

HOLLY POND SCHOOL PARENT HANDBOOK 2016-2017



WELCOME TO THE HOLLY POND SCHOOL

The Darien YMCA administration and staff extend a warm welcome to each family participating in the Holly Pond School. The YMCA is a non-profit organization that seeks to meet the needs of the individual child. The Holly Pond School is licensed by the State of Connecticut and is offered to children two through five years of age.

HOLLY POND PHILOSOPHY:

Our mission is to foster the growth of independent and confident scholars who respect themselves and others through active learning experiences that extend their knowledge in the classroom and beyond.

The learning environment at the Holly Pond School is experiential, interactive, and collaborative, with an emphasis on educating the whole person—fostering the intellectual, socio-emotional, and physical growth of each child. We plan and follow a consistent schedule daily with learning goals in mind. This helps children feel secure (because they know what comes next) and independent (because they move from one activity to another easily and confidently).

Our curriculum is organized thematically, enabling children to make thoughtful connections and comparisons from their own observations, explorations, and experiences. We believe we teach children best when we support and extend their learning through play, challenging them to discover their own abilities and to try the unfamiliar. Our goal is to prepare all of our students for a successful transition into Kindergarten.

Each area of the classroom has a developmental purpose. This allows children to learn through discovery in a hands-on, active environment. We believe when children actively explore the learning environment, they construct their own meaning, which makes them feel confident and independent because they are truly invested in the experience.

We utilize proactive classroom management techniques and respectful language. This models respect for self and others, and guides children to focus on good choices. We believe that children who feel respected and confident that they are an integral part of the life of the classroom are consequently sensitive and responsive to others. From classroom rules to school-wide projects, we teach that all people are deserving of respect and kindness.

Our affiliation with the YMCA allows opportunities for active enrichment, including swimming and gymnastics. This broadens learning beyond the classroom, engaging the body as well as the mind, helping children develop courage and confidence. We believe that courage, confidence and teamwork can be taught effectively through our program that links “ABCs” with “In the water, please.” We believe that our students leave the Holly Pond School with an awareness of community, and apply the core values we espouse: respect, responsibility, honesty, and caring.

WHOLE-SCHOOL CURRICULUM GOALS

Emotional, personal and social development

- Develop confidence, self-esteem and a sense of security
- Care for themselves and their personal safety
- Develop independence
- Persevere in tasks that at first present some difficulties
- Express appropriate feelings, needs and preferences
- Form positive relationships with other children and teachers

- Respect the needs and feelings of others in their behavior
- Follow rules
- Make and express choices, plans and decisions
- Play co-operatively, take turns and share resources
- Develop positive attitudes towards others whose gender, language, religion or culture is different from their own
- Care for the environment
- Care for other people in the community

Communication and language

- Have fun with language and making stories
- Listen to other children and teachers during social activities and play
- Listen and respond to the sounds and rhythm of words in stories, songs, poetry, music and rhymes
- Pay attention to information and instructions from teachers
- Talk to other children and with teachers about themselves and their experiences
- Express needs, thoughts and feelings with increasing confidence in speech and non-verbal language
- Take part in short and more extended conversations
- Role-play, re-tell a story or rhyme
- Use language for a variety of purposes (e.g.: describe, explain, predict, ask questions and develop ideas)
- Use books to find interesting information
- Recognize the link between the written and spoken word
- Understand the language and layout of books
- Develop an awareness of letter names and sounds in the context of play experiences
- Use their own drawings and written marks to express ideas and feelings
- Experiment with symbols, letters and, in some cases, words in writing
- Recognize some familiar words and letters (e.g.: the initial letter in their name)

Knowledge and understanding of the world

- Recognize objects by sight, sound, touch, smell and taste
- Ask questions, experiment, design and make, and solve problems
- Recognize patterns, shapes and colors
- Sort and categorize things into groups
- Understand some properties of materials (e.g.: soft/hard, smooth/rough)
- Understand the routines and jobs of familiar people
- Recognize the preschool setting and places in the local area
- Recognize and use everyday materials appropriately (e.g.: scissors, refrigerator, bicycle)
- Be aware of daily time sequences and words to describe time (e.g.: snack time, morning, first, next, clock)
- Be aware of change and its effects on them (e.g.: their own growth, changes in weather, nature)
- Care for living things
- Be aware of feeling good and of the importance of hygiene, diet, exercise and personal safety
- Develop an appreciation of natural beauty and a sense of wonder about the world
- Use mathematical processes such as matching, sorting, grouping, counting and measuring
- Apply these processes in solving mathematical problems
- Identify and use numbers up to ten during play experiences and counting games

Expressive and aesthetic development

- Investigate and use a variety of media and techniques such as painting, drawing, printing and modeling with fabrics, clay and other materials
- Express thoughts and feelings in pictures, paintings and models
- Use role play or puppets to recreate and invent situations
- Use verbal and non-verbal language in role play
- Listen and respond to sounds, rhythms, songs and a variety of music
- Make music by singing, clapping and playing percussion instruments
- Use instruments by themselves and in groups to invent music that expresses their thoughts and feelings
- Move rhythmically and expressively to music
- Participate in simple dances and singing games

Physical development and movement

- Experience activity both indoors and out and the feeling of wellbeing that it brings
- Explore different ways in which they can use their bodies in physical activity
- Use their bodies to express ideas and feelings in response to music and imaginative ideas
- Run, jump, skip, climb, balance, throw and catch with increasing skill and confidence
- Co-operate with others in physical play and games
- Develop increasing control of the fine movements of their fingers and hands
- Develop an awareness of space
- Be safe in movement and in using tools and equipment
- Be aware of the importance of health and fitness

BEHAVIOR MANAGEMENT

At all times, children attending the Holly Pond School will be treated with respect. In most cases, when a child is behaving inappropriately, the staff will take a child aside and speak to him/her about his/her behavior. The child will be redirected to another activity. Much of the social learning that occurs in the Holly Pond School centers on helping children manage impulses, develop self-control, and gain interpersonal skills. The staff will use positive reinforcement and positive language to encourage desired behavior. For instance, in managing a child who is standing or climbing on a chair, the staff member might say, "Chairs are for sitting," rather than a more negative order such as, "No," or "Get down." The approach empowers the child to correct the negative behavior himself/herself, rather than immediately admonishing the child for doing something that is wrong or dangerous. The aim of the staff is to reward positive behavior so that children understand that unacceptable behavior fails to get the extra, desired attention of the teacher.

If necessary, a child will be encouraged to take "time out" to sit away from the group for a brief period of time. "Time outs" will always be in a supervised area, and will be limited to a minute per year of age (i.e. two minutes for two-year-old children, three minutes for three-year-old children, and so on). The "time out" will be explained to the child beforehand, and used only after redirecting the child and a warning has been given. The staff will not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstance. No child will be physically restrained unless it is necessary to protect the safety and health of the child or others.

Parents will always be informed of any problems or incidents. Continued support from home very often helps improve the situation.

In instances where the child's behavior continues after the school's efforts to alter the behavior have failed, or the behavior causes injury to other children and/or the staff, and is a cause for concern and intervention, the Darien Public School psychologist may be asked to observe the child in class. This will only be done with parent/guardian permission. A follow-up conference will then be held with the psychologist, teacher, and parent/guardian. Parents/Guardians retain the right to bring in their own professionals, should they see fit.

GENERAL INFORMATION AND PARENT REMINDERS

ABUSE/NEGLECT POLICY

The Darien YMCA is a mandated reporter of suspected child abuse. As such, the YMCA must notify the Connecticut Department of Child and Families of possible child abuse or neglect within 24 hours from the time such abuse/neglect is brought to the attention of the Youth Services Director. Due to the seriousness of such an accusation, the following steps have been detailed to ensure that a report is not made in haste or without due consideration:

1. The initial report is made to the Youth Services Director.
2. The Youth Services Director and Executive Director will counsel with a local pediatrician, and a Social Services Consultant, if necessary.
3. The Executive Director will inform the Department of Child and Families if deemed appropriate and necessary.
4. If authorized by the Department of Child and Families, the Youth Services Director will contact the family.
5. At this time the Youth Services Director will complete and Abuse Report Form.
6. All involved employees of the Darien YMCA will be reminded that reports of this nature and sensitivity are confidential. Any breach of confidentiality will result in dismissal of YMCA personnel.

ADMISSIONS POLICY

Admission is open to children two to five years of age of all abilities in our community who hold a membership at the Darien YMCA (see front desk for information). Registration is done through a lottery. A completed registration form, a \$50.00 non-refundable application fee and one fourth of the year's tuition are required to register. The lottery and registration occur in January.

ART ITEMS

We can always use and greatly appreciate donations of the following items: baby food jars (and lids!), wallpaper, shirt cardboard, corks, empty spools, paper and toilet paper rolls, pine cones, egg cartons.

AUTHORIZED PICK-UP

No child is released from the Holly Pond School without the parent/guardian's written permission. Authorized pick up people can be added to your child's Emergency Form. Any changes to these schedules must be made in writing. In the instance of a play date or other temporary pick-up, a change of pick-up note must be completed and sent to school in the child's folder, or left with the teacher the morning of the change.

BIRTHDAY CELEBRATIONS

Children enjoy celebrating their birthdays in class. Parents are welcomed and encouraged to provide a special snack for the celebration such as mini cupcakes, pudding, popsicles or ice cream. Please let your child's teacher know in advance what day you plan to celebrate a birthday at school. **Please check with each class for any food allergies.**

COMMUNICABLE DISEASES/ILLNESSES

Holly Pond School has a mandatory contagious disease policy. If a child contracts a communicable disease, the parent must immediately report this information to the Youth Services Director. The Youth Services Director will distribute a note to parents in the child's class making them aware of any outbreak of communicable disease in the classroom. Look for these notes in your child's backpack.

After a child contracts a contagious disease, the child will be required to remain out of the program until a doctor's note states that the child is no longer contagious. This note must be sent or brought to the Youth Services Director to be kept on file.

The following are the contagious disease guidelines that are to be followed:

Disease	Incubation	Exclusion from School
Chicken Pox	14-21 days	1 week, rash must be dry
Mumps	7-21 days	1 week
Measles	7-14 days	1 week after rash shows
German Measles	10-21 days	1 week
Scarlet Fever	2-5 days	1 week

We are interested in providing a healthy environment for all children. Any child who is not feeling well should be kept at home. Children are quite apt to catch diseases and this measure has been taken to protect all the children in the program.

Please keep your child home if he/she has the following:

- A fever
- A communicable disease
- A rash (other than an allergy)
- Discharge from eyes or pink eye
- Runny nose (**yellow or greenish nasal discharge**; a child is exempt with clear discharge and no fever)
- Vomiting, diarrhea, nausea
- A stomachache
- A restless night
- Swollen glands or a sore throat
- bad cough
- an earache

Should your child become injured or sick, we will follow the following procedures.

1. When a child becomes ill, or develops signs of a communicable disease while in the Holly Pond School, he/she will be moved to an isolation area in the Youth Services Director's office. The Youth Services Director, or an individual whom the Youth Services Director designates, will remain with your child until someone comes to pick him/her up. During this time, your child will rest on a cot/chair in the Youth Services Director's office.
2. We will contact the daytime telephone number of the parent, indicated on the emergency form. The parent will be requested to come to school and pick up their child if the illness or injury is non-life threatening.
3. If the parent is not available, any other individual listed on the School Emergency form will be contacted to come to the school.
4. If no parent or other individual listed on the medical form can be contacted, and the injury requires timely medical treatment, your child will be transported by Post 53 to a local hospital that Post 53 believes to be in the best interest of your child.
5. In case of a serious medical emergency, Post 53 will be contacted immediately and the child will be transported to a local hospital. The school will contact the parents immediately to advise them of the situation.

Your child **will be sent home** from the Holly Pond School if he/she has evidence of the following conditions:

- Temperature
- Diarrhea (frequent stools/liquid stools/green in color)
- Runny nose (**yellow or greenish nasal discharge**; a child is exempt with clear discharge and no fever)
- Bad cough
- Vomiting
- Rash
- Contagious disease or infection
-

Your child may return when:

- Temperature has been normal for 24 hours **without the use of fever-reducers and other medications**
- Diarrhea has not been present for 24 hours
- Vomiting has not been present for 24 hours
- Persistent cough has been checked by a pediatrician
- Questionable rash has been checked by a pediatrician
- Green/yellow nasal discharge is no longer present
- He/she is generally non-infectious
- It has been 24 hours since medication has been given for Strep throat
- It has been one week since the onset of chicken pox, and lesions are

CONFERENCES/TEACHER AVAILABILITY

Open communications between school and home is very important to your child's well-being. Conferences with your child's teacher will be conducted twice a year: once in November, and again in January. Please feel free to speak to your child's teacher at any time. Bigger issues may require more personal time and may be scheduled with your teacher at your mutual convenience.

DAILY NECESSITIES

Each day, your child should bring to school:

- **Backpack:** Please label this with your child's name. Please remember to check your child's backpack daily.
- **Daily folder:** If your class has a travel folder, please remember to put it into their backpack every day. This folder travels with your child to and from school daily and contains flyers, schoolwork, notes, etc.
- **Appropriate Clothing:** Your child should come to school in play clothes that are easily handled in the bathroom. All sweaters, coats, boots, hats and mittens should be clearly labeled so that we can assist your child in finding his/her belongings. We go out to play in cold weather, so please send appropriate clothing. Sneakers or rubber-soled shoes are best for our gym activities, both indoors and out. Please no dresses on gymnastics days. **For safety reasons we recommend you do not send your children to school wearing Crocs and Flip flops.**
- **Extra Set of Clothing:** At the beginning of the school year, an extra set of clothes should be left in your child's backpack in a Ziploc bag with your child's name clearly marked on the front, in the event of a bathroom accident or excessive "creative" mess.
- **Bathing Suit and Towel (Applies only to three- and four-year-old students):** The items should be placed in a plastic bag inside the child's backpack to prevent wet items from

damaging precious schoolwork. **Please remember to label your child's towel.** Girls with long hair need to have their hair pulled back in a ponytail on swimming days.

EMERGENCY CONTACT INFORMATION

No child will be released from the Holly Pond School without the parent/guardian's written permission. Only those listed on the emergency form will be permitted to pick up your children. This list should include nannies/au pairs/babysitters and other carpool drivers. **Please make sure that all information on the emergency card is kept current.** If a child is injured or becomes ill at school, we must be able to reach a parent or another adult acting with the parents' permission. If you have a cell phone number and email address, please remember to include the number on the form.

FAMILY DISCOUNT

When two or more children from the same immediate family are enrolled in the HOLLY POND SCHOOL, a 5% discount will be given to each child.

FIELD TRIPS

Field trips are a fun and important part of the learning experience. Permission forms will be sent home through the classroom for each intended trip. These must be completed and returned before a child is able to take part in these trips. Parent volunteers are necessary to drive the children, and must take their current driver's license and car registration to the YMCA main office to be photocopied the day of the trip. All children **MUST** be in federally-approved car seats or booster seats. Parents must bring and leave car seats for their children to ride in on the trips. The Pre-K Class is the only class that takes Field Trips during the school year.

FUNDRAISING AND SPECIAL EVENTS

Family Fun Day is the primary fundraising effort for the Holly Pond School, organized solely by the parents. Traditionally, each class runs a game or activity "booth," which they decide on and organize through the Room Parents. There will also be refreshments, bake sale items, a magician, a bouncy slide, and pony rides. Family Fun Day will be held on **Sunday, October 23rd, from 11:00 am-2:00 pm.** Please mark your calendars as this is an important event for the school. There are other Fundraisers throughout the school year as well. All money raised goes back to the Holly Pond School Parents Association to be used throughout the school year.

HEALTH REQUIREMENTS

The State of Connecticut requires a yearly medical examination for all children attending the Holly Pond School. All children must be up to date on their immunizations, and have been seen by a physician for a **complete physical examination within the past year** before they are allowed to attend the first day of classes in the fall.

1. The Hepatitis A vaccine is now mandatory for all children born after January 1, 2009.
2. **The Influenza vaccine is required to be administered by January 1, 2011. Two doses in the same flu season are required for children who have not previously received an influenza vaccination, with a single dose required during subsequent seasons.**
3. Effective September 1, 2010, the booster dose of Hib vaccine is required for children entering school.

All this information must be recorded on a State of Connecticut Medical Form by a physician, and returned to the Darien YMCA main office. **Any changes during the school year in the child's medical status must be reported and updated on the child's medical form.** Once the examination date on the medical form is one-year-old, a new exam **MUST** be conducted. Please plan ahead with your physician to make a new appointment prior to the form's expiration.

HOURS ARRIVAL AND DISMISSAL

For the safety of the children please be diligent in helping us follow the drop-off and pick-up times and locations set below. These guidelines ensure the Holly Pond School starts safely and promptly. We offer a **Drop Off Service** both in the morning and afternoon. **We encourage all parents of our three-year-old and four-year-old students use the drop-off service. There will, of course, be times when this is not possible, but we strongly encourage the use of this service. Drop off will take place in the circular drive in front of Holly Pond School.** We ask that your child be seated on the **passenger side** of the car, if possible. A member of our staff will remove your child from your car. The children will sit on the bench (weather permitting) and be delivered to their classrooms. If it is inclement weather, drop off will be at the door of the main entrance to the School. **There is no need for you to get out of your car. Two-year-old students can begin using the drop-off service as soon as the parents and the students feel comfortable.**

- Morning drop-off begins at 8:50 am, and continues until 9:10 am.
- Afternoon Toddler Drop Off runs from 12:00-12:10 and 12:10 pm until 12:25 pm for three and four-year-old children.

You pick up your child from his/her classroom at the end of the school day.

CLASS TIME SCHEDULES

Age Group	Class Hours
Two-year-old Morning Classes	9:00-11:30am
Two-year-old Afternoon Classes	12:00-2:30pm
3-5-year-old Morning Classes	9:00-11:45am
3-5-year-old Afternoon Classes	12:15-3:00pm
Pre- K Class	M, W & F 9:12:00, T & TH 9:00-3:00

- We will use both the main entrance to Holly Pond School and the front lobby entrances for arrivals and departures. Please note that there will be keypads located at the main entrance of Holly Pond School and also on the doors leading from the lobby into the school. The number to the keypad will be provided to each family attending the school. **Please do not share this number, as it will compromise our security. This includes giving the password to your children.** Please see Parent Security Information on the Parent Only Page
- Your child's teacher will sign the children in for the day if they do drop-off. Please remember to **sign your child in** if you bring them into the classroom. Please **sign them out** of the classroom when you leave for the day.
- Children should never be dropped off any place in the parking lot other than the designated area. The designated areas are the benches located at the front of the parking lot.
- Children should never be left unattended either outside or inside the building. Children are not allowed to enter the Holly Pond School unaccompanied by an adult.
- Please do not pick up your child from the playground, pool, gym, etc. unless your teacher has been notified.
- It is important to be prompt at pick-up time, as children worry when other children are gone and they are left. **If for some reason you are going to be late, please call the HOLLY POND SCHOOL at 655-8228 x 1309.**

LATE PICK UP POLICY

If a child is not picked up on time, the following procedures will be followed:

1. A staff teacher will remain with the child in the Directors Office.
2. The parents will be called at home or work.
3. An emergency contact will be called.
4. If we are unable to reach any of the above people, the Executive Director will be contacted.

If all efforts to make contact fail, and the child is not picked up within two hours after the class closing time, we must assume that the child has been abandoned and the Department of Children and Family Services will be called at 1-800-842-2288 as well as the Darien Police Department. The Department of Children and Family Services will assist the Holly Pond School with the procedures for handling the abandoned child.

LUNCH BUNCH

- **Lunch Bunch** is available for children ages **three through five**. Lunch Bunch begins on the first full day of school and is available daily from 11:45 am until 1:00 pm. The cost is \$15 a day. If your child attends the afternoon program they are welcome to come to lunch bunch. They will be at Lunch Bunch from 11:45 to 12:15. The cost will be \$7.50 for the half hour. **Please see the NEW LUNCH BUNCH SIGN UP PROCEDURES.**
- Please remember we are a peanut free school. Children can **NOT** peanut butter to lunch bunch. Soy Butter is allowed. Children must provide their own lunch and drink, which we will keep refrigerated. The lunches should be in a **brown paper bag or a large zip lock bag** (please no candy or soda). The “lunch bunchers” eat their lunch with selected staff and go outside or to the gym for supervised play. Children are dismissed from either the playground or the Lunch Bunch Room. Parents must come in to collect their children and sign them out.

MEDICATION POLICY

Non-prescription Medication: certified staff may administer non-prescription medication or topical ointments only. Appropriate state-provided permission forms must be completed.

Prescription Medication: The administering of physician-prescribed medication is not encouraged during the Holly Pond School hours. In the event that a child requires medications, certified staff may administer the medication only if:

- An appropriate state-provided permission form is complete (see the Youth Services Director for these forms).
- A signed doctor’s note is on file, which includes the name of the medication, dosage, time to be administered, and reason for prescription. This note may be hand-delivered or faxed to the Holly Pond School at 656-2267, Attn: Youth Services Director. If the note is faxed, the original form must follow for the file.
- All medication must be in the original container with a current prescription label.

A new, signed permission form must accompany any changes in the dosage or medication before any medication will be given. **Please use the Administration Form found on the Parent Page.**

PARENT PARTICIPATION

The Holly Pond School strives to develop a partnership between home and school. We encourage parents to take an active role in their child's preschool experience through our Parents' Association. The Holly Pond School Parents' Association provides support to the classroom teacher and aids in the overall functioning of the Holly Pond School. The Holly Pond School has an "open door" policy with regard to the parents/guardians of enrolled children, and encourages participation in their child's class. Volunteers enrich the program through assistance with many of the school activities, such as class field trips, classroom projects, reading to the classes and swim helper for swim days.

PROFESSIONAL STAFF

The teaching staff at the Holly Pond School has been selected for their child-oriented focus, caring and sensitivity. Teachers are committed to providing a safe and positive environment for the total development of each child. In addition to our classroom teachers, we utilize the services of a Music Specialist, Gymnastics Specialist, Sports Specialists and Aquatic Specialists to further enrich your child's experience.

PROVISIONAL ENROLLMENT PERIOD

Each child entering the Holly Pond School will have a provisional enrollment period lasting between two to four weeks. At the end of the provisional period, if the Youth Services Director feels the needs of the child are not being met, the Youth Services Director may request the withdrawal of the child. Payments will be refunded on a pro-rated basis in this instance.

ROOM PARENTS

Room Parents volunteer to represent their child's class. They organize class coffees, coordinate Family Fun Day, class gifts and parties, and keep parents apprised of events sponsored by the Parents' Association.

SHOW & TELL

Please consult with your teacher as to the classroom schedule for Show & Tell. Please send something to share with classmates only on this special day. We do not allow weapons or any toys that could be used as weapons. Appropriate Show & Tell items include books, dolls, trucks, games, etc. While we recognize that young children often have items that serve as connections to home, we encourage your children to say goodbye to these items when you drop them off, or place them safely in the backpack to remain there during classroom time. Please understand that items may become lost or damaged. Please avoid sending toys that have great emotional or monetary value.

SNACKS

Our snack policy is as follows: Apple or orange juice is provided by the school. Your child's room mother will post a monthly snack calendar and ask that parents take turns providing the snack for the class. Any allergies of any children in the class will be posted for each class to help parents decide which snacks they can bring. Each parent can sign up to bring snack for the week or to bring snack on a daily basis. We encourage bringing in healthy snacks. We will have crackers and pretzels on hand if snack is forgotten. There is a suggested snack list on the Parent Page. The Holly Pond School is a nut-free school. We do not serve or cook with nuts or nut-related products.

SNOW POLICY

The Holly Pond School follows the Darien Schools decision for closing schools for any reason. The Holly Pond School closing updates may be obtained by watching Channel 12 News or listening to WSTC (1400AM), WNLK (1350AM), and WEBE (107.9FM). Classes cancelled due to inclement weather will not be rescheduled. The weather policy is as follows:

Darien Public Schools	Holly Pond School
Closed	Closed
Any Delayed Morning Opening	We will open at 10:00am for morning classes and continue on a regular schedule for the remainder of the day.
Early dismissal	Close after Lunch Bunch; No afternoon classes.

NOTE: All other programs are cancelled or held at the YMCA's discretion. Listen for general YMCA cancellations on the radio, or call the main desk.

STAFF CELLPHONE USAGE AT SCHOOL

Staff are not allowed to use their cell phones during the time they are working with your children. They cannot answer texts or read emails during their work hours. They can check their phones during their lunch breaks. If you need to reach them, please know they will not respond until lunch time or after school. Please email me if you need to give them a message and I will pass it along to them.

TOILET LEARNING

Toilet learning requirements vary by age group.

Two-year-old children attending the Toddler Program may come in their diapers. The staff is specifically equipped to change diapers using disposable gloves, and changing pads. As each child learns to use the toilet, the teachers and staff support his/her transition. Please have extra diapers and wipes in your child's back pack.

Three and Four-year-old children enrolled in the Holly Pond School **MUST** be toilet trained. This is defined as the child needs to be able to manage, with little help, their own clothing, to wipe themselves, and to wash their hands. **Pull Ups and Swimmies are not permitted in our Three and Four Year Programs.** We do understand your child may have an accident while at school. Our staff will try to handle these expediently and quietly. Please provide your child with a change of clothes including underwear. The School will keep extra clothes including underwear on hand to be used in emergency situations. If your child has more than one bowel movement accident during school hours we will ask that you pick them up early as they may be experiencing a stomach condition which may be contagious to the rest of the class. Should there be any medical condition which limits a child's ability in self-regulating, please have your physician note that on your child's health form

TUITION 2016-2017

2 Year Old's

2 Days (T & TH)

AM- 9:00 - 11:30 AM
PM- 12 noon - 2:30 PM
\$4530

3 Year Old's

3 Days (M, W, F or T, TH, F)

AM 9:00-11:45
PM 12:15-3:00
\$4855

3 Days (M, W, F)

AM- 9:00 - 11:30 AM
PM- 12 noon - 2:30 PM
\$6160

5 Days (M - F)

AM- 9:00 - 11:45 AM
PM- 12:15 - 3:00 PM
\$6675

4 Year Old's

4 Days (M - TH)

AM- 9:00 - 11:45 AM
\$5735

Pre-K

5-Day mix of:

M, W, F - 9:00 AM - 12 noon &
T & TH- 9:00 AM 3:00 PM
\$8945

5 Days (M-F)

AM- 9:00 - 11:45
PM- 12:15 - 3:00 PM
\$6675

PAYMENT POLICY

Annual tuition is payable in four quarterly payments:

- 1st payment: at time of registration
- 2nd payment: May 15, 2016
- 3rd payment September 15, 2016
- 4th payment: November 15, 2016
- Payments can either be made in person at the YMCA main desk, or by filling out a Credit Card or EFT Authorization Form which allows us to charge your credit card or withdraw funds directly from your bank account on the designated days. All payments must be made regardless of inclement weather, illness, scheduled holidays, personal vacation, and withdrawal from the program
- No reduction or pro-rating is made for inclement weather, illness, scheduled holidays, personal vacation, or withdrawal from the program.
- A \$75 late payment penalty will be added to the payment not received by the due date. Returned checks will result in a minimum \$15 charge.
- Scholarships for membership and the Holly Pond School are available (see the Youth Services Director for application information).
- Vacation camps for holidays are separate registrations and payments.

VACATION PROGRAMS

Vacation programs will be available for 3-5-year-old students on days when the Holly Pond School and the Darien Public Schools are closed. A variety of activities are planned for preschool-aged children, and for children in Kindergarten through fifth grade. Flyers with additional information and fees will be handed out 3-4 weeks prior to each vacation day.

WITHDRAWAL POLICY

If a parent/guardian elects to withdraw his/her child from the Holly Pond School during the school year, a two-week written notice is required. **All payments made previously will not be refunded.**

MUST BE SIGNED AND RETURNED UPON ENTRANCE TO SCHOOL

**Parent Handbook
2016-2017
Agreement and Consent Form**

This is to certify that I have read and understood all of the policies inherent and implied in this Holly Pond School Parent Handbook and I agree to follow and adhere to these guidelines.

This also certifies that I have been made aware of the Behavior Management plan as written in this handbook and discussed on September 20, 2016 at the Parent Open House.

Parental Signature(s)

Date

Name of Child:
