Parent Handbook



Dear Parents,

We would like to take this opportunity to welcome you and your child to The Ladybug Playhouse Nursery School. We offer innovative early childhood programs in a safe, nurturing and caring environment.

Our staff is made up of dedicated, qualified early childhood educators who strive for excellence. Your child will benefit from working with NYS certified teachers who are committed to the care and education of each individual child. Our class sizes are comprised of low teacher to child ratios, which allow the teachers the flexibility to individualize instruction to meet your child's specific interests and needs.

Numbers, counting, letters, listening, speaking, making observations, writing, drawing, classifying, comparing, sports skills, dancing, respecting one another, following rules and having fun are just a few of the skills that your child will embrace in our program.

Our curriculum nurtures the whole child and supports the child's social, emotional and intellectual growth. Your child will enjoy transitioning safely, along with his/her classroom teacher, through different classroom settings. These settings include Math/Science/Technology, Literacy/Art/Music, and Gym/Dramatic Play, and our Outdoor play area. In these rooms your child will

have the opportunity to work in group settings as well as independently. He/She will enjoy exploring, playing and learning all about the world around them.

We believe that the early childhood years are optimal for providing children with opportunities to learn the skills and building blocks that will successfully carry them throughout their lives. We look forward to becoming a part of your child's learning and growing experience.

Thank you.

The Ladybug Playhouse Staff

Enrollment Calendar and Class Availability

The Ladybug Playhouse Nursery School program runs from September to August and holidays are accounted for in all of our prices. The Ladybug Playhouse Nursery School reserves the right to cancel any class due to insufficient registration and make schedule and classroom changes based upon enrollment numbers.

Tuition Payment

General Registration and Payment Policy:

The tuition is based on a full academic school year September – June if you are enrolled in the 10 month program and September – August if you are in enrolled in the 12 month program. Payments can be made in full or on a monthly billing option for your convenience. Please understand that all holidays and vacations are already prorated in the yearly tuition. There are no credits or refunds for sick days or days missed for any reason & all payments made are non-refundable including but not limited to any and all deposits, material fees and in full tuition payments.

At enrollment a one-time materials fee and the last month payment is required. Monthly payments are due on the 1st day of each month. If the tuition date falls on a holiday or weekend, tuition will have to be paid before its due date to avoid late charges.

If you begin school later in the year you may begin the payments on the month you enroll and pay monthly till the end or you can pay the prorated school year in full. The prorated rate will be based on the yearly tuition minus the months missed (based on the 10 or 12 month billing period).

Late Payment Fee: A late fee of $5 will be added daily to your next month's payment if tuition is not received by the 5th of the month. We accept checks, cash & credit cards (American Express, Visa, Master Card & Discover).

Returned Check Fee: Any check returned to the Ladybug Playhouse Nursery School for insufficient funds will incur a cash service charge of $40.00. The tuition payment must then be made in cash or by credit card.

Late Pick-Up Fee: In order to compensate staff for additional time at the school, parents will be charged a late pick up fee for every 10 minutes of delayed pick up. A fee of $5.00 will be added to your next month's tuition payment.

Withdrawing Your Child(ren)/Refund Policy

Materials Fees, Deposits & Full Tuition payments made are never credited or refunded. **There are absolutely no refunds.**

Make Up Policy

CLASSES MISSED FOR ILLNESS, VACATIONS, SNOW DAYS AND EMERGENCY CLOSINGS OR ANY OTHER REASON WILL NOT ME MADE UP.

Arrival Procedures

Parent/Guardian Drop-Off: All classes will be assigned sign in areas where a staff member will be waiting to take your child into the facility. You must sign in your child.

Late Drop Off: If you are late you will need to use the front entrance only. You will sign in your child. Your child's teacher will be notified of his/her presence and someone will come out to escort your child to the classroom.

Dismissal Procedures

Parents; Parents must pick up their children at the respective doors assigned to their child's class and sign their children out.

Other than Parent/Guardian Pick Up: ***You must notify the teacher if a person other than yourself is picking up your child.*** If you know in advance, please give the teacher a note authorizing this person to pick up your child. For the security of your child, upon arrival the alternate designated pick-up person will be asked to provide a picture ID. In the case of an unexpected situation or emergency, please call the front desk let us know who the emergency pick up will be. Upon arrival your designated pick-up person will again be required to provide a picture ID.

Delayed Pick-Up: If you are delayed please call the front desk to inform us of your delay and let them know your child's class and the teacher's name.

If delays continue to occur, an additional fee will be charged.

No child will be released unless these procedures are followed.

Health & Safety

Required Medical Records/Immunizations All children MUST have a physical exam and be up to date with their immunizations. We require a current statement from your child's physician prior to the new program year. A standard form is included in your enrollment packet.

This program does however accept children who are not immunized due to medical reasons with proper documentation, such as a doctor's note.

Attendance & Absence Procedure It is important for your child(ren) to attend regularly scheduled classes. If your child is going to be absent, please call and let us know.

Sickness Policy To ensure the health and safety of all our children and staff please keep your child home from school if he/she should experience ***any*** of the following symptoms:

- Fever
- Sore throat
- Cough
- Runny Nose (a clear discharge indicates allergies; however, any other discharge may indicate an infection and therefore may be contagious)
- Body Aches
- Headaches
- Fatigue
- Chills
- Vomiting
- Diarrhea
- Cold Sores/Herpes Simplex

Please be advised that your child **should not** return to school until:

- They have been fever free for 24 hours without the use of medication,
- They've been diarrhea free for 24 hours
- They have not vomited in the past 24 hours
- If diagnosed with strep throat, they must be on antibiotics for 24 hours
- They are not experiencing chills or sore throat
- Cold Sores; have crusted over and have healed with no more clear fluid or blood weeping from sores.

Health & Safety Continue

Illness at School: We will call all parent numbers first before the emergency contact. If you are called to take your child home, please be advised that this is not an option. You must come get your child immediately.

Accidents and Injuries Members of our staff are CPR and First Aid certified. Our procedure is that our teachers will record/file an incident report and forward a note in the case of a minor injury or call you if necessary. In case of a serious injury, we will contact you immediately as well as 911/local fire department. For this reason, please ensure your emergency contact information is current and on file with us at all times.

Elijahs Law:

Elijah's Law is a bill that ensures childcare facilities take concrete steps to manage food allergies for the children in their care. Such steps include developing emergency protocols, strategies for discussing food allergies with children, and plans for preventing exposure to food allergy triggers.

Allergy and Anaphylaxis Emergency Plan Policy

The Ladybug Playhouse Nursery School has **not been authorized** to administer medications by NYS OCFS. The Ladybug Playhouse Nursery School is allowed by NYS OCFS to administer emergency medications only. The Ladybug Playhouse Nursery School will only administer emergency medications to children who have had a doctor prescribe epinephrine auto-inject, diphenhydramine (generic for Benadryl) in combination with the auto inject epinephrine (Epi-Pen Jr.or AUVI-Q), or an Asthma Inhaler or Nebulizer with medication. If a family has a child who has been prescribed one of these emergency medications; the doctor must complete paperwork that indicates specific symptoms and treatment for the child should an emergency occur.

The Ladybug Playhouse Nursery School will **not** stock non-patient specific epinephrine auto-injectors.

The ability to administer emergency medications DOES NOT allow The Ladybug Playhouse personnel to administer THESE medications on a daily basis – these medications are only to be administered in an emergency situation. If a doctor has prescribed continuous administration of an antihistamine, inhaler or nebulizer for a specific period of time, and the administration of the medication would occur while the child is in attendance at

The Ladybug Playhouse Nursery School then a family member would have to come to The Ladybug Playhouse Nursery School and administer the medication per the third degree of consanguinity on page 12 in the HCP or the child would need to remain at home to ensure medication is given as per the individual HCP instructions.

Allergy and Anaphylaxis Emergency Plan Policy, (Con't)

Screening and Identification of Children with Allergies The Ladybug Playhouse Nursery School will review and plan for known allergens in registered children as follows:

Upon enrollment and yearly child's parents/guardians will be asked if the child has any known allergies. When the child's yearly medical is updated by a HCP the form will be reviewed for any documentation of an allergy need. If a yes response is received, or an allergy is indicated on the HCP documentation the OCFS required paperwork will be explained and completed and any emergency medications indicated verified before

accepted and stored appropriately. The following forms will be given for completion with the parent, provider and HCP:

- Individual Allergy and Anaphylaxis Emergency Plan (Form 6029)- developed with parent and HCP reviewed yearly or when staff or HCP changes occur
- Individual Health Care Plan for a Child with Special Needs (Form 7006) - developed with parent - reviewed yearly and when staff changes occur
- Medication Consent Form for each emergency medication a child needs (Form 7002)- HCP updates and signatures are required every six months

These documents will provide clear instructions on steps to take if a child is accidentally introduced to a known allergen and be kept on file in the office. In addition, copies of the child's emergency medication and Individual Plan documents will be stored in the child's classroom first aid kit and the emergency evacuation bag to be taken with the child when they move to alternate areas of the program.

The Ladybug Playhouse Nursery School has a classroom roster that contains all important information about each child enrolled at Ladybug. On such a roster

there is a section that lists all known allergies highlighted in yellow. Each teacher has a classroom version of this roster with all children in their class listed. The roster is reviewed with the teacher and the teachers' aide in the beginning of the year and is updated and aligned to medication consent documents. Staff are instructed to check roster listing children and their specific allergens and medications.

Required Forms and Documentation of Care Plan: Families and the Health Care Provider (HCP) will need to complete several forms which will be provided. Each separate medication prescribed requires a health care provider to complete a Written Medical Consent form (OCFS-LDSS-7002) and complete the Individual Allergy and Anaphylaxis Emergency Plan (OCFS-6029). These forms will be renewed every 6 months. The program will complete an Individual Child with Special Health Care Needs Plan (OCDF-LDSS-7006) .Which will be developed with the parent and signed by the parent and director.

Allergy and Anaphylaxis Emergency Plan Policy, (Con't)

Acceptance of and Storage of Emergency Medication: All emergency prescription medications-(epinephrine auto injectors or asthma inhaler or nebulizer) must be given in an original prescription container with the child's full name, medication name, and dosage and time duration. If over-the-counter medication is supplied such as; diphenhydramine (generic Benadryl) this must be in the original package complete with any inserts. Medication given to The Ladybug Playhouse Nursery School must match medication listed on the Consent to Administer Medication Form and the Individual Allergy and Anaphylaxis Emergency Plan (OCFS-LDSS-7002 & OCFS-6029) forms **exactly.** Nebulizer and asthma inhaler chambers will be cleaned after administration. Parents will be notified when emergency medication is administered. If epinephrine auto injector is administered to a child, we will call 911 and

child will be transported to the nearest hospital. Parents and NYS Office of Children and Family Services, and the Health Care Consultant on record will be notified of the event.

Emergency medication will be stored out of the reach of children in the child's classroom first aid kit and accompany the child to any area the child may move into (classroom, walks, alternate play areas).

Strategies to Reduce Exposure Risk: The Ladybug Playhouse Nursery School is a, nut free zone. Families are informed of this policy upon enrollment. The Ladybug Playhouse Nursery School Family Handbook contains information regarding alternate foods that do not contain peanuts, nuts or coconut products and provides guidance on packing safe home lunches. This handbook is posted on our website and a hard copy is distributed to all families upon enrollment and updated and re-distributed yearly.

When handling food, all food managers will check ingredients before serving, check the posted allergy charts in each classroom to ensure no child has a known allergy and ensure a child with a known allergen does not come near the product known to cause a reaction. If an allergen food item is found staff will remove the product from the area to be either thrown away or sent home at pick up time with the parent. Handwashing and surface cleaning of all eating areas will occur prior to placing food on the surface. Any items used in program activities will be pre-examined to ensure no known allergen is present in the ingredients. Children will not be offered food items of unknown ingredients and children will not trade or share foods served. Parents of children with a known allergy can provide lists of "safe" foods to the program. Staff will always check with parents of children with known allergies prior to a new food being introduced to the classroom.

During high seasonal allergy times the Ladybug Playhouse Nursery School will advise families to bring hats, sunglasses and face coverings for children to utilize to reduce the risk of pollen and other seasonal allergens.

Allergy and Anaphylaxis Emergency Plan Policy, (Con't)

Training of Staff to Administer Emergency Medication: All professional staff including the staff assigned to the child(ren) identified with an allergy and an Emergency Health Care Plan will be trained to prevent, be alert to and able to recognize and respond to the signs and symptoms of allergic reactions, know how to contact emergency services or 911, know where the HCP and medication is stored for the child and be capable of responding to and administering

medications prescribed to the child in the event an emergency occurs. Training will address administration of epinephrine injectors, asthma inhalers and /or nebulizers.

Training may be done through CPR/First Aid certification, and/ online through OCFS approved training programs. Parent will train staff on Emergency care medication. Documentation of completed training will be maintained on site and renewed yearly or whenever necessary.

The Ladybug Playhouse Nursery School will routinely monitor staff and volunteer changes to ensure new staff and volunteers receive the training during orientation specifically on the program's Health Care Plan and are informed of and aware of any children attending the program with known allergies. A review of each child's Individual

Allergy and Anaphylaxis Emergency Plan and Individual Healthcare Plan, training in administering emergency medications will take place. This information will be added to the New Employee Policy and Procedure checklist each employee completes. Medication consents and individualized plans will be updated every six months or whenever new information about the child's allergies is made available to the program.

Signs and symptoms of allergic and/or anaphylaxis reaction: Anaphylaxis is a multi-system allergic reaction. Symptoms of anaphylaxis usually involve more than one part of the body such as: skin, eyes, lungs, heart, gut and brain. Signs and symptoms are specific to each child, therefore child specific signs and symptoms MUST be included in the medical consent. We cannot accept terms like "for allergic reaction and or severe anaphylaxis"

Some symptoms include:

- Shortness of breath, wheezing or coughing
- Pale or bluish skin, faintness, weak pulse, dizziness
- Tight or hoarse throat, trouble breathing or swallowing
- Significant swelling of the tongue or lips
- Many hives over the body, widespread redness
- Vomiting a lot, severe diarrhea

Allergy and Anaphylaxis Emergency Plan Policy, (Con't)

Anaphylaxis must be treated right away, accidental exposure to a known allergen is a great risk. The key to preventing a potentially serious reaction in a child with a known allergy is avoiding exposure to the relevant allergen. However, there are many children, especially young children, who are not aware of an allergy until they are exposed to the allergen or have an anaphylactic reaction. It is essential that The Ladybug Playhouse Nursery School has detailed plans for avoiding accidental exposure to allergens for children with identified allergens and recognizing and treating allergic reaction and anaphylaxis in all children. If an exposure and reaction to a known allergen were to occur staff would implement the following:

Recognize signs and symptoms of child's reaction

Identify (if possible) the allergen

Administer emergency medications aligned with care plan of child

Call 911 and continue to monitor the child until emergency personnel arrive.

The program will notify OCFS, the program's Health Care Consultant and child's parents/guardians of the situation and current status including administration of any emergency medications. Child will be transported to the nearest hospital under guidance of emergency personnel.

Annual Notification of Families of Anaphylaxis Plan: This policy will be reviewed yearly by the Director and the Health Care Consultant. Enrolled The Ladybug Playhouse Nursery School families will be given paper copies of the plan and updated in regards to any changes annually. All updates will be on the Ladybug Playhouse Nursery School website

Daily Snacks

Daily snacks are included in our program. Examples of snacks include goldfish, cheerios, pretzels, seasonal fruit and cheese sticks. All are nut free. Birthday and holiday celebrations are scheduled individually by class during snack time.

Children's Birthdays

Children are permitted to have a small celebration in the classroom. However, because of the increasing sensitivity of children with food allergies, specifically, nuts, we limit birthday celebrations to a specific list of acceptable choices. Teddy Grahams, Oreos, Chips Ahoy Cookies (Except those with M&MS), Honey Maid Crackers, Keloggs Rice Crispy Treats, Linden Brand Cookies, Shoprite & King Kullen Store Brand :Vanilla and or Chocolate Ice Cream Cups, Ice Pops & Stop & Shop Peanut Free Cupcakes & Cookies.

*For the safety of the children- **No home baked Goods** are permitted.

Choking Hazard Foods

A choking hazard is any object that could be caught in a child's throat blocking their airway and making it difficult or impossible to breathe.

Food is a common choking hazard. Many children do not chew their food well so they try to swallow it whole. If you choose to send your child with the following foods for lunch or snack please make sure they are cut to an appropriate size or steamed. If the teacher deems the food as a choking hazard it will not be given to your child and will be sent home.

- Hot dogs
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Hard, gooey, or sticky candy
- Popcorn
- Chunks of peanut butter
- Raw vegetables
- Raisin

Emergency Closings & Inclement Weather

If we cannot open our school we will notify everyone by sending a voice automated broadcast to your home telephone and each parent's cell phone. We also offer text alerts to your cell phones. If you are interested in receiving these text alerts, please text the word **Ladybug** to **292929** and you will automatically be set up.

If we must close our school early we will call the telephone numbers you have provided us with to make alternative arrangements to get your child home safely.

- ***PLEASE NOTE THERE ARE NO REFUNDS OR MAKE UPS FOR UNEXPECTED CLOSINGS/EARLY DISMISSALS (i.e. sick days, vacations, inclement weather, and emergency closings of any kind including but not limited to mandated closings by local, state and federal governments)**

Evacuation Site

In case of an emergency evacuation of the nursery school, the first evacuation site is the Whitting Funeral Home, 300 Glen Cove Avenue, Glen Head. The secondary site is Giordano's 295 Glen Cove Avenue, Sea Cliff. You will get a call to come pick up your child from one of these sites. It is important to keep all your contact information updated at all times.

Biting Policy

One of our primary goals is to provide a safe and loving learning environment for children. When a biting incident occurs, there are many upset feelings. When it does occur we take it very seriously and try to find the reason why the child bit and try to extinguish the behavior as quickly as possible and assist in developing positive social skills. Parents of the child who was bitten, parents of the child biting, and their teachers all want the behavior to end as quickly as possible.

Biting is not uncommon. It causes more upset feeling than any other behavior in group settings for young children such as learning centers and daycares. Any child has the potential to bite. Although biting may occur in children three and four years of age, most biting incidents occur between the ages of 13mos.-36mos. Children may bite for the following reasons:

- Development issues: teething, oral motor development, sensory exploration of surroundings: learning about cause and effect, developing awareness of space
- Learning through imitation of others, developing autonomy, language development, attention seeking, learning to hold on and let go, developing sensory integration
- Expression of feelings which may include: frustration and anger, tension and anxiety, excitement, reaction to abuse or physical aggression
- Environment: change in home routine or family status

It is difficult to predict who will bite or when a biting incident will occur, but we are ready to help children who do bite learn different behaviors and are ready to give treatment, sympathy and advice to children who are bitten.

When a child bites another child we will:

- Intervene immediately
- Help the child who was bitten, we reassure the child and care for his or her bite. If the skin is not broken we wash the area with soap and water and apply ice to the affected area. If the skin is broken, we wash the area thoroughly with soap and water and will apply a band aid to keep the area clean if necessary.

We also respond to the child that did the biting. We show the child strong disapproval of the biting using a calm but firm voice. Our specific response varies by circumstances and age of child but our basic message is that biting is the wrong thing to do.

- Reinforce positive behaviors
- Notify parents of all children involved. We will not share names of the children to protect the privacy of all families.
- We complete an incident report for all children involved, which is written by the teachers and shared with the parent at pick up time. The parent will be asked to sign the original, which will be placed in the child's file and if requested by the parent, a copy of the report will be made.

If the biting continues, we will

- Meet with the parents of the child who is biting
- Assign a person to shadow the child

While using all of these techniques, most children resolve the biting behavior. However, should this continue without improvement, we must take further steps to ensure the safety of the children in our care, therefore, we may require that the child that is biting find another learning environment that will meet his/her individual needs.

Behavioral Management

The goal of our school is to help children develop a positive self-image. We hope to encourage children to be self-directed and to exhibit self-control. To do this, children need the opportunity to build self-esteem. Young children, due to their developmental age, are not capable of understanding the ramifications of many of their behaviors. Therefore, they need to

Behavioral Management (Con't)

be encouraged to make good choices and to be prevented from harming themselves and/or others. This can best be accomplished through close supervision, gentle guidance, and most importantly, redirection.

Remembering that small children are very egocentric and therefore are not yet capable of understanding the concept of sharing and taking turns it is our responsibility to lend guidance through redirection to other activities when conflict occurs.

Another method used is positive feedback. We focus on “Do” rather than “Don’t” For example, “We walk inside” instead of “Stop running inside”. We offer choices; “You can either sit on the rug or at the table for story time.” We encourage children to use friendly words rather than physical acts and we praise positive behavior

Pre-School Aged children in our program are involved in the development of classroom rules and are made aware of safety rules. Each rule will be stated clearly and modeled so as to help the children learn and follow these rules.

At times there is however, the need to remove a child from a situation. He/She will either be asked to take a break in a quiet area in the room or if the child is inconsolable he/she will be removed from the classroom and brought to the director’s office or the front desk until he or she is ready to return to class.

Our Partnership with our Parents

The Ladybug Playhouse Nursery School has an open door policy. Parents/Guardians are always welcome to join in our program at our school. We invite parents/guardians to participate in special events, special event planning, workshops, fundraisers and conferences. All parents and guardians are encouraged to share personal interests including hobbies, talents, cultural backgrounds, etc. Together we could make your child’s nursery school experience a beneficial and fun one.

Parent/Guardian/Teacher Conferences

We offer two parent/teacher conferences a year. The first one, will be in November/December and the second one in May/June. At the Ladybug Playhouse Nursery we feel it is important to take out time from our busy schedules to discuss your child’s accomplishments as well as his/her needs. We feel that conferences give the teacher and the parent the opportunity to discuss your child’s progress as well as giving the parent an inside look of what your child is working on at our school. Notices will be sent out to schedule these conferences

Staff Qualifications

The Ladybug Playhouse Nursery School prides itself with professional and well-trained staff members. All staff meet the New York State requirements for the position they hold. We have staff with a wide range of degrees from CDA's. Associates, Bachelors and Masters. References are checked and all staff are cleared by the State Central Registry. Employees are never left alone with children without clearance. The staff is also CPR and First Aid Certified.

Home/School Communications

At the Ladybug Playhouse Nursery School we feel it is imperative to keep communication open with our parents/guardians. You may contact your teachers via email or we have implemented the use of an app called Hi Mama, now known as Lillio. With this app teachers are able to send you pictures and info during the course of the day to keep you updated on your child. This app also allows you to communicate directly with your teacher. Please give her time to respond. Any and all communication from the parent will be answered between 24 and 48 hours of receipt of the communication. Teachers may not take calls during class sessions and will not have access to their emails so we do need to give them time to respond. If you have an emergency please call the front desk and ask to speak to the director and she will help you take care of any problems or concerns you may have.

Diversity:

We are committed to diversity. We maintain a policy of non-discrimination with all children, families, employees and applicants for employment. We will not be influenced in any manner by race, religion, sex, age, national origin, disability, marital status, veteran status, as well as other classifications protected by applicable national, state or local laws.

Dress Code

Please dress your child in easily washable and manageable clothes. If you don't want to ruin a particular outfit, don't let your child wear it to school. Our school provides aprons and smocks

but these don't always provide full coverage of clothing. Children should wear sneakers and comfortable clothing that is appropriate for physical activity. Jewelry is prohibited because it is a choking hazard.

*If your child is not potty trained, you must provide diapers or pull-ups and baby wipes.

Legal Issues and The Law

Responsibility regarding legal court documents: The Ladybug Playhouse is bound by law and must enforce legal court documents when it comes to the protection of a child. If a legal situation arises, the parent/guardian must provide a copy of the court order to be read by the Director and filed in the child's permanent record. The Director will inform the staff as to what action they must take in order to comply and keep the child safe.

Suspected Child Abuse: The Ladybug Playhouse and its employees are mandated and required by law to report suspected cases of child abuse to the appropriate authorities. Training is provided to its staff to properly identify and report any suspected incidents of child abuse.

Confidentiality Agreement

The Ladybug Playhouse Nursery School prides itself on being honest and trustworthy. Confidentiality is of utmost importance. This includes, but is not limited to: parents financial records, educational & health records of a child, and personal information. Only staff or authorized state agencies are privy to this information when necessary. We require a signed parental request for information to be released to anyone other than the aforementioned. The parents must also grant written permission in order to include the child on an in-house only class list.

Rights of Non-Custodial Parents

Mailings, conferences, emergency contacts and authorizations used in case of accidents will be as directed by the custodial parent. All parent/guardians are encouraged to attend conferences and other functions, but it's the responsibility of the custodial parent to inform the non- custodial parent of such arrangements.

Photographs/Publicity Agreement

Our school provides opportunities for photographs of your child's participation and involvement, which we would enjoy sharing with others. In signing your parent/guardian agreement enclosed in this handbook, you will be giving permission for The Ladybug Playhouse to take slides, photographs, and videotapes of your child(ren) during their class for use in our program and for publicity purposes. All photography will become the sole property of the Ladybug Playhouse. If there are extenuating circumstances, please see our Director.

School Curriculum

The Ladybug Playhouse Nursery School's curriculum nurtures the whole child and supports the child's social, emotional and intellectual growth. Your child's teacher has the flexibility to individualize his/her instruction to meet your child's specific needs and interests.

Your child will enjoy transitioning through different classroom settings discovering different adventures along the way. He/She will learn and do many different things in each of the classrooms.

In the math/science/technology room concepts your child will have the opportunity to work on are as follows:

During Math:

- Identifying numbers, counting in numerical order, demonstrating one to one correspondence, exploring the relationships between number and quantities, building his/her math vocabulary, beginning to understand simple addition and subtraction, developing sequencing skills, sorting, matching and classifying common attributes, exploring with and discussing graphing activities, discovering spatial relationships, manipulating and exploring measurement tools, making predictions, developing concept of time using tools such as calendars and clocks, manipulating and beginning to identify different types of money, beginning to understand the concepts of save, spend, earn, using reasoning skills, and developing high order thinking skills.

During Science:

- Recognizing the four seasons, developing awareness of the weather, gaining understanding of how weather affects people, plants and animals, identifying living things and explaining their basic needs, exploring the reasons for good hygiene, discriminating between living and non-living things, building awareness of life cycles, developing an awareness of environment, practicing habits of recycling and reusing, experimenting with the structure and property of matter, identifying a variety of forces such as gravity, push and pull, exploring the five senses, manipulating basic science tools (magnifying glass, eye dropper), using the scientific process to investigate.

During Technology:

- Expanding use and knowledge of various technologies including Smartboard & computers.

Curriculum Continued

In the Literacy, Art & Music Room concepts your child will have the opportunity to work on are as follows

During Literacy:

- Exploring letter/sound connections; participating in rhymes and exploring word families; showing growing awareness of beginning and ending sounds of words; demonstrating auditory discrimination of separate syllables; modeling reading behaviors such as holding the book correctly and turning pages; differentiating between letters and numbers, making sense of print/words, recognizing that a word is formed by a group of letters, incorporating left-to-right and top-to-bottom direction of text, retelling stories and demonstrating comprehension of text, recalling information from stories in sequential order, using picture cues to predict story events, connecting events in literature to real-life experiences, using scribbles, drawings, shapes, and letter-like symbols to represent thoughts and ideas, representing stories and experiences through pictures, dictation, emergent journaling and play, manipulating writing utensils, strengthening fine motor skills, and picture eye-hand coordination to form letters and numbers, begin to match sounds with letters and explore inventive spelling, begin to copy, write and recognize name, attempt to share and read their written work, demonstrate an appropriate attention span, increase ability to attend to and understand conversations, stories and songs.

During Language:

- Learning Spanish and sign language: colors, numbers, shapes, animals, family, clothing, small phrases & songs.

During Art:

- Participating in a process of planning and creating; exploring color, shape and appearance; investigating tactility using various textures such as water, salt, flour and play dough; discovering an appreciation of the process of creating an artistic project; exploring and manipulating art tools such as glue, paintbrushes, scissors and crayons; responding, observing and demonstrating appreciation of artistic creations; cultivating artistic abilities using various mediums with an increasing focus on detail.
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During Music:

- Participate in songs, rhymes and poems, use songs, rhymes and poems to enhance language development, develop critical-thinking skills through music exploration, actively participate in meaningful music experiences, explore patterns of rhythm and beat, experiment with creating sounds with everyday

objects, explore expression of feelings through music and movement, discover a variety of music genres.

Curriculum Continued

In the Gym & Dramatic Play Room concepts your child will have the opportunity to work on are as follows:

During Gym:

- To follow two to three step directions while participating in movement activities, practice skills in balance and coordination, strengthen fine and gross motor skills, participate in cross-lateral activities, physically respond to tempo changes such as moving fast or slow, demonstrate ability to move body parts in a rhythmic pattern, basic sports skills in soccer, baseball and basketball, understand basic concepts of nutrition and healthy life choices, develop an appreciation of their body, develop physical growth, strength and flexibility, engage in activities that encourage physical fitness, demonstrate an understanding of how to prevent spreading germs and recognizing underlying symptoms of sickness, practice safety rules in home, classroom and community, develop the ability to differentiate between safe and dangerous behavior, recognize danger symbols and warning signs

During Dramatic Play:

- Engaging in various dramatic play activities, utilizing a variety of objects, exhibiting growth in imagination and creativity, incorporating individual ideas, comprehending components of dramatic play and discriminating between reality and fantasy

In All Rooms:

- Use appropriate social behavior (self-regulation, interactions with peers and adults, follow rules, respect the property of others and self), demonstrate self-confidence in negotiating new tasks, discover how their actions affect others and begin to accept consequences, negotiate transitions and routines, display

satisfaction with completed tasks, demonstrate knowledge of self and others, identify family members and develop awareness of individual roles in family, develop positive classroom relationships with peers and adults, demonstrate appropriate classroom behaviors, participate in classroom community building activities, communicate with others with an increased level of self esteem regarding personal feelings and experiences, politely asking and giving help to peers and adults, developing an awareness of diverse cultures and traditions, beginning to recognize that each person is unique in traits, abilities and personality

Our Commitment to You

The Ladybug Playhouse Nursery School is committed to a quality program and parent satisfaction. We have made every effort to cover everything you need to know about our school in this handbook. We do however recognize that issues may arise that are not covered here so as a result open communication is vital between The Ladybug Playhouse Nursery School and it's families. Should you have any concerns or comments about these issues we will be happy to listen and discuss them with you and make the necessary adjustments.

OCFS Regulations:

The Office of Children and Family Services Regulations can be found posted on our bulletin board and on their website: https://ocfs.ny.gov

Contacting OCFS:

NYS Office of Children & Family Services
Perry Duryea State Office Building
250 Veterans Memorial Highway, Suite 2A-20
Hauppauge, New York 11788
631-240-2560

Childcare Complaint Line:

1-800-732-5207