



POLICY STATEMENT AND PARENTAL

AGREEMENT

A. GENERAL INFORMATION:

The school is open to all children regardless of race, creed, or ethnic origin. For a child to be admitted to the school, the parents must complete and sign the forms presented by the school, including: the Emergency Release Form, Policy Statement and Parent Agreement, Registration Form, Tuition agreement, Allergy Form, and Medical Form with all required immunizations signed by a physician. All the forms are required by law.

B. HOURS:

8 A.M. – 5:00 P.M. –hours of operation

1. Please be prompt when picking your child up at the time you designated on your registration form.
2. If you cannot pick your child up at the designated time, then please arrange in advance to have someone else do so and notify the school at 631-261-2524 or through the BRIGHTWHEEL app.
3. If your child is not picked up at his/her designated time, we will charge a late fee of \$5.00 per staff member present per 10 minutes thereafter. This rate may increase due to chronic lateness.

C. HEALTH & SAFETY GUIDELINES & PERMISSION STATEMENT:

1. Our program will only accept well children as part of our health care policy.
2. The children are given a routine health check (by observation) each day upon arrival. Any child who shows symptoms of illness will not be admitted to the school.
The school will not administer medications of any kind.
3. Please do not send your child to school if he/she is ill or tired. Do not send your child to school if he/she has any fever, vomiting, or diarrhea within the last 24 hours.

4. Please call the school and report their absence/illness at 631-261-2524 or use the BRIGHTWHEEL app to send a message to us.
5. If your child becomes ill during the day, you will be notified to pick him/her up within 30-minutes. If you are unable to pick up your child, we will contact the names on the "Emergency Release Form." Please include individuals who will respond as requested to pick up your child.
6. No reimbursements will be granted for illnesses or absence.
7. I give permission for the Director and/or my child's teacher to apply topical ointments such as sunscreen to protect my child.
8. I give permission for the Director and/or my child's teacher to seek emergency medical treatment in the event of an emergency. The preschool staff will contact me immediately after rescue have been contacted.
9. I understand I am required to complete the "Emergency Release Form". I understand that the names I provide must be individuals who will come in the event my child becomes ill during his/her school day and I am unable to get to the school within 30-minutes. I will update the designated contacts accordingly as needed.

D. VACATIONS AND HOLIDAYS

1. Tuition payments are due regardless of absences, illness, vacations, holidays & inclement weather. This includes holiday & recess periods throughout the school year. There are no make-up days.
2. Closings are listed on our school calendar or on the BRIGHTWHEEL app
3. If there is a weather event which requires school closing, we will follow the Harborfields School District decision. If the district is closed, then we will close our school for the day. We will also follow delayed openings and early dismissals called for by Harborfields School District. This is for the protection of the children as well as our staff. There will be no makeups or reimbursements. School closing information will be available typically by 6:00 A.M. View Channel 12 News Long Island for our closings or our check the BRIGHTWHEEL app.

E. FEES

1. Registration fees are non-refundable.
2. First month tuition (September) and (June) tuition are both due in September. You will have the option to pay half of June's tuition in September

and the remaining half in October if preferred. June's advance tuition must be paid by October 15th

3. All tuition is paid through the BRIGHTWHEEL app. BRIGHTWHEEL payments must be paid by credit card or bank card.

4. Payment is due on the first day of each month. There is a \$10 per day late fee charge imposed when payments are late. All programs are paid for monthly.

5. Minimum one calendar month written notice (or email) must be provided by the parents or guardian if you wish to withdraw your child from the program. This must be received by the last day of the calendar month plus 30 days' prior. For example: if March 1 is your child's last day, then notice must be given by January 31.

Your advanced June payment will go towards your last 30 days at our school.

6. If you are behind in tuition, or owe monthly tuition, your child may not attend the program until payment is received. All tuition that is due on your child's last day must be paid for in full.

F. NUTRITION AND LUNCH

1. All children are required to bring snacks each day. Full day enrollment 2 nutritious snacks per day and for half day enrollment 1 nutritious snack.

2. If your child attends our one-hour lunch period (12 - 1 P.M.) you will be required to provide your child with a complete nutritious lunch. The school Director may contact the parents or guardians if lunch items are not nutritious. Lunches must come already prepared. We are not responsible for heating or cooling lunch items. Please label your child's lunch appropriately and have all necessary utensils etc. needed for them to eat their lunch.

3. We want to ensure the safety of all our children during lunchtime. As such, you will receive a list of foods that are not allowed in the school due to potential choking hazards.

4. Nap time is offered between 1P.M. - 2:30 P.M. Please let us know if your child will be napping. All full day children will have the opportunity to rest.

G. CHILD AND SAFETY INFORMATION

1. No child, under any circumstances, will be released to anyone other than his/her parents unless we receive prior authorization from you. You may call the school to let us know in advance or contact the school through the BRIGHTWHEEL app. Please message us accordingly.

2. The Humpy Dumpty Nursery School visitor control policy is as follows: We require all visitors to immediately report to the Directors office. The school maintains a visitor registration list based on the information provided by the students' parents/guardians. To be permitted into the school, all visitors must be accompanied by a school staff member. The visitor must present a valid driver's license, passport, or government issued photo ID that

matches the name previously provided on the visitor registration list. A visual check of the ID is recorded.

3. All children are to be dropped off at the main entrance door in the morning. Dismissal of UPK is at 2:00 P.M. The children will be lined up inside the school hallway. Parents are asked to wait outside the door to pick up their child. All other times you may ring the bell. We will bring you your child.

4. Please leave toys at home. We prefer pictures of things that begin with the letter of the week or theme. While we will do our best, we cannot assume any responsibility for misplaced or broken toys.

5. All items brought into the school including their personal items must be labeled with your child's name. There are no toy guns or toy weapons allowed into the school.

6. Remember to dress your child appropriately for outdoor play. Children must wear rubber soled shoes to play on the playground. We go outside year-round. In colder weather your child will need a hat, jacket, scarf, mittens, etc. If the temperature goes below 32 degrees Fahrenheit and/or the ground is too icy or snowy, we must keep the children indoors for recess. If the temperature goes above 90 degrees Fahrenheit and/or is a dangerous heat index, we must keep the children indoors for recess. The health and safety of the children is paramount.

7. All children must bring a fresh change of clothes labeled in a large Ziploc bag to store in their locker. Please include socks, pants, shirt, and underwear etc.

8. Please monitor the information posted on our BRIGHTWHEEL app. Please look daily for any notices sent home with your child along with their arts-n-crafts in their backpacks. We cannot be responsible for any uninformed parents.

H. PARENT COMMUNICATION

1. All communication including text, will be done through BRIGHTWHEEL

2. Please do not forget to download our BRIGHTWHEEL app. to message teachers or the Director.

3. The center is open for tours or conferences Monday-Friday from 8:00 A.M. – 2:00 P.M. by appointment only.

4. Parent-teacher conferences will be scheduled once a year for UPK students.

5. Teachers will reinforce positive behaviors such as praise, stickers, stamps, and encouragement.

6. If your child exhibits any unusual or serious behavioral challenges, we will communicate to you any concerns and work closely with you on a plan.

7. Please do not hesitate to speak to the Director to express any concerns, suggestions, or ideas.

Barbara A. Sheridan

Executive Director

Humpty Dumpty Nursery School

HD2025-2026

POLICY