

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 in CPR/First Aid. 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 parents shall notify the school if their child has any contagious diseases such as chicken pox, scarlet fever, impetigo, pink eye, lice, etc. The teacher may isolate a child in school if she feels that the child is contagious.

RELEASE POLICY

_____ At the 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, friend, etc. 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 procedure is not followed, 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 Director and Teacher 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 YoungerMusik 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 it with the Director.

EXTRA CLOTHING

_____ All children are required to bring in 2 complete sets of seasonal clothing. This should include undergarments including socks, shirt and pants (shorts). Please label all items and place in a shoe box or Ziploc which will be left in the child's bin or in their 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 get their clothing dirty while playing outside. If your child is potty training, you must send in an additional 2 sets of 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 may be too valuable to them. It is unfair to the child and the Teacher to have a child bring a toy to school that he/she may not want to share and would be very upset if lost.

BEDDING

_____ Children must have sheets and send in blankets every week. All items should be labeled and taken home Fridays to be laundered. We do not allow pillows.

PAYMENTS

_____ Payments are due by the Friday before each week starts.

MESSAGES

_____ Teachers will speak directly to you if possible, call, text, or send messages in your child's folder. If you need to speak to the Director or Teacher, you may call, text, email (youngermusik@yahoo.com) or send in a letter in the child's folder. Make sure you send your child's school bag everyday, check their folders daily and empty their folders weekly.

TELEPHONE NUMBERS

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

VOUCHERS

_____ If your voucher case is closed you will be required to pay until it is fixed.

Any questions, please do not hesitate to ask.

Signature