go outside twice a day, weather-permitting. Weather-permitting is defined by temperature above 32 degrees and below 90 degrees. Temperature restrictions will also be considered, including wind chill factors, ozone alerts, and heat advisories. If children must remain indoors gross motor activities will take the place of outdoor playtime. These may include parachute play, bean bag activities, use of indoor balls, climbers, and other organized group games. Children should be appropriately dressed for all weather conditions. Layering them in clothing is best, since it is often colder in the morning, but then it may be in the afternoon.

**Nap/Rest Time:** At Little Harvard, we realize that adequate sleep and rest is an integral part of development. At the parent's discretion, we offer both **full** (2 hour), and **half** nap (1 hour). There is also an option for those who no longer need a nap. Each child will be assigned his/her own mat at the time they are enrolled. The mat will be labeled with the child's first and last name. Children who do not nap will be offered a quiet activity and the period is considered a down time for children's bodies and minds.

**Birthdays:** We celebrate birthdays during lunchtime or PM snack. You are more than welcome to join in! Feel free to send cupcakes, cookies, ice pops, brownies or whatever you would like for your child's special day, but please note: **The item must be store bought, in its original sealed container and with the ingredients label intact. The item must also be manufactured in a peanut and tree nut free facility, as we work hard to ensure the safety of those children with food allergies. If it does not have an ingredient label, we will not be able to serve it.**

**Payment Policy:** **Monthly tuition payments** are due on the 28th of each month (for example: February payments are due on January 28th). There is a 5-day grace period, due by the 2<sup>nd</sup>, after which a **\$60.00** late fee will be added to the total charge. If payment is not made within 30 days, the child will be unable to attend school until tuition payments are brought up to date. **Weekly tuition payments** are due every Monday. Payments made after 5:30pm on Tuesday will have a **\$30.00** late fee applied to their account. For parents who pay weekly, if your payment is more than 2 weeks delinquent then your child can not attend until payment is made current. **\*\*There will be a \$40 fee added to any returned checks. You are liable for your child's tuition regardless of illness, holiday and vacation..**

**\*\*DSS Parents:** Parent fees are due every Monday. You are responsible for your parent fee if your child attends anywhere between 1-5 days per week. Please be advised that you will be responsible for any difference in the amount of tuition that Little Harvard charges and what DSS will pay for your child(ren). The difference may be due to absences at work, attendance of your child on a day that was not allotted or the use of hours not approved by DSS. This difference will be added to your parent fee on a weekly or monthly basis based on your payment cycle. Late payment charges will be added if timely payment of your parent fee is not made.

**Multiple Child Discount:** The tuition fee for any additional children (siblings) will be 20% less than the current rate. This discount will be taken off the lesser of the tuition.

\*Sibling discount does not apply to the "Extended Care Cost for UPK Families" pricing\*

**Vacation and Holiday Credit:** Parents are liable for tuition for the below scheduled closings, with the exception of the Christmas Holiday break, which equates to a credit of five days for full time (12 month) families only. For the remaining closures, tuition will be due if the closing falls on a day your child normally attends.

In the event of a full day closure for a "State of Emergency", parents of **full-time** (M-F) children will be allotted one non-payment day. Children attending on a **part time** (less than 5 days per week) basis will be given one make-up day.

### **Scheduled Little Harvard Closings for School Year 2024-2025**

**Monday, September 2, 2024- Labor Day**

**Tuesday, September 3, 2024 - Classroom Changeover**

**Thursday, November 28, 2024 & Friday, November 29, 2024 - Thanksgiving**

**Tuesday, December 24, 2024- Wednesday, January, 1, 2025 Christmas/New Year's Break**

**2 days of Professional Development - TBD (Families will be given 30 days notice prior to the closure.)**

**Monday, May 26, 2025 – Memorial Day**

**Friday June 27,2024 - Friday July 7, 2025 - Summer/4th of July Break**

**Pre-enrollment Trial:** Upon enrollment students will be offered (1) two hour trial from 9:00 am - 11:00 am to serve as an introduction to their classroom. This trial will take place during the week preceding their official start date. These days will be used to help transition both the child and family into our program. At this time parents will be given literature on separation anxiety and secure attachment.

**Make-Up Days:** In the event that your child misses one of their scheduled days, due to illness or vacation, you may be allowed to make up the absence. If you are unable to schedule your child's make-up day in advance, you must first call the school and speak to the Director the morning of his/her intended make up day to ensure the attendance numbers allow for your child. Only children attending on a part time basis (less than 5 full days) are eligible for make up days. **You will be allowed 60 days from the date of the original absence to make that day up.**

**Registration Fee: All age groups for a 12 month program**

**September 1 - August 31:**

A **\$250.00** registration fee per child, which covers insurance expenses are due on the following dates per location:

Washingtonville location: due on **June 15<sup>th</sup>** annually for the upcoming school year. Payment made after June 25<sup>th</sup> will have a \$40.00 late fee applied to your account.

New Windsor location: due on **July 15<sup>th</sup>** annually for the upcoming school year. Payment made after July 25<sup>th</sup> will have a \$40.00 late fee applied to your account. **The partial use or non-use of summer program:** If a parent chooses to take their child/children out of the program for July and August, but wants to guarantee their spot for September, the parent will be liable for ½ of the Summer Program tuition.

**Registration Fee: All age groups for a 10 month program**

**September 1 - June 30:**

A **\$200.00** registration fee per child, which covers insurance expenses, is due on the following dates per location:

Washingtonville location: due on **June 15<sup>th</sup>** annually for the upcoming school year. Payment made after June 25<sup>th</sup> will have a \$40.00 late fee applied to your account.

New Windsor location: due on **July 15<sup>th</sup>** annually for the upcoming school year. Payment made after July 25<sup>th</sup> will have a \$40.00 late fee applied to your account.

**Registration Fee: School Age Students for Summer program ONLY**

**July 7 - August 29:**

A **\$50.00** registration fee per child, which covers insurance expenses, is due by June 1st annually for the summer program

**\*\*All registration fees are non-refundable and we do not offer a multiple child discount\*\***

**Changing the number of days in attendance:** If a parent chooses to reduce the number of days that their child will be attending, they must first give 30 days notice, prior to receiving a tuition reduction.

**Late Pick-Up:** Late pick-up is defined as any pick up that occurs after 5:30 pm if your child is scheduled for a full day or any pick up that occurs after 3:00 pm if your child is scheduled for a half-day. The fee for late pick-up is **\$30.00** for every 15 minutes that you are late. For example, if you were to pick up at 5:50 p.m. the fee assessed to your account would be \$60.00. \$30.00 would be added to your account for 5:30-5:45, then the additional \$30.00 would be added for picking up beyond 5:45.

**Snow Days:** Little Harvard will be open regardless of weather conditions. However, there may be times due to extreme impending weather and hazardous road conditions where we will decide to have a delayed opening or an early closure. In the event of a mandatory closing (due to a state of emergency), delayed opening or early dismissal, the alert will be sent on the Remind App. (see your site Director for information on how to join).

**Meals & Menus:** We participate in the New York State Child and Adult Care Food Program (CACFP) and offer nutritious options for breakfast, morning snack and afternoon snack. Breakfast is accompanied by milk and snack is accompanied by either water or 100% fruit juice. The monthly breakfast/snack menu will be posted in each classroom. A healthy/nutritious peanut/tree nut free lunch from home is to be provided by you for your child each day. **\*New Windsor site:** NECSD provides free lunch to our Universal PreK students during the academic school year when the district is open following the district calendar. You will be required to provide home lunch for your child on the days the district is closed and during July and August. This is subject to change pending the upcoming school year food service contract. Families will be notified of any changes. Monthly lunch menus will be sent home. All children in the infant, toddler, step-up and three's classrooms must bring home lunch everyday.

**Breastfeeding Statement** - Little Harvard provides a friendly, and relaxing breastfeeding environment. Please feel free to get comfortable in one of our gliders and nurse your baby. The American Academy of Pediatrics recommends that babies be exclusively breastfed – babies fed only breastmilk – for the first 6 months of life. Babies should continue to be breastfed for at least the first year of life as solid foods are slowly introduced. In addition, if you are unable to nurse on premise we are more than happy to store your fresh expressed or frozen breastmilk, in accordance with the department of health regulations.

- Our center provides an atmosphere that welcomes breastfeeding families.
- Our center helps mothers to continue breastfeeding their babies when they return to work or school.
- Our center offers accurate written materials on breastfeeding topics.
- Our center feeds infants on demand and coordinates feeding times with the mother's normal feeding schedule.
- Our center trains all staff so they are able to support breastfeeding families.
- Our center has a written policy that reflects the center's commitment to support breastfeeding.

**Illness:** All communicable illnesses will be posted on the Illness chart located on the Parent Board in your child's classroom. If your child should become ill during the school day, you will be notified by phone and will be allotted a 1 hour time period to pick up your child or make alternative arrangements for their pick up. Our sick policy will be provided at the time of registration.

**Annual Physicals & Immunizations:** New York State requires that all children have on file a current documented physical (within the past 12 months) as well as an updated immunization record within 6 weeks of starting the program. Afterwards a physical is required annually and an updated immunization record is required upon receiving an immunization. If your child's medical is overdue, yet you have an appointment with the doctor, a written statement from the doctor's office with the appointment date and time will be temporarily accepted. \*As of June 2019, All children must be up to date/current with their immunizations. If there is a delay in immunizations, then you must provide a letter from the doctor stating an immunization schedule with appointment dates.

**Under-immunized:** Immunization records will be checked monthly. If illness prevents your child from receiving a scheduled immunization a note from the doctor will be required documenting their next immunization appointment.

**Medication:** All medications must come in their original sealed container, and be provided by the parent along with the appropriate dispenser. The label must verify the child's name and have a current date. **All prescription medication and over the counter medication must be accompanied by a state mandated form (provided by us) for each medication and signed by your child's physician giving permission to Little Harvard to administer medication during school hours.** This form specifies the amount, route of administration, times/frequency, strength and the duration of time for the medication to be given. Any on-going medications or treatments will require a Health Plan signed by your child's physician and must be reviewed every six months. Certain staff members are NYS MAT certified (Medicine Administration Training) and are double checked in accordance with state regulations prior to administering any medication to your child. In addition, over the counter topical ointments, such as diaper cream, Neosporin, sunscreen, and bug spray must also have parent's written permission in order for it to be applied. Written permission forms for topical ointments must be up-dated every year. Topical ointments may not be shared by siblings.

**Elijah's Law and Policy:** The new law requires the Health Commissioner to establish for daycare providers guidelines and procedures for the prevention of and response to anaphylaxis. These protocols will include training courses, guidelines for the development of individualized emergency health-care plans, communication and treatment plans, and risk-reduction strategies. Child-care programs will be required to have protocols in place for communicating about foods that are safe and unsafe, along with strategies to avoid allergen exposure. In accordance with this new law, Little Harvard will ensure that all staff are notified of any student who has an allergy. The child's name and allergy will be posted in a designated area in each classroom, as well as, in any food preparation area. All staff will be trained on the use of strategies and procedures to avoid allergen exposure, and will be trained in the necessary steps to follow in the case of an accidental or unavoidable exposure. Each student with a known allergy will have an emergency health care plan that will be shared and reviewed with both staff and parents. All epi-pens and any other medicines necessary for the care of that student will be required to be present wherever the student is located. There will be a designated staff member on premise at all times who is trained to administer an epi-pen, as well as, identify the signs and symptoms of an allergic reaction.

**Diapering/Soiled Clothing:**

- **For Infants and Toddlers** diapers will be changed according to a two hour block schedule. They will be diapered more frequently if necessary. The parent must provide disposable diapers, wipes, and ointments. Cloth diapers are prohibited. You will be notified when your child's diaper supply is getting low so that you can replenish it. If your child goes more than one week without diapers and/or wipes, then they will be purchased and the cost added to your tuition. Written permission must be given by the parent to apply any topical ointment, including diaper rash ointment, to your child.
- **For Pre-school age children,** in the event that their clothing becomes soiled during the day, a teacher will encourage your child in doing the best they can to change themselves. They will be provided wipes, if necessary. The soiled clothes will be put in a labeled bag for you to take home. If the underwear is badly soiled by a BM, it will be bagged and disposed of. Your child's spare clothes will be used when available. If there is no clothing in your child's spare clothing bag, clothes from the school's extra clothing box will be used. If there are no clothes in the extra box,

clothes will be borrowed from another child. Please be sure to return any borrowed clothing in a clean condition the following morning, and replenish your child's spare clothing bag. The spare clothing bag **must** be a canvas type or other reusable bag. We cannot allow plastic bags in the classroom according to state regulations.

**Potty Training:** Children may begin the potty training process as early as 2 years old and no later than 2 and 1/2 years old. The staff is well experienced with this process. We will work cooperatively with you to make this process as easy as possible. When your child exhibits potty training readiness signs, you should cease the use of diapers. Prepare a bag for accidents that includes at least 5 pairs of underwear, socks, shirts, pants, and 1 extra pair of footwear. We highly recommend potty trainers to wear Crocs, clog style, while at school. They are washable and are closed toe with a heel strap. **Do not use pull ups!!!** This sends a mixed message to your child about what the expectations are for his/her successes. If we are all consistent both at home and at school, your child's potty training experience will be a positive one. The use of potty chairs and or seat covers is prohibited.

**Repairs/Maintenance:** All major repairs to the building and maintenance will be done during non-operating times. This will include construction, painting, rug shampooing, tile waxing, pesticide spraying, and any other activities that involve chemicals or detergents that may be harmful to children. Parents will be given 48 hours notice prior to any use of pesticides.

**Class Trips:** We are proud to be able to extend your child's learning experience beyond the school environment. Transportation for all off campus activities will be provided by a local school bus company. Parents are encouraged to submit their name to the school lottery to chaperone any field trip. Chaperones will be required to attend to their own child, plus up to two (2) additional children. All chaperones **must** abide by all staffing regulations including, but not limited to the following; all chaperones will refrain from smoking, drinking, foul language, any discipline tactics that are prohibited for the staff at Little Harvard (for example, yelling, hitting, time out, or any use of corporal punishment). Chaperones will also refrain from entering gift shops with children, and from bringing in or purchasing food items. All children **under** the age of four will be required to ride in a car seat while on the bus. The car seat must be provided by the parent and installed on the bus by the parent unless written authorization is given to staff to install the car seat for you. If a problem arises with a bus while on a trip, the bus company will be responsible for providing alternate means back to Little Harvard. In addition, each group will be provided with all First-Aid supplies such as band-aids and gauze and there will be an individual vehicle available for emergency purposes.

**Volunteering & Visiting:** All parents are welcome visitors in their child's classroom at any time. Little Harvard maintains an "Open Door Policy" for the convenience and peace of mind of all parents. If you would like to volunteer your time in your child's classroom, please see your classroom teacher to arrange a convenient time. In addition, parents are always welcome to incorporate family traditions and cultural practices that will enrich curriculum themes. Please check your child's units for any themes that may be of interest to you.

**No Smoking/ Vaping Policy:** There is no smoking/vaping permitted on any school properties. This includes the grounds surrounding the school, the parking areas, and the playgrounds.

**No Cell Phone Policy:** In order to protect our students privacy, cell phones cannot be in use while on school premises.



**Shelter in Place Drills:** Due to the unfortunate circumstances surrounding several school related shootings over the years, we are mandated by the Office of Child and Family Services to practice a Shelter in Place Drill at least twice a year. You will be notified at least 24 hours prior to the drill. The drill lasts for 30 minutes. During that period of time the school will be on lock down. This means no one will be allowed to enter or exit the building and we will be unable to answer the phone during that time. The children will participate in quiet activities. We will reassure them that this is only a drill and that we are safe.

**Evacuation Procedure:**

- **New Windsor Site:** In the event there is a fire in our building and we will need to evacuate all children. Our primary evacuation destination is our playground and parking lot and secondary is the VFW Hall located on Lawrence Ave., New Windsor, NY. All children will be safely escorted by Little Harvard staff.
- **Washingtonville Site:** In the event there is a fire in our building and we will need to evacuate all children. Our primary evacuation destination is our playground and parking lot and secondary is the Fire House located on Route 94., Washingtonville, NY. All children will be safely escorted by Little Harvard staff.

**Supervision of Non-Certified Teachers:** Any staff person, who is employed to work in a Universal Pre-Kindergarten classroom will be directly supervised by a staff person who holds a current NYS Initial Certification or Permanent Certification for students age birth – 6, or prekindergarten – 6. All individuals will be directly responsible to the classroom teacher and will be responsible for the developmentally appropriate implementation of all lessons, but will not be solely responsible for planning or instruction. These individuals will be held to the same standards for training and further educational accomplishments leading to initial certification.

**Parent Forums:** Parent Forums will be held three times a year. The goal of these meetings is to give parents an opportunity to learn about program goals, to assist in planning and decision making for upcoming events, and to evaluate the current programs ability to meet the needs of children and families.

**Community Partnerships:** Little Harvard partnerships with various community agencies for the health, wellbeing, and education for both students and families. For a list of resources, please see any administrative staff.

**Program Evaluations:** Parents will be asked to participate in a program evaluation survey during the year. Results will be shared. An improvement plan will be outlined explaining how and when the improvements will be made.

**Up-Date-the-Latest News on Your Child:** Parents are encouraged to participate in monthly up-dates regarding their child development both at home and in the classroom. Look for sign up sheets at the entrance of your child's classroom at the end of each month. This is a great opportunity for you to share your ideas and to regularly contribute to decisions made about your child's goals.

**Assessments:** Assessments will be performed three times per year- in October, January/February, and April/May, with the first assessment taking place within the first 45 days of any students' initial enrollment. Formal assessments and screenings may include the Brigance Screening, the UPK Assessment, and Ages and Stages Questionnaires. All assessments will be administered in the child's dominant language. Parents will be notified the week prior to assessments and will be provided with a Tip Sheet outlining what can be done to best prepare their child for the upcoming event. The purpose of assessments is to identify any delays that may be hindering a child's academic success, to evaluate curriculum objectives, and to modify curriculum to meet the needs of each individual child. Children will be assessed individually, in a quiet area, in order to minimize distractions. Results will be shared with parents in the days following the assessment. Assessment results will not be used to determine a child's enrollment in Kindergarten or in any way to discourage the child's continued enrollment at Little Harvard. Parents should look for sign-up sheets at the entrance of their child's classroom. Your child's assessment results will remain confidential, being shared only with teaching staff that have regular contact with your child. Written permission from the parent will be obtained if it is deemed necessary to share results with support staff, therapists, and/or the child's physician. A portfolio for each student will also be created throughout the year. Documents found in the portfolio will include but not be limited to, projects, writing samples, drawings, and photos. Each child's portfolio will be available for parental review during each conference.

**Parent-Teacher Conferences:** Informal Parent-Teacher phone conferences will be made available to you once a month. Formal assessment conferences will be held either via Zoom or on site face-to-face during November, February and June.

**Transition to Kindergarten:** Any child who will turn five years old by December 1<sup>st</sup> is eligible for Kindergarten enrollment. During the May Parent-Teacher conference parents will be given the following information:

- Dates and times for district wide open houses
- Information and required forms needed to enroll in the Kindergarten program
- Copy of the child's final assessment detailing academic achievements and/or areas of concern.

**Transitioning Students within the program:** Little Harvard strives to minimize transitions during the school year. Keeping static groups of children and consistent staffing is always the goal. However, sometimes the needs of the student make it necessary for a student to be transitioned to another classroom to either meet their academic challenges or social/emotional development needs. When this situation arises, the parent, teacher, and director will meet prior to any classroom changes to discuss the potential benefits and/or negative impacts on the child. The family will be offered a trial period to determine the appropriateness of the move. After which period, the move will either become permanent or another meeting will take place to explore alternative options

**ELL (English Language Learners):** Little Harvard makes every effort to support students learning English as a second language. The learning environment is labeled in both English and Spanish, along with picture icons. Songs, instructions, and common everyday phrases are modeled in both English and Spanish. Each classroom has access to a Spanish speaking teacher to support communication with both students and parents. These individuals will be made available during phone conferences as well as Parent-Teacher conferences.

**Policy for Inclusion:** Little Harvard makes every effort to accommodate any student requiring additional support services. When necessary these services are implemented within the classroom, in order to be least disruptive to the child's learning. Students will always be placed in the least restrictive environment. We collaborate with both Early Intervention, as well as The Committee for Special Education at the district level, in order to acquire any additional services deemed necessary to ensure each child's academic success. If at any time the staff or Director feels that the learning environment is inadequate to meet the needs of any specific child, and/or creates a safety hazard to the child and/or their peers, Little Harvard will meet with the parents to discuss alternative learning environments. These meetings will include, but not be limited to, supporting both the child and the parent through the evaluation process and any changes to the child's educational setting.

**Policy on the use of Television & Screen Time in the Classroom:** Any use of television and /or Screen Time is strictly prohibited for children under 3 years of age. For children ages 3-5 years, no more than 30 minutes per week of high quality educational or movement-based commercial-free programming. Television is never used during nap and meal time.

**Remind App:** Remind is a **free** app service that lets us send quick messages via text, push notifications, or email to every parent/guardian that has a child attending Little Harvard. This app is a great way for the Directors and Assistant Directors to keep parents informed about important dates to remember, upcoming events/activities, scheduled and emergency closures, etc. Sign up information will be given to families upon registration.