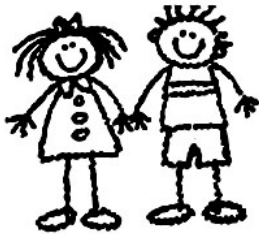


**South Shore Children's Center
of West Islip, Inc.**



350 Higbie Lane
West Islip, NY 11795
631-376-1234 FAX 631-376-1313



WWW.SSCLC.COM

VISIT OUR FACEBOOK PAGE SOUTH SHORE CHILDREN'S CENTER OF WEST ISLIP

Parent Handbook

Welcome to the South Shore Children's Center of West Islip, Inc. We are so pleased to have been chosen as your center for preschool and child care. We are committed to providing the community with a program that is center based instruction focusing on the needs of the early learner. Our spiraling curriculum is designed to promote learning through fun engaging activities that have a purpose. Our policy at SSCC regarding access to your children during the day is Open Door policy. You may at any time have access to your child and pertinent records. The following handbook will help to orientate you to our center, and answer any questions you may have. If you have any other questions or specific issues, please do not hesitate to ask!

General Information

South Shore Children's Center provides childcare/preschool for children ages 18 months-12 years of age. Originally established 15 years ago in West Islip, New York, as a center based progressive preschool, our recent relocation has allowed us to offer day care options inclusive of our outstanding Early Childhood Education Curriculum.

Philosophy and Goals

Our mission is to offer a spiraling curriculum in which the children are engaged in learning activities throughout the day that provide a balanced approach to preschool education. We offer a core curriculum of social/emotional growth through interactive play as well as guided teaching practices to ultimately prepare each child to enter Kindergarten.

Center Schedule/Holidays

If you choose to enroll your child in the 12 month option, your schedule will run year round and be inclusive of most holiday vacations and federal holidays. Please refer to your school calendar for exact dates. If you choose to enroll your child in the 10 month option, your schedule will not include the school holiday vacations or federal holidays. We offer “mini-camp” specials during these off days/weeks for our 10 month children. These mini camps will be announced well in advance, and require a separate pay schedule than normal tuition payments. The center closes for 1 week in between Christmas and New Year’s for annual maintenance. Please contact the office at 376-1234 to report your child absent due to personal reasons or illness as soon as feasible. A school calendar listing days off will be given to you before school starts.

Snow Days

The Center will close during inclement weather based upon the direction of the West Islip School District. We will otherwise make every attempt to open for the day based upon the safety conditions of our parking lot. Closings will be announced on News 12 as well as WBAB radio.

Dropping Off Your Child

Your child will be met at your assigned door by the classroom teacher. If you need to address special circumstances with the teacher or the director, please let the teacher know and/or email the director @ info@sscl.com.

Picking up your child

Your child's teacher will be ready for you to receive your child at your designated pick up time. Pick up will be at your child's designated classroom. If for any reason you need to enter the center for bathroom/conference purposes, you are now responsible for your child. In order to release the child, your name, that of a spouse or any other designee must be on the authorized pick up list you filled out upon registration. A photo ID will be required for each person receiving your child. It is important that your child be picked up at his/her designated time so the center may properly maintain an appropriate staffing level. If at any time you feel you will be late, please give as much advanced notice as possible by calling the center at 376-1234.

Volunteers:

Volunteers will be limited to parents who wish to participate in isolated school events such as but not limited to story time, career share day, and celebrations. All volunteers must sign into the visitor logs.

Work/study volunteers assigned to the school by the local public school district or college/university will be under direct supervision of the lead teacher and must sign in and out of our visitor log.

Tuition/Late Payments

Tuition payments are due on the 1st of each month, and considered late after the 10th of each month. Payments can be made by cash, check or credit card. Checks may be made out to SSCC. A fee of \$25 will be assessed for each returned check. A pattern of returned checks will require an alternative method of payment. A late fee of \$25.00 will be assessed for payments past the 10th day of each month. Tuition is a fee that is inclusive of holidays/sick days/vacation days. Tuition is not waived for these occurring days. Family vacations are at your own discretion, and does not alter your tuition payment agreement. Tuition fee increases will only occur at the beginning of each new school year. Tuition payments that fall one month in arrears may subject your child to disenrollment or use of security deposit to stay current.

If mailing tuition and any other correspondence please note our mailing address is:

South Shore Children's Center
P.O. Box 130
West Islip, NY 11795

Sibling Discounts

A second child discount of 5% will be applied to the lower tuition rate. We reserve the right to eliminate the discounts, but will only do so at the beginning of each new school year as warranted.

Withdrawing From the Center

Written notice of 1 month is required for return of unused tuition.

Discipline

Our philosophy on student discipline is one of positive reinforcement of acceptable behavior. We believe that key to appropriate preschool behavior is the development of appropriate language skills to communicate needs to each other. Children who are learning this skill, or displaying inappropriate behavior will be redirected through positive reinforcement techniques. Physical punishment or time out chairs are not permitted in our setting. Teachers will communicate individually with parents whose children are experiencing inconsistent behavior, and a protocol may be established using a behavior modification chart in school and at home to promote consistency in our efforts.

Confidentiality

Our records regarding your child are strictly confidential and will not be shared with anyone other than authorized state agencies.

Child Abuse/Supervision

South Shore Children's Center has the obligation to protect children in crisis due to suspected child abuse. If a child is suspected of being a victim of abuse, Child Protective Services will be notified immediately. We are mandated reporters and as such will follow all procedures recommended by New York State Department of Child Protective Services, and the Office of Children & Family Services.

Procedure: Upon referring the child to CPS, the center will comply with and provide any and all information requested by the agencies.

Supervision Policy

Students will be supervised at all times by the lead teacher and the assistant teacher assigned to the group.

Health Care Policy

We require students to be of good health in order to participate in our program. Children who are exhibiting signs of illness including, fever, vomiting, diarrhea, excessive coughing/running nose should be kept home from the program. If the child begins displaying signs of illness during the program, the center will contact the parent/guardian to arrange for the child to be taken home. Parents should notify the office if a child is ill and not attending the program. Staff will administer over-the-counter topical ointments and sunscreen. Alcohol swabs and/or antiseptic may be applied as needed. A copy of our Health Care Plan is available for your review and is kept in the director's office.

Emergency Evacuation Information

In an emergency situation that requires evacuation from the center, the following steps will occur: 1. Students will be evacuated to one of 3 sites designated. 2. Parents will be notified by phone and email as to the nature of the emergency and the location of your child. 3. Students will return to the center if the emergency situation is resolved. 4. If the emergency is not resolved in a timely manner, parents will be notified, and students should then be picked up by an

authorized person listed on the authorized pick up list from the alternate site location. Photo ID will be required in order to pick up the student.

Meals

We will offer your child 1-2 snacks throughout the day depending on the length of their day. If your child is here for lunchtime, you must send a packed lunch box which includes a nutritious lunch and a drink. Lunch items will not be refrigerated, so an ice pack may be necessary depending on your child's lunch. We will not heat food for children, so please send a meal that will not need to be heated. We also ask that you refrain from sending raw carrots or popcorn. Grapes and hard fruit (apples) must be cut into bite sized pieces. Allergies should be reported to the center at the time of registration, on the space indicated on the registration form.

Outdoor Play

Outdoor play is required and will be offered, weather permitting, throughout the day. Please dress your child appropriately for the weather. If a student is too sick for outdoor play they are probably too sick for the center. Please sunscreen your child daily and include sunscreen along with your child's supplies that will be kept in his/her backpack and applied when necessary.

Parent/Teacher Conferences-Exchange of Information

Parent teacher conferences will be offered twice each year. The teachers will assess mid-year skills appropriate to the age of the child, and then review continuing goals pertaining to the curriculum.

Weekly "classroom times" will be sent home on Fridays for our Preschool and Pre-K classes. The "Times" highlights the week's activities pursuant to your child's class. Letter of the week, math, science, art, and books read will all be listed, as well as any special activities. Please use this tool as a means of communication with your child to foster the school-home relationship.

Your child's teacher and the director will be made available if you need to discuss any issue regarding your child. Please call the center at 631-376-1234 or email the center at info@ssclc.com to set up a conference.

Staff Qualifications

Our lead teachers meet the NYS regulations for early childcare. Our teaching assistants have a background in early childhood inclusive of work experience, advanced degrees, and continuing education. All staff is supervised by the director who is a certified NYS teacher.

Diversity

We have a long standing tradition of promoting diversity in our center by including children of all nationalities, religion and background. We also are ADA compliant and have a history of educating students with disabilities alongside those of general education. Our well trained staff will assist families in identifying early intervention needs, and help you navigate through the appropriate agency to secure services for your child should we believe they need them (ie., speech, OT, PT, etc.).

Our Commitment to you

We are committed to providing your family and your child an excellent educational experience in a loving environment. We may encounter other issues that are not outlined in this handbook, and encourage you to contact the director for any clarification you need. We are available by email at info@ssclc.com or through telephone at 631-376-1234.

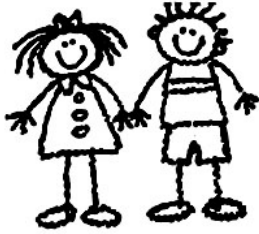
Please sign, date, and return the following page.

Again, welcome to South Shore Children's Center, of West Islip, Inc.

Helene Tsouprakos

Director

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Parent Handbook Agreement form

I have read, understood & agree to comply with the policies & procedures of the South Shore Children's Center as outlined in the handbook.

Parent Name _____

Parent Signature _____

Student Name _____

Directors Name Helene Tsouprakos

Date _____