



PARENT HANDBOOK

535 Fairfield Avenue

Stamford, CT 06902

phone: 203-569-7546

email: soundbeachdayschool@gmail.com

web: www.soundbeachdayschool.com

Dear Parents,

Our program at Sound Beach Day School welcomes your child to a new and positive learning experience.

We are influenced by the Reggio Emilia and Project Approach philosophies. Our environment nurtures the "whole child", socially, emotionally, cognitively and physically. We are play-based with emphasis on the child's interest. Materials are provided for children's exploration, investigation and positive peer interactions.

Daily activities include creative arts, dramatic play, working with manipulatives, interacting and sharing in group activities, and experiencing circle time. Children work on fostering concepts with blocks, sand/water tables, developing fine and gross motor skills. We promote a hands-on experience that meet children's interests.

Most important, our emphasis is to provide a safe, nurturing and positive atmosphere where children feel welcome, accepted and encouraged.

All of us at Sound Beach Day School are excited to meet you and welcome you into our community. We are eager to answer any questions you may have to support your child's learning experience.

Happy School Year!!

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1. COMMUNICATION

We at Sound Beach Day School feel that open communication is essential for a positive school environment. We encourage and welcome all communication with our parents.

Please feel free to speak with your child's teacher or director at any time. The school phone number is 203-569-7546. You can also email your teachers. Your teachers' email will be made available to you on the first day of school.

You may also contact the director, Lee Longo, at:

Leelongo.sbds@gmail.com

Phone #: 203-569-7546

2. ARRIVAL/DISMISSAL

Arrival:

School starts promptly at 9:00am. We understand that at times we all run late. Please try to be on time so that your child is not walking into a class that is already in progress. It is harder for the child to become acclimated when their peers are already engaged in play.

Please escort your child into the school and to their class room. If you are late for arrival please personally speak with your child's teacher, never just drop off your child.

Dismissal:

Children will be dismissed by the teacher one by one to awaiting parents in the hall. This allows for less confusion during dismissal.

Children will only be released to their parent or those adults authorized by parents on our written emergency form.

If someone other than those listed is scheduled to pick up, you must record this information in the daily attendance book and discuss this with your child's teacher first. We reserve the right to ask for proper identification to those persons picking up your child.

When school has been dismissed and a child has not been picked up at least two staff members will remain with the child. After 15 minutes, staff will attempt to call parents or an alternate person that is listed on the child's emergency contact list. After one hour, if parents or alternate person listed are not able to be reached, the police will be called and the child will be released to the police.

3. PARKING LOT POLICY

Please drive slowly (max 5 miles per hour) when entering the parking lot and only park in designated parking spots. Announce to your children as you are getting out of the car that everyone must stay together and walk into school together, holding Mom or Dad's hand. Upon departure, please hold your children's hand as you walk to your car.

4. SCHOOL CANCELLATION/DELAY - INCLEMENT WEATHER

Our school is located on the border of Stamford and Old Greenwich. Our staff and students come from both areas. However, because our address is Stamford SBDS will follow the Stamford Public School District closing due to weather. If **Stamford has a delay, SBDS will always be on a 90-minute delayed opening.** School will begin at 10:30 and be

dismissed at 12:00. **If Stamford District has an early release SBDS will close at 12:00 there will be no extended day or after classes for that day.** Snow days are NOT made up.

5. CLOTHING

Our first concern is the safety of your child. For this reason, we strongly recommend that children wear rubber soled shoes, **no flip flops, sandals, heels or clogs**. We run and climb and get dirty. It is best if your child's clothing allows freedom of movement that can get dirty. **Please make sure all clothing is labeled.**

- Each child needs a change of **LABELED** clothes in case of spills.
- Children need a pair of INDOOR SHOES for indoor play (slippers, crocks or soft indoor sneakers) that they can easily slip on (no laces).
- Children need weather appropriate clothes for outdoor play every day (jacket, boots, mittens and a hat). No scarves please.

6. OUTDOOR PLAY

We go outdoors every day including days when it rains and snows. Please send in LABELED boots, mittens and a hat for your child. Hoods with drawstrings and scarves are known to get caught on play structures and may cause serious harm or even death. They are not permitted on the playground.

7. SNACK

Sound Beach Day School supports children having a healthy snack each day. Parents will be asked to provide snacks consisting of a fruit or dairy option (cheese, yogurt, fruit) for the program. A weekly sign-up sheet will be posted in advance. Sound Beach Day School will provide a carbohydrate option (crackers, pretzels etc.) and water each day. Please help us "go green" by sending in a labeled water bottle for your child. This may be kept at school all week and brought home for cleaning on the weekends.

8. BIRTHDAYS

Birthdays are one of the most special days in a child's life. We encourage all parents to send in a special snack treat to celebrate their child. Please speak with your child's teacher to make arrangements. We are sensitive to children that may have allergies and although our school is NOT nut-free we ask that parents do not bring in snacks that contain nuts, peanut oil or tree nut products.

9. ENRICHMENT PROGRAM

Sound Beach Day School will offer enrichment programs starting in October of each year. If your child is signed up for an enrichment program, please provide a lunch for your child. All lunches must contain an ice/cold pack.

If your child stays at school until 3:00pm please also provide a sheet (crib sheet fits our cots) blanket, pillow or anything your child will be comfortable with during the rest period. Nap/rest period is required by the state of CT for children in a program five hours or longer.

10. DISCIPLINE POLICY

Here at Sound Beach Day School discipline is NOT about punishment or control. It is about guiding and teaching, helping children to make wise decisions about their behavior and to allow them to gradually accept responsibility for their choices and actions. It is our goal to help the child feel encouraged, to invite cooperation and to practice mutual respect for others.

At the beginning of the school year we establish simple clear-cut limits and rules that are needed to ensure safety and respect for all. We help the children to learn to play cooperatively with their friends. We work hard to keep our goals and rules consistent for all students.

Teachers try to anticipate inappropriate behavior and intercede before an unacceptable act is committed. If this does not happen, the teacher intercedes by helping the child find words and/or behavior that is acceptable. Distraction and redirection are methods that we use to help children keep control. Praising appropriate behavior helps reinforce positive actions.

Consequences teach children by allowing them to experience results of their behavior. If the child continues with unacceptable behavior they may be removed from the situation. This gives the child time to calm down so that he/she may talk about their feelings.

If a child has ongoing behavior problems and does not respond to the methods above, a parent-teacher conference will be requested by the school.

Our goal is to teach children to be kind, caring and respectful by encouraging children to problem solve by using words in a courteous manner.

11. PERSONAL ITEMS/TOYS

We recognize that some children feel more comfortable at the start of the school year with something personal from home for an easier transition. The teachers are sensitive to a child's sense of security. Personal items are okay, but please let your child know that a teacher at some point may ask them to place their item in his or her special cubby. Please do not bring toys from home to school.

12. HEALTH POLICIES

ALLERGIES

Sound Beach Day School is NOT a nut free school. Please speak with your child's teacher if your child has nut allergies. We are sensitive to children with allergies, therefore the school does not provide any snacks that contain nuts. However, parents at times bring in treats for their child's classroom for birthdays or special events that may contain nut products. We will make every effort to inform your child's class parents if your child has an allergy.

ILLNESS

Please keep your child home if they have a fever, vomiting, nasal discharge (yellow/green), communicable disease, infectious rash (i.e. impetigo ringworm, scabies), conjunctivitis, sore throat and/or diarrhea. **They may return to school after the stage of contagion for communicable disease has passed for 24 hours, and they have been fever-free without medication for 24 hours.**

POTTY TRAINING:

- Two's Program

Two-year-old children do not have to be potty trained. Your child's classroom has a changing table and the teacher will change bowel and wet diapers. However, some children do not want to be changed. The teacher will try to encourage diaper change. Enforcement is not mandatory and at times we feel that it may cause undue stress if a child refuses diaper changing, therefore, we will then comply with the child's wishes. A parent may be called in this case. Parents must provide diapers and wipes for their child.

- Three's, Four's and Connecting Programs

All children are to be potty trained upon entering school. Please do not send your child in diapers or pull ups. We understand that upon entering the three's program there may be children that are still in transition.

(1) If a child has a wetting accident, the teachers are prepared to help the child change into clean clothing that each parent supplies at the beginning of the school year.

(2) If your child has a bowel movement, our teachers cannot change the soiled underwear. A parent will be called to come in to change the child. Parents must be available if a child's toilet training is not secure.

13. CHILD ABUSE AND NEGLECT POLICY

Definition:

Child Abuse is defined as:

A child who has had:

- Non-accidental physical injuries inflicted upon him/her
- Injuries which are at variance with the history given of them
- Is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect is defined as:

A child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his wellbeing (CT statues 46b-120)

Staff responsibilities:

All of our staff have a responsibility to prevent child abuse and neglect of any child involved in our center. **As child care providers we are mandated by law to report any suspicion that a child is being abused, neglected or at risk.**

14. ENROLLMENT

Please refer to your enrollment form for procedures for tuition payments. Families are encouraged to speak with the director if they find themselves unable to keep current with their payment schedule so that a financial agreement can be arranged.

Refunds:

There will be no refunds of deposits. Some exceptions will be made for tuition refund if a child has been professionally identified and/or documented with special needs that our program cannot provide and are deemed unable to continue in the program. In this case tuition adjustments will be made for unused portions of the program that the child was enrolled. **Any request for refund must be made in writing and submitted to the Director of the school. All appeals for refunds are subject to review.**

15. VISITING AND VOLUNTEERING

We welcome parent visits to our school and encourage volunteering in the classroom when needed. If you would like to visit or bring in a grandparent to spend time with your child, or volunteer to help with a special activity in your child's classroom, please feel free to discuss this with your child's teacher.