



PARENT HANDBOOK

Field Of Dreams Preschool
181 Guinea Hill Road
Slate Hill, NY 10973

ABOUT US

Field of Dreams Preschool is a New York State licensed childcare facility, as well as a state approved special education program, which includes integrated and self-contained classroom instruction. We also provide related services (speech, occupational therapy, physical therapy and counseling) to children attending our center-based program. The children we serve are 2.9 – 5 years old. Our special education students are classified as a “preschool student with a disability” by their home school district’s Committee on Preschool Special Education (CPSE). We also accept tuition based students to our 3 and 4 year old 8:1:1 integrated classrooms. Our current classroom models include integrated 8:1:1 and self-contained 12:1:2 and 8:1:2.

Our preschool program is designed to individually meet the needs of our students. A "best practice" approach is used to ensure each student is receiving a level of education that they currently need, and one that will ultimately pave the way towards independence. Our learning plan accommodates structured activities, as well as opportunities for free choice play. Our students are taught our thematic based curriculum through a supportive environment created through instructional learning materials, interpersonal relationships and daily routines. The use of technology is limited to no more than 30 minutes at a time and is limited to educational programs. Children are never required to sit for technology and can be offered alternative learning opportunities.

Founded in 1999, FOD is a family-owned and operated educational facility that provides high quality, full and half day programs to both children with special needs, as well as neurotypical children. The preschool has a strong educational curriculum that features farm-to-preschool programming. An outstanding staff and commitment to early childhood learning and development provides each individual child with an environment that encourages self-discovery and a commitment to education. Services provided by FOD include self-contained classes (classes comprised of special needs children), integrated classrooms (classes comprised of both special needs and neurotypical children), evaluations, and daycare. FOD believes in creating enhanced socialization in all aspects of its model to create the least restrictive environment for the children it serves.

OUR PROGRAM IS LOCATED AT & OUR PHONE NUMBER IS:

Field of Dreams Preschool
181 Guinea Hill Road Slate Hill, NY 10973
(845) 355-3232

FIELD OF DREAMS SESSION TIMES ARE AS FOLLOWS:

Our Full-day program 8:30am – 1:30pm
Office hours are Monday – Friday 8:00 – 3:00pm



TRANSPORTATION

Students that attend Field of Dreams, as part of the Special Education program are determined to be eligible for transportation services at the time of their CPSE meeting. Transportation services provided to children must be included on your child's IEP. All required forms/documentation are handled by the child's school district.

Children are transported in car seats which are provided by the bus company along with bus matrons (if needed). If your children have special seating needs (i.e.; wheelchair) the parent will fill out the needs on the transportation form.



DROP OFF/PICK UP PROCEDURES

Each parent/legal guardian will document, in their enrollment packet, who is authorized to pick up their child. If you would like a person who is NOT identified as an authorized person to pick up your child, you must notify us in advance, in writing. That person will be required to show us photo identification.

If a child has not been picked up after closing, attempts will be made to contact you, your authorized pick ups and your emergency contacts. Someone will stay with your child, but if we are not able to reach you in 2 hours, a call will be made to the local child protective services agency.

Field of Dreams is committed to following procedures which ensure children and staff's health and safety. Our current procedure for parent drop-off and pick-up is outlined below. Please note that this procedure applies to ALL Preschool youngsters being dropped off and/or picked up at the official start and/or end of the school day. A staff member will be waiting for your child outside and will sign them in.

Morning procedure (beginning of the school day):

- Children should be brought in for the beginning of the official school day (8:45 am).
- Parents will pull into the traffic circle and follow the directions from Field of Dreams Staff.
- A staff member will pick up your child.

Afternoon procedure (End of the school day):

- Children should be picked up at the end of the official school day (1:45 pm).
- Parents must wait outside for their child to be brought outside by a staff member.

We expect that these procedures, as outlined, will ensure the health and safety of our students and staff.

Your cooperation with the parent drop-off and pick-up procedures, as outlined is appreciated.



SEVERE WEATHER

We reserve the right to close for inclement weather. We will communicate with families via the Procare App in the event of a school closing, delay or early dismissal due to weather. We will do our best to keep you informed as quickly as possible.



ATTENDANCE POLICY

There are attendance requirements that are regulated by the state/county. If a child enrolled in the preschool program is absent at any time during the year for a period of three (3) consecutive school days, we will contact you to determine the reason for the absence. **A doctor's note is required for your child to return to school after being absent for a period of three (3) consecutive school days.** We are also mandated by the NYS Department of Education to notify your school district as well as any county/city departments for any consecutive absences for children enrolled in our program.



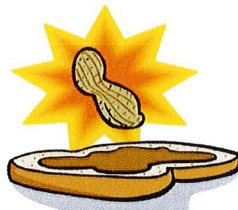
WHAT TO BRING TO SCHOOL

Below is a list of supplies to send in with your child on the first day of school. Please label everything:

- Backpack
- Complete change of clothing – pants, underwear, shirt and socks
- Bag of diapers (if needed)
- Pack of wipes (if needed)

Your child is expected to bring the following to school:

- Backpack
- Folder (Provided to you by the school for communication purposes)
- Lunchbox with snack, lunch, drink
- Sneakers for outside play



PEANUT POLICY

Field of Dreams is a peanut / food allergy sensitive school and **ANY** child who has a documented food allergy must have a Food Allergy Care Plan implemented for each school year they attend Field of Dreams. Children with documented peanut/ nut allergies will be placed in a peanut free room. Field of Dreams' Food Allergy policy for children with food allergies is:

1. Field of Dreams will not provide any food to a child with a documented food allergy.
2. All food must be provided by the parent from home.
3. Classrooms will notify parents when there is a party or celebration in the classroom or school. Parents will be asked to provide a snack for their child during that time.
4. All food items for parties and celebrations must be store bought with food label attached. If no food label is attached on the item, it will not be served to any child and returned home to the parent.
5. No **home baked** goods will be permitted in the school or classrooms for consumption by any child attending the school during parties or celebrations.



HEALTH & ILLNESSES

In our commitment to protect the health of all our children, parents and staff of Field of Dreams, parents and staff are responsible for being vigilant in their daily observations of the children's health status. When certain symptoms present themselves, parents and/or staff must follow procedures for exclusion from school. If during the day we feel that your child should not be in school due to illness, the school nurse or appropriate administrator will contact you or your designated alternate. Please make sure that you have completed an Emergency Contact form so that you may be reached during your child's school hours and update this information as needed.

*It is imperative that we are **always** able to reach you, or someone designated to act on your behalf. If your child needs to be picked up due to illness you (or your designated alternate) must come to pick up your child within a reasonable time (**no more than an hour**). Exceptions to this will be considered on a case-by-case basis. If the nurse or administrator calls and asks that that your child be picked up, your child will **not** be sent on the bus regardless of what time of day that call is made.*

Symptom Checklist:

1. Unusual lethargy, irritability, persistent crying, difficulty breathing, inability to function in a group setting, the attention the child requires, due to any cause, compromises the care of the other children.
2. **Fever (100.4°F) – *exclude for a minimum of 24 hours without any aid of a fever reducing medication (Motrin or Tylenol).***
3. **Diarrhea** – defined as an increase in the number of stools, compared with the child’s normal pattern, with increased stool water or decreased form (stool that is so watery that it cannot be contained within diapers or toilet use): ***exclude for a minimum of 24 hours from last diarrhea episode. At this time, children will be sent home after 2 diarrhea episodes. They will not be able to return to school the following day.***
4. **Vomiting** – unless that vomiting is determined to be non-disease related and the child is not in danger of dehydration: ***exclude for a minimum of 24 hours from last vomiting episode. At this time, children will be sent home after two vomiting episodes and will not be able to return to school the following day.***
5. **Strep throat/scarlet fever – *excluded for 24 hours after treatment has been initiated.***
6. **Impetigo – *excluded for 24 hours after treatment has been initiated.***
7. **Scabies/head lice** – child is allowed to return to school the morning after the first treatment.
8. **Purulent conjunctivitis (“pink eye”)** – defined as pink/red conjunctiva with white/yellow eye discharge, often with matted eyelid after sleep and including a child with eye pain or redness of the eyelid or skin surrounding the eye: ***excluded for 24 hours after treatment has been initiated.***
9. **Chicken pox – *6 days after onset of rash or until all lesions have dried and crusted.*** Children who receive the chicken pox vaccine should not be excluded unless they develop a rash. Rashes can develop up to six weeks after child receives the vaccine. Rashes from vaccine usually disappear soon (by 1 or 2 days).
10. Rash with fever/behavior change or rash that is possibly infectious; mouth sores associated with an inability of the child to control his/her saliva; persistent, frequent cough that interferes with the child’s activities.
11. Abdominal pain that continues for more than two hours or intermittent pain associated fever or other signs of symptom or illness.
12. Mouth sores with drooling, unless the child’s health care provider states that the child is not infectious.
13. Active tuberculosis, until the child’s primary care provider or local health department states that the child is not contagious.
14. Rubella, until 6 days after the rash appears
15. Pertussis, until five days after appropriate antibiotic treatment
16. Mumps, until five days after gland swelling
17. Any child determined by local health department to be contributing to the transmission of an illness.

Children taking antibiotics must be on them for 24 hours before returning to school. In addition, in order to return to school, children must be fever-free for 24 hours and free of the symptoms above. All children who are sent home from school for the above reasons MUST remain home the next day or until child is symptom free.



ABSENCES/ILLNESS WHEN TO CONTACT THE SCHOOL NURSE

When your child is absent from school for illness, injury, hospitalization, doctor's appointments or vacation, please contact the **nursing office** at extension 103, to advise her of the nature of your child's illness or absence.

Please be sure not to send the children to school if they are sick. Any child with a fever, diarrhea or vomiting needs to stay home for a minimum of 24 hours & must be symptom free before returning to school.

The policy of Field of Dreams is that a doctor's note is required if your child is:

- ✓ Sick with an infectious illness (e.g. strep throat, conjunctivitis, Coxsackie Virus, Chicken Pox, etc.)
- ✓ Hospitalized
- ✓ Receives anesthesia for any procedure / surgery even if not hospitalized
- ✓ Sustains an injury that may affect their mobility or range of motion (e.g. broken bone, eye or ear injury, etc.)
- ✓ Sent home from school for a medical condition deemed possibly contagious

If your child comes to school with an existing injury, rash or other skin or medical condition, please notify the nurse by phone and write a brief note in your child's communication book/Procure App for the teacher. This will allow her to know the nature of the problem and that you are aware of it.



Examples of when you should call/write to the school:

Allergies	Irritated or swollen eyes	Fever, cough, cold
Anesthesia	Mosquito bites/bee stings	Wounds that require stitches
Burns	Multiple black and blue marks	Hospitalization
Congestion	New medications	Vacation
Cuts or scratches	Surgery	Heat rashes/allergic rashes/eczema
Diaper rash	Upset stomach	Tired or just not feeling him/her self
Doctor's Appointments		

A doctor's note is always required for your child to return to school after being absent for a period of three (3) consecutive school days

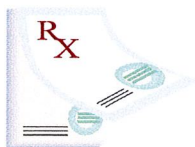


HEALTH & SAFETY

At Field of Dreams, we want to ensure that all children are kept healthy and safe. In order to do so, please adhere to the following policies by notifying the school if your child:

- ✓ Has any food allergies
- ✓ Has any respiratory conditions (asthma, RSV, etc.)
- ✓ Takes any daily medications or has a medication allergy
- ✓ Starts a new medication during the school year
- ✓ Needs to have surgery or visits the ER during the school year
- ✓ Needs to have medication administered to them during the school day

Be advised that as an educational facility **WE ARE REQUIRED BY LAW TO REPORT ANY CASE OF SUSPECTED CHILD ABUSE OR MALTREATMENT.** This means that we “can be held liable by both the civil and criminal legal systems for intentionally failing to make a report”). For more information contact your local department of social services, or by visiting the New York State Office of Children and Family Services (OCFS) website at <http://ocfs.ny.gov/main/cps/resources.asp>



MEDICATIONS

All medication that needs to be administered in school requires your written permission and a doctor's prescription (including over the counter medications). Forms can be obtained from the nursing office.

A new prescription and consent for medication is needed at the beginning of each school year and every six months the information on the prescription needs to be changed. Prescription medications must be brought to school in the original packaging with the prescription label applied by the pharmacy. Over the counter medications need to be labeled with the name of your child, DOB and classroom number. All medications, both prescription and over the counter, must be brought to the school in person and **cannot** be sent on the bus.



EMERGENCY CARE

If the nurse or administrator, in his/her professional judgments, determines that your child needs emergency medical treatment, 911 will be called. Immediately thereafter we will make every effort to contact you (or your designated alternate) and let you (or your designated alternate) know where to meet your child. If your child is taken from school in an ambulance and you (or your designated alternate) are not present when the ambulance arrives, a staff member from Field of Dreams will accompany your child to the emergency room and remain with your child until you (or your designated alternate) arrive. If an undiagnosed allergy occurs during program hours, a state issued Epi-Pen will be used on your child.

If your child is hospitalized, has an injury or receives anesthesia for an outpatient procedure, a doctor's note is required stating he/she can return to school RESTRICTION FREE and resume his/her classroom routine and therapies. If your child is returning to school with restrictions, the doctor must list what your child's restrictions are. If it is more convenient, notes may be faxed directly to the nurses' attention at (845) 355- 4665.



YOUR CHILD'S TEAM

The team is made up of the parent/guardian, general and/or special educator, teacher assistants, and any or all of the following: social worker, 1:1 aide, occupational therapist, physical therapist, speech/language therapist.



BEHAVIOR MANAGEMENT POLICY & PLAN

It is Field of Dreams' policy that students will be taught, encouraged, and positively motivated to follow age and developmentally appropriate behaviors. The classrooms are set up having different areas with divisions to minimize running and distractions. The classrooms will also be filled with enough toys to avoid conflict and toys will be placed in low shelves to encourage independence. Teaching staff will model discipline expectations for the children and will guide them to find appropriate ways to resolve conflict.

Field of Dreams also utilizes Handle with Care, which is a method of handling challenging behaviors. Managing challenging behaviors in young children requires a trauma informed, developmentally appropriate approach that prioritizes safety, trust and emotional regulation. For more information, please visit <http://handlewithcare.com>.

Students with difficult behaviors will be redirected, provided with verbal and visual support, given repetitions as needed, and will be provided with distractions in order to change the focus of the difficult behavior. If episodes of difficult behaviors occur on a consistent basis, the student will be formally observed in order to determine if additional support will be needed from the social worker and/or supervising teacher. They are also available as a resource to you. You, the parent, will be informed when this occurs, will be updated consistently on the findings of the observations, and will be informed of the next steps, if needed.



MEET THE TEACHER

Before school starts in September, families will have an opportunity to come to Field of Dreams! This is a wonderful opportunity for all parents and caregivers to meet the teachers, assistants, administrators, other staff members and fellow parents. The event gives you a glimpse of your child's daily life at school and an opportunity to learn about our program.



PARENT PARTICIPATION, COMMUNICATION & REPORTING OF PROGRESS

At Field of Dreams, parent participation in your child's program is strongly encouraged. To help facilitate communication between home and school each child will have communication folder provided to them. This folder will include notes from your child's teacher and related service providers. We also will utilize the Procure App for messaging between school and home.

Your child's progress will be reported to you formally, in writing, at a frequency required by your child's IEP. In addition to these progress reports, there will be a yearly CPSE meeting for your child where your child's progress will be fully discussed. During the school year there may be parent teacher conferences scheduled, and we will let you know when these will occur. You may always write in your child's communication folder or write to your child's team on the Procure App. The Procure App will be used for daily communication.



OUTDOOR PLAY

Field of Dreams is equipped with an outdoor playground and equipment, specifically designed for children 2-5 years of age, which will allow for children to utilize our outdoor play area and develop higher level gross motor recreational skills. Weather permitting the children will go outside to the playground on a rotating basis. The children will not play outdoors if the wind chill is below 21 degrees Fahrenheit, the heat index is 90 degrees

Fahrenheit or above or when the air quality index is in the unhealthy range. Please send your child in sneakers for safety on the playground.



PHOTOGRAPHS & VIDEOTAPES

A photo release form is provided which grants Field of Dreams permission to use any and all photos/videos/audios taken or conducted at, by, or for Field of Dreams including annual class pictures, special functions and events. This form will remain in effect throughout your child's education at Field of Dreams unless you request a new release.



NOTIFY THE SCHOOL IMMEDIATELY

Please notify the school immediately if:

- Your address and/or phone number (home or work) changes
- There is any change in the authorized person picking up your child
- There are significant changes at home
- Your child has a prolonged illness or will be away from school for an extended length of time



EMERGENCY PLANS

Should an emergency or disaster situation ever arise in our area while school is in session, Field of Dreams has a plan in place to respond effectively to such situations. Should there be a major disaster during school hours, your child will be cared for at this school. Field of Dreams has a detailed emergency operations plan which has been formulated to respond to a major catastrophe and will be shared

In the event of any emergency please note the following:

1. Do NOT telephone the school. Telephone lines may be needed for emergency communication. You will be alerted through the **Procare App**.
2. In the event of a serious emergency, if bus transportation is disrupted, students will be kept at school until they are picked up by a responsible adult who has been identified on the school emergency

card which is required to be filled out by you at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

- He/she is 18 years of age or older
- He/she is known to your child
- He/she is both aware and able to assume this responsibility

Students will be released only to parents and persons identified on the Emergency Contact Card.



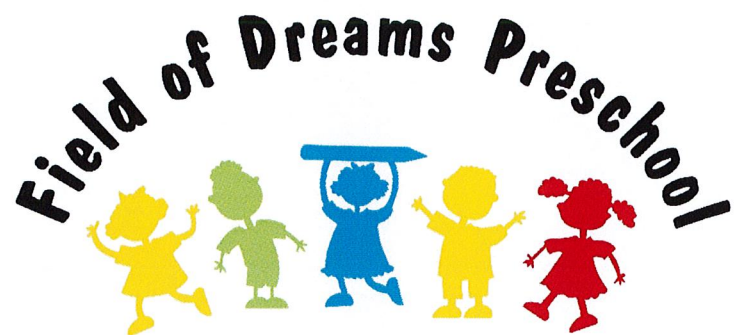
REGULATIONS

The Office of Children and Family Services (OCFS) regulations are posted in the school outside the main office. You can also access a copy of the regulations at the OCFS website <http://ocfs.ny.gov/main/childcare/regs/418-1%20DCC%20effective%206.1.15.pdf>.



NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights & Privacy Act (FERPA) affords parents and students over 18 certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the school receives the requests; (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate; (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (option). Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll; (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. **Parents need to put requests in writing or through verbal request.**



PARENT ACKNOWLEDGEMENT AND RECEIPT OF THE PARENT HANDBOOK

I acknowledge that I have received a copy of the Field of Dreams Parent Handbook. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school.

I further understand and acknowledge that Field of Dreams may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

I acknowledge and understand that this Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Student's Name _____ Class _____

Parent's Printed Name _____ Date _____

Parent's Signature _____