



# LittleStar

**Handbook 2018 – 2019**

# Table of Contents

Hours of Operation .....	3
Attendance .....	4
Dress Code.....	4
Meals and Nutrition.....	4
Health and Safety .....	4
Sick Children Policy and Guidelines .....	5
Therapy .....	5
Visitors .....	6
Lost and Found .....	6
Contact Us.....	6

## Introduction

We excitedly anticipate the upcoming school year and look forward to maximizing each child's potential. As children flourish and thrive when they are in a structured environment, we have compiled a handbook of policies and procedures. Please review its contents before the start of the school year.

## Hours of Operation

### Schedule

Monday – Thursday 8:30 am – 3:30 pm

Friday – 8:30 am – 1:30 pm SHARP

For your convenience, your children can be dropped off between 8:30 am and 9:00 am. Upon drop-off, every child must be turned over in person to a school staff member.

Classes conclude at 3:20 pm at which time you may pick up your child, pickup is until 3:30.

Please be prompt.

No child can ever be dropped off or picked up without an adult to receive him/her. No children can ever remain unsupervised.

On Friday, drop-off remains the same; however, pickup will begin at 1:00 pm. All students MUST be picked up by 1:30 pm SHARP.

Your child should be dropped off at the back entrance, off Getz Avenue, and escorted into the building. Please be careful not to block any driveway nor double park your car so as not to inconvenience our neighbors and create ill feelings toward our school.

### Aftercare

If you are interested in an aftercare option for the school year, please be in contact with the preschool office. If there is sufficient interest, we will try to arrange it, for a moderate fee.

### Changes in Dismissal

In case of a change in pickup; i.e., a different adult other than a family member is picking up your child, the office MUST be notified to ensure the safety of your little one.

## Attendance

**Daily Attendance:** Daily attendance is imperative to ensure your child's optimum success in his/her learning and overall development. Please be timely so as not to disrupt the class.

## Snow Days

In the event of a snow day, please visit our facebook page or call the office at 718-948-7827 to be informed of any possible schedule changes.

## Dress Code

Active play is an essential component of your preschooler's day. Please be aware that the clothing your child wears to school is subject to the natural results of outdoor play (weather permitting), messy arts and crafts etc; therefore, clothing should be practical, washable and comfortable. We cannot take responsibility for clothing damaged during the course of play and crafts.

## Meals and Nutrition

Little Star provides well balanced lunches and nutritious snacks, twice daily. Any outside food brought into our building must be in a sealed package and must have any one of the following certifications such as:



Any questions about certifications, please contact the school. This includes food or snacks for birthday parties etc.

## Health and Safety

**Emergency Information:** Please notify the teacher of any changes in your emergency card (new cell phone number, etc.). It is crucial that emergency files are up to date.

**Family Emergency or Exceptional Circumstances:** For any situation in which you feel that your child might need a little extra TLC or other occurrences, be it a family emergency or exceptional circumstances, even if it is a positive situation, please inform the teacher (for example, a move, a wedding or the birth of a sibling). Any change is hard on a young child and it is important for the teachers to be aware and supportive of your child.

**Medication:** By law, we cannot give a child Tylenol or administer any other medication. In case of necessity, a signed written consent must be provided for the child to be given the medication at school. Medication must be in the original container that is labeled by the pharmacy or the manufacturer with the same information written on the label as on the consent form.

**Communicable Disease:** Please inform the office if your child has a communicable disease. If your child is absent because he/she has contracted a communicable disease, the office must be informed within 24 hours.

**Medical Forms:** All parents must bring in updated medical forms and immunization records. For the safety of your child, it is critical that we have all medical and immunization forms on file. Children without forms will not be admitted into class.

## Sick Children Policy and Guidelines

1. Ear infections are not contagious; but if it is accompanied by a bad cold, cough, runny eye or eye infection, they are contagious for 24 hours after starting medication. If severe cold symptoms continue, the child is contagious even after 24 hours.
2. Any child with an unexplained temperature over 100 degrees in the morning may not attend preschool that day.
3. Any child who has a bad cough should be considered contagious for 48 hours.
4. Any sore throat that requires antibiotics is considered contagious until medication is taken for 24 hours.
5. A child who has an eye infection with pus is considered contagious until on antibiotics or antibiotic eye drops for 24 hours.
6. Any child who has a stomach virus with vomiting and diarrhea should not return until the diarrhea is gone 24 hours, provided there is no fever.
7. A vomiting child is contagious until he/she has kept down a normal meal and has not vomited in at least 24 hours
8. Any child who is out sick with any contagious virus/malady that requires medication or antibiotics (eg. pink eye, strep throat etc.) cannot return until he brings a signed doctor's note from his pediatrician that he is allowed to return to the classroom.

## Therapists

It is important that a therapist or SEIT not be disruptive to the running of the school. If your child requires a therapist or SEIT, please provide the teacher with a schedule prior to the start of school. It will enable the teacher to better plan her lessons to accommodate the students' needs. It is also important to confer with the teacher regarding the selection of a therapist or SEIT so that the person will blend into the fabric of the school and not be an uncomfortable addition to the classroom. The school will be happy to make recommendations.

## Visitors

Parents, siblings, relatives, and friends are asked to please not make unscheduled visits to the children during school hours as it is disruptive to the class.

## Lost and Found

We value your property and possessions. Please label all clothing and belongings that are sent to the school with your child. Although we will try our best to return all labeled items found, we do not take any responsibility for personal belongings. If you notice that any item is missing, please remember to call and claim it, so that we can return a lost item to its owner.

## Contact Us

Should you have any concerns regarding your child, we can be reached at:

Little Star Phone – 718-948-7827

Ms. Aliza Perles    [aliza.perles@jewishlittlestar.org](mailto:aliza.perles@jewishlittlestar.org)

Our website can be accessed at:    [www.jewishlittlestar.org](http://www.jewishlittlestar.org)

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