Table of Contents

Our Purpose and Philosophy ....................................................................................................... Page 3

General Policies ........................................................................................................................... Page 4-6

Health ........................................................................................................................................ Pages 7

Medication .................................................................................................................................. Page 7

Illness .......................................................................................................................................... Page 8

Behavior Management ................................................................................................................ Page 9

Aggression ................................................................................................................................... Page 10

Biting .......................................................................................................................................... Page 11

Safety and Security ...................................................................................................................... Page 12

Emergency Procedures ................................................................................................................ Page 13-14

Programs & Curriculum ............................................................................................................ Page 15-16

Meals .......................................................................................................................................... Page 17

Allergy Information & Substitution Policy ................................................................................... Page 17

Child Abuse & Maltreatment Reporting ...................................................................................... Page 17

Parent Participation & Communication ...................................................................................... Page 18

Potty Training Information ........................................................................................................ Page 19

Transitions .................................................................................................................................. Page 20

FAQ ........................................................................................................................................... Page 21-23

Emergency School Closures ....................................................................................................... Page 23

Tuition ......................................................................................................................................... Page 24

Enrollment Contract .................................................................................................................. Page 25-26
Welcome!

Dear Families,

Welcome to Pineview Preschool and Summer Day Camp! You will soon discover that this is a very special place. Thank you for choosing to send your child here and for trusting us with your most precious possession. We won’t let you down! The staff here is committed to sharing God’s love with each child and to giving them the best care and early childhood education possible. We want to partner with you in helping your child grow and learn and in giving them a strong foundation.

As a parent, grandparent, teacher, and now as Director, I know how important caring for children is and that we have a great responsibility. Open communication and mutual respect will help us to do the best job possible for your child. Please feel free to contact me if you have questions, concerns or suggestions. I value your input!

God Bless,

[Signature]

Director

Our Purpose and Philosophy

As Pineview Community Church desires to connect people wholeheartedly to Christ, the church has made a decision to provide Pineview Pre-School and Summer Day Camp as a service and a ministry to the community.

Pineview Church was the first privately operated licensed child care center in the area caring for children 8 weeks to 5 years old. We began offering child care in September, 1974. The program started small with 50 children and has grown into a 12 classroom school caring for approximately 150 children.

Pineview Preschool is a Christ-centered program offering high quality early childhood education to infants through pre-kindergarteners. Pineview Summer Day Camp is committed to provide fun, safe and healthy activities in a Christian atmosphere.

We strive to create a loving and nurturing environment in which all children attending Pineview fulfill their maximum potential in all areas of growth.
General Policies

Children’s Clothing

All children must have a complete change of clothing suitable for the season (pants, shirt, socks, underwear) to be kept at school. All children’s clothing, toys, bedding, etc. must be labeled with his/her name on it. Play clothes are advisable since the pre-school cannot be responsible for the cleanliness of the child’s clothing. Sturdy shoes or sneakers are best for running in the gym or climbing on the playground.

You must provide diapers if your child is not potty trained. Infants using a crib need a sheet which will be sent home to be laundered each week.

Checking Children In & Out

Parents must register their fingerprint at one of our secure check in stations. We have touch screen computers with biometric fingerprint ID pads. Parents must check their child in and out prior to dropping off or picking up. Children cannot be released to anyone except the parents or legal guardians, or to anyone designated on the consent to release form, unless the parent gives written or verbal permission to the administration.

Emergency School Closings

If Pineview needs to close school early, delay our opening or close for the day, we will be contacting the School Closings Network as early as possible. You will be able to receive this information on your local television stations or online and through our parent communication software. Please tune in whenever there is inclement weather or when a storm is in the forecast so that you are aware. If we are closing school early, we will also call.

Please make sure that we have a current phone number for you during the day or for another responsible person who would be able to come and pick up your child in the event of an emergency, snow or otherwise. Of course, if you are unsure about what is happening, or have any questions, you can always call us!

Regular tuition payments are due for these weeks.

No Nuts Policy

Due to the severe, life-threatening reaction caused by nut allergies, we have chosen to be a “nut-aware” facility. Please do not bring any products containing nuts into the building at any time. If your child has eaten something containing nuts, please have them brush their teeth and wash their face and hands well before coming to school.

School Holidays

School will be closed on New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, the Friday prior to Labor Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day. If New Year’s Day, Independence Day or Christmas Day fall on a Saturday, our holiday will be on Friday. If they fall on a Sunday, our holiday will be on Monday. School will be closing at 3:00pm on Good Friday, Christmas Eve and New Year’s Eve. Regular tuition payments are due for the weeks in which these days fall.

Smoking Policy

For everyone’s health and safety, please do not smoke in or around the building.
**Birthdays**

We love celebrating birthdays here at Pineview! Parents are welcome to bring in special treats, a cake, party favors, etc. Talk with your child’s teacher about an appropriate day and time for the celebration. Also discuss with the teacher any special food restrictions in your child’s classroom. Remember, at NO TIME may you bring any product containing nuts into the preschool!! We also ask that you please **don't bring in balloons or any hard candies** as these can each pose a choking hazard for children.

**Toys from Home**

**Toys or anything else brought from home must be put in the child’s cubby before entering the classroom.** The children may be allowed to get their special toy for naptime, if it’s appropriate (a quiet toy such as a teddy bear). **Please help us by explaining this to your child and reinforcing this rule.** Hopefully, this will reduce some of the conflicts in the classroom and keep the children’s special toys from getting broken.

**Supervision Policy**

Children will be provided competent supervision at all times. Competent supervision includes awareness of and responsibility for the ongoing activity of each child. It requires that all children be within a teacher’s range of vision and that the teacher be near enough to respond when redirection or intervention strategies are needed.

**Ratios and Group Sizes**

1:4  Infants (6 weeks-18 months) Maximum group size is 8 with 2 teachers.
1:5  Toddlers (18-36 months) Maximum group size is 12 with 3 teachers.
1:7  3’s - Maximum group size is 18 with 3 teachers.
1:8  4’s - Maximum group size is 21 with 3 teachers.

**Outdoor Play Policy**

We are required to take the children outside for at least 30 minutes each day, unless inclement weather. Inclement weather includes bitter cold, blizzard conditions, hail, or over 85 degrees without water play. This means we play outside in the snow, sprinkles and sunshine! Please be sure your child is dressed appropriately and has the appropriate extra things: snow pants, hat, gloves, boots, and coat in the winter; bathing suit, towel and water shoes in the summer!

**Incident Reports**

Whenever there is an incident of illness, accident or aggression, the staff member who observed the incident will write a report with details of what occurred. All reports are read and signed by an administrative staff member. Parents receive this report through our parent communication software.

**Custody Agreements**

Pineview must have court documentation for any custody issues. **We cannot** deny a parent access to their child unless we have the paperwork to enforce such agreements.

**Children with Special Needs**

Pineview Preschool is committed to providing quality care for all children. Please inform us if your child has a special need. We will work with parents and therapists and we will make whatever reasonable modifications are necessary.
to give your child the extra help he or she needs. If a child’s needs are beyond what we can accommodate, we will meet with the parents to discuss alternative solutions.

If we observe anything that causes us to think that an evaluation is necessary, we will request a parent/teacher conference to discuss the details with the parents. We will do all that we can to support the child and the parent through the evaluation process.

**Therapists/Specialists**

Parents must inform the school in writing of the therapist’s name, when the therapist is expected to visit the child at school and whether or not the child may be removed from the classroom for one-on-one time with the therapist. Other children may not be removed from the classroom by the therapist without written parental permission.

Therapists must sign in/out and provide a copy of their photo ID to administrative staff for the child’s file. If permission is given for the child to be removed from the classroom, the child will be checked out of the room during therapy. We request that parents give teachers and specialists permission to share information regarding the child’s progress and development in order to better meet each child’s needs.

**Naptime Policy**

Children nap in their classrooms. Infants nap in cribs according to their own schedule. As they grow they will gradually change to one nap a day, after lunch. Our older infant room transitions children from cribs to cots in order to be ready for the toddler rooms. Toddlers and Preschoolers take an afternoon nap on cots. Lights are dimmed or turned off and blinds are closed while children are sleeping. Quiet music is played and teachers will sing, read quiet books and rub backs. There will be consistent supervision throughout naptime as per our licensing requirements with OCFS. If a child is having difficulty sleeping and/or is beginning to outgrow a nap, they will be provided with an alternate quiet activity once it is apparent that they cannot sleep.

Pineview will provide each child with one cot sheet at registration. We only use this type of sheet on our cots. Please label your child’s sheet and other bedding (small blanket, small cuddlies and children 3 and older may use a small pillow.) All bedding will go home each week to be laundered.

**Glass Bottles, Sippy Cups and Water Bottles**

Glass bottle of any kind are not allowed in the preschool. A bottle accidently being dropped and shattered on the floor is a safety concern for our children as they crawl and walk around in the classroom.

All our toddler and preschool rooms use disposable cups for drinks at meals and when children are thirsty throughout the day. In the beginning of the year, in the young toddler rooms, the teachers work hard to transition the children from using a sippy cup to using a small disposable cup. You may send in a sippy cup or water bottle for WATER ONLY if you wish. Please make sure it is labeled with your child’s first and last name. Cups and water bottles will be sent home daily to be cleaned. The toddler and preschool teachers cannot wash dishes in their classroom due to regulations. Please do not send in anything other than water. (We are currently not allowing sippy cups or water bottles in the classroom due to health and safety reasons). We do not allow children to walk around the classroom with drinks or food. The teachers teach the children to sit at the table while drinking from a cup, sippy cup or water bottle. Please help enforce this rule.

**Stopping in the Hallway**

Do not stop your child’s class when you see them in the hallway to drop off or pick up your child. It takes our attention away from the group (and little children sometimes like to run off!). It also creates a confusing and hectic situation. We need you to walk with us to our destination until the children are safely in the room, gym, or playground. It may mean a few more steps for you but it means safer travel for the children. The safety of the children is our #1 priority. Thank you for your cooperation!
Health Policy

Prior to admission a medical statement (provided in enrollment packet) must be completed by a health care provider stating that the child is able to participate in child day care. The written statement from the health care provider must also state whether the child is a child with special health care needs and, if so, what special provisions, if any, will be necessary in order for the child to participate in day care. Medical forms must be updated yearly. We highly recommend that your child be screened for lead.

A written statement signed by the physician administering the medical examination must be furnished to the day care center, providing documentation that the child:

a) is free of communicable diseases;

b) has received the following immunizations at age appropriate intervals, except where there are medical or religious exemptions:

- DTaP - (diphtheria, tetanus and pertussis) 4 doses
- OPV or IPV - (polio) 3 doses
- MMR (measles, mumps and rubella) pre-K 1 dose
  - 2 doses are required for kindergarten entry
- Hib - (haemophilus influenzae type b) 1-4 doses
- Hep B - (hepatitis B) 3 doses
- Varicella (chicken pox) 1 dose
- PCV (pneumococcal conjugate) 1-4 doses

Children are not allowed to remain in school if these requirements are not met within a reasonable length of time.

Medication Regulations

The New York State Regulations regarding medication administration for child care centers are very specific. We do not make exceptions.

- We are only allowed to administer medication to children who have a completed official Medication Consent Form on file in the office.
- We cannot accept other notes from the doctor.
- Only trained staff members are allowed to administer medication. (If we do not have a trained staff member available, we will contact the parent of any child requiring medication at that time.)
- The entire front of the form must be filled out by a doctor; parents and preschool must complete the back.
- Consent forms need to be replaced every 6 months.
- One form must be completed for each medication.
- All medication must be brought to school in the original packaging. Directions must match Dr. instructions.
- Please bring medication and consent forms to the office to be checked in. Do not leave them with the teacher or in your child’s cubby.

Over the counter topical ointments (Desitin, sunscreen, etc.) require only a parent’s written permission.

Please do not send in cough drops, vitamins, etc. with your child.
Illness Policy

Your child will be sent home if we feel that he/she may be contagious (except for mild colds), or if he/she does not feel well enough to participate in and keep up with the activities of the day. Daily health checks and temperature checks will be recorded by the teacher. If any symptoms of upper respiratory illness arise parents must come and pick up the child within the hour. In the event of a suspected or confirmed case of Covid-19, we will inform parents and the Department of Health and we will follow all DOH guidelines. Please be aware that we may need to close the classroom or school for a period of time to clean and sanitize. If a member of the family has been exposed to Covid-19 and is quarantined, please do not send your child to school until after the quarantine is over.

Keep your child at home for any of the following conditions (such as but not limited to):

1. A temperature over 100 degrees in the past 48 hours. If your child is sent home from school with a fever, please do not bring him/her back to school until a normal temperature, without the use of medication, has been maintained for 48 hours. The only exception would be an elevated temperature the day after receiving immunizations.
2. Severe cold symptoms – frequent coughing, sneezing, copious nasal drainage, irritability, or lethargy.
3. Throat infections diagnosed by a physician. Children on an antibiotic for strep cannot return to school until the medication has been given for 24 hours.
4. Diarrhea or vomiting within the past 24 hours.
5. Conjunctivitis (pink eye) – your child must be on medication for 24 hours before returning.
6. Head lice.
7. A rash that has not been seen and/or treated by a physician.
8. Any signs or symptoms of a communicable disease (Covid-19, chicken pox, impetigo, ringworm, etc.)
9. If your child does not feel well enough to participate and keep up with the activities at pre-school.

Contagious Diseases/Conditions:

Please inform us if your child has been exposed to a contagious disease or condition such as Covid-19, chicken pox or head lice so that we can watch for symptoms. By helping us to observe good health standards, you will be protecting your child and others in the program. If all parents keep sick children at home, we have a better chance at staying healthy. Ultimately, this will mean fewer lost work days and fewer illnesses for all. A written note from the doctor is needed for a child to return to school once having a contagious disease or condition. The note must state the diagnosis and that the child is no longer contagious. However, a doctor’s note does not supersede school policy.

Illness Report:

If your child becomes ill during the day, his/her teacher will fill out an illness report and notify you through our parent communication software. It is the parent’s responsibility to read and adhere to the information contained therein.

Medical Emergency Procedure:

In the event of a medical emergency, a staff member will call 911 and then call the parent(s). If a child is taken to a hospital and a parent is not present, a staff member will accompany the child.
Behavior Management Policy

Our staff will consistently:

- Praise and reinforce positive behavior - Motivate children to make good choices.
- Model appropriate words and actions
- Remind children of the rules and the reason for them
- Use gentle but firm tone of voice.
- Speak to the children with respect
- Engage in activities with the children
- Teach and practice friendship skills and social-emotional skills

Friendships Skills:  Social Emotional Skills:
- Organizing/initiating play  Confidence
- Sharing & Turn taking  Developing good relationships w/peers
- Being helpful  Developing good relationships w/adults
- Being affectionate  Concentration/persistence w/ challenges
- Giving compliments  Effectively communicating emotions
- Apologizing  Being attentive/listening to instructions
- Showing empathy  Ability to solve social problems

When a child behaves inappropriate our staff will:

- Redirect young children to a more appropriate activity
- Help young children use words
- Identify emotions and talk about other ways to express them appropriately
- Review solution cards and have children choose a better solution to the problem
- Have children practice a new solution
- Help children problem solve
- If a child is too upset to work through any of the above, a “cool down” area will be offered until they are ready to make a better choice or work through the situation

Our staff will not:

- Isolate a child in a separate location that is not visible by the staff (hallway, closet)
- Use Corporal Punishment.

Aggression Reports

- Whenever an aggressive act (any behavior that may endanger the well-being of himself or of his classmates) occurs, a report will be filled out by the staff member who observed the behavior.
- The purpose of aggression reports is to notify parents of such behaviors and our plans for teaching the child the Social Emotional skills necessary to stop the aggression.
- Aggression reports also provide Pineview Preschool and parents with the necessary documentation for the purposes of a referral to early intervention or a CPSE evaluation if it becomes necessary.
- Aggression reports are sent to the parents through our parent communication software.
Aggression Policy

It is the goal of Pineview Preschool to provide a learning atmosphere that is safe and secure for all children. From time to time, a child demonstrates behaviors that may endanger the well-being of himself or of his classmates. An aggressive child may be removed from our program to ensure the safety and well-being of the group.

To assist in Pineview’s assessment of various aggressive acts, the following standards have been outlined. These are not intended to encompass all possible situations, but they will serve as a guideline for staff and parents.

1. When a pattern of aggressive, defiant, and/or uncooperative behavior suggests itself to pre-school staff, parents of the aggressive child will be notified immediately so that we can coordinate our efforts to eradicate the behavior.
2. If the behavior escalates in frequency or severity, parents will be notified in writing of the standards that must be met.
3. If, after written notice, the behavior continues, the child’s position at Pineview may be terminated.

Aggressive acts that may lead to immediate termination of the child’s position at Pineview include, but are not limited to:

1. Biting (see biting policy)
2. Any act that draws blood
3. Intentional injury to the face
4. Any act that causes or has the potential to cause significant injury.

In an effort to keep children safe, teach them socially acceptable behavior for group settings, and to prepare children for the “Zero Tolerance” policies that most schools have when it comes to violence and bullying, we are asking for your help. Now is the time to teach children how to treat others with respect and to obey the rules. The preschool years are formative years. It is when a child’s attitude and personality are developing. There are many inherent traits, but there are also many learned behaviors. Now is the time for children to learn that we all need to obey rules so that everyone (including ourselves) will be safe and happy. Below are a few school policies which are in place to discourage aggressive behaviors in the classroom. The teachers will be doing their best to enforce these rules in the classroom. Please help us to teach them to your children. Young children need to know that there are clear boundaries and that they can count on people who love them to enforce them. It actually builds trust and makes them feel safe and secure.

No wrestling or rough play ever (this includes pretend shooting, pretend fighting, pretend monsters, scaring others by growling and/or chasing)

Toys that promote aggressive play are not allowed in the school (this includes guns, weapons, costumes, capes and action figures- super heroes or villains)

Children need to use their words when they are upset, instead of hurting others (children need to keep their hands to themselves)

We will keep parents informed if a child has a difficulty with any of these issues and we will work together with you to bring out the best in your child. It is sometimes a challenge because children this age don’t always understand the ‘why’ for things but they can learn with consistency and repetition. Our efforts will pay off in the long run! Our goal is to maintain a safe, pleasant and nurturing learning environment that children can enjoy and thrive in!
Biting Policy

Pineview Preschool recognizes that biting is common among infants and toddlers. We also acknowledge that biting is never an appropriate or acceptable behavior and that it is very upsetting for children, parents, and staff. We know that young children bite for a variety of different reasons, such as: teething, experimentation, frustration, curiosity, communication, attention-seeking, imitation... Most of these reasons are not related to behavior problems. Our program, then, does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have four main responses:

1. care for and help the child who was bitten
2. help the child who bit learn other behavior
3. work with the child who bit and their family
4. examine our program/classroom and make reasonable modifications to stop the biting

We give immediate attention and first aid to children who are bitten. We wash the area with soap and water and offer to put an ice pack on it. If the skin is broken, the area will also be covered with a bandage and we recommend that the wound be seen by a health care provider. Parents are notified with an accident report through our parent communication software. We keep the name of the child who bit confidential. This is to avoid labeling and to respect the rights of families regarding confidentiality.

The parents of the child who bites are also notified with an aggression report. The teachers spend time observing and documenting incidents to identify the possible reason(s) for the behavior. When there are episodes of ongoing biting, the teachers meet with the director and with the parents to discuss strategies and techniques that may be implemented at home and in the classroom. Some of the strategies to discourage biting and to teach more appropriate behaviors are:

- shadowing the child
- intervening and redirecting
- teaching language skills and appropriate social skills (taking turns, sharing, using words...)
- modeling appropriate words and actions
- reinforcing positive behaviors
- offering a “teether” or “biting toy”
- educating the class that “teeth are not for biting” and that “biting hurts” by reading stories and by repetition
- removing the child from the situation and saying firmly “NO BITING”

These strategies are posted in the classrooms for quick and easy reference.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. It is the goal of Pineview Pre-School to provide a learning atmosphere that is safe and secure for all children. Extreme situations regarding biting, outside the realm of “typical,” will be handled on an individual basis. (See aggression policy)
Safety and Security

Security Cameras

We have cameras at all our entrances and play areas, inside and outside the building. The cameras give us the ability to monitor all the activity in and around the building more closely. The cameras are on a secure, password protected network with multiple layers of protection and it is not accessible to anyone other than administration.

Door Codes

The preschool entrance is the only door preschool parents and staff should use for entering and exiting the preschool. You must use the code to enter since our exterior doors are kept locked at all times. Please help to keep our building secure by following our security procedures. You will be given the code upon enrollment and whenever the code is changed. Do not give the code to your child or to anyone unless they are on your consent form. Please do not let anyone enter the building with you if they do not know the current code, even if they look familiar to you. Circumstances change often, and you don't know who is or isn't allowed to enter. If they don't, push the "Door Phone" button and the office will assist them. If someone does happen to walk in with you or after you, it is important to notify the office immediately.

Tuition Express

Tuition Express® is a PCI Level 1 Service Provider – collecting tuition payments, while keeping account information secure. TE utilizes 256 bit encryption. Pineview and TE limit the amount of information available and who has access to it. For more information go to http://www.procaresoftware.com/products-and-services/services/tuition-express-overview/

Procare – Child Care Management Software

Procare Cloud uses the highest standards of internet security (SSL). They use encrypted TLS connections to their SQL servers. Each client has a unique User ID and Password. Users have access only to their database. The servers are a Fail-over Cluster connected over 16G Fiberchannel fabric to a Nimble SSD SAN. They utilize backup to disc technology for daily backups. For more information go to http://www.procaresoftware.com/products-and-services/services/procare-cloud/centralized-data/

We will implement and adhere to required administrative and physical security measures to protect your personal information. If we become aware of any breach of security, you will be notified in writing immediately and we will notify the proper authorities.

Parking Lot

Parking lots can be very dangerous places! Please remember this when driving through the parking lot, as well as when you’re walking through with your children. Maintain a slow speed through the parking lot while driving. Children can dart out in a second, without any warning. Children must be accompanied by an adult at all times.

Please do not leave your car unattended while it is running.

It is against the law to pass a school bus with its flashing lights on, even in a parking lot. We have school buses in our parking lot each day for Early Childhood Education Center. They are required to have their flashing lights on. For everyone’s safety, please do not pass the buses while their lights are flashing.
Emergency Procedures

“Fire” or “Bomb Threat”

When alarm sounds or you receive a call:

1. Teachers line children up quickly and quietly and escort children out of the building using the evacuation route (see map near door).
2. If the primary route is blocked, teachers will use the secondary evacuation route.
3. Items to be carried outside are clipboards, the bag of blankets which is located near the door (if cold) and pocketbooks with cell phones and keys. Children do not get coats.
4. Do not use elevators.
5. Walk along the grass, around the outer edges of the parking lot.
7. Teachers should remain standing to be visible to moving vehicles and to be ready to guide and protect children.
8. If classes are outside, teachers should gather children away from building and count heads. Compare count to sign in sheet. Notify Kirsten of any missing children immediately.
9. Administration will check bathrooms, classrooms and playgrounds, then assist teachers moving children.
10. Kitchen staff will close kitchen doors and assist children exiting the back stairwell.
11. Administration will circulate to each group and ask for the total number of children in each group.
12. Once alarm is off and it is safe to enter the building Kirsten will signal the teachers. Walk children in quietly and calmly around the outer edges of the parking lot.
13. If we are unable to re-enter the building, we will bring the children to the Boy Scouts of America building on the other side of the parking lot. They have agreed to house us in the event of an emergency. The Polish Community Center will also house us. Parents will be called.

Shelter-in-Place Procedures:

“Lock-Down” (threat of intruder)

1. Teachers will be notified that we have a “lock-down” in effect through telephone, intercom system or 2-way radio.
2. Return to the classroom immediately. Close windows and lock doors.
3. Teachers will count the children and compare it to their tablet and notify the office immediately if anyone is not accounted for.
4. Do not say anything to frighten the children! Stay calm and keep the children calm.
5. Administration will call the church office.
6. Teachers will remain in their classrooms with the children until it is “all clear.” There are no exceptions!

“Partial Lock-Down” (possible threat of danger somewhere in the vicinity)

1. If we hear that there is the possibility of a dangerous situation you will be notified of a “partial lock-down.”
2. In this situation we will follow all of the steps for a “Lock Down” except classes will not be locked into their rooms.
3. After teachers have checked attendance and verified that all children in their care are accounted for they can resume normal routines as long as they remain inside.
4. All exterior doors will be checked and will remain locked.

“Severe Weather Alert” (Tornado)

1. As soon as teachers are notified of “Severe Weather Alert” they should quickly and quietly bring their class to the first floor of the building using the primary evacuation route if possible. We will gather in the designated classrooms that do not have exterior doors or windows.
2. Do not use the elevators.
3. Teachers should bring clipboard, flashlight, blankets, books, small items for circle activities. Teachers should also bring cell phones.
4. Teachers gather children in a designated area and do an attendance check. Then do a quiet group activity.
5. Administration will check bathrooms and classrooms, get first aid kits, then assist teachers moving children.
6. Administration will send a message through our software informing parents of our new location and giving them a cell number to reach us.
7. Kitchen staff will close kitchen doors and assist infants and toddlers.
8. Administration will circulate to each group and ask for the total number of children in each group.

If the need arises to shelter-in-place for a long duration, we have food and water readily available.

Parents will be notified of alternative locations as needed.

Parents will be notified of shelter-in-place drills in advance.
Programs & Curriculum

The Creative Curriculum

We believe that young children learn best through play and hands-on experiences. We provide ample opportunity for both in our program. Our teachers plan many interactive activities to keep children engaged and excited about learning. Our classrooms all follow The Creative Curriculum which is a unified curriculum based on five fundamental principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.

Child Development Assessments & Parent / Teacher Conferences

We use several different tools to assess each child’s developmental level. We practice on-going observations and do quarterly assessments with the Creative Curriculum. We also use the Ages & Stages Questionnaires when a child first enrolls here at Pineview. This gives us a baseline for further assessments. There are Ages & Stages Questionnaires for each different age group so they can be used at any point during a child’s first 5 years. There is also a version of Ages & Stages for social emotional development. This assessment is available if there are any questions or concerns in this area. All information about your child is kept confidential and parents are informed regarding their child’s progress and development. We offer parent-teacher conferences semi-annually, and as needed or requested by the parent or teacher. Please let the office know if you would like screenings and/or assessments to be done in your child’s dominant language.

Obesity Prevention

The health and well-being of our children and staff is very important to us. Our obesity prevention curriculum is the Get Fit Kit, and there are 2 key components that we emphasize so that everyone can live the healthiest lifestyle possible. The first component is nutrition and healthy eating. Our meals and snacks are carefully planned to offer a wide variety of healthy and nutritious foods. Our staff sits and eats family style with the children in order to model healthy eating habits. We encourage our teachers to plan healthy cooking projects, and our classrooms participate in health and nutrition units throughout the year. We believe that teaching children to make healthy choices will help them lead healthier lives.

The second component that we emphasize is movement and staying active! Our classes participate in many large motor activities, planned as well as spontaneous. Indoor activities include gym time and large motor room time. Outdoor activities include playground time, field time, nature walks, etc. We also incorporate active transitions throughout the day, as well as music and movement, morning exercises, and Mighty Minutes. Mighty Minutes are quick, easy-to-grab ideas that include songs, chants, games and activities to keep children active even during waiting or transition times. We believe that allowing children active time throughout the day will encourage them to always have an active lifestyle.

English Language Learners

Pineview Preschool wants to do as much as possible to support children who are learning to speak English while speaking a different language at home. Staff will receive training regarding strategies in dual language learning. We will provide multicultural books, songs, dramatic play props, pictures, etc...for use in each classroom. Teachers
are encouraged to learn how to greet each child in their home language. We have a binder with greetings in various languages in our resource room. We also provide translations for several other words and phrases that might be needed or comforting for children, such as, “Let’s play!” or “Do you need to go potty?” Our resource room contains other teacher resources and computers with internet access for translations. We are also in direct communication with families to learn key words and phrases in the child’s home language. Please let us know if you need any written information translated into your home language.

**Kids’ Church**

Every Monday at Pineview the children participate in Kid’s Church. Kid’s Church is a 10-15 minute session that takes place right in the clubhouse, taught by the Pineview administrative staff. Children get to experience Bible stories in many forms, including flannel board, Bible story books, object lessons and other hands-on activities. They sing songs, enjoy visits from puppets and participate in prayer time.

**Music & Movement**

Twice a month our preschoolers participate in half-hour Music & Movement classes. There is no extra charge to our families for this class. Music & Movement classes are beneficial when teaching rhythm, patterns, expression, beat and repetition and they help children develop better language skills, spatial awareness and large motor skills. (Based on instructor availability)

**Spanish**

Once a week all Preschool classes (ages 3 and up) participate in a half-hour Spanish classes. There is no extra charge to our families for this class. Children will learn Spanish in a fun, interactive environment from a trained professional. (Based on instructor availability)

**Amazing Athletes**

Amazing Athletes is an optional weekly program where an instructor comes to Pineview to teach a sports-based fitness class to 3 and 4 year olds. There is an additional fee to participate. At Amazing Athletes your child will learn the basic fundamentals of nine different sports while building self-confidence, practicing teamwork, and improving 7 key areas of motor development. For more information see the display on the 3rd floor. (Based on instructor availability)

**Dance Class**

Dance Dimensions is an optional weekly program where an instructor comes to Pineview to teach tap and jazz dance class to 3 and 4 year olds. There is an additional fee to participate. At dance class your child will learn tap and jazz and will prepare two routines for a dance recital offered in June. For more information see the display on the 3rd floor. (Based on instructor availability)

**Vacation Bible School**

During this exciting, action-packed week, all of our preschool classes spend the mornings in the church, going from center to center with their teachers, doing activities and games, learning songs and Bible concepts and stories. Our toddler classes also participate in the opening and closing each day in the church and will listen to the Bible stories in their own classroom. The theme varies from year to year. We end the week with a Closing Program and Fun Fair on Friday night for the entire family! You won’t want to miss it!
Meals

- Pineview provides a breakfast, hot lunch and snack for each child.
- Pineview participates with the Child and Adult Care Food Program (CACFP).
- Our menu is carefully planned with a healthy variety of foods.
- Our menu is approved by the NYS Health Department.
- Meals are served family style and we teach the children to make healthy choices.

Allergy Information & Meal Substitutions

Please inform us in writing of any food restrictions for religious beliefs or cultural preferences. If your child has a food restriction due to an allergy or intolerance we should have an ‘Individual Health Care Plan For a Child with Special Health Care Needs’ form filled out and on file so that we are aware of symptoms during a reaction, the action plan if symptoms appear, doctors instructions and any other medical or emergency information necessary to care for your child. It is not enough to just tell the teachers. We need it in writing. If your child has a true food allergy we also need documentation from the doctor, the appropriate medication (Epi-pen, Benadryl) and medication consent form on hand in case of an emergency. If you inform us of a food allergy we will not serve your child any foods containing that ingredient. Due to the severity of most nut allergies, Pineview is a NUT AWARE facility. We have eliminated nut products from the menu. Please do not bring in any foods containing nut products.

Please look over the menu carefully. If you need information regarding ingredients, call the office or leave us a note. If your child cannot eat a particular food item that is on our menu, it is the parents’ responsibility to send in a substitute food item for that day. We will not be offering substitute food items. If we need to make last minute changes to our menu or if a classroom is having a party, you will be notiﬁed.

If you need to send in a carton of soy milk or other milk substitute, please label it with your child’s name and give it to the teacher. We will keep it refrigerated. We have limited refrigerator space so please pack all other foods that need to be kept cold in a lunch box with an icepack to be stored in your child’s cubby. As a safety rule, we do not use microwaves for children’s food. If you have any questions, please contact the Director.

Child Abuse & Maltreatment Reporting

- All employees of Pineview Preschool are mandated reporters of child abuse. We have policies and procedures in place to protect children at all times while in our care.

- If a staff member has suspicion that a child is being abused or maltreated, they must make a report to New York State Office of Children and Family Services at 1-800-635-1522. That call must be followed up by a written, signed report within 48 hours.
• The safety of the children is always our number one priority, and a call will be made whether the allegation is against a parent or a staff member. Any person, neighbor, friend, or concerned citizen can call the statewide toll-free number if they suspect a child has been harmed or is at risk: 1-800-342-3720.

## Parent Participation & Communication

• We use a software program to communicate with parents, track attendance, maintain up to date information on pertinent information regarding the children. Teachers have tablets in each classroom to record each child’s activities (diaper changes, meals, sleep, etc.) and will send this daily report to each parent via email. Teachers and parents can also communicate with each other throughout the day regarding any important changes or issues that come up. Please be aware that teachers are very busy supervising and interacting with children and cannot be chatting with parents and they may not always be able to respond immediately to messages. Feel free to call the office if it is urgent.

• Parents are encouraged to arrive with their child at the center no later than 9 a.m. If the child is going to arrive later than 9 a.m., parents must call so the lunch count includes their child. It is extremely important to reinforce consistency in each child’s schedule. If the child is not going to attend on a particular day, parents are asked to notify the classroom teacher directly through the parent portal or call the school (518-456-6786) and let us know.

• Every fall we have an Open House. There will be several information tables about the school, children’s programs at the church, child development and more. Teachers also prepare handouts and sign-up sheets for classroom events. All staff are present so you will have the opportunity to meet the teachers and administration if you haven’t already due to varied schedules.

• Parent participation is welcomed. Parents are asked to avoid visits during naptime, usually between the hours of 1 p.m. and 3 p.m.

• Parents are invited to visit the classroom and share their talents! If you would like to come in and read a book or do a special project or presentation we would love it! Please arrange it with your child’s teacher.

• The toddler program includes assistance in potty training. Cooperation between parents and staff is needed to accomplish this milestone! We will keep you updated via the daily reports.

• It is important that a parent/guardian communicate his/her needs and desires openly and honestly to the child’s teacher. Please feel free to bring concerns up when they occur. Parents are encouraged to discuss any developmental concerns and to share any other information that may be appropriate.

• Pick up and drop off times can be very hectic as a teacher tries to maintain supervision of the classroom while updating parents. If you need to have a lengthy conversation with the teacher please ask for a phone call later in the day or schedule a conference.

• Feel free to stop in the Director’s office or the Assistant Director’s office if you have questions or to discuss and concerns or suggestions. We want to hear from you! Our Program Coordinator’s office is located in room 208. She is also a great resource, especially as it relates to child development and behavior management!

• Our Newsletter includes information about child development, school events and important updates. Each teacher also writes about what will be happening in the classroom each month.

• Please stop by our Parent Resource table on the 2nd floor directly outside the Director’s office. You will find materials on child development, community resources and other useful information.

• Check out our Facebook page and website for information about our programs and current events!
Potty Training

Pineview Preschool desires to assist parents with potty training their children.

Learning to use the toilet is an important time in your child’s life! Usually children are ready for this between two and three years of age. Physical, emotional, intellectual and social maturities are all necessary. So is lots of practice! It also requires coordination and cooperation between parents and teachers.

Our teachers watch for signs of readiness. They allow curious children to be observers at first, then, he or she can try it out themselves. Our two older toddler rooms are ideal for potty training since there are 2 toilets in the bathroom. We praise the children for all attempts and successes! Children are not criticized or ridiculed for accidents. For sanitary reasons, we cannot allow many accidents at school, therefore, home is really the best place for the majority of the training to occur.

One of the biggest hurdles to successful attempts at using the potty is the child’s clothing. Buttons, belts, buckles, onesies, tights and zippers are difficult and time consuming to undo- and sometimes there is no time to spare! Please dress your child in pants or shorts with elastic waists that your child can easily remove by himself. Encourage independence and teach them that they need to tell us when they have to go. If you decide to use Pull-Ups, the kind with the Velcro edges is best. Otherwise clothes and shoes have to be removed, and that time really adds up!

Please practice at home, get excited, dress them in easy to remove clothes, communicate with the teachers on a regular basis about your child’s progress and when to switch to underpants! When children are ready, it doesn’t take long if we work together! Some signs of readiness are: staying dry for hours and then soaking a diaper, waking up dry, asking about the toilet, willingness to sit on the toilet... Sometimes children are ready but are stubborn and uncooperative. If there are signs that your child is ready it is important to be firm and consistent.

It is important for children to be potty trained before entering the preschool classrooms. It is extremely difficult for the preschool teachers to work on potty training with such a large group of children and no bathroom within the classroom. If your child is having difficulty or there are extenuating circumstances, please speak to the Director.

*Any child who is not toilet-trained must be provided with a labeled package of disposable diapers. If for any documented medical reason a child cannot wear disposable diapers, the director and teacher should be notified and arrangements will be made for the child.*
Transitions

Entering Pineview

We aim to make each child’s transition into our program as smooth as possible. We offer tours to prospective parents where they can ask questions of administration as well as classroom staff. Upon enrollment, parents and children are welcome to come and visit the classroom and meet the teacher. Tours and classroom visits must be scheduled through the office. On your child’s first day, they will have a cubby with their name, as well as a designated spot for their extra clothes. Your child will be welcomed in to the room where the parent will sign them in. Parents are welcome to stay a few extra minutes in order to help their child feel comfortable.

Changing Classrooms

It is our goal that each child will have as few classroom changes as possible, especially in the first two years. Infants move from our younger infant room to the older infant room usually between 8-14 mo. Once a child turns 18 months old they must move to the toddler room, according to NYS regulations. When the time comes for a child to move to the next age group, parents will receive notice in writing, informing them of the new classroom, the new teachers, as well as any changes in activities. Children will visit their new classroom for several days prior to the move up, 2 or 3 hours each day, often with a small group of children that will be moving with them. Their new teacher will prepare a cubby for them outside their new classroom. Our transitions are usually very smooth!

Kindergarten Readiness & Leaving Pineview

Most school districts require children to be 5 years of age by December 1st to enter Kindergarten. If your child has a birth date after December 1st, please check with your school district so that you are informed of their cutoff date. Many parents of children with late birthdays (sometimes summer, definitely fall) choose to give their child an extra year of Preschool prior to entering elementary school. There are many benefits with this option. Children need to be developmentally ready for each grade level. This decision should not be made based only on a child’s intelligence. Too early a start can lead to frustration and stress throughout their entire academic career. Our preschool teachers will be conducting assessments and will notify parents of any concerns.

When your child is developmentally ready to graduate from preschool and enter kindergarten, we will help prepare them for this exciting change! Through the use of activities, songs, books and encouragement your child will be ready for this important next step in their lives. If your child is leaving Pineview, we must have 2 weeks written notice. It is our goal to be a support for you and your child in any way we can. In either case, we want to assist you to ensure a smooth transition for your child and for you! At the request of parent or school, we will send any medical reports or other documentation you may need.

Separation & Attachment

We know that separation can be hard for children of any age. Our teachers are sensitive to each child’s individual needs and we strive to do all we can to make each child successful at school. We encourage you to maintain a consistent routine including what time you drop off, how long you stay at drop off time, and even how you say goodbye. Many things can help a child dealing with separation anxiety. Please speak with your child’s teacher if you have concerns and we’ll work together to ease the pain of separation.

We believe that attachment is important for all children. We know it is important for their development, and it’s vital that children experience attachment with their caregiver. Please see the following inserts regarding Separation & Attachment.
Frequently Asked Questions

It's my child's first day. What do I need to know?

Make sure your child has a complete change of clothes and a set of bedding, clearly marked with his/her name. A small pillow may be provided for children ages 3 and up. For those in diapers, each child should bring a package of disposable diapers. For a successful first day, maintain an upbeat, positive attitude and instill excitement in your child. They are going to have so much fun at school! Sometimes hanging around for too long makes the goodbye more difficult for your child. Take cues from your child and your child’s teacher.

Where do I put my tuition check?

Tuition checks should always be placed in the mail slot in the Director’s office door. Please do not hand them to a teacher or leave them on an unattended desk.

What if I am paying cash?

Cash payments must be made in the billing office and you must be given a receipt. Cash payments may only be made between the hours of 1:30-5:00pm on Thursdays, 7:30am-5:00pm on Fridays and 7:30-11:30am on Mondays.

Do I have to pay tuition for holidays and days the school is closed?

Yes. Regular tuition is due for each week of your child’s enrollment regardless of holidays, school closures and delays, absences, or emergency closing. All of this is factored in when the tuition prices are set. (See Emergency School Closures Policy on page 23).

My child is part time and misses a day when there is a holiday. Can we make it up by coming another day?

No. If we offered make up days for one child, we would need to offer them to everyone and that is just not possible. We cannot allow children to make up days that are missed for any reason. If there is space available and you want to pick up an additional day we may be able to accommodate that but you will be charged for the day.

Do you have any information for me regarding my child’s development?

Our monthly newsletter also contains several sections relating to child development. Teachers assess children’s developmental progress quarterly and will inform parents of any concerns. Parent/Teacher conferences are offered twice a year, as well as whenever deemed necessary by a parent or teacher. We also share information regarding child development and parenting at our annual open house. If you have questions or need more information feel free to contact the office.

When will my child move up to the next class?

Generally, all of our current students move up to the next classroom at the start of the new school year in September. Typically, preschoolers are assigned to a classroom for the entire year. Occasionally, however, there are situations where it is best to move a child from one preschool room to another during the year. In February/March, we usually need to move a few of the infants and toddlers up to the next age group. We try to minimize move-ups for infants and toddlers to once a year. This decision is based on the age of the child, their developmental readiness and available space in the classroom. Parents will always be notified prior to any move-ups. We will also help each child transition by arranging several visits to the new room.
Do you take the children on field trips?

We currently do not take Preschool children on field trips. We do schedule several special events throughout the school year. We have a fire truck visit the school annually. We make a “Pineview Pumpkin Patch” at the end of October in our back field. We have had a CDTA bus, CMOST museum, a dental hygienist, a storyteller, a missionary and other interesting professionals come to visit as well. If you have an idea for a special visitor or would like to share your profession with the children, please let us know!

I can pick up my child by 5:35pm, is that okay?

No. Pineview Preschool closes at 5:30pm. In an effort to maintain fairness to all families and staff, a late fee will be applied if you arrive after 5:30. As per our general policies (page 3) any child picked up after 5:30 will be charged an extra $15 for the first 15 minutes or any part thereof. The parent will be subject to an additional $15 for each 15-minute period after that, or part thereof. When a parent does not arrive at pick-up time, we will call those names designated on the child’s emergency blue card and consent to release form. If we are unable to make contact with anyone to pick up the child and it is one hour past our closing time of 5:30, we will contact the police.

If you are running late due to a traffic emergency or other extenuating circumstances, please call the Preschool office as soon as possible. This does not negate the late fee. The courtesy of a phone call allows us to communicate to our staff and your child that you are on your way.

What if I don’t need child care for the summer but I want to keep my spot?

Families may not take any time off (including summers) without paying tuition (either full rate or vacation discounted rate, if applicable.) Families who take time off without paying tuition are in effect withdrawing their child and will be added to the waiting list if they wish to return at a later date.

Do the children watch TV?

Videos are used selectively, only high-quality educational or movement-based commercial-free programming is shown. The TV is used for only 30 minutes once a week at the maximum. Children under 2 do not watch any TV while in care. TV’s are never used during nap or meal times. Alternate activities are always available during movie time. Sometimes children bring in videos from home that they expect to watch at preschool. Please do not send in videos with your child without first consulting with the child’s teacher.

My child’s class is not in the room. Where are they?

Pineview classes are always on the move! Between the gym, playground, Kid’s Church, motor room, etc., we are often travelling out of our room. Each class has a door sign that will indicate where that class is at any given time. If you ever have trouble locating a class, please check with the office.

What holidays does Pineview celebrate? Do you celebrate Halloween?

We celebrate many American and multi-cultural holidays in our classrooms. We do not celebrate Halloween in any way. Please do not send your child to school in a costume or bring in Halloween oriented items.

I have some comments and suggestions. How can I make sure they get to the right person?

You are always welcome to call or meet with the Director. Also, for your convenience there is a parent participation box located on the 2nd floor. There are blue slips of paper that you can fill out with as much information as you’d like. This box is checked regularly and we attempt to resolve all issues in a timely manner.
My child comes part time, can I add an extra day every once in a while?

Extra days must be approved by the office staff. Many times our classes are full, and no extra spaces are available. If a space is available, and it’s approved by the office staff, payment must be made ahead of time.

What is the policy regarding visitors?

All visitors must sign in upon entering the school and sign out when leaving. In order for someone to visit and/or pick up your child from school, he/she must be listed on your child’s consent form. Please inform us in advance if someone is coming to visit your child.

What if my child needs a new cot sheet?

We only use one type of sheet on our cots. You will receive one when you register your child. Please label with your child’s name. If you wish to have a second sheet for a spare, or if yours gets lost or damaged, you can purchase additional sheets for $9.00 through the office or online from several different retailers. (Children may also bring in small ‘cuddlies’ and small blankets. Children 3 years and older may use a small pillow. All bedding will go home each week to be laundered.)

How can I contact the NYS Office of Children and Family Services (NYSOCFS)?

You can contact NYSOCFS by calling (518) 473-7793. The child care complaint line is (800) 732-5207. You can access NYS Child Day Care Center regulations at any time on their webpage http://ocfs.ny.gov.

Emergency School Closures

Pineview may close the school for health or safety reasons.

The school will delay, close early or close for the day if the weather is deemed too hazardous for travel. The school may also close due to other health or safety emergencies. Regular tuition is due for all these short-term emergency closings.

In the event that there is a catastrophic emergency, public health crisis or other critical situation which causes us to close for a longer amount of time, we have outlined the following tuition payment policy:

- Closure for a partial week – full payment is due – no refunds
- Weeks 1 & 2 (first 2 full weeks) closed – 75% tuition due
- Weeks 3 & 4 closed – 50% tuition due
- Weeks 5 & 6 closed – 25% tuition due
- Week 7 and all others following – no tuition due

Tuition payments secure a space for your child and allows us to pay for our expenses, which includes staff salaries. Staff will continue to remotely teach and connect with children and families remotely through online platforms during a lengthy closure. Families may withdraw their child from the school at any time with 2 weeks written notice. Unfortunately, we cannot save spaces without tuition payment. If you wish to return, your child’s name can be placed on our waiting list.
1. A registration fee and security deposit (equal to 1 week’s tuition) must be paid before a child is accepted into the program. First week’s tuition is paid prior to the first day of school.

2. The tuition fee for each week is to be paid to the Preschool on the Friday prior to the week of service. A grace period is allowed if payment is made on Monday morning by 12:00 noon of that week of service. A late fee of $10/week will be charged after noon on Monday of the week of service. If a check is returned to us for insufficient funds, there is a $35 returned check fee and we may require all future payments be made in cash. If payments are not made according to our policy your child’s enrollment may be terminated.

3. If a child is absent during the week for any reason, including but not limited to sickness, holiday, snow day, or vacation day, the said full tuition is due and payable. If a day other than the contracted day is requested, it is considered an “extra day” and tuition is to be paid in addition to the contracted fee. There is no changing of days without prior approval by the Assistant Director.

4. Our preferred payment method is Tuition Express, an automated online payment system. Once enrolled, your child’s tuition will be paid automatically through an ACH transaction according to our contract.

5. There are different tuition rates for each age group- infants, toddlers, preschoolers. See website for current amount. Tuition rates change on the first full week in the new age group.

6. If two or more children from one family attend the preschool, a discount will be given. For families with two children enrolled, 10% will be deducted from the older child’s tuition. For families with three children, 15% will be deducted from the oldest child, and 10% from the second oldest child.

7. The preschool hours are from 7:30 a.m. to 5:30 p.m. Any child picked up after these hours will be charged an extra $15 for the first 15 minutes, or any part thereof. The parent will be subject to an additional $15 for each 15-minute period after that, or part thereof. If you are going to be late, you must notify the preschool office. The late fee is due the following day. When a parent does not arrive at pick-up time, we will call those names designated on the child’s emergency blue card and consent to release form. If we are unable to contact anyone to pick up the child and it is one hour past our closing time of 5:30, we will contact the police.

8. Full-time students are eligible for two (2) discounted vacation weeks. For each vacation week the child must be out for five consecutive days. Tuition will be discounted by $50 for each of the two vacation weeks. Regular tuition is due for all other weeks, regardless of attendance.

9. Families may not take any time off (including summers) without paying tuition (either full rate or vacation discounted rate, if applicable). Families who take time off without paying tuition are in effect withdrawing their child and will be added to the waiting list if they wish to return at a later date. Filling out a registration form does not hold your spot for the fall if you change your enrollment status for the summer. We will attempt to fill all openings and that may affect the availability for fall.

10. Families Receiving Financial Assistance - If you qualify for assistance through Social Services or Work Force Development we will provide a verification letter of enrollment and we will document days of attendance. Parents are responsible to fulfill all eligibility requirements of their county. Parents are required to pay the parent fees according to our tuition policies outlined on our fee schedule. Parents are also required to pay any balance due after the amount of assistance has been applied to the account.
ENROLLMENT CONTRACT

This agreement made on ______________________, 20____, between PINEVIEW COMMUNITY CHURCH of Albany,

New York, hereinafter called “Church” and ____________________________________________________________,

residing at ____________________________________________________________

(parent names)

________________________________________

(address)

hereinafter called “Parents”.

Whereas, the Church desires to provide an Infant Care, Pre-School, and Kindergarten, and Summer Program, and

Whereas, the Parents desire to place their child in attendance in the said Pineview Pre-School in accordance with

the following provision. Now, therefore, in consideration of the covenants and agreements herein, it is agreed as follows:

ENROLLMENT AND TUITION

That the child may be enrolled in Pineview Pre-School between the hours of 7:30 a.m. and 5:30 p.m., Monday
through Friday, and the enrollment shall be for a one-week period. In the event that the Parents do not notify the
Church, in writing, fourteen (14) or more days prior to the termination of their child from Pineview, then it is
understood and agreed that the weekly period will continue on for successive weekly periods in accordance with
these terms.

The registration fee of $55 is payable upon submission of the enrollment form. A security deposit of one week’s fee is due
and payable upon enrollment. The tuition fee for the days of your child’s enrollment each week is based upon our current
tuition rates for each week herein. “Current” means the tuition rates for the school year for which your child is enrolled. I
understand that tuition rates are subject to change. Tuition is to be paid by the Parents to the Church on the Friday PRIOR
TO the week of service. A grace period is allowed if payment is made on Monday morning by 12 noon of that week of
service. A weekly fee of $10 will be charged for any late payments. If payments are not made according to this contract your
child’s enrollment may be terminated. If a day is requested that is not one of the child’s regularly scheduled days, it is
considered an extra day and tuition for that day is to be paid along with the regular weekly tuition. There is no exchanging
of days unless approved by the Director and the additional tuition fee is paid. If a child is absent during the week for any
reason, including but not limited to sickness, holiday, snow day or vacation day, the said FULL tuition is due and payable.
There shall be no pro-ration of fees. Parents agree to adhere to the tuition policies, and all other school policies, as outlined
in the parent handbook, including updates throughout the contract year.

Pineview is not in session on the following days: NEW YEAR’S DAY, MARTIN LUTHER KING, JR. DAY, PRESIDENTS’
DAY, MEMORIAL DAY, INDEPENDENCE DAY, the FRIDAY PRIOR TO LABOR DAY, LABOR DAY, THANKSGIVING DAY,
THE DAY AFTER THANKSGIVING AND CHRISTMAS DAY. Pineview closes at 3:00 p.m. on Good Friday, Christmas Eve,
and New Year’s Eve. Regular full tuition payments are due for the weeks in which these days fall.
TRANSPORTATION
The Parent agrees to provide transportation for the said child from the said school each day by 5:30 p.m. In the event that the said child has not been provided transportation by the Parent by 5:30 p.m., there will be an additional charge of $15 per each 15 minute time period that the child has not been provided transportation by 5:30 p.m. and payable the following attendance day. The providing of transportation means that the Parent or someone else designated on their behalf will call for said child.

TERMINATION
This agreement can be terminated by the Church by giving personal or written notice to the parents or legal guardian. The termination, when given by personal notice, commences immediately or as provided by the said personal notice. Termination, when given in writing, commences three (3) days thereafter, not counting the day the noticed was given.

The Parents can terminate the agreement by giving written notice or by serving same on the said Church two (2) weeks prior to the date of termination. Such termination will take place at the end of the second week after notice is given. If the two (2) week notice is not followed, security deposit and tuition will not be refunded and all monies due to Pineview must be paid within two (2) weeks from said child’s last school day.

WAIVER
The Church may waive, upon appropriate circumstances, strict compliance with the terms hereof.

DAMAGE
The Parents will be responsible for any damage caused by the child to the Church’s personnel or property or to other children in attendance and will hold said Church harmless from any cause of action, claim or demand brought by any party resulting from the actions of said child.

MANAGEMENT
The church agrees that it will comply with all local and state regulations regarding day care centers. The Church agrees that it will exercise ordinary due care in the management of the said school.

DEFINITION
The above named Parents may include natural parents and/or legal guardians.

For Pineview Pre-School   Parent or Legal Guardian

Date