



The Early Childhood Center
Parent Handbook
2011/2012

Suzanne R. Boydstun, Director



August, 2011

Dear Parents,

I want to take this opportunity to welcome you to our school family. If this is your family's first exposure to the school experience, we are honored that you have entrusted the care and preschool education of your little ones to us. If you and your child are returning this year, we hope that your year will be happy and memorable.

The importance of a good preschool experience is now recognized to be of vital importance in a young child's development. Through scientific research, we now know that preschoolers have an enormous capacity to learn and develop. A critical opportunity is missed if we do not pay attention to this capacity by engaging children in a stimulating program. A quality preschool program can help children develop reading, writing and math foundations, as well as social skills that prepare them for later success in school and in life. We feel that The Early Childhood Center is that quality preschool program and we believe that you will agree.

Furthermore, we know that preschool programs are successful when they contain the following elements: parents as first teachers and partners, well educated and well trained staff, and attention to each child's cognitive, social, emotional and physical development. We have achieved these elements at The Early Childhood Center.

Please familiarize yourself with this handbook. It is our hope that you will use it as a resource throughout the school year.

My door is always open to you and I anticipate getting to know each of you. Please never hesitate to communicate with me or any of our staff members with any questions or concerns that may come up as the year progresses.

We look forward to the new school year as we work together to create the best possible developmentally appropriate experiences for your children.

Cordially,

Suzanne R. Boydston
Director

**THE EARLY CHILDHOOD CENTER
MEMORIAL UNITED METHODIST CHURCH**

250 Bryant Avenue
White Plains, NY 10605-2199
914 949-4187

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ECC Advisory Council 2011-2012

President – Margaret Brown
Vice President – Shari Caranante
Treasurer - Albert Berger
Secretary - Jennifer Ciulla

Finance Committee

Albert Berger, Chair
Rob Pace

Fundraising Committee

Margaret Brown, Chair
Michelle Fitzpatrick
*Christi Gertner
*Sarah Wrede

Governance Committee

Len Andrew, Chair

Marketing Committee

Caroline Quattrochi

Personnel Committee

Kathy Halas, Chair
Samantha Merton

Special Event Committee

Shari Caranante, Co-Chair
*Tricia Sternberg, Co-Chair

Other Members

Suzanne Boydston, ECC Director
Nancy McClatchie, Church Rep

Box Tops for Education Volunteer

*Kristen D'Ambrosio

*Indicates Parent Volunteer but not a member of the ECC Advisory Council

To learn more about the function of the Advisory Council, please stop by the school office.

2011/2012
PROGRAM STAFF SCHEDULE

Program	Days	Room	Lead Teacher	Assistant Teacher
2 Day 2's	Tuesday/Thursday	7	Silvana Collabolletta	Margo Markowitz Janine Gresham
3 Day 2's	Mon, Wed, Fri	7	Silvana Collabolletta	Margo Markowitz
3 Day 2's	Mon, Wed, Fri	3	Janine Gresham	Anica Dowo
2 Day 3's	Tuesday/Thursday	4	Mary Jo Chevalier	Silvia Caputi Kim Vo Tran
3 Day 3's	Mon, Wed, Fri	4	Mary Jo Chevalier	Silvia Caputi Kim Vo Tran
5 Day 3's	Monday – Friday	5	Nancy Garro	Louise Convey Claudia Gardner
5 Day 4's	Monday - Friday	1	Ursula Lang	Jennifer Kraus
5 Day 4's am (7 session 4's)	Monday – Friday	2	Lisa Lowy/Debbie Tashoff	Debbie DiBetta
Floater	Mon, Wed, Fri			Helen Bettino

THE EARLY CHILDHOOD CENTER

MEMORIAL UNITED METHODIST CHURCH MISSION STATEMENT

The Early Childhood Center – Memorial United Methodist Church is a non-sectarian, not-for-profit preschool dedicated to helping the individual child reach his/her highest potential, to foster a love for learning and prepare for his/her future. ECC offers a secure, supportive and stimulating environment and offers what is developmentally appropriate for each child.

This encompasses four areas of development: individual, social, physical and pre-academic. ECC recognizes the developmental differences of each child and puts a primary focus on meeting his/her needs. Children are introduced to the responsibilities of living in a diverse community. Children are stimulated cognitively and provided with a foundation for future learning, all with the goal of instilling a love for learning.

ECC accomplishes its mission by retaining the most qualified staff as well as the best available resources and by maintaining strong parental relationships. ECC believes that all children need to feel accepted; to be praised; to have appropriate limits set; to learn responsibility; to be respected; and to experience the freedom to learn and grow.

HISTORY OF THE EARLY CHILDHOOD CENTER

The MEMORIAL METHODIST EARLY CHILDHOOD CENTER was established in 1959 as a small parent-cooperative pre-school. At present, it is one of the largest early childhood centers in central Westchester. In the fall of 1976, the nursery school was granted a certificate of state registration which means voluntary adherence to state professional standards and guidelines. Not all pre-schools choose to be or qualify for state certification because of the demanding requirements; our certification is a great source of pride and serves as an example of the achievements and growth of the early childhood center within the past few years. To keep up with the increasing need for quality extended-day child care, we have been licensed by both the New York State Department of Education and the Office of Children and Family Services which permits pre-school children to remain in school for more than three hours.

In 1987 we were accredited by the National Academy of Early Childhood Programs, a division of The National Association for the Education of Young Children and in August 2009 received accreditation under NAEYC's more rigorous criteria. The Early Childhood Center is one of only two preschools in White Plains to be accredited by NAEYC. Further information about NAEYC Accreditation can be found at www.naeyc.org/accreditation and reading Accreditation of Programs for Young Children.

THE EARLY CHILDHOOD CENTER – MEMORIAL UNITED METHODIST CHURCH is recognized in the community as having one of the best pre-school educational programs in the area. The professionalism of the staff and the director is the most significant contribution to any school program. The Early Childhood Center Advisory Council is comprised of parents and others interested in pre-school education. Advisory Council members serve a term of three years in a voluntary capacity. The Advisory Council's responsibilities include overseeing the hiring of the director, the management of financial affairs and determining the policies of the Early Childhood Center. Standing committees include Strategic Planning, Finance, Nominating, Personnel, Fund Raising and Special Events. The director hires staff, supervises the curriculum and handles the day-to-day operation of the school.

We are very fortunate to have the professional personnel we have—a team of people all working together to provide each child with the best possible combination of learning and enjoyment.

SCHOOL PHILOSOPHY

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking). In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors; and they notice relationships between things.

In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These are early symbols-the stick and the block-are similar in shape to the objects they represent. Gradually all the children become more and more able to use abstract symbols like words to describe thoughts and feelings. They learn to "read" pictures which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during the early childhood years as children play.

Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn the highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts.) Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of children.

All staff members have received training in The Creative Curriculum, which mirrors our long standing philosophy and our goals.

With your assistance, we will work together to provide opportunities for your child to:

- . Develop a feeling of success and security.
- . Develop responsibility and self-control.
- . Develop self-expression and creativity.
- . Develop a joy and interest in learning.
- . Develop a feeling of comfort with other children in a group setting.
- . Develop a good self-image and sense of independence in making a successful transition from home to school.

CURRICULUM

At the Early Childhood Center we follow the principles of *The Creative Curriculum*. *The Creative Curriculum* is based on the latest research on how children learn best and has been shown through experimental studies to improve classroom quality and promote the school readiness of preschool children. *The Creative Curriculum* meets all of the standards put forth for effective early childhood curricula by the National Association for the Education of Young Children (NAEYC) and the National Association of Early Childhood Specialists in State Departments of Education (NAECS/SDE).

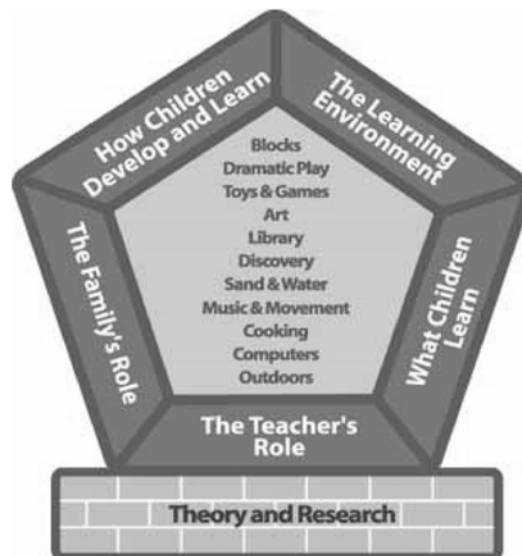
How Children Learn and Develop: What preschool children are like in terms of their social/emotional, physical, cognitive and language development, and the characteristics and experiences that make each child unique. We will share our knowledge of children's growth and development with parents so they may understand the distinctive person their child is.

The Learning Environment: The structure of the classroom that makes it possible for teachers to teach and children to learn. This includes how teachers set up and maintain interest areas in the classroom, establish schedules and routines, organize choice times and small and large group times, and create a classroom community where children learn how to get along with others and solve problems peacefully.

What Children Learn: The body of knowledge included in national and state standards and research reports for six content areas – literacy, math, science, social studies, the arts and technology – and the process skills children use to learn that content. We will show you how children learn content and skills through daily experiences while meeting the New York State and NAEYC preschool standards.

The Teacher's Role: How careful observations of children lead to a variety of instructional strategies to guide children's learning. We will show you how the teacher's interactions promote academic learning and how our systematic approach to assessment will enable us to learn about and plan for each child and the group.

The Family's Role: The benefits of developing a partnership with each family and how working together will support children's optimal development and learning. This includes getting to know you, communicating with you, our partnership on children's learning and our combined responses to challenging situations.



FIRST DAYS OF SCHOOL

The day is here and you are probably worried about how the moment of separation will go. Will your child cry or fuss, or hang on to your leg, not wanting to let go? What about you? Will you be enthusiastic about this next step or close to tears? What's the best way to handle all these conflicting emotions? You want your child to be excited and eager to go and have a successful start, but you are realistic about the possibility that separation will be difficult.

First, be aware that it is normal for many young children to cry when they have to separate from you and try a new experience away from the familiar. Most preschools are prepared for this and have a process for working this out. But, be prepared, it may take some time. Sometimes, your child may be fine until other children start crying. Usually the crying ends after a few weeks.

Is there something you can do to make this important transition easier for you and your child? Of course. While there are no guarantees that everything will go smoothly, that you and your child won't cry, there are many things you can do together to prepare for these first days of school, no matter what your child's age.

Here are some suggestions:

1. Talk with your child about whether there is a special object (blanket, toy) he or she would like to bring to school for comfort.
2. Send a family picture to post in a special place so your child can look at it during the day.
3. Do some pretend play with your child about how you will go to school and how you will say good-bye. Imagine waking up, having breakfast, getting in the car or bus, walking in the door, kissing good-bye.
4. Agree on a good-bye ritual: how many kisses, hugs, etc.
5. Make sure that you always say goodbye to your child even if he/she is playing quietly and not paying attention to you.
6. Make sure your child is clear on who will pick him up and when.
7. Talk about the schedule for the rest of the day after school is out.
8. If you are sending lunch or a snack, involve your child in preparing it. Include a special note or picture or poem as a surprise.
9. Allow enough time! Make sure you awaken early enough to have a relaxing morning, with time to dress and eat a good breakfast.
10. Don't hang around peering through windows after you have said good-bye. Once your child sees that you are reluctant to leave, it is all over for everyone!
11. BRING TISSUES! This may be harder for you than your child.

The following books may help in your child's separation process, "What to Expect at Preschool" by Heidi Murkoff; "My first Day at Nursery School" by Becky Edwards; "Don't Go" by Jane Breskin Zalben; "I Love You All Day Long" by Francesca Rusackas; "Sam Starts School" by Barbara Cork; "Will You Come Back for Me" by Robin Kramer; "The Kissing Hand" by Audrey Penn; and "Starting School" by Allan Ahlberg.

TRANSITION SCHEDULE*

Each teacher will distribute a Transition Schedule before the first day of school for the individual classes.

The following is an example of a transition schedule.

<u>AGE GROUP</u>	<u>FIRST WEEK</u>	<u>SECOND WEEK</u>	<u>THIRD WEEK</u>
2'S	Half the class will meet for 1 hour with parent/caregiver present	Whole Class will meet for 1 ½ hours with parent/caregiver present	Entire 2 hours and 20 minutes parent/caregiver present, if needed

<u>AGE GROUP</u>	<u>FIRST WEEK</u>	<u>SECOND WEEK</u>	<u>THIRD WEEK</u>
3's	Half the class will meet for 1 hour with parent/caregiver present	Half the class will meet for 1 hour with parent/caregiver present	Entire Class without parent/ caregiver
4's	Children attend one hour with half the class	Entire class attends for 2 hours	Entire class attends for entire session

* Unless other arrangements are made between teacher, director and parent.

THE EARLY CHILDHOOD CENTER'S SPECIAL PROGRAMS

CREATIVE KIDS

"Creative Kids" runs daily from 11:30 a.m. to 3:00 p.m. (There is a 12:30 start option). Each day a different topic will be presented:

- Mondays - Adventures in Math **OR** Music
- Tuesdays - Large Motor Play: Movement and Games
- Wednesdays - Handwriting Without Tears (4's only) **OR** Little Chefs
- Thursdays - Little Performers: Preschool Theater
- Fridays - Little Scientists

Each day, the children begin the afternoon with outdoor play or free play indoors, lunch time (parents provide a healthy, peanut-free lunch) followed by a short rest period and move on to an afternoon filled with many fun and exciting activities.

LUNCH BUNCH

Whether extending your child's morning or starting your child's afternoon an hour early, lunch bunch has all the activities that children love to do. We start with outdoor time or free play inside and then enjoy our brown bag lunches from home together. It's a very social, communal time for both the children and the lunch bunch teachers. If you would like your child to stay for lunch bunch, please let the office and the teacher know and send in a brown bag lunch with your child's name on it. Please pack lunches in thermal lunch bags or boxes with an ice pack or frozen fruit juice box. We are not able to reheat food. Please read all labels of snacks and breads to make sure they are peanut-free and not made in a facility that processes nuts.

NATURE

"The Nature of Things" is a private environmental outreach program designed for school-aged children (nursery school through 8th grade). It is a hands-on program providing a nurturing developmental approach to the study of nature and science through the use of live animals and individually designed nature curricula.

YOGA

Our new Anusara yoga teacher, Yogi Diane Ritucci, will lead each class in a creative, fun, energetic class using games and group interactions to teach traditional yoga poses that will build their confidence, strength and motor planning abilities.

Yoga has been found to increase strength, flexibility and coordination. It has been documented to improve concentration and relieve stress. Yoga is suitable for children of all ages and physical abilities.

DROP OFF AND PICK UP PROCEDURE

DROP OFF

Morning programs begin at 8:50 AM. Afternoon programs begin at 12:30 PM. All cars must enter through the west driveway of the church and exit by the east driveway.

Curbside drop off begins this year on Monday, September 19th. If you are utilizing our drop off service, please join the line of cars. If you are walking your child in, please bypass the line of cars and proceed to the lower parking lot. **The parking spaces right outside the school and church are reserved, including the ECC Visitor spots.** If there is a special reason you might temporarily need a closer spot, please see the director in the school office. Otherwise, it is important that you park in the lower lot as directed. Please be an example for your child as someone who follows the rules. Thank you for your cooperation.

Curbside Drop-Off

- Place child's car seat on the side of the car nearest to the school entrance.
- Proceed on the line of cars until staff indicates they are ready to remove your child.
- Set the brakes, unlock the child's car door.
- For your safety, **remain in the car.**
- Please do not remove your child from his/her car/booster seat.
- For your child's safety, **please allow door staff to remove your child from the car.**
- Door staff will walk your child into the entranceway of the school.
- On most mornings, the director will greet the children and insure that they are proceeding to their classroom.
- Classroom teachers will be greeting children at the classroom door.
- Drop off service is over at 9:10 AM.
- If you are later than 9:10 AM, please proceed to the lower lot and walk your child into school.

PICK UP

Dismissal is at 11:30 AM and 3:00 PM. Please be prompt. Children will be dressed in their outer clothing anticipating your arrival. If there is an emergency and you will be late, **PLEASE CALL THE SCHOOL TO INFORM US.** If there is a pattern of lateness, a fee will be applied starting at 11:35 AM and 3:05 PM. Again, thank you for your cooperation on this matter.

Pick Up Procedure:

- Please proceed to the lower parking lot to park your car and come into the building to pick up your child/children.
- On most days, the teachers will dismiss them from the classroom door.
- FYI – Should you prefer, you are welcome to come into the classroom.

LATE PICK UP

Because each child looks forward to being greeted by their parent/caregiver, we need your complete cooperation in arriving at school promptly at dismissal time. Therefore, the following is our "Late Pick up Policy":

All families receive a "grace period" of 5 minutes.

Pick up times vary: 2 year olds at 11:20 a.m.; 3's & 4's a.m. at 11:30 a.m.; 3's, 4's, PM Classes & Creative Kids at 3:00 p.m.

Late pick up of a child after this will result in the following action:

Any child left beyond the 5-minute grace period will be brought to the School Office.

A staff member (director, administrative assistant, teacher or assistant teacher) will call the parent(s), caregiver or authorized "pick-up" person.

The penalty for late pick up will be \$5.00 for every 5 minutes or any part of 5 minutes that you are late beyond the grace period.

Of course, we will always try to accommodate your needs and understand that, at times, there are extenuating circumstances. We appreciate your cooperation.

ABSENCES

Please notify the office if your child will be absent for more than one day. We need to know if your child is absent due to communicable disease (strep, cocksackie virus, lice, flu, diarrhea etc.).

Parents will receive notice from the office if child has been exposed to a contagious illness.

HEALTH POLICIES

Children may attend school only when in good health. Each child is given a daily health check upon arrival in his/her classroom. Once class is in session, if a teacher or the director notices that a child is in poor health, the parent will be notified to take their child home. The school should be notified when a child is absent due to illness. The school must be notified in the case of a contagious illness.

Your child will enjoy and profit from his school experience only if he/she is in good health. Therefore, we request your adherence to the following health policy:

1. A child who has fever or who has vomited due to illness needs to remain out of school for at least 24 hours after the fever has returned to normal or the vomiting has ended.
2. A child displaying behaviors that are uncharacteristic of the child's typical behavior (i.e.: wanting to sleep, complaining of not feeling well, lethargic, weepy, or other symptoms that may be indicative of illness), could be showing signs of being or becoming ill. In these situations, we might call you for an early pick-up. You may want to err on the side of caution and keep your child at home.
3. For a child who has been absent due to a communicable illness, or who has a communicable illness, the school should be notified of the nature of the illness. These communicable illnesses include: colds, strep throat, chicken pox, vomiting, diarrhea, conjunctivitis, pneumonia, sore throats with fever, Cocksackie's, Fifth's disease, impetigo, ringworm, head lice, roseola. Every child who is sent to school should be well enough to participate outdoors with his/her class. Outdoor play gives the child an opportunity to further develop gross motor skills and improve large muscle coordination. It is an important activity in a pre-school program, one in which all children are expected to participate. We have no provision for keeping a child indoors during outdoor play time. A good rule of thumb concerning your child's health and attendance at school is "When in doubt, it's best to keep a child at home."

SNOW DAYS

In the event of a snow delay or closing, the phone blast, One Call Now, will call your home phone and/or cell phone by 7:15 AM.

Due to our fixed expenses such as salaries and rent, we are unable to refund tuition payment for sessions cancelled due to inclement weather. This includes payments for "Creative Kids". However, in the event that unusually harsh weather forces us to cancel more than eight sessions, the director and the Advisory Council may decide to re-schedule some of the missed sessions during the school year. The decision to schedule additional class sessions is within the sole discretion of the director and the Advisory Council.

PARENT-TEACHER CONFERENCES

Parent Conferences are scheduled in November and March. Your child's progress and development are discussed, with both the teacher, assistant teacher and parent contributing and sharing observations of the child. However, the teachers and director are available throughout the school year for additional meetings, phone conferences etc. All staff is available via their email which will be given to you.

MANDATED REPORTERS

Please note that as teachers, all staff members are mandated reporters and are required to report suspected child abuse.

CHILD PLACEMENT

Child Placement decisions are made based on the best interests of each child. Both educational and social needs are considered. The class placement is based on recommendations from the director and the previous teacher. The placements take into account the need to balance classes with respect to a number of factors including:

- gender
- age
- experience in school
- temperament

Class placements will be mailed to parents in August preceding the start of the school year.

MEDICAL FORM & TREATMENT

A medical examination form must be submitted to the office before your child can be admitted to our school. We abide by the Westchester County Dept. of Health's schedule of mandatory inoculations and immunizations. We require a new medical examination each year, conducted thirty days prior to admission.

The medical, dental and surgical treatment of a child is the responsibility of the parent. If your child seems ill while at school, the parent will be notified and must pick up the child as quickly as possible. While waiting for pickup, the child will be brought to the director's office.

In case of a true emergency, 911 will be notified first so that the child can be transferred to the White Plains Emergency Room. You will be called to meet us there.

IMPORTANT REMINDER- We must have the completed Medical Statement of Child in Childcare on file BEFORE your child enters school in September. Please be sure to sign the CONSENT FOR EMERGENCY MEDICAL TREATMENT on the Medical form! In addition, if your child has special medical needs, please pick up the necessary forms in the office.

The Early Childhood Center carries accident insurance on the children and the staff. There is no additional cost to the parents for this protection.

MEDICATION POLICY & PROCEDURE

Staff members of the Early Childhood Center who have taken the eight-hour *Medical Administration Training* course and have received certification are authorized, at the request of parents, to administer medication to children. This authorization is given by our licensing agency, the New York State Office of Children and Family Services.

EXTRA CLOTHING

Child should wear clothing which is large enough and easy enough for him/her to manage alone (large buttons, simple fastenings, etc. – please no belts.)

Your child should feel free to experiment with “messy” materials (finger paints, sand, water, etc.) and to engage in large muscle activities (climbing, tumbling, rolling and jumping). We suggest that he/she wear old slacks or overalls. A complete change of clothing (labeled) is needed in case of toilet or water play “accident”. These should be in a plastic bag marked with his/her name showing through. We will keep it at school. **Please label all clothing with your child's name.** Please send your child to school wearing “safe” shoes, such as sneakers, for running and jumping activities. Please avoid open-toed shoes or sandals.

SNACK & FOOD POLICY FOR A PEANUT/NUT FREE SCHOOL

This policy serves to ensure that every classroom is peanut/nut free.

- Parents take turns providing snack for the children in the class. Children who remain in school for our brown bag lunch program are asked to bring lunch from home. Lunches should be kept cold with an ice pack or frozen juice box, as we have no provisions for storing food in a refrigerator.
- Lunches and snacks should be nutritious and must **be peanut/nut free.** We must protect the peanut/nut allergic children enrolled in our school program by avoiding foods containing peanuts, nuts, and their by-products. **In addition foods labeled “may contain peanut or nut**

traces” or foods labeled “manufactured and/or processed on equipment that processes peanuts/nuts” will not be accepted by classroom teachers.

We must also be aware of the potential for cross contamination. If fruit or fresh vegetables are to be brought into the building, please wash them thoroughly, **but DO NOT cut, slice or chop them.** The teachers will do this in the classroom.

Please be aware that staff is required to check all foods and labels on foods brought into the school. Any food thought to contain peanuts, nuts, or their by-products will be removed from the lunch box or snack bag and returned to you. We will have a supply of supplementary food available for the children to eat at snack and lunchtime. If your child consumes breakfast foods that contain peanuts/nuts or their by-products before arriving at school, please be certain to wash his or her hands and face with soap and water. Check clothing in order to ensure that no peanut/nut product residue is on his or her shorts, pants or shirt.

Birthday Parties

When celebrating your child’s birthday in school, please adhere to the following guidelines:

*Baked goods **must be store bought** and labeled. DO NOT bring in any items from the bakery, unless ingredient labels are listed on the packaging.

****Unfortunately, we cannot allow homemade baked goods into the classrooms as it is impossible to ensure that they are peanut/nut free and that there has been no contact with anything that has had contact with nuts.****

While this policy may seem extreme to some of you, please keep in mind that food related allergies are very common and a serious threat to many children enrolled in our program. It is our responsibility to ensure a safe school environment for every child.

Other items we suggest are ice cream cups, mini-bagels, fruit & yogurt dip and/or vegetables and dip.

Goody bags are permitted.

If all members of your child’s class are not being invited to a birthday party, please mail invitations & do not place in cubbies.

If you have any questions or concerns, please feel free to call or stop by the school office. We truly appreciate your effort and cooperation with regard to this matter.

SCHOOL POLICY STATEMENT

The EARLY CHILDHOOD CENTER, is available to children of all races, creeds or ethnic origin.

1. At the time of registration, the following must be submitted:
 - a. Registration form.
 - b. Contract
 - c. Non-refundable registration fee and deposit.

2. By the first day of school, the following must be submitted:
 - a. Completed Emergency Information Card. (blue card)
 - b. Authorized Child Pick-up Authorization Form
 - c. A signed consent form for Emergency Medical Treatment
 - d. Medical Form (containing all dates of immunizations and signed physician). by
 - e. A signed Parent Policy Manual Agreement Form (back page).

- f. A sign-off sheet for lead testing.
3. During the school year, such other documents as may be requested relating to the enrollment and attendance of the child at school.
 4. To enroll a child in the school, parents must complete one copy of the contract, and return it to the school. The Early Childhood Center reserves the right to place children in classes at its discretion, and to cancel any classes if full enrollment is not reached, without penalty to the school. If a class is canceled, the parents will have the option of:
 - a. Receiving full refund of the Tuition Deposit; or
 - b. Enrolling the child in another class, if space is available, and applying the Tuition Deposit toward that class.

Payment of the Tuition Deposit and Registration fee are **non-refundable** and must be submitted with the contract. Payment of the tuition installments are due as indicated on the Payment Schedule.

Tuition Fees 2011-2012

Non-Refundable Registration Fee: \$175 new families, \$150 returning families

Non-Refundable Deposit: \$250.00 (applicable towards fourth tuition payment).

If there are three children enrolled from one family, the higher tuition will be charged at 100%, the second highest at 90% and the least expensive at 80%. Please note: There will be a \$50 late fee charge for all payments 15 days overdue.

<u>CLASS</u>	<u>TUITION</u>	<u>CLASS</u>	<u>TUITION</u>
2 day 2's am	\$2840	"Creative Kids"	\$1100 per day for the school year
3 day 2's am	\$4030		
2 day 3's am	\$2840		
3 day 3's am	\$4030		
5 day 3's am	\$5360		
5 day 4's am	\$5400		
5 day 4's am/pm(7 sessions)	\$7190		

Refunds

Failure to make tuition payments, when due, will result in a suspension of services. Once the ECC notifies a family that their child has been accepted in the school, there shall be no refund of the (non-refundable) tuition deposit or registration fee, except in the case that a class is cancelled by the school. Should a family elect to remove their child from the school, written notice must be received by the director of the school prior to July 15, 2011 in order to receive an 80% refund of the eligible tuition payments (including tuition payments due and payable on February 1, April 2, June 1 and September 15, 2011). If written notice is not received by the director prior to July 15, 2011, no refunds will be made unless the class has a waiting list and the vacancy is subsequently filled by another child. In that event the refunded amount will be the less of (i) 80% of eligible tuition payments, as defined above, and (ii) the pro-rated amount of tuition collected by the school in filling the vacancy. In no event will refunds be made after December 31, 2011.

If the February, April, June and September tuition payment is not made in a timely manner, the director reserves the right to offer your child's place to another or to exclude your child from the program without return of the Tuition Deposit and Registration Fee. Except at the discretion of the director, no child will be permitted to begin the school year in September if the February, April, June tuition payments remain unpaid. Continued attendance in class is dependent upon timely receipt of all scheduled tuition payments. *The \$250 Tuition Deposit will be deducted from the last payment in September, 2011.

On occasion a child's best interest may not be met in our environment and we may find it necessary to make a referral for placement elsewhere. If we must make such referral you will be consulted by conferencing beforehand and we will involve our school personnel or consultants in the process. Tuition fees will be refunded on a prorated basis if a child's needs require placement in another setting.

ECC Parent Policy Manual Agreement

Early Childhood Center
250 Bryant Avenue
White Plains, New York 10605
(914) 949-4187

I have received and read a copy of the The Early Childhood Center's Parent Handbook.

I agree to abide by the policies and procedures set forth in the handbook.

Child's Name

Parent's name

Date

(Please return this page to the school office)