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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 premiere preschools in Western New York.

We offer programs for all children two to five years of age. Our West Seneca campus is easily accessible to many communities in the surrounding areas.

Our Philosophy

Young children are constantly in motion discovering, experimenting, absorbing, and learning.

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.

At Page 1 Preschool, we open children to the environment, where experiences and encouragement foster growth, self-esteem, and creativity.

Admissions

Classes are filled on a first come/ first served basis according to the date and time stamp registrations are received. Enrollment will be granted without discrimination regarding 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 1st** will be placed in a two-year-old class.
 - A child turning **three years of age before December 1st** will be placed in a three-year-old class.
 - A child turning **four years of age before December 1st** will be placed in a four-year-old class.
 - A child **turning four years of age before September 1st** will have the option of our Pre-K+ class if the class is appropriate for your child. Acceptance into this program will be left to the directors' discretion.
- When a class roster is full, a wait list is started. To have your child's name on a wait list, we must receive a completed registration.
- 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 late January or early February of the coming year.

Parent's Day Out Program: A child must be 22 months to start the program during the school year. Class size is approximately twelve children. Children do not need to be toilet trained. Children may not attend PDOP once they reach 48 months of age.

2-Year-Old Preschool Class: A child must turn 2 years of age on or before December 1st of the year enrolling. Class size is approximately twelve children. Children do not need to be toilet 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 1st of the year enrolling. Maximum class size is eighteen children. Children need to be toilet 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 1st of the year enrolling. Maximum class size is eighteen students. Children must be toilet trained and use the bathroom independently.

Health Information

Immunization Records and Emergency Forms

Each child is required by New York State law to have an up-to-date immunization record and health form on file with the school. We require all forms be on file prior to the child attending their first day of school. This includes the signature of the child's health source of medical care.

An **Authorization for Medical Treatment** form must also be completed and on file prior to your child attending their first day of school. In case of a medical emergency during the preschool session, the staff will administer basic first aid. If medical attention is required, the staff will call the local 911 emergency system first and a parent or authorized adult will be notified. *See Signature page to complete– page 15.*

Allergies

If your child is allergic to any foods, dyes, or medications, it is required you provide the school with a detailed list of such from your physician describing all symptoms or complications that may occur. An **Allergy Action Plan** must be completed, signed by your child's physician/allergist, and a current color photo of your child must be attached to Page 1 Preschool's form prior to the child attending their first day of school.

In addition, an **Allergy Alert** form must be filled out by the parent/guardian and returned prior to the child attending their first day of school. The form allows the parent to provide a detailed list of known approved foods that can be consumed at school. A posting of allergies will be in your child's classroom as well as the office and in your child's file.

Page 1 Preschool is an "Allergy Friendly" school. We do not allow snacks that contain any type of nuts or peanut butter in preschool. This applies to birthday treats that are sent home as well. Although we are "allergy friendly" there are times when snack items sent in state that there "may contain traces of" or are "processed in the same facility" as another product that may contain the food allergen. For this reason, parents of children with allergies are required to provide a sealed Tupperware type snack box of snack sized servings, to be kept in the child's classroom. This box will be used when a snack comes into the classroom that is not appropriate for the child with the allergy.

Please note: Parents are responsible for controlling the food eaten by their child at school events when others are providing food. This also includes any birthday treats that may be sent home with your child.

Toilet Training

Toilet training is required for all three, four and five-year-old preschool programs. Parents are required to come to the school to assist their child if a toileting accident occurs. No pull-ups or diapers are allowed in the classes aforementioned.

Children that are enrolled in the 2-year-old preschool class or Parent's Day Out Program may come to school in diapers/pull-ups.

Sick Policy

“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 required, they do not return to class until symptoms **no longer are present for a minimum of 24 hours**.

- Fever – temperature above 100* F
- Vomiting
- Diarrhea
- Fatigue
- Questionable rash
- Colds with yellow/green discharge
- Continuous cough
- Conjunctivitis-pink eye
- COVID exposure or symptoms – longer requirements for quarantine and/or return to school may apply.
- Antibiotics – if your child is prescribed antibiotics, for any reason, **they are required to remain out of class for 48 hours**.



If a child becomes sick at school:

- You will be required to pick up your child immediately. In the event you cannot be reached, the next person on your contact list will be called until someone is.

If your child will be absent from school:

- Please leave a detailed message on our answering machine or email the office and teacher with the details prior to class beginning.

**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 also helps pass out napkins to each table.

No snacks, lunches or special event treats containing any type of nut or peanut butter are allowed in the preschool. We have many children who are highly allergic to these foods. This applies to birthday treats that are sent home as well.

A snack calendar will be posted and/or emailed to your child’s class at the end of each month for the following month.

Many parents have asked for a list of suggested nutritious snacks. Listed below are just a few.

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

- We ask that you only **bring water ,100% real fruit juice, or milk in** to serve with snack (*no juice boxes/pouches*). Approximately 48 oz. of drink is sufficient.
- If utensils are needed for snacks, please provide them. We have napkins and cups in each classroom.

Tuition

Tuition is calculated as an annual fee, and three payment options are available:

- Full payment: due no later than August 1st
 - Bi-yearly option: 2 payments due no later than August 1st and December 1st
 - Installment plan: down payment due no later than August 1st in addition to 9 installments due September 1st - May 1st.
- All down payments are non-refundable. *If not received by August 1st your child's place in the class may be forfeited and a child from the waitlist will be notified of an opening.*
- When choosing the installment plan, a late fee of \$30.00 will be assessed after the 5th of the month a payment is not received within the grace period allowed.
- Children will not be allowed to continue at Page 1 Preschool if tuition is not paid in full, including any late charges, by the 10th of each month. Children will not be allowed to attend class until payment is made.

Payment methods: Cash, Checks made out to: Page 1 Preschool Inc, or Venmo are accepted. We do not currently accept credit or debit cards for tuition payment.



Venmo: below is the direct link to our account to make your payment:

<https://venmo.com/page-preschoolinc>

Q: How do I set up the Venmo App?

A: Download the Venmo App

- Set up an account using your checking account information - this is free, (using a credit card there are fees charged by Venmo)
- Search our name: 🍏Page Preschool Inc (leave out the 1 and there is an apple icon 🍏 in front of our name) or follow the direct link above. Add your child's name in the comment area for each payment made.

Refunds

Because tuition is an annual fee, no refunds are given for illness, injury, vacations, or snow days. You are paying for a "space" on the class roster, and the school cannot fill your space while you are away. Registration fees, supply fees, and down payments are non-refundable.

Refunds for children withdrawing from Page 1 Preschool, for any reason, will be left to the discretion of the director and administrative office.

For a refund to be considered, a 30-day written notice must be received no later than the 1st of the month. You are responsible for a minimum of 30 days of additional tuition from the 1st of the month that the notice becomes effective. *If a notice is received on February 5th your notice does not go into effect as of March 1st and you are responsible for tuition through March 30th.* Your child may attend school through the effective date.

If the above criterion is met, refunds will be considered by the administrative office and will be sent 21 days after the completion of the last day of the notice.

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 private pay preschool program during the same school year. The discount is on the lesser annual tuition. Does not apply to the Parent's Day Out Program.

Tuition Payment Schedules



Parent's Day Out Program

2 Days per week per Session: \$749.00

3 Days per week per Session: \$999.00

4 Days per week per Session: \$1299.00

Drop-in Rate: (if space is available) \$45.00 per day.

Drop off Time: Anytime between 9:00am – 9:20am only

Pick up Time: Up to but **no later than** 3 hours after drop off time

- Session 1: September 18 – November 20.....Payment Due: Sept. 1st
 - Session 2: November 27 – February 12 Payment Due: Nov. 1st
 - Session 3: February 14 –May 2 Payment Due: Feb. 1st
-
- All payments must be received by the 5th of the month due for the session.
 - A late fee of \$30.00 will be assessed to your account if payment has not been received on time.
 - Children not picked up within the 3-hour time limit will be given a one-time verbal reminder. If a late pick up occurs a second time, tuition is forfeited, and the child will be removed from the class.



2-Year-Old 2 Day Preschool Programs

Yearly-----\$1799.00 due on August 1st

Bi-Yearly-----\$909.50 Payments due no later than August 1st and December 1st

- A convenience fee applies to each payment.

Monthly Installment Plan -----Down payment due no later than August 1st: \$300.00
9 installment payments thereafter of: \$177.00

- Installments are due the 1st of each month September through May
- A convenience fee applies to each monthly payment.
- Down payment is non- refundable.
- All payments must be received by the 5th of the month.
 - A late fee of \$30.00 will be assessed to your account if payment has not been received on time.

Tuition Payment Schedules Continued



3-Year-Old ~ 2 Day Preschool Program

Yearly-----\$2499.00 due on August 1st

Bi-Yearly-----\$1259.50 Payments due no later than August 1st and December 1st

- A convenience fee applies to each payment.

Monthly Installment Plan -----Down payment due no later than August 1st: \$300.00
9 installment payments thereafter of: \$255.00

- Installments are due the 1st of each month September through May
- A convenience fee applies to each monthly payment.
- Down payment is non- refundable.
- All payments must be received by the 5th of the month.
 - A late fee of \$30.00 will be assessed to your account if payment has not been received on time.



3-Year-Old ~ 3 Day Preschool Program

Yearly-----\$3299.00 due on August 1st

Bi-Yearly-----\$1659.50 Payments due no later than August 1st and December 1st

- A convenience fee applies to each payment.

Monthly Installment Plan -----Down payment due no later than August 1st: \$300.00
9 installment payments thereafter of: \$344.00

- Installments are due the 1st of each month September through May
- A convenience fee applies to each monthly payment.
- Down payment is non- refundable.
- All payments must be received by the 5th of the month.
 - A late fee of \$30.00 will be assessed to your account if payment has not been received on time.



4-Year-Old Kindergarten Readiness – 5 Day Preschool Program

Yearly-----\$3499.00 due on August 1st

Bi-Yearly-----\$1759.50 Payments due no later than August 1st and December 1st

- A convenience fee applies to each payment.

Monthly Installment Plan -----Down payment due no later than August 1st: \$400.00
9 installment payments thereafter of: \$355.00

- Installments are due the 1st of each month September through May
- A convenience fee applies to each monthly payment.
- Down payment is non- refundable.
- All payments must be received by the 5th of the month.
 - A late fee of \$30.00 will be assessed to your account if payment has not been received on time.

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 may be seated next to a teacher or an assistant, and reminded quietly of acceptable behavior, and making a good choice.

Removal from the group to a quiet area for a period of "time-out" can be an alternative for a child who continually demonstrates unacceptable behavior. This "time-out" is not a punishment, but a time when the child may think, refocus, and be reminded in a positive manner what behavior is acceptable, and decide if they are ready to rejoin the group with appropriate behavior. "Time-outs" are typically taken at the tables for no longer than 1 minute per year of age when necessary.

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. A parent may be asked to remove the child from the program if assistance is not provided and/or acceptable behavior to provide a safe environment for all students and staff cannot be achieved at that time. If a parent chooses not to comply with this policy, the child's removal from the program will be immediate.

We have universal school rules posted in the hallways as well as in the classrooms and on the last page of this document. We ask that you review the rules with your children and let them know the importance of following them. We also ask that you use the same verbiage with your children, so they know you are aware of their school rules as well. Please help to keep Page 1 a safe and fun environment for all our families.

Parent/Teacher Communication

Parents will be informed of the activities and upcoming events through teacher emails, general office emails, and/or postings on the bulletin board located near the main office or entrance of the classrooms.

Teachers communicate daily with parents with end of the day announcements. Please arrive a few minutes early for dismissal to hear about your child's day as well as any announcements and reminders you may need to know regarding upcoming days/events at school.



Parents are encouraged to visit the preschool at any time, we have an "Open Door Policy" to all parents of enrolled children. 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.

Please note: Families are prohibited from soliciting or requesting personal services or employment from preschool staff members outside of their professional roles. This policy is in place to maintain professional boundaries, prevent conflicts of interest, and ensure a safe and focused learning environment for all children. This policy includes requests/communication via personal email/phone and all social media platforms.

We appreciate your cooperation in maintaining a professional environment and prioritizing the well-being and education of all children in our care.

Assessments

Informal daily assessments and progress monitoring tools are used as a guide to meet each child's individual needs and to gear daily lesson plans appropriately. Report cards will be completed and provided to a parent/legal guardian twice per school year for all children attending a preschool program.

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

Page 1 Preschool and all authorized employees will not disclose or discuss personal information regarding children and their families with any unauthorized persons without prior consent from a parent or legal guardian unless in such cases, state laws and regulations apply.

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/Departures Safety

For the safety of all children please follow the guidelines below:

- A 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/Caregivers are expected to accompany their child into the building each day, walking them to their classroom door and making sure their teacher is aware of their arrival.
- 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/email and/or telephone call, proper identification, and your password are required.
- Please do not leave your children **unattended in the car**, even if you are just quickly dropping them off. Ask another parent to walk your child into the class if this eliminates the inconvenience of bringing in all the kids when the weather is inclement.
- Do not let the children **run into the parking lot** to your car. They are too small to be visible by other vehicles and should always be accompanied by an adult to ensure their safety.
- Please place your children in a **car-seat and in the back seat** of your vehicle as per required by **New York State law**.
- 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

We will follow the public school's emergency closing procedures *as our guide*. If public school is dismissed early because of weather conditions, preschool may close at the same time. We will post on social media and email you if power is available to do so. Also, watch your local television stations for closing information: **Page 1 Preschool** will be listed if we are closed. Emergency closings will not be rescheduled.

Class List

Parents have requested to be provided with a class list which includes each child's email address to allow parents to contact each other throughout the year for play dates, parties, carpooling, etc.

We will do our best to distribute a class list to your child's classmates in the fall. We will list your child's email that was provided to us on your application with Page 1 Preschool.

If any of your information changes during the school year, please notify the school in writing immediately so we can keep our records current.

Photos

Pictures of all our classes, field trips, and outside activities are taken throughout the year. Your child's picture may be used in, but not limited to, photo displays, school website, Facebook, Instagram, other social media, classroom decorations, projects, advertisements, and presentations. We will not publish any names on social media. We will only use their first and/or last name on a photo for school projects/decorations.

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. Leotards, onesies with snaps, overalls and belts are undesirable. Diapers/Pull-Ups are not allowed in the 3,4, & 5-year-old preschool classes. *Parent's Day Out and the 2-year-old preschool classes will allow such while toilet training.*

Preschoolers are always on the go; therefore, **sneakers are required**. Please make sure sneakers are clean, dry, and well fitting. Snow boots will not be allowed into the classrooms at any time.

Field Trips

Page 1 Preschool offers “in- house” field trips so your child is not being transported to or from a site by someone other than yourself. Field trips are subject to availability.

We also will be inviting you on occasional “family field trips.” We offer the entire family a chance to participate in the experience with the preschool.

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 to make our efforts successful.

Birthdays

Birthdays are a welcome celebration at school. We ask if you choose to send in a treat to be sent home for the class, that it is allergy friendly, 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 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 handbook to answer many of your questions. Please contact the director at info@page1preschool.com or 716- 674-6979 if you have additional questions.

Page 1 Preschool School Rules



1. Be Safe

- Use Your Walking Feet
- Keep Your Hands and Feet to Yourself



- No Toys on the Slide



2. Be Respectful

- Use Your Listening Ears
- Raise Your Hand



- Use Your Inside Voice





3. Be Ready to Learn

- Eyes on Me



- Stay in Your Place



- Do Your Best Work



4. All Staff, Therapists & Volunteers

Confidentiality



Signature page: must be returned no later than **August 1st.**

No child will be permitted to attend class without this form properly completed and returned to the office.

Page 1 Preschool Inc. 1449 Orchard Park Road ~West Seneca, New York 14224

I have read and understand the information provided within the **Page 1 Preschool Parent Handbook**, which is also available online at <http://www.page1preschool.com>.

I agree to abide by the policies and information addressed within, including but not limited to, admissions, toilet training, tuition policies and payment schedules, sick policies, health and medical information, discipline/behavior policies, arrivals and departures, parking, school closings, social media, photos, healthy snacks, allergies, fundraising and field trips.

Parent/Legal guardian name _____

Parent/Legal guardian signature _____ Date _____

Authorization for Medical Treatment of Minors

- If your child becomes ill or injured, and needs first aid or emergency treatment, it is necessary for you, as their parent or legal guardian, to authorize permission for treatment in your absence.
- This document shall be presented to a physician, dentist, or appropriate hospital representative at such times as unexpected medical, dental, surgical care or hospitalization may be required.
- This will allow the physician or emergency care facility to begin treatment for your child without delay.

I, _____, as parent or legal guardian, consent in my absence, that a representative from Page 1 Preschool Inc. can provide first aid, and/or authorize medical treatment of my son/daughter.

Child's name _____ Birth date _____

Street Address _____

Town _____ State _____ Zip _____

Any allergies or medical conditions? Please explain in detail _____

Any medications taken regularly? Please list _____

Child's Physicians' name _____

Telephone # _____

Child's Dentists' name _____

Telephone # _____

1. _____ Date _____
Signature of Parent /Guardian Print Parent/Guardian name

Cell # _____ Home # _____ Work # _____

2. _____ Date _____
Signature of Parent /Guardian Print Parent/Guardian name

Cell # _____ Home # _____ Work # _____