



## Parent Handbook Table of Contents

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*Page 1 Preschool ...The Creative Academy has been proudly educating children from our community since 1991 and is recognized as one of the finest private preschools in Western New York.*

*We offer programs for all children two to five years of age. Our West Seneca and East Amherst campuses make Page 1 Preschool easily accessible to many communities in the surrounding areas.*

## **Our Philosophy**

*Young children are constantly in motion discovering, experimenting, absorbing and learning. At Page 1 Preschool, we open children to the environment, where experiences and encouragement foster growth, self-esteem, and creativity.*

*We recognize that each child comes to us from diverse backgrounds and experiences. Therefore, we believe in educating the whole child and offer each child a comprehensive, developmental program to promote emotional, intellectual, social and physical growth within a clean, safe, fun, and nurturing environment.*

# **Admissions**

Children who are two to five years of age are eligible to enroll at Page 1 Preschool. Admission requirements and enrollment procedure are as follows:

- Classes are filled on a first come/ first served basis according to the date and time of enrollment with the director. Enrollment will be granted without discrimination in regard to sex, race, color, creed or political belief.
- Admission is open to any child who meets the age requirements for a specified program, provided the program meets the needs of that child. Children will be placed in a class by their chronological age and must turn of age by the date listed below.
  - A child turning two years of age before December 1<sup>st</sup> will be placed in a two-year-old class.
  - A child turning three years of age before December 1<sup>st</sup> will be placed in a three-year-old class
  - A child turning four years of age before December 1<sup>st</sup> will be placed in a four-year-old class.
- Parents of enrolled children will receive notification inviting them to register before the public for the following school year. Registration opens to the public in January of the coming year.
- When classes are full, a waiting list is started. In order to have your child's name on a waiting list; we must receive a completed application and registration fee. All vacancies are filled from the waiting lists.

## **2 Year Old Preschool Class**

A child must turn 2 years of age on or before December 1<sup>st</sup> of the year enrolling. Maximum class size is twelve children. Children do not need to be potty trained. A child will not advance to the three-year-old program until the following school year.

## **3 Year Old Preschool Class**

A child must turn three years of age on or before December 1<sup>st</sup> of the year enrolling. Maximum class size is eighteen children. Children need to be potty trained. A child will not advance to the four-year-old program until the following school year.

## **4 Year Old Preschool Class**

A child must turn four years of age on or before December 1<sup>st</sup> of the year enrolling. Class size is sixteen to twenty students. Children need to be potty trained.

# **Health Information**

## **Immunization Records and Emergency Forms**

Each child is required by state regulations to have an up to date immunization record and health form on file with the school. This includes the signature of the child's health source of medical care.

If a child's record cannot be completed by the time school starts, you will have 10 days to return it to the office. After this time, a child will be excluded from the program due to New York State law.

In case of a medical emergency during the preschool session, the staff will administer basic first aid. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, the staff will call the local 911 emergency system.

## **Allergies**

If your child is allergic to any foods, dyes or medications, please provide the school with a detailed list of such. Please describe all symptoms or complications that may occur. A posting of allergies will be in each classroom. **An allergy action plan must be filled out and signed by your child's physician.**

## **Potty Training**

Potty training is required for all three, four and five year old programs. Parents are required to come to the school to assist their child if a toileting accident occurs.

Only two- year- old preschool children may come to school in diapers or pull-ups. Parents will also be asked to assist their child if a toileting accident occurs.

## Health Information Continued

### “When Is My Child Too Sick To Go To School?”

We all know that children are most receptive to learning when they are healthy, well nourished and feel good about themselves.

You are the best judge of how your child is feeling. With children working and playing closely together, it is difficult to control the spread of infections.

Therefore, if your child has any of the following symptoms it is best to keep him/her home until the symptoms are gone for 24 hours.

1. Fever – temperature above 100\* F
2. Vomiting
3. Diarrhea
4. Questionable rash
5. Colds with yellow/green discharge
6. Continuous cough
7. Conjunctivitis-pink eye (this is very contagious.)
8. Chicken pox – if your child has been exposed to or has a case of chicken pox, *please notify the school immediately so we may notify parents. Chicken pox is contagious two weeks before breaking out.* Children are not permitted back at school until all scabs are absent.

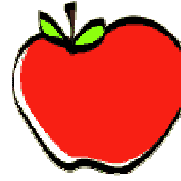


If a child becomes sick at school, you will be expected to arrange to pick up your child. In the event you cannot be reached, the person listed on your emergency card will be called.

When your child returns to school after an absence, please send a note to explain the reason.

**Thank you for helping make this a healthy,  
productive school year for your child!**

## Snack Time



Being the “**leader**”, and the excitement of what snack will be, makes this time a special part of the children’s day.

Snack time gives us the opportunity to help enhance each child’s language development and lets us serve as a role model for appropriate manners.

The child who brought in snack is the “**leader**” for the day, and helps pass out the napkins to each table.

**No snacks containing NUTS or PEANUT BUTTER** are allowed in the preschool. We have many children who are highly allergic to these foods.

You will receive a monthly newsletter and snack calendar by email. Your child’s name will be noted on the calendar if they are to bring in snack for the class. This will be approximately once every 10-21 days of school, depending on your child’s class size.

Many parents have asked for a list of suggested nutritious snacks.

Listed below are just a few.

Apples, Oranges, Grapes etc. ~ Cut into serving sizes		Crackers w/jelly
Raisins	Popcorn	Pretzels
Carrot/celery sticks	Jell-O	Pizza
Chex type mixes/ cheerios	Applesauce	Fruit cups
Muffins	Cheese and Crackers	Pudding
Yogurt	Goldfish	Oatmeal cookies or similar variations

We ask that you only **bring 100% real fruit juice, milk or bottled water** in to serve with snack (*juice boxes are discouraged*). Approximately 64 oz. of drink per 12 children in the class allows for seconds to be served. If utensils are needed for snack please provide them. We have can openers, napkins and cups in each classroom.

***\*Please save cupcakes and other sweets for “special occasions” such as birthdays and holidays.***

## Tuition

Tuition is calculated as an annual fee. It may be paid in full, bi-yearly or you may choose our installment plan.

Tuition will be accepted daily during school hours or can be mailed to your child's preschool. Payments can be post marked up until the 5<sup>th</sup> of the month to avoid late charges.

Cash, check, or money orders are accepted. Please make all checks payable to **Page 1 Preschool Inc.** Visa and MasterCard payments will be accepted through **September 30, 2011** at the school office during business hours. **We will no longer be accepting Visa and MasterCard payments after this date.**

**Page 1 Preschool Inc.**  
**1449 Orchard Park Road**  
**West Seneca, N.Y. 14224**

**Page 1 Preschool Inc.**  
**9400 Transit Road**  
**East Amherst, N.Y. 14051**

**Because tuition is an annual fee, no refunds are given for illness, injury, vacations, or snow days. Remember that you are paying for a “space” on the enrollment list, and the school cannot fill your space while you are away.**

Refunds for children withdrawing from Page 1 Preschool, for any reason, will be left to the discretion of the school.

In order for a refund to be considered, a 30-day written notice must be submitted to the director. You will be responsible for a minimum 30 days of additional tuition, from the date notice was received.

*The first tuition down payment and registration fees are non-refundable.*

## Sibling Discount

A 10% discount will be given to the second child in the same family attending a 2-year-old, 3-year-old, or 4-year-old program (non UPK). Discount is on the lesser annual tuition.

## Universal Pre-K

If your child is enrolled in the Universal Pre-K program through your school district, and attends Page 1 Preschool, the tuition payment section of this handbook does not apply.

# Tuition Payment Schedules

## 2 Year Old Program ~ Tuesday & Thursday

Yearly-----\$929.00 Due on August

Bi-Yearly-----\$464.50 Two payments due on August 1<sup>st</sup> and December 1<sup>st</sup>

Installment Plan ----- Down payment due August 1<sup>st</sup>: \$200.00  
8 Payments thereafter of -----\$96.13

***Monthly Installments are due on the dates listed below;  
a \$5.00 service fee has been added to each monthly payment:***

October 1<sup>st</sup>, November 1<sup>st</sup>, December 1<sup>st</sup>, January 1<sup>st</sup>, February 1<sup>st</sup>, March 1<sup>st</sup>, April 1<sup>st</sup> & May 1<sup>st</sup>

*Registration fee and down payment are non-refundable.*

## 3 Year Old Programs

Yearly: Tuesday & Thursday: -----\$999.00 Due on August 1<sup>st</sup>

Yearly: Monday, Wednesday & Friday-----\$1489.00 Due on August 1<sup>st</sup>

Bi-Yearly Tuesday & Thursday -----\$499.50 Two payments due on August 1<sup>st</sup> and December 1<sup>st</sup>

Bi-Yearly Monday, Wednesday & Friday -----\$744.50 Two payments due on August 1<sup>st</sup> and December 1<sup>st</sup>

Installment Plan 2 Day: -----Down payment due August 1<sup>st</sup>: \$200.00  
8 Payments thereafter of-----\$104.88

Installment Plan 3 Day -----Down payment due August 1<sup>st</sup>: \$300.00  
8 Payments thereafter of-----\$153.63

***Monthly Installments are due on the dates listed below;  
a \$5.00 service fee has been added to each monthly payment:***

October 1<sup>st</sup>, November 1<sup>st</sup>, December 1<sup>st</sup>, January 1<sup>st</sup>, February 1<sup>st</sup>, March 1<sup>st</sup>, April 1<sup>st</sup> & May 1<sup>st</sup>

*Registration fee and down payment are non-refundable*

## **Discipline Policy**

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking children to stop and think about his/her choices enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated next to a teacher and reminded quietly of acceptable behavior.

Removal from the group for a period of "time-out" is the next alternative for a child who continually demonstrates unacceptable behavior. This "time-out" is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide if they are ready to rejoin the group with appropriate behavior. All "time-outs" are taken at the tables for no longer than 1 minute per year of age.

The safety and welfare of all children come first at Page 1 Preschool. A parent may be contacted to remain in the classroom with their child if the school deems necessary at any time. Parent may be asked to remove the child from the program if assistance is not provided and/or acceptable behavior cannot be achieved at that time.

## **Parent/Teacher Communication**

Parents will be informed of the activities and up coming events through a monthly newsletter and postings on the bulletin board located near the main office or entrance of the classrooms.

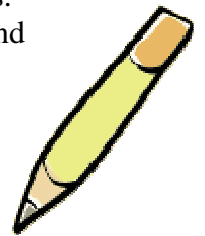
Parents are encouraged to visit the preschool at any time. If your child's teacher is not free to talk with you, please understand that the children come first during class time. The teachers will be happy to talk with you after the children are dismissed from class. Please remember this is your preschool and your child's education. So come in and find out what is happening.

### **Assessments**

(3, 4, and 5 year old classes only)

Twice a year a formal evaluation will be done at school to show your child's progress. The first will be done in the fall, the second in spring. We use these assessments to gear our daily lesson plans and as a guide to each child's individual needs.

**If a parent or teacher feels a conference is necessary at any time during the school year, a date and time will be set aside to do so.**



## Confidentiality of Records

Children's records are open only to the child's teacher, the director, an authorized employee of Page 1 Preschool, or the child's parent or legal guardian.

For the safety of your child and others: If there are any restrictions concerning legal custody, guardianship and/or restraining orders, legal papers must be provided to the school.

## Arrivals and Departures

For the safety of the children, parents are expected to accompany their child into the building each day, walking them to their classroom and making sure their teacher is aware of their arrival.

The teacher will open the door to your child's classroom when their session is to begin. Children are to be in the care of an adult at all times and never left at preschool without a teacher present.

Parents are asked to return to the classroom door to pick up their child at dismissal. Teachers will release each child to the parent or approved driver as they come to the door.

Children will only be released to a person who is on your approved driver's list and has proper picture identification. If you need to send someone, other than a pre-approved driver, a note and/or telephone call, proper identification, and your password are required.

## Parking

Please do not park in any handicap parking area or in front of any entrance or walkway. These areas are restricted for safety and legal reasons.



## Emergency and Snow Closings

**Page 1 Preschool will be listed by location** if we are closed. We will follow the public school's emergency closing procedures as our guide. If public school is dismissed early because of weather conditions, preschool will close at the same time. Listen to local radio and television stations for closing information. Snow days will not be rescheduled.

**Only the Universal Pre-K program** must close if Williamsville Central closes due to weather. Snow days will be made up during the school year.

## **Class List**

A class list with the children/parents name and telephone number will be sent home with each of the children. If you do not want all or part of your information mentioned on the list, please inform us **in writing by October 1<sup>st</sup>**.

**If any of your information changes during the school year, please notify the office and your child's teacher immediately so we can make the change in our records.**

## **Photos**

Pictures of all of our classes, field trips, and outside activities are taken throughout the year. Your child's picture and first name may be used in, but not limited to, our photo albums, website, classroom decorations, projects, and presentations, to name a few. We will only use their first and last name on classroom projects.

## **Clothing**

Please send your child in clothes appropriate for activities that we do at school. In deciding how to dress your child, ask yourself if you will be upset if an outfit gets dirt or paint on it and if so, have your child change into something more appropriate. Also sneakers or rubber-soled shoes are preferred. Leotards, onesies with snaps, overalls and belts are discouraged. Diapers are not allowed in the preschool classes.

## **Field Trips**

Page 1 Preschool holds "In- House" Field Trips so your child is not being transported to or from a site by someone other than yourself.

We also will be inviting you on our "Family Field Trips". Two to three times per year, we offer the entire family a chance to participate with the school in different events. Each year may vary from the next.

## **Fundraising**

Page 1 Preschool participates in annual fundraisers. The money raised goes to cutting the cost of our family field trips, providing new and innovative equipment for the school and all in-house field trips. We ask that all families participate in order to make our efforts successful.



## **Birthdays**

Birthdays are a welcome celebration at school. You will be notified by email at the beginning of your child's birthday month as to when we will be celebrating your child's special day. This will be on or close to the actual birth date for each child.

We ask that if you send in a treat for the class, that it is individually wrapped and ready to easily travel home.

All June, July, and August birthdays will be celebrated at our summer birthday bash day nearing the end of the school year.

## **Our Commitment to You**

We are here each day to welcome your child to a safe, fun, clean and nurturing environment. It involves a great deal of planning and commitment on our part in order to serve you and your child properly.

Page 1 Preschool believes that we supplement what the home environment offers and that a home /school continuity is essential. We encourage parent involvement in various activities throughout the year and ask that you join in their journey of discovery.

We are committed to making your child's' experience at Page 1 Preschool a joyful, entertaining and an educating adventure.

*Page 1 Preschool Inc. has supplied this booklet in an effort to answer many of your questions. Please contact your campus director if you have additional questions.*

***West Seneca Campus 674-6979  
East Amherst Campus 688-1772***

## Parent Handbook Agreement Form

I have received and reviewed the Page 1 Preschool parent handbook. I understand and agree to abide by the policies and information addressed within it, including but not limited to: tuition policies and payment schedules, sick policies, health and medical information, discipline policy, arrivals and departures, parking, school closings, photos, healthy snacks with no peanuts or peanut butter products, fundraising and field trips.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Class Day/Time \_\_\_\_\_

*\*Print and sign this page ~ return to the school office before September 1<sup>st</sup>*