



FAMILY HANDBOOK

About Us

Our Approach to Learning:

At Small Wonders Preschool, our play-based curriculum empowers children as change-makers, invites them to explore and create, and helps them learn to build connections with their peers and the world around them.

Small Wonders Preschool (SWP) believes that play is the work of children and that children learn best by doing and trying. This attitude is meant to foster a positive self-concept and encourage excitement for learning.

Respect for children and their families is at the heart of our program. By nurturing strong relationships, providing safe, caring environments, and committing to best practices in early childhood education, we help children learn to value community, honor their curiosity, and build confidence.

Our Aims & Objectives:

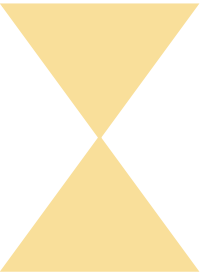
At Small Wonders Preschool we aim to create a welcoming and inclusive atmosphere for everyone. Our priority is to provide children with a secure environment conducive to learning and exploration. Our students' physical, social, and emotional well-being is paramount to us.

Our play-based learning experiences are designed to give children the skills they need to become confident kindergarteners. Our students will build language, math, science, fine motor, gross motor, and social skills, deepening their knowledge and problem-solving capacity.

Affiliations:

Small Wonders Preschool is an independent, private organization. While we are graciously hosted in the building of Atonement Lutheran Church, we are not affiliated with the church itself. Small Wonders Preschool is secular and does not teach a faith-based curriculum. We welcome families of all faiths and cultures into our program.





Policy, Procedure & Practices

Tuition and Registration:

To qualify for enrollment at Small Wonders Preschool, children must be four years old by December 1st and/or three years old by September 1st of the school year.

Registration applications are accepted on a first-come, first-served basis. Applications will be dated by SWP upon receipt. Application fees are non-refundable and payable when filing a registration application. Application fees are not applicable toward tuition, nor do they guarantee placement at Small Wonders Preschool.

Once your application is accepted, you will receive a contract from SWP in which you will declare your tuition payment plan. This contract is a binding agreement to pay the annual tuition. Upon signing the contract, a tuition deposit is due to reserve your child's placement. The tuition deposit is non-refundable and will be applied toward your annual tuition.

Enrollment in SWP is for the entire school year. There will be no refunds and no deductions made for absences. Tuition will not be prorated or refunded for any reason.

Tuition may be paid in full at the start of the school year or paid monthly. If tuition is paid monthly, it is due on the first of the month, September-May. Any tuition not received by the 5th day of the month will be subject to a 10% late fee. If your tuition remains unpaid by the 10th day of the month, your child's attendance will be suspended until payment is received.

Returned Check Penalty: There will be a \$50 handling charge for each check returned by the bank for insufficient funds or any other reason.

Tuition and registration fees may be paid with cash, check, or a credit card. Credit card payments are accepted electronically on our website. Checks should be made payable to Small Wonders Preschool. Payments may be hand delivered to the lockbox at our entrance or mailed to:

Small Wonders Preschool
1900 Westfall Road
Rochester, NY 14618

School Calendar:

Small Wonders Preschool will generally follow the Brighton Central School District calendar, with the exception of start and end dates. Small Wonders Preschool will follow the BCSD calendar for closings for holidays, breaks, and weather-related circumstances. Additional closings shall be at the discretion of Small Wonders Preschool directors. In the event of an unscheduled school closing, SWP will send a notification text message to registered families and post to our social media channels. In such instances, SWP will not offer make-up classes.



Contact & Communication:

As your child's most important influence, you are a full partner in our preschool program. Open and frequent communication will strengthen our partnership and help your child have a positive early learning experience. Our morning arrival and afternoon dismissal are busy times and not ideally suited for in-depth conversation. If you have a matter that needs focused attention, please call us during our phone hours before the start of the school day or make arrangements to stay for a brief meeting after dismissal. We are always available via email and will reply during business hours.

Please be sure to update your demographic and emergency information as needed throughout your child's enrollment at Small Wonders Preschool. This includes modifications to address, phone number, email, changes in medical information, and/or changes to individuals authorized to pick up your child.

In conjunction with our efforts to maintain collaborative relationships, SWP will remain in constant communication with parents/guardians throughout the year regarding their child's progress and needs. Small Wonders Preschool will send home written observations bi-annually. Parents/Guardians are free to request a conference with SWP staff at any time.

How to contact us:

Phone: 585-371-1438

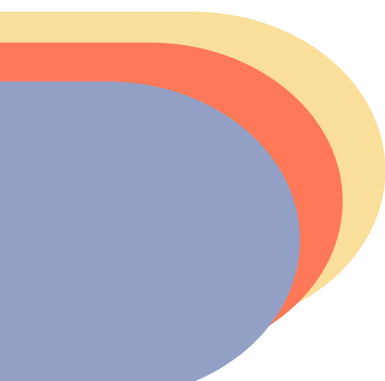
Email: SmallWondersRoc@gmail.com

Address: Small Wonders Preschool
1900 Westfall Road
Rochester, NY 14618

Our office hours are 8:00 AM – 1:00 PM, Monday-Friday. Our office is closed during scheduled school breaks.

Email is our preferred and most accessible form of communication. We will reply to emails during our office hours.

We can receive texts or phone calls during office hours. However, from 9:00 AM-12:00 PM, our priority is teaching your children. We will be unavailable for extensive phone calls during class times.



Health & Illness:

All immunizations required by New York State law must be current and on file with Small Wonders Preschool. Immunization records must be provided to Small Wonders Preschool before the first day of school or the child will not be admitted. A copy of your child's most recent physical must be submitted for our records.

Over-the-counter and prescribed medications cannot be administered by Small Wonders Preschool, except in the event of an emergency and when accompanied by a physician's order and administration instruction (for example an EpiPen administered for an allergic reaction)

To reduce the spread of illness and maintain the health of our program's children, staff, and families, **sick children are not permitted to come to school.** In general, an individual must be fever-free for at least 24 hours without the aid of fever-reducing medication to return to Small Wonders Preschool. As a policy, children must remain home if they have a fever of or above 100°F, they are vomiting, have diarrhea, or if they are acting listless.

Please refer to the following section for more information on illness and health issues that will temporarily exclude your child from attending SWP programming and the criteria required to return:

Illness/Health Concern:	Criteria for return:
Conjunctivitis (pink eye/eye discharge)	When symptoms of red, watery, itchy eyes are resolved. When discharge is no longer present.
Coughing (severe, non-allergy related)	When symptoms are no longer present.
COVID-19 (coronavirus)	When symptoms are resolved without the use of medication for at least 24 hours.
Diarrhea	When symptoms are improved.
Fever of 100°F or higher	When fever has resolved for at least 24 hours without the aid of medication.
Fifth Disease	When symptoms are no longer present.
Hand-Foot-and-Mouth Disease	When symptoms are resolved and there are no exposed open sores.
Head Lice/Nits	When all signs of lice/nits are absent and with a provider note stating that the child is free of lice/nits.
Influenza/Flu	When symptoms are resolved, and the child is fever-free for at least 24 hours without the aid of medication.
Pertussis (Whooping Cough)	Health Care Provider clearance is required.
Ringworm (Tinea)	24 hours after treatment has started.
Strep Throat	24 hours after first antibiotic treatment and when fever is no longer present.
Vomiting	24 hours from the last vomiting episode.

Parents/Guardians must notify Small Wonders Preschool when a child will be absent from school due to illness. Parents/Guardians are asked to inform SWP within 24 hours if any member of their household has developed any reportable communicable disease. We will keep all families informed of instances of contagious disease affecting children who may have been directly exposed while respecting all involved parties' privacy.

Small Wonders Preschool reserves the right to require health care provider clearance or make other updates to these policies as needed to help keep everyone in the Small Wonders Preschool community safe.

We value your family's health, as well as the health of our staff. We actively monitor the health and well-being of all children at SWP. We reserve the right to use a temporal thermometer to take a child's temperature when we suspect a fever has developed during school hours.

Should your child become ill during school hours, they will be removed from the shared area and kept in a space where there will be no direct contact with other children. You will be contacted and will be required to pick up your child within 30 minutes of notification. Children who become ill at school will not be able to return until they have been symptom-free, without medication, for at least 24 hours.

Toileting:

Children in our program must be toilet trained and independent in all toilet-related habits, including but not limited to wiping themselves and washing their hands. SWP staff will offer verbal support but will not enter a bathroom stall with any child. While isolated accidents may be expected, a child having frequent accidents is not functioning within the program's framework and may be asked to withdraw until they demonstrate control of toileting habits. Due to staffing limitations and liabilities, Small Wonders Preschool reserves the right to call in a parent/guardian if a child cannot change their clothing from a urine accident or in the event of a bowel movement accident.



Behavioral and Special Needs:

Small Wonders Preschool will make every effort to accommodate all children in our program. However, as a small and private facility, Small Wonders Preschool is under no obligation to enroll children with special educational, physical, or behavioral needs. Safety and well-being are of the utmost concern and SWP staff may not be able to appropriately or fairly address the needs of all children. If, through observation and time in the class, it becomes apparent that the needs of any one child are not being met within the parameters of our program, the family will be notified. Should such a situation arise, steps will be taken to work with the family to determine what is best for the child, as well as the other children in the program. A collaborative effort between staff, parents, and any service providers will be put forth to determine the next steps. Small Wonders Preschool expects that all enrolled children be able to function within the framework of the program, including age-appropriate behaviors. Parents/Guardians are responsible for any costs incurred to provide for special education, behavioral, and/or physical needs when deemed necessary and agreed upon by all involved parties.

- Identified Special Needs:
 1. Parents must make Small Wonders Preschool aware of any identified special needs and provide SWP with any evaluative reports. Small Wonders Preschool, parents/guardians, and outside providers will meet to discuss if SWP is an appropriate placement for the child.
 2. Parents/guardians may request the child's teacher to attend any appropriate Committee on Preschool Special Education (CPSE) meetings. Teaching staff will do their best to attend, but due to our size and limited staff, attendance is not guaranteed.
- Small Wonders Preschool is committed to the safety and well-being of all children and staff in our program. Therefore, the following are examples of when our program cannot accommodate a child:
 1. Staff are unable to keep all children safe within the program due to the behavior of a child.
 2. A child requires physical management or intervention by Small Wonders Preschool staff to stay safe, and not harm themselves, others, or property.
 3. The needs of one child require SWP to alter the design and scheduling of the daily classroom routine in a way that would negatively impact the preschool experience for other students in the program.
 4. Small Wonders Preschool staff are required to maintain one-to-one support for the child so that the child is successful within the program.
- Small Wonders Preschool will make every effort to inform parents/guardians of behavioral concerns within the classroom as soon as they become evident. Upon notification, parents/guardians are required to communicate with SWP within 24 hours before the child returns to the program. A collaborative approach will determine a course of action in a case-by-case scenario.



Pick-Up/Drop-Off:

Our building doors will always remain locked from the exterior. Staff will be present at the door at 9:00 AM for arrival/student drop-off. We ask that parents/guardians bring their child into our entry foyer, give a quick hug goodbye and we will assist students with getting ready for their school day. You will need to call the school to be let into the building if you are arriving any later than ten minutes after the scheduled class start time, as the doors will be locked and staff will no longer be manning the doors for arrival.

Students are permitted to leave the school only with a parent/guardian or adult previously designated as an authorized pick-up person. Parents/Guardians are responsible for maintaining accurate, complete, and current information regarding who is authorized to pick up their child. Parents/guardians must notify Small Wonders Preschool in writing of any changes to the child's pick-up plan. For the safety and security of your child, telephone requests are strongly discouraged. Staff members will ask for a government-issued ID for anyone who is not previously known to them.

An adult must be present to pick up the student no later than the scheduled dismissal time. Please make every effort to pick up your child on time. If you know that you can't arrive on schedule, please arrange to have your child picked up by another adult who has been previously authorized on your registration application. If a child is repeatedly being picked up after the scheduled end of class, Small Wonders Preschool reserves the right to bill for an additional child-care time at the rate of \$15 for every quarter-hour interval that the child remains in the building. Parent/guardian/designated adult is responsible for assisting their child out of school and into their vehicle.

Staff must be notified as soon as possible if a child is to be picked up before our scheduled dismissal.

Positive Guidance:

We take a proactive and preventative approach to guidance that reinforces appropriate and desirable behaviors. We utilize techniques of redirection, praise, and reinforcement to promote positive choices and behaviors. We understand that part of the learning and growing process involves making mistakes and challenging limitations. We may encourage children to "take a break" when we feel they need to refocus their attention. We will sometimes use "time-in" with the teacher in which we will use body proximity and focused attention to redirect undesirable choices.

As your child's most important teacher, we may occasionally ask for your help working out solutions to undesirable behaviors or choices being made at school.





Snack & Food:

SWP shares its building space with other organizations. As such, **we cannot guarantee that SWP is a completely allergen-free environment** (including, but not limited to tree nuts and peanuts). However, we do recognize the serious health issues that can occur when children with food allergies are exposed to certain foods. To provide a safe environment as possible the following guidelines have been put into place:

1. Parents/Guardians must notify SWP in writing of any food allergies and provide an Emergency Care Plan.
2. All students with food allergies requiring medication(s) must submit a current Emergency Care Plan or Permission to Dispense Medication and the appropriate medication. The plan must include:
 - a. Identified allergies.
 - b. Written order from a medical provider for medication.
 - c. Instructions for how and when medication(s) should be administered.
3. No homemade snacks are permitted within the building for any reason.
4. An approved snack list will be provided to all families at the start of the school year. The parent/guardian of any child with an allergy shall be responsible for reviewing and removing any unacceptable items from that list and must notify SWP of necessary revisions throughout the school year.

Water should be sent daily in a reusable water bottle. No juice, milk, soda, etc., is permitted.

Privacy Policy:

All information contained in your child's records is confidential. Anyone who is not directly involved with Small Wonders Preschool or affiliated with a government agency will not have access to your child's records without your written consent or a court order.

Small Wonders Preschool has provided each family with a photo/video release for our business-related purposes. Families are under no obligation to sign the release, and other families have no way of knowing who has asked for their children's photos not to be posted online. Out of respect for everyone, we ask that you do not post photos or videos that contain images of children other than your own on social media or online.



School Attire:

Please dress your child in easy-fitting, washable play attire that promotes independence in dressing themselves. Shoes must be closed-toe and rubber-soled. Flip-flops and sandals are not permitted. Please label all clothing items and place a spare set of labeled clothing in your child's backpack. We will play outside as much as possible, please dress your child appropriately for outside play. Children who are not adequately dressed for outside play will not be permitted to participate in such activities. SWP is not responsible for lost, stained, soiled, or otherwise damaged clothing.



Personal Belongings and Electronics:

Please leave all personal toys and treasured items at home. Bringing such items to school can create stress for children, families, and staff if something is misplaced, broken, or lost. Use of personal electronics (such as smartwatches and cell phones) is not permitted at SWP, and all personal electronic devices must remain outside the building. SWP cannot assume responsibility for lost or damaged personal belongings.

Playground:

We will play outside every day as weather and time permits. Our outdoor play space includes toys and equipment designed to support gross motor and imaginative play. Families choosing to play on the playground outside of school hours do so at their own risk. Adult supervision is required at all times for children utilizing the outdoor play space. Small Wonders Preschool and Atonement Lutheran Church will not be held liable for injury sustained on the playground.

Field Trips:

Parents/guardians will be responsible for transporting their child to and from field trip locations and must remain on-site for the duration of field trips. Due to the intimate size of our program, SWP staff will not be in the building on field trip days. If a parent/guardian cannot attend the field trip your child must remain at home as a voluntary absence.

Referrals:

The biggest compliment you can give is to tell friends and family about Small Wonders Preschool! Referring your friends and family helps to build a sense of community within our program. We are happy to offer a one-time \$25 discount on tuition for any referral that results in successful registration. If you are identified as a referral but your child has graduated from our program, or you have paid your tuition in full, we will send a check to your mailing address.

Enrollment Termination:

We reserve the right to terminate enrollment at Small Wonders Preschool for the following reasons:

- Non-payment of tuition
- Failure to adhere to policies outlined in the Family Handbook
- The child's needs exceed the capabilities of our program
- A child or family member's behavior or actions threaten or endanger the safety and well-being of other children or staff.