

Red Brick



School

Family Handbook 2015-2016

Welcome to Red Brick School. This handbook contains information regarding our program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the school. It will answer many of the questions you have about our school.

1. Mission Statement:

Red Brick Nursery School recognizes that each child is an individual; that all children are creative; that all children need to succeed. Therefore, Red Brick School respects the individual needs of children; fosters a caring and creative environment; and emphasizes the social, emotional, physical, and intellectual development of each child.

At Red Brick School, we view each child as an individual, and therefore help each child to define a personal learning style. We provide your child with a safe, caring environment filled with learning and fun opportunities.

2. Hours and Days of Operation:

The school is in operation Monday through Friday, 8:00 a.m. to 3:30 p.m. Preschool students attend part time, either in the morning or in the afternoon. Early drop-off is available at 8:00 a.m. for an additional fee. Kindergarten students attend school from 8:40 a.m. to 1:30 p.m. Extended care is available until 3 p.m. for an additional fee. The school is closed for all national holidays.

3. Meet the Staff:

- Director: **Kathy Rywolt**
- Head Teacher:
Holly Dwyer
- Teacher/ Educational
Coordinator: **Ellen
Gordon**
- Teacher: **Lynn Hoy**
- Teacher: **Pat Senville**
- Teacher:
Wendy Iannarilli
- Teacher: **Nina Wilcox**
- Assistant Teacher:
Jane Cippoletti
- Assistant Teacher:
Sue Caisse
- Assistant Teacher:
Michelle Perugini
- Assistant Teacher:
Cheryl D'Angelis
- Assistant Teacher:
Beth Caito
- Assistant Teacher:
Evelyn Capone
- Assistant Teacher:
Lisa Proto
- Music Teacher:
Colleen Coughlin
- Gym Teacher:
Chris Barton
- Art Teacher:
Debbie Miller
- Enrichment Yoga: **Amy
Boyes**
- Enrichment Teacher:
Amy Silvia

4. Drop-off/ Pick-Up Policy:

Every day, more than 80 children are dropped off and picked up from our school. That makes for a lot of cars. We try to stagger the starting and ending times for the classes to alleviate congestion, yet it does happen. We ask for your help to try to make the system more efficient. First, try to adhere to your class's times. Problems arise when parent's drop off afternoon students before the morning classes are finished dismissing. The period in between the morning and afternoon classes is the only break our teachers have all day. If you are dropping or picking up multiple students in different classes, you may split the difference between the two times. Below is a full list of times for every class. Thank you in advance for your continued patience and cooperation. If you are walking your child into class please park across the street at the church. If you have any questions or concerns, please contact Kathy Rywolt at 246-2347 or director@redbrickschoolri.org.

Lynn's 3's - MWF

8:50 –11:40 am.

Nina's 4's – MTWTh

8:55 – 11:45 a.m.

Pat's 3's – T Th

8:50 –11:40 am

Ellen's AM Pre-K – MTWF

9:00-11:50 a.m.

Wendy's AM Pre-K – MWThF

8:45 –11:35 a.m.

Ellen's Pre-K

12:30 – 3:15 p.m.

Kathy's Pre-k

9- 1:30

Kindergarten

8:40 – 1:30 p.m.

Extended Day

1:30 – 3:00 p.m.

Early Drop Off

8:00a.m.

Enrichment

PM drop off 11:00

AM pick up 2:00

5. Sample of a Daily Schedule for Preschool

9:00 – 9:15	Arrival, health check
9:15 – 9:30	Morning Circle, Introduction to the Day, Calendar, Weather, Etc.
9:30 – 10:30	Center Time, Art, Dramatic Play, Small Muscle Activities, Library, Blocks
10:30 – 10:40	Snack Time
10:40 – 11:10	Outside or Large Muscle Activities
11:10 – 11:30	Story, Discussion, Music, Games
11:30	Dismissal

6. Sample Daily Schedule for Kindergarten

8:40 – 9:00	Arrival, Health Check
9:00 – 9:15	Morning Work
9:15 – 9:30	Morning Meeting, Introduction to the Day, Calendar, Weather, Etc.
9:30 – 10:15	Journal / Math Block
10:15 – 11:00	Snack Time / Recess
11:00 – 12:00	Literacy
12:00 – 12:30	Free Choice
12:30 – 1:00	Lunch
1:00 – 1:15	Closing Activities: Story, Mystery box, etc
1:15 – 1:30	Outside/Dismissal

7. Ratios:

Children to staff ratios maintained by the Red Brick School:

- 3-year-olds: 1:5 with a maximum of 10 students
- 4- & 5-year-olds: 1:8 with a maximum of 16 students
- Kindergarten: 1:5 with a maximum of 10 students

8. Health Policy

Control Measures - Guidelines for Exclusion:

Students should stay home from school if they exhibit:

- Fever greater than **100° F** (see CDC guidelines below)
- Stiff neck or headache with fever
- Any rash, with or without fever
- Jaundice (yellow color of skin or eyes)
- Diarrhea (3 watery or loose stools in one day, with or without fever)
- Skin lesions that are “weepy” (fluid- or pus-filled)
- Colored drainage from the eyes
- Brown/green drainage from the nose, with fever of greater than **100° F**
- Difficulty breathing or shortness of breath; serious, sustained cough
- Please keep your child home if he or she has:
 - * A known or suspected disease such as measles, chickenpox, mumps, etc.
 - * Symptoms such as generalized rash, vomiting, diarrhea, chronic cough, or persistent fever – until clear diagnosis is established and/or the disease is beyond the communicable period.
 - * Is too ill to take part in regular activities.

If a child becomes ill at preschool, we will call the parent to come for the child, as we do not have the facilities to accommodate or look after a sick child. Please be sure you leave a number where you can be reached, or leave an alternate number.

Stay Home When Sick

CDC recommends that individuals with influenza-like illness remain at home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications.

This recommendation is based on epidemiologic data about the overall risk of severe illness and death and attempts to balance the risks of severe illness from influenza and the potential benefits of decreasing transmission through the exclusion of ill persons with the goal of minimizing social disruption.

Children who do not have a fever, but may possibly have an upper respiratory infection such as a cold, do not need to be excluded for the protection of other children. So many children carry respiratory viruses that it doesn't make sense to single them out from one another. (A child with a chronic cough or persistent fever, however, should be seen by a doctor to rule out a more serious infection.)

Children who are taking antibiotics for at least 24 hours, who do not have a fever, and who otherwise seem well, need not be excluded from preschool.

9. Food Allergies Policy

Our safety guidelines are as follows:

1. All students who have any type of food allergy are required to supply their own snacks.
2. Individual Health Care and Emergency Health Care Plans will be developed for each student identified with any food allergy with potentially serious consequences.
3. There is a peanut-free table designated in both kindergartens and at Lunch Bunch.
4. Washing of hands will take place in all rooms with children who have such allergies before and after snack/lunch.
5. When parents bake or bring a special snack/food product into school, we ask that it is a no peanut product. While children with allergies will be eating their own snack, this will help to safeguard from contact and inhalation.
6. It is important to make sure that your child's hands and face are washed with soap and water before leaving for school or that he/she uses antibacterial wipes if he/she has eaten en route to school.

It has been and will remain our policy to be proactive in educating our students to help create a safe environment for all Red Brick children.

10. Daily Snack:

Please send a small, **healthy** snack in small, labeled zip-lock bag. Please do not send a drink, as water will be provided.

In keeping with our allergy policy, please do not send nuts or products containing nuts.

Healthy choices include:

- *Dried Fruits:* apples, dates, apricots, raisins
- *Fresh Fruits:* apples, bananas, berries, melons, oranges, peaches, grapes
- *Vegetables:* carrots, celery sticks, cucumbers, olives, tomatoes, pickles
- *Crackers, Chips, Cookies:* cheese crackers, oyster crackers, graham crackers, Teddy grahams, popcorn, puff corn, pretzels, corn chips.
- *High Protein & Dairy:* cheese spread on celery or crackers, cheese cubes, slices or sticks, cream cheese on crackers.

11. Communication:

Communication is a vital ingredient in the success of the preschool experience. For this reason, the teachers are available to answer your questions, to discuss your ideas or concerns, and to help you find solutions to problem situations involving your child, either at home or at preschool.

That said, this communication is not always possible at the beginning or the end of class; these are very busy times, with all of the children arriving or leaving. We also try to avoid talking in front of the child. We advise scheduling an appointment for a time that is convenient for both parents and teacher(s). Similarly, we also ask parents to please use the backpack folders for notes to the teacher or Director.

If you have any questions and/or concerns, the Director (Kathy Rywolt) is available before school and after 2 p.m. by telephone 246-2342 or email director@redbrickschoolri.org. If you have a financial question, please contact Kathy Lee (kathylee@redbrickschoolri.org) on Mondays, Wednesdays, or Fridays after 10 a.m.

12. Constant Contact:

A digital newsletter is sent weekly providing you with a calendar of upcoming events and general news about the school. Please return the forms with your email address so we can add you to our newsletter. Sometimes we may request that you bring something to school – for example, toilet paper rolls for a craft project. Do not hesitate to call us for clarification of items in the newsletter.

13. Program Evaluation:

At the end of the year, a survey will go home so that you can give us feedback pertaining to our school. Utilizing the feedback helps us to plan events for the future, and helps us reflect on all of our programs and policies.

14. Conferences and Portfolios:

Our staff uses portfolios to record each child's growth and development. Through photographs, anecdotes, and work samples, teachers put together a visual account of each child's accomplishments. Using recognized developmental milestones, growth in the following nine areas of development is assessed:

1. Physical Health and Motor Development
2. Emotional and Social Development

3. Language Development
4. Literacy
5. Cognitive Development
6. Mathematics
7. Creative Arts
8. Science
9. Social Studies

The portfolio process recognizes and celebrates that all children develop at different rates and with various strengths. Collections are a continuous process throughout the year. At the end of the year, the portfolio becomes a memento to be taken home and treasured.

This collection is a representation of the child as an individual with distinct interests, background, skills, and desires. We would like to meet with you for teacher conferences in January to share these treasured collections and celebrate the accomplishments of your child. Your child's teacher will contact you in early January to set up a conference.

15. Pick-Up Policy:

- **Parent & Guardians will sign in the child at drop off and sign out the child upon pick up.**
- Children are to be only released to the parent or to an authorized individual, eighteen years of age or older, whose identity can be verified by proper identification bearing a photograph.
- Authorization to pick up paperwork must be completed before the first day of school and will be kept in the office as well as the child's teacher will maintain a copy.
- Parents must list on the registration form the names of all persons who are permitted to pick up their child. We require parents to notify staff in writing if someone else will be picking up the child.
- In a rare emergency situation, arrangements can be made verbally.
- If the person picking up the child is not known to the teacher, information about the person must be provided, including the following: name, phone number, and physical description. This person will be required to show picture ID.
- If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the teacher at the preschool. The teacher will speak to the individual and explain the policy that no child will be released without written authorization from the parent or guardian.
- If difficulties arise, all reasonable efforts will be made by Red Brick to ensure the safety of the child and the other children.
- Children will not be released to an adult who is under the influence.

16. Buzzer System:

For security purposes our building will be locked during school hours. It is important to us, however, to continue our open-door policy with our valued families.

A buzzer is located at the main front door. When you come to school please use the main door. Press the buzzer for service.

17. Parent Volunteers

If you are interested in volunteering occasionally in the preschool, please let us know. We would be happy to have your help! In addition, there will be times throughout the school year when we will be looking for parents to come into the classrooms. Please volunteer as much as you like and are able!

18. Special Guests

Occasionally, we invite special guests to come in to share something interesting with the children. If you would like to share with the children your work, your hobby, or any activity that you like to do, please let one of the teachers know and we will book a convenient time for you to come in and do this!

19. Toys

Please leave toys at home, as we have many toys for the children to play with at school. Toys are easily lost or broken if they are brought to school.

20. Discipline Policy

Guidance strategies used at Red Brick School:

At Red Brick Nursery School we respect each child and his or her level of development, individual personality, and his or her family and cultural influences. We create a positive environment (plenty of toys, activities, and space, as well as area boundaries to divide activities) so as to influence behavior.

The teachers are fully trained in child development and how it relates to guidance (discipline), and the positive guidance strategies we will list below.

The Red Brick program has a set daily routine, but allows for flexibility. Clear guidelines are provided so that children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive way. Children are given time to respond to expectations.

Teachers may use a variety of strategies, depending on the child and the situation. These strategies include: gaining a child's attention, staying in close proximity to the child, reminding, acknowledging feelings before setting limits, redirecting or diverting, age-appropriate choices, and natural consequences. Time-out is used as a last resort. All children will be treated with respect. Children will not be disciplined in a punitive manner.

Our goal is to encourage children to develop respect, self-control, self-confidence, and sensitivity in their social interactions during their time at preschool.

21. Accidents/Emergencies:

Red Brick has in place several procedures to follow in the event that an emergency occurs while a child is in the school's care. In the event of a fire, flood, lock down or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare students for the unlikely need to evacuate, the school does conduct monthly fire drills. Should we need to evacuate due to fire or weather conditions, our emergency destination is St. James Church, located across the street. If the immediate area must be evacuated, we will walk to Primrose Hill School, which is one block away on the corner of Middle Highway and Old County Road. A sign will be posted in front of Red Brick indicating that we have been evacuated and the location of where you can pick up your child. Parents will also be contacted as soon as possible for pick-up. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

There is always one staff member present who has received training in First Aid and CPR. In the case of a minor accident/injury, staff will administer basic First Aid and TLC. An accident report will be completed, and given to the person picking up the child on the day of the incident. This report needs to be signed by a parent and returned the next day.

If the injury/illness is more serious, First Aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life-threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records.

22. Tuition Policy:

1. Annual tuition minus deposit(s) may be paid in advance or in eight (8) monthly installments (September 1st – April 1st).
2. If you are unable to make a payment, please contact the Director to set up an alternative payment schedule.
3. All payments are to be postmarked by the due date (1st of each month).
4. After 15 days, the office will send out a friendly reminder with the \$15 assessed late fee.
5. After 30 days, an additional reminder will be sent and we will follow up with a phone call if we have not heard from you.
6. If we have not made arrangements, after two (2) months a collection letter will be sent.
7. If we have not received payment in excess of three (3) months tuitions, we will be forced to withdraw the student from school until payment is made.

23. Required Paperwork:

- **EMERGENCY CONTACT FORM**
- **AUTHORIZATION TO RELEASE FORM**
- **INFORMATION SHEET**
- **COPY OF BIRTH CERTIFICATE**
- **CURRENT MEDICAL FORM**

24. Orientation:

HOME VISITS: Your child's teachers will contact you soon to set up a home visit. This is a special time for your child to meet his/her teachers on your home turf. These visits are very important because our familiarity with your home environment can be just the soothing touch needed during the adjustment period at school.

PRESCHOOL VISIT DAY: **Wednesday, September 2 or Thursday, September 3** Please check the August mailing for your class's time.

(During the preschool visit, parents stay for the duration. Parking for visitation day is available in the St. James Church lot across the street.)

25. Child Abuse Policy:

Any suspected case of child abuse and/or neglect shall be reported to the Department of Children, Youth and Families (1-800-RICHILD) in accordance with state law.

26. What to Bring:

- **Snack.** A small snack in a small bag or lunch kit for your child to eat. It is not necessary to send a drink, as water is provided.
- **Clothing.** Children need to wear comfortable clothing that they can paint in and play in. Dress your child in clothes that are easy to pull down for the child to use the toilet. Provide hats and mittens for your child in cool weather, and sunhats and sunscreen in warmer weather.
- **Running shoes.** We find that running shoes are safe and comfortable for play. They are safer for play in the gym and on climbing apparatus than other kinds of shoes.
- **Coat or jacket.** When the weather turns cooler, please send a coat or jacket every day.
- **Extra clothes.** Please bring extra clothes each day (in a small, labeled Ziploc bag). You do not need to purchase a backpack unless you want to, as any bag will do. The school does have some spare clothing on hand, but only a very limited supply.
- **Sunscreen.** Please apply sunscreen before your child comes to school during warm weather.

PLEASE LABEL ALL YOUR CHILDREN'S CLOTHING, BOOTS, AND SHOES TO AVOID CONFUSION.