

Twin Oaks Country Day School



PARENT HANDBOOK

School Policies & Information

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Welcome to the Twin Oaks Day School! We are excited to have your family as part of our family. Twin Oaks is where smiles abound, learning soars, and warmth radiates.

As students in our school, your children develop a feeling of self-importance as they share their own world and the worlds of others. Our program is planned to provide opportunities for learning and growth.....without pressure of competition, without fear of failure, without loss of individuality. We are able to offer this because our program is exciting, our staff experienced, and our facilities expansive and enriching!

Sample Daily Schedule

Our teachers greet the children with a smile every day. We help them put away their things, checking backpacks for notes, etc. At this time, we observe the children for the Daily Health Check, as required by the Office of Child and Family Services.

Children gather together to start their day. Attendance is taken and the lunch order is completed.

The following schedule is modified by each teacher and each age level. All the classes follow these guidelines:

Discuss the calendar and weather
Lesson concept
Story - either child's or related to the theme of the week
Free Play and Skill/Project 1:1
Clean Up Time
Hand washing
Snack
Dancing, Singing, Creative Dramatics
Hand washing
Lunch
Clean up / Quiet time/ Library time
Playground
Hand washing
Centers (lacing, pegs, puzzles, coloring, books, water table, bingo, etc)
Dismissal - coats, backpack, newsletters, projects, notes

Food

We are highly sensitive to our students' allergies. All our served food is nut/peanut free. Lunches from home are inspected to ensure that there are no allergens in the food. Snack is served once or twice a day, depending upon the length of the day.

We follow the Office of Child and Family Services guidelines for healthy eating.

Learning Environment

Children learn using their senses, especially auditory, visual, and tactile. Our teachers create hands on experiences for your children. Preparing children for the future means preparing them to become independent learners and problem solvers. They are actively involved in their own learning and can develop critical and creative thinking.

We use music, dance, baking, outdoor activities, or other hands-on methods regularly!

Birthdays

Birthdays can be a very enjoyable time for both parents and children. We work with you to arrange a day and time for you to bring in or send in a treat for the child to share with the class.

Communication

Our teachers develop close relationships with you! We create weekly newsletters to keep you up to date with classroom activities. We photograph events, invite classroom visitors, and welcome ideas, questions, and concerns.

Miscellaneous Information

Each classroom at Twin Oaks is equipped with security cameras that operate 24 hours. Each room is monitored in the main office. Additionally, cameras are located at our front and back entrances and throughout the grounds.

Twin Oaks maintains appropriate child supervision ratios, in accordance with OCFS policy number 418 – 1.15 b21. The ratios are as follows:

AGE	Staff : Child Ratio	Maximum Group Size
18 months – 36 months	1:5	12
3 years	1:7	18
4 years	1:8	21
5 years	1:9	24

Behavior and Classroom Management

The child's self-image is more important to us than a project's completion. We take the time to foster positive relationships, sharing, and teamwork in the classroom. This helps children with managing impulses and with learning how to play with one another.

Any discipline used will relate to the child's actions and be handled without prolonged delay.

The use of corporal punishment is prohibited. Corporal punishment means punishment inflicted directly on the body including, but not limited to:

- *shaking, slapping, twisting, or squeezing*
- *demanding excessive physical exercise, excessive rest, or strenuous or bizarre postures*
- *compelling a child to eat or have in his/her mouth soap, food, spices, or foreign substances.*

The use of room isolation is prohibited. No child can be isolated in an adjacent room, hallway, closet, darkened area, play area or any other area where a child cannot be seen or supervised.

Food cannot be used or withheld as a punishment or reward.

Toilet training methods (or any methods) that punish, demean, or humiliate a child are prohibited.

Physical restraint is prohibited.

Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any child care program must not tolerate, or in any manner condone, an act of abuse or neglect of a child by an employee, volunteer, any person under the provider's control or an individual residing in the home.

*New York State Department of Social Services
Office of Children and Family Services*

Behavior Management Policy

In accordance with OCFS Regulation 418-1.9, Twin Oaks maintains the following behavior management guidelines and techniques:

- A child may only be disciplined by the director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- Program applies all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Praise positive behaviors. Seek out desired behaviors and provide immediate verbal rewards.
- Offer choices for children to help them gain self-confidence and self-control and help them carry out appropriate behavior.
- Work on solutions together with the child to help them develop responsibility for their own actions.
- Maintain consistent routines to foster predictability.
- Consistently apply and follow through with appropriate consequences.
- Role play positive behaviors and ensure teachers model appropriate behaviors.
- Children are made aware of acceptable behavioral expectations.
- Challenging behaviors may be approached or handled with the following techniques:
 - Discerning the possible cause of the behavior (tired, hungry, ill, etc) and addressing the need.
 - Redirection, followed by positive feedback.
 - Brief separation from group or classroom for the child to regain enough self-control to re-join the class.
- Reward systems in place to compliment positive behaviors. Use of stickers, awards, or use of special materials may be used to foster good behaviors.

EMERGENCY PLAN: Shelter in Place

Compliant with the Office of Child and Family Services

Some situations that might require sheltering in place are:

- Severe weather conditions
- Extreme temperatures (hot or cold)
- A public disturbance that escalated to violent acts
- Chemical or biological spills
- Rabid animal sighting

Where to Shelter in Place

Upon receiving instructions from the Main Office of a "Shelter in Place" situation, teachers assemble the children in the area closest to their current location. Once assembled, teachers will sit students in a circle on the floor away from the windows and doors.

Emergency Plan of Action

- Parents and caregivers are notified of the emergency via our Textcaster system and a mass email.
- Teacher ensures that the ToGo bag is in the hands of one of the assistants or the teacher herself. ToGo bag contains a first aid kit, flashlight with batteries, food, and water.
- Teacher ensures that all EpiPens are retrieved.
- Teacher retrieves the attendance sheet and student information documents.
- Office calls 911 and/or notifies local authorities.
- Teachers take attendance at sheltered place.
- Children are entertained by teacher or assistant to maintain and foster calm and quiet.

NON-Shelter in Place

Drills

Drills are conducted 2x a month.

- Procedure
- Each building is called from the Main Office
- **"CODE RED"** is announced.
- Teachers announce evacuation to class and promptly line up
- Teacher grabs the **To Go Bag** and all children and teachers exit building to predefined location

When ALARM sounds, teachers are alerted to an actual emergency and follow proper protocols. All buildings are alarmed and all buildings are connected via telephone to the main office.

Emergency Evacuation Procedures

- Each classroom has a minimum of three staff members at all times.
- Upon alarm sounding, one teacher quickly lines up the children, counts heads, and leads the children out of the classroom to the pre-defined safe place.
- One teacher grabs the **To Go Bag** and any applicable EpiPens and trails the line of children.

- The last teacher makes sure all children have exited the classroom. Bathrooms are checked.
- Outside, attendance is taken when last teacher exits room and confirms that the room and bathroom are empty.
- Textcasting system sends out a mass text/email to inform parents of emergency evacuation.

Emergency Evacuation Assembly Areas

Teachers and assistants are notified of their class's evacuation assembly area. Teachers are advised of both a Primary exit and a Secondary Exit, along with primary and secondary assembly areas.

Emergency Relocation Areas

In the event that evacuation from our site is necessary, our Primary and Secondary relocations sites are as follows:

PRIMARY – Coleman Country Camp, located at 55 Babylon Tpke in Freeport. Children will be taken by bus to this location one-third of a mile from Twin Oaks.

SECONDARY – Chatterton Elementary School in Merrick. Children will be taken by bus to this location if necessary. Standard operating bus procedures are followed for loading the buses.

Additional Information

Emergency evacuation routes and procedures including locations of fire extinguishers are posted in each work area. Our staff is trained on the routes and procedures to follow according to these policies.

To Go Bags contain all the necessary supplies to use during an evacuation or shelter situation. There are enough supplies to last two days. Included in the bag are water, food, and a first-aid kit.

Accidents / Incidents

First aid kits are in each classroom. All accidents and incidents are reported to the Nurse's Office and logged. The nurse determines what type of treatment is needed, if any, and follows our standard protocols to inform parents.

Incidents that occur in the classroom that do not require medical attention are communicated through the teacher.

Transportation Policy

Transportation is an optional service provided by the school. Twin Oaks is responsible to ensure that all of the following requirements are met.

- Any vehicle used for transporting staff or campers shall have either a valid NY State Department of Motor Vehicles or, where required, a valid NY State Department of Transportation Inspection Sticker. All vehicles will have a current registration. All vehicles will be equipped with at least a first-aid kit, tools, fire extinguisher and flares.
- All vehicles shall be operated by a driver who shall be at least 18 years old and in possession of a CDL.
- Appropriate child/matron ratios are maintained on our buses
- At no time shall the occupancy of the vehicle exceed its rated capacity.
- If seat belts are available, the staff present on the vehicle shall see that all occupants of the vehicle properly utilize them. Every child will be secured in safety seats or safety belts as required by law. Twin Oaks provides all safety seats.
- A child will never be left unattended in any motor vehicle or other form of transportation.

In accordance with OCFS Regulation 418-1.6:

- Twin Oaks bus drivers are all properly licensed by the New York State Department of Motor Vehicles.
- Prior to the first day of each new school year, parents will receive a name tag to be attached to their child for the first week of school.
- Parents are notified of approximate pick up and drop off times for their children. Exact times will be tweaked after the first two to three weeks of school, when schedules are set and routes are optimized. Copies of each route are on file with the Transportation Director.
- A parent or valid caregiver must be present to receive child(ren) off the bus. Any receiver that is not the parent or primary caregiver will be ID'ed by the bus driver for verification by the Main Office. Child will not be released without authorization. If no one is at home to receive the child, the driver will return to Twin Oaks with the child for parent pick up.
- Every child will board or leave a vehicle from the curb side of the street.
- Changes to routine transportation must be made with the Main Office, either by written note or by phone call. **Messages passed via the bus driver are not honored unless contact is made between parent and the Main Office.**
- The use of cell phones or any other electronic device during transport, including hands-free devices, is prohibited. Necessary calls will be made once the vehicle is parked in a legally permitted position off the road.

Changes in Transportation

Any change in a child's bus routine must be called into the office by a parent. Play dates that require your child to go on a different bus MUST first be checked in the office for room on the bus. It is not enough for a child to tell their teacher about it... it must be accompanied with a written note. If the child is picked up by his/her parents, always tell the office. Only release the child to a known adult after check with the office.

"Day of" bus changes (playdates, late pickup, etc) MUST BE MADE BY 2:30 pm.

All parents must provide consent for their child to receive transportation as needed. These instances will cover transportation to and from school, school trips, and any instances that require evacuation (see Emergency Plans).

Parents are provided a copy of this plan at enrollment. If this plan changes, the parents will be provided a copy of the amended transportation plan, prior to its start date.

The Transportation Consent Form can be found in Appendix A.

Twin Oaks Health Policy

Prior to admission all children must receive a physical examination by a licensed physician and complete the medical form that is required by the Nassau County Board of Health and OCFS. Examinations must be performed and medical forms must be submitted annually.

Our medical form must include a complete immunization record except for those children who have an allergy or religious exemption. These exemptions must be verified in writing by their physician. The physician must also verify on the form that the child has no limitations that would preclude them from full participation in our school program.

All medicals are reviewed by our staff Registered Nurse to ensure that they are complete and up to date. Medicals are reviewed during the year and parents are notified two months prior to the due date of the new medical.

All children are observed by a classroom teacher for a Daily Health Check. These observations are noted on a check sheet. The teacher observes these children periodically throughout the day, recording the results. If the child exhibits signs of illness, fatigue, infection, persistent cough, or temperature above 100, the parents are notified. Parents are expected to pick up their child when they are deemed ill.

Children are not allowed to return to school until they are well and/or seen by a doctor. We have specific guidelines per illness but as a general rule, children cannot return for a minimum of 24 hours after a diagnosis of temperature over 100.

Application of Topical Medications

According to OCFS Regulations, any time a parent requests the application of any topical non-medication a Non-Medication Consent Form must be filled out.

This form is required for ANY topical medication, including (but not limited to):

- Diaper cream
- Sunscreen
- Bug Spray
- Skin lotion (Aquafor, Cetafil)

One form must be completed for each over-the-counter product. Multiple products cannot be listed on one form. COPY THE FORM AS MANY TIMES AS NECESSARY.

If a parent's instructions differ from the instructions on the product's packaging, permission must be received from a health care provider or licensed authorized prescriber.

Appendix B is the Non-Medication Consent Form.

Napping Procedures

In compliance with the New York State Office of Children and Family Services, we require the following for the children that nap while in our care:

- Each child that rests/naps does so on their own mats. No sharing of mats or bedding is allowed.
- Parents are required to provide the bedding for their child(ren).
- Rest/Nap is in a draft-free, temperature-controlled environment.
- Mats are properly spaced to allow movement for children and/or supervisors to move within and between mats.
- Bedding is returned home weekly for cleaning. Bedding must be sent back to Twin Oaks on the first day back of child's school week.
- Children that are unable to nap/sleep will be offered quiet play with supervision.
- Children will nap/sleep until they naturally awaken.

An electronic or physical signature regarding our napping policy is required by every family. Signing the Parent Handbook satisfies this requirement.

APPENDIX A

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

TRANSPORTATION CONSENT FORM

Child Day Care Programs

Provider /

Program Name **Twin Oaks Country Day School**

Facility ID
Number:

00039796DCC

This form may be used to meet the regulatory requirement to obtain written consent from the parent of a child for any transportation provided or arranged for by a caregiver, and to inform the parent when the person who is providing transportation changes. This form is not the Transportation Plan.

All parents whose children receive transportation services must receive, at the time of enrollment of their children, a copy of the program's transportation plan. If the plan is amended, parents must receive a copy of the amended plan prior to its start date.

It is recommended that a separate Transportation Consent Form be completed for each child.

I have been informed of, and agree to, the transportation plan of the above child care program. I received a copy of the Twin Oaks Parent Handbook defining the Transportation Plan.

ADDITIONALLY

I give permission for my child (*name*)
_____ to be transported by Twin Oaks Country Day School when required.

At the following times (*check all that apply*):

- Only as recorded on the posted transportation schedule for my child
 Other _____ School trips, emergency action, play dates, etc.

By signing this form I am giving consent for the above described transportation services.

Parent Printed
Name: _____

Parent
Signature: _____

X

Date _____

APPENDIX B

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

Non-medication Consent Form

Child Day Care Programs

- This form may be used when a parent consents to having over-the-counter products administered to their child in a child day care program. These products include, but are not limited to: topical ointments, lotions and creams, sprays, sunscreen products and topically applied insect repellent.
- This form should NOT be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays. OCFS Form 7002 would meet the consent requirements for medications.
- One form must be completed for each over-the-counter product. Multiple products cannot be listed on one form.
- If parent's instructions differ from the instructions on the product's packaging, permission must be received from a health care provider or licensed authorized prescriber.

PARENT TO COMPLETE THIS SECTION (#1 - #14)

1. Child's first and last name:		2. Date of birth:	3. Child's known allergies:
4. Name of product (including strength):		5. Amount to be administered:	6. Route of administration:
7A. Frequency to be administered, include times of day if appropriate: OR 7B. Identify the conditions that will necessitate administration of the product (signs and symptoms must be observable prior to administration):			
8A. Possible side effects: See product label for complete list of possible side effects (parent must supply) AND/OR 8B: Additional side effects:			
9. What action should the child care provider take if side effects are noted: _____ Contact parent _____ Other (describe):			
10A. Special instructions: See package insert for complete list of special instructions (parent must supply) 10B. Additional special instructions:			
11. Reason(s) for use (unless confidential by law):			
12. Parent name (please print):		13. Date authorized:	
14. Parent signature:			

DAY CARE PROGRAM TO COMPLETE THIS SECTION (#15 - #21)

15. Program name: Twin Oaks Country Day School	16. Facility ID number: 00039796DCC	17. Program telephone #: 516-623-4550
18. I have verified that #1, -#14 are complete. My signature indicates that all information needed to administer this product has been given to the child day care program.		
19. Staff's name (please print):		20. Date received from parent:
21. Staff's signature:		

Electronic or Physical Signature Required

Napping Agreement

Twin Oaks Country Day School must have this completed napping agreement on file for each child that naps during the course of the school day. The office will keep this completed agreement on file

I understand that my child(ren), while under the care of Twin Oaks Country Day School, will have access to napping in an appropriate setting, based on their age. Parents provide bedding to Twin Oaks. The bedding is returned weekly for washing. Bedding must be returned on the first day of the student's school week. Twin Oaks will provide a nap mat for each napping child.

Twin Oaks will provide competent direct supervision at all times by an Assistant Teacher.

Permission to Transport

I understand that my child(ren), while under the care of Twin Oaks Country Day School, may need to be transported on our buses on an as needed basis.

This signature confirms my approval of his/her to and from school transportation, class trips, and emergency evacuations. Twin Oaks will provide licensed drivers and competent direct supervision at all times on the bus. **An official OCFS Transportation Consent Form has been physically signed and returned to Twin Oaks.**

I certify that I have received and read the Twin Oaks Country Day School Parent Informational Handbook.

Parent Signature:

X

Name (please print): _____

Date: _____