

Procedures

Please read carefully and keep for future reference

MEDICAL FORM

Each child is required to have a complete medical examination prior to entering school. This form must be on file for the first day of school. This form must be filled out in accordance with the requirements stated in order to be acceptable to the Department of Health and Mental Hygiene of New York.

HEALTH CODE

When a child is injured or becomes ill which requires immediate medical care, the person in charge shall obtain necessary emergency medical care and will notify the parent or guardian. In order to ensure we can get in touch with you please make certain we have your current phone number on file in addition to an emergency number.

Upon arrival at school each child will receive a brief health inspection by his or her respective teacher. Our teachers have been briefed on symptoms of various kinds, and with their past experiences are well qualified to detect communicable diseases. Our teachers are certified yearly in CPR. Additionally, two teachers on staff have first aid certification. The school reserves the right to send a child home if the teacher feels that his or her condition does not permit attendance. Our intention is to protect the health of the individual child as well as the whole group. The parent shall call the school if the child has any contagious disease such as chicken pox, scarlet fever, impetigo, pink eye, etc. The teacher may isolate a child in school if he or she feels that the child is contagious.

RELEASE POLICY

At time of dismissal, children will only be released to the parent of the child. However, parents/guardians may give authorization to release the child to other caregivers. Other caregivers may be grandparents, babysitter, or a friend. In the event your child is going to be picked up by someone other than yourself, you must inform the Director and the Teacher. At any given time if the person who picks up your child is different than usual you are expected to tell the Director and the Teacher the person's name and relationship. Additionally, inform the person who is picking up your child to have identification. If the above information is not given to Happyland, then your child will not be released.

ALLERGIES

Many children have food allergies, and/or seasonal allergies. If your child has any allergies which you are aware of, please let the Teacher and Director know.

SICK DAY POLICY

YoungerMusik does not allow make-up days or grant refunds for days absent. While it is unfortunate children get sick and will miss school it is the policy of Happyland not to allow make-up days or grant refunds. Moreover, parents who choose to take their child out of school for vacation or personal reasons shall not be issued a refund or allowed make-up days. However, if your child misses school for an extended period of time (weeks) due to an illness you may bring in a Doctor's note and discuss this with the Director.

EXTRA CLOTHING

All children are required to bring in a complete set of seasonal clothing. This should include undergarments including socks, shirt and pants. Please label all items and place in a shoe box or ziploc which can be left in the bottom compartment of his/her cubby. While you may feel your child never has accidents and does not need to bring in an extra set of clothing it is necessary for each child. Children spill drinks, soup and may even get their clothing dirty while playing outside. If your child is in the process of training you may want to send in additional clothing.

TOYS/JEWELRY

Do not send your child to school with valuable jewelry or toys. Small items are easily misplaced. Also, some toys your child wants to bring to school may be too valuable to them. It is unfair to the child and the Teacher to have a child bring a toy to school he/she may not want to share and would be very upset if it is lost.

BEDDING

Children may use sheets, oversized towels and blankets. All items should be labeled and taken home weekly to be laundered. We do not allow pillows.

PAYMENTS

Payments are due by the Friday before of each week.

MESSAGES

Teachers will speak directly to you if possible, call or leave notes in your child's cubby. If you need to speak with the Director or the Teacher you may call, email (youngermusik@yahoo.com) or write a note and put in the cubby. Make sure you take your child's school bag back and forth and empty the top part of the cubby daily.

TELEPHONE NUMBERS

If your telephone number changes please let us know immediately. We need to have at least two current phone numbers on file.

Any questions, please do not hesitate to ask.