



Dear Families,

Welcome to The Harrison Children's Center. We are delighted that your child will be part of our early childhood family. We are honored by your trust as well as the opportunity to partner with you on your child's journey through their early years.

Our program will provide each child with a safe and loving learning environment. We are dedicated to helping your child grow and develop to their fullest potential according to their own special learning styles, interests, and personalities. We believe each child is unique and our goal is for each child to develop at his/her own pace. Through play, your child will learn new concepts and a better understanding of the world around them.

The Parent Handbook has been written to describe our program, philosophy, policies and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. If you have any questions, never hesitate to ask.

Thank you for choosing The Harrison Children's Center. We look forward to having your child join us as we work together in building a foundation for your child's future.

Best Regards,

Debbie Imperia  
Executive Director

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## Mission & Philosophy

The Harrison Children's Center is dedicated to providing an educational childcare experience to every child. Focusing on a child's emotional, social, cognitive and physical needs, the teaching staff directs their efforts towards nurturing a respectful classroom community, while simultaneously meeting individual needs of the children within the group setting. Since young children acquire knowledge best through play and direct sensory experiences, we offer a variety of hands-on learning opportunities to foster child development. Program activities are designed to meet the needs of diverse ages and developmental levels. We strive to provide a safe, educationally and socially enriching environment in which children can learn to be self-confident and reach their full potential. We are committed to the belief that all children can learn.

## Our Beliefs

- All children can learn.
- Each student is a valued individual with unique intellectual, physical, social, and emotional needs.
- Teaching staff, director, parents, students share in the responsibility for providing a nurturing, family centered and supportive environment within our school.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Our commitment to children is to enable them to become confident, self-directed, lifelong active learners.

## Governing Board

The Harrison Children's Center is a not for profit educational childcare organization that was established in 1975 and is governed by a Board of Directors consisting of local community members. Their role is to develop policies that support our mission in providing a nurturing educational childcare experience to every child. Additionally, the board is responsible for financial planning, financial oversight and accountability. The Board reviews and approves the annual budget and organizational policies.

## Licensing Agencies

The Harrison Children's Center in Downtown Harrison is licensed through the New York State Office of Children and Family Services. Our program in West Harrison is licensed through the New York State Office of Children and Family Services and the New York State Department of Education. OCFS Regulations are located at our parent sign-in table or on the OCFS Website under Child Care.

## Locations & Hours of Operation

Our Early Childhood programs have two locations within the Town of Harrison.

Harrison Children's Center Downtown 300 Harrison Ave. Harrison, NY 10528	Harrison Children's Center West Harrison 251 Underhill Ave. West Harrison, NY 10604
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Our hours of operation are from 7:30 a.m. to 6:00 p.m. If an unexpected late pick up is to occur, please call your child's program as soon as possible. Persistent lateness will result in a late fee of \$20.00 per half hour. Due to insurance restrictions, employees are not permitted to transport children for any reason.

## Arrival & Dismissal

The Harrison Children's Center opens at 7:30 a.m. In order for staff to prepare for the day, please do not enter the building prior to 7:30 a.m. For obvious safety reasons, the adult bringing/picking up the child each day must make contact with a teacher. No child is to be dropped off/picked up in the parking lot or at the door. Parents are responsible for their children on route to and from the center.

Please allow enough time both in the morning and evening for a calm, smooth and relaxed separation and re-connection. All children should arrive by 9:00 a.m. for a successful transition and continuity of the program. In fairness to the children and structure of his/her day, if a child cannot be here by 11:00 am, we ask that your child remain home. Conversely, if an early pick-up time is necessary, it is with the understanding that your child will not be returning to the center that day.

## *About Our Staff*

### Staff Qualifications

We pride ourselves in hiring and retaining a well-educated, trained and experienced staff. The Harrison Children's Center's staff consists of an Executive Director, Program Directors, head teachers, assistant teachers and a business manager. Each classroom has one head teacher and two assistant teachers. Our head teachers have degrees in early-childhood education or a related field. Our assistant teachers have degrees in early-childhood education or prior experience in an early childhood environment.

## Professional Development

All staff members are required to have a minimum of 15 hours of training every year. We focus our professional development on curriculum and instruction, child development, health and safety and NYS regulations. Additionally first aid, CPR and child abuse courses are required. Every employee receives a background check, are finger printed, screened through the NYS Central Registry of Child Abuse and Department of Justice.

## *About Our Program*

### Curriculum & Instruction

The Harrison Children's Center provides a well-rounded early childhood program that nurtures and stimulates young minds. Our program offers learning opportunities that are developmentally appropriate and address the unique way children develop and learn.

Using Creative Curriculum, we focus on four areas of child development: social-emotional development, physical development, language development and cognitive development. The individual strengths, needs, and interest of each child are incorporated into our daily planning. Additionally, each child's family and community cultures are valued and shared within our program throughout the year.

Throughout our planning we are cognizant of The NY State Prekindergarten Foundation for the Common Core. This serves as a guideline for the design, selection and implementation of a high quality curriculum. Our goal is that all children are well prepared for kindergarten. For more information please visit the [NYSED.gov](http://NYSED.gov) and follow the link to NYS Prekindergarten Foundation for the Common Core.

### Enrichment Activities

The Harrison Children's Center offers a variety of enrichment activities to enhance our curriculum. While they may vary from year to year, they are as follows:

- \*Music
- \*Nature of Things
- \*Science Enrichment
- \*American Sign Language
- \*Art Program
- \*Museum without Walls
- \*Programs sponsored by The Harrison Library

## Summer Program

While our schedule remains similar during the summer months, our daily activities emphasize summer fun and outdoor activities. Our units of study have a “summer flair” and we include a significant amount of time outdoors. This includes water play and sprinklers. The children have fun participating in numerous learning units such as camping, picnics, carnival, beaches and ocean. While education occurs year round, summer offers a unique opportunity for a little relaxation and a lot of fun.

## Sunscreen

During spring, summer and early fall months we ask that you apply sunscreen to your child before arriving at HCC in the morning. Teachers will re-apply sunscreen in the afternoon after nap. In order to comply with NY State Office of Children & Family Services regulations, we must have a fully completed consent form on file in order for us to be able to apply your child’s sunscreen. We require you to leave a new bottle of sunscreen labeled with your child’s name every spring.

## Transitions

The Harrison Children’s Center recognizes and supports the separation process that all children go through. Whether this is your child’s first experience in a program or a transition from another, we encourage you to visit the center with your child prior to the child’s first day, in order to help acclimate him/her. If your child is starting our program in September we encourage you to join us for some “summer fun” to break the ice for September (Please note: We are closed at the end of August so plan accordingly) If necessary, you may be asked to spend time in the classroom to ease the transition on your child’s first day or two.

## Clothing

Every child should feel comfortable to explore all our classroom materials, both inside the classroom and outdoors. Washable play clothing and sneakers are the best clothing to wear to take full advantage of the activities. If girls wear dresses, then please leave a pair of leggings in their cubby to cover chilly legs during outdoor play.

Party shoes and sandals are unsafe when running, jumping and climbing. Additionally, heavy work boots can be dangerous when climbing on outdoor equipment. Please dress your child only in sneakers.

We request parents bring in a labeled change of clothing for their child to keep in their cubby. Make sure clothing is seasonally appropriate and be sure to include socks and extra underwear. When cold weather arrives, it’s always a good idea to add an extra pair of gloves and a hat just to be sure as the weather changes, they are well prepared to go outdoors.

## Personal Toys

Our classrooms are equipped with an abundance of educational toys, games and other intellectually stimulating materials. When a child brings toys from home, it can cause disruption and conflict. Please do not permit your child to bring toys from home.

We teach peaceful, non-violent solutions to problems. War toys, guns, swords or other objects are not allowed under any circumstances. We always encourage and welcome books, music, items from nature, photographs and small stuffed animals for napping. If you are unsure about any item your child wishes to share with his/her classmates, check with the classroom teacher.

## Nutrition

At The Harrison Children's Center we understand the importance of healthy eating. Our cook on premises provides a fresh healthy meal daily so you can rest assured your children are receiving well-balanced nutritious meals that will in turn keep them healthy and engaged throughout the day. Monthly menus are sent via e-mail at the beginning of each month and extra copies are available at the entrance of the center. *Please note: There are 4 weeks out of the year when parents will be responsible to provide their child with a brown bag lunch.* HCC will provide breakfast, an afternoon snack and all beverages during those times. Ample notice will be provided.

## Obesity Prevention

The preschool years are critical years for children's development and learning.

To work and play at their full potential The Harrison Children's Center promotes the following:

- We offer and encourage healthy eating choices so children make appropriate choices and develop healthy eating habits. Only 1% milk and water are offered at meals.
- We provide a sufficient amount of physical activity; both indoor and outdoor play.
- We limit young children's screen time and do not allow the marketing of food and beverages.
- We provide an age-appropriate time to rest after lunch.

Articles on the prevention of childhood obesity and healthy development can be found on the parent information table. In addition, please visit the New York State Department of Health for information on Obesity Prevention at <https://www.health.ny.gov/>

## Food Allergies

The health and safety of your child is of the utmost importance of everyone at HCC. Allergies can be extremely serious if not life threatening. Please be sure to let the Director and your child's classroom teacher know of any food allergy your child may have, no matter how minor.



If your child does have an allergy, you will be required to have an allergy action plan completed by your child's pediatrician.

Due to the increased number of children who have life threatening nut allergies, we are a NUT FREE environment, with no exceptions. It is imperative that you do not send in any food products that contain nuts. Read all labels carefully before sending in any food or party treats. Please be advised that if you send your child in with a product that contains nuts, we will not serve it and we will send the item home. Exceptions will be made in the cases of foods that are required for a child having a special health care need where such foods are necessary for medical reasons. (Ex: Almond Milk)

### Our Daily Schedule

- 7:30 – 9:00 Morning Drop Off  
Parents are free to drop their child off when convenient during the above time frame. During this time centers are available for free play.
- 9:00 – 9:30 Breakfast
- 9:30 – 10:00 Morning Circle Time
- 10:00 – 11:00 Center Time / Small Group Instruction
- 11:00 – 11:45 Outdoor Play / Indoor Gross Motor Activities
- 12:00 – 12:30 Lunch
- 12:30 – 2:30 Naptime /Rest Period
- 3:00 – 3:00 Afternoon Circle/Story Time
- 3:30 – 3:45 Snack
- 4:00 – 6:00 Free Play/Outdoor Play/Pick up time  
This time is less structured and activities depend upon the time of year and the weather. We try to spend as much time during these hours outdoors, weather permitting. Otherwise, children are engaged in free choice center time activities, story time and other various activities.

\*Personal hygiene routines occur throughout our day, prior to meals, after meals, before nap, when returning from outdoors, and as needed throughout the day.

\*Our schedule is subject to slight modifications.

### Absences

Please contact the Harrison Children's Center if your child is going to be absent. You can either leave a message on the phone or contact the center via e-mail. If your family will be going away on vacation please notify your child's teacher and via HCC e-mail so there will be a written record of your child's time away. As a reminder, you are responsible for payment when your child is absent.

## Emergency Closings

We do our best to keep the center open in inclement weather and other emergencies however, sometimes conditions prohibit us from doing so. While we realize parents have work commitments, the safety of children and staff is important. In the event of a delay or closing you will be notified through the following ways: Via e-mail, Channel 12 News Station or our Alert Now phone calls.

## Outdoor Play Areas

Children need fresh air and plenty of outdoor time in order to thrive. Our program has an age appropriate playground on site that has a fence surrounding the play area. In addition, we have access to Town of Harrison playgrounds within walking distance to HCC.

When weather permits, the children are often on the playground at dismissal time. Often when parents come to pick up their child, they are accompanied by siblings. It is our policy that once you enter the play area you are responsible for both your HCC child and any other children who may be with you. It is also expected that the older children should be mindful of the younger children in the play area.

## *Our Partnership with Families*

### Diversity

The Harrison Children's Center admits students of any sex, race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

We respect and value each child for their uniqueness and cultural background. We strive to create a welcoming environment that respects diversity and supports children's ties to their families, cultures and communities. We encourage parents to share cultural traditions and holidays with your child's classmates. Please speak with either the Director or your child's teacher to make arrangements for special celebrations.

### Parent / Teacher Communication

The Harrison Children's Center takes the responsibility of communicating with parents very seriously. We strive to provide multiple sources of information in order to keep parents well informed. Each month a newsletter is sent home providing parents with a brief overview of monthly classroom activities, specialist visits, upcoming events and pertinent center

information. In addition, a classroom newsletter is sent at the end of the week sharing highlights of the week.

Formal conferences are scheduled twice a year, generally in the fall and spring. Additional conferences may be held at any time. Please contact the classroom teacher directly if you wish to schedule a conference.

We value frequent communication between home and school. You are welcome to call during the work day to check on your child's day. A teacher may not be available during classroom time, but a message can be left with the office. Another informal method of communication regarding your child's day can be found on the white boards outside the classroom.

## Parent Involvement

There are a variety of opportunities for you to participate in your child's experience at HCC: accompanying us on field trips, sharing a special talent, attending afternoon birthday party, or simply reading a special story for your child's class. We welcome families at our special functions throughout the year. Through your involvement, you teach your child that Harrison Children's Center is an important place.

## Holiday & Birthday Celebrations

Birthday and special holiday celebrations are important events at HCC. Please coordinate with your child's teachers regarding the date and special treat you plan to provide. When sending in treats, please remember we are a nut free environment.

## Behavior Management Policy

The Harrison Children's Center is dedicated in creating a safe and secure environment that will enable children to achieve to their fullest potential. When a child exhibits behaviors that are unsafe for themselves or others, it is addressed immediately in a thoughtful manner. Our staff sets clear, developmentally appropriate expectations for all children. Our program promotes consistent classroom routines and uses positive reinforcement for positive behavior. For those children who have a difficult time managing their own behavior, we put in various supports and set clear expectations so that your child will experience success. The following acceptable child guidance techniques will be used:

- Redirect a child in conflict.
- Focus on "Do" rather than "Don't."
- Offer choices to a child to achieve desired outcome.
- Encourage children to use their words rather than physical acts.
- Model desired behaviors in order for children to learn by example.
- Involve children in the development of classroom rules.

The process of learning self-control is seen as part of our curriculum. Making mistakes is the method by which children learn their abilities. Our goal is for every child to grow in the area of self-discipline and provide a supporting environment for every child.

If a child continues displaying inappropriate behaviors, the teacher will first look at the daily routine and activities, making sure expectations are clear and routines are consistent. If behaviors continue despite adult support and guidance then a meeting with the parents, classroom teacher and other necessary professionals will occur in order to create an individualized behavior plan. (Please note: Under no circumstances is physical restraint permitted at any time. However, physical intervention is permitted if a child is dangerous to themselves or other children in the program.) Parents will be kept well informed regarding their child's progress. Our goal is for every child to have a safe and positive environment.

### Biting Policy

Preschool age children can be unpredictable and easily frustrate. Occasionally, a child may use their teeth instead of their words to express such frustration. Due to the speed and randomness with which biting incidents occur, it is not always possible to prevent these from happening. While this is unfortunate, it does happen from time to time.

We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. Our first response is to care for and help the child who was bitten. All wounds will be immediately cleaned and an ice pack will be applied. If skin has been broken then the wound will be covered. Next, the child who bit will be talked to in a consistent manner showing verbal disapproval; "Stop! Biting hurts your friend." Of course we will always work with the child who bit and examine our program to make any necessary programmatic changes.

It is our policy that biting incidents will be documented using an OCFS incident report in order to keep accurate records of biting incidents. In addition, parents of both children will be called so that they receive an accurate accounting of the incident. (Staff at closing may not be aware of all circumstances, especially if the injury occurred earlier in the day) In all interactions with all parents, the name of the child who has bitten will be kept confidential in order to avoid labelling of any child. We encourage parents to bring their concerns about biting incidents either to the classroom teacher or the director.

### Nap Policy

Part of our day includes a prescribed naptime. Section 418.-1.7(o) of OCFS regulations states that we must provide each child with a napping arrangement. (A napping arrangement form is included in the registration packet.) Please make sure to read the napping arrangement, make comments based on the needs of your child and sign the document. We often hear "my child does not need a nap." However, during the course of their very busy morning they are often tired and need to either nap or at the very least, rest. The children will nap/rest on a soft cot

within their classroom. You will be asked to bring in a small one piece sleeping bag that is sized for a cot or a small pillow and blanket for their cot. For sanitary reasons, bedding must be sized for a cot. (Examples can be found online at Target or Bye Bye Baby) You will be required to take all bedding home every Friday to be washed and returned on Monday morning. If your child does not attend on a Friday, then please remember to take bedding home on the last day of the week they attend. If your child is unable to sleep during nap time they will be offered a quiet play area within the classroom.

### Technology and Electronic Visual Media Policy

When television or other electronic visual media is used, its use either enhances our curriculum, is educational in nature, promotes physical development, or has identified learning objectives. Please rest assured that television or electronic visual media is never used during meals, at nap time, or just used to occupy time. There is always a value.

### Social Media Policy

Social media is a preferred method of communication and widely used today. Per our personnel policies, we recommend that our staff not communicate with families via social media until your child's exit from our program. We ask that you respect this policy and not contact our staff through social media avenues.

### Photographs

You will be asked at the beginning of the year to bring in a few photographs of your child in addition to a family picture. Our staff will also be taking photographs of children in groups and individually throughout the year. These photos will be used for bulletin boards, cubbies, classroom books, and other classroom and center events.

### Rights of Parents

All parents have unlimited access to their child/children at all times. At times, custodial issues arise within a family. Please provide HCC with custody agreements or court orders that have restrictions on parental visits. Please be advised that unless there is a custody order in place stating such, we MUST release and supply information to a non-custodial parent.

## Parent Resources

At the parent welcome table are magazines, articles and pamphlets pertinent to the major issues that are faced in early childhood development, as well as our monthly newsletter. Please feel free to take copies. Additionally, The National Association for the Education of Young Children has wonderful articles and suggestions for parents. You can visit their website at [www.naeyc.org](http://www.naeyc.org) and click on the NAEYC for families' link.

Through daily observation and interaction with children we learn about their strengths and weaknesses. In some instances, a child may require additional support in order to learn and grow to their fullest potential. In such cases, we work closely with families and reach out to our local school districts in order to acquire the needed support. This process can seem overwhelming, but we will be there to support you and your child every step of the way.

## Breast Feeding Policy

Although we do not have infants and toddlers in our program, we provide active support to breastfeeding families. We will provide a comfortable place for mothers nursing their infants. Please check our parent welcome table for information on the benefits of breastfeeding.

## Privacy Policy

Consistent with the New York State Office of Children and Family Services, Child Day Care Regulations, Harrison Children's Center treats information relating to an individual child confidential. Information relating to an individual child may be disclosed to a social service district where a child receives a day care subsidy from the district, where the child has been named in a report of alleged child abuse or maltreatment, or as otherwise authorized by law. Often, as children are entering kindergarten the receiving school district will ask for information regarding your child's development and progress. Such information will not be released without a signed consent form from a parent.

## *Health & Safety*

### Health Care Policy

Your child's health and safety is very important to us. Our health care plan has been approved and filed in accordance with New York State Regulations and is available on site. Every child is required to have a physical examination by a physician prior to entering our program and once a year thereafter. Immunizations must follow the Department of Health mandates and must be current, unless there is a medical reason stating otherwise. (For information visit

<https://www.health.ny.gov/> ) Any child not immunized because of the parent's religious beliefs may be admitted if the parent furnishes the program with a written statement to this effect. We will provide you with a physical form issued by New York State Office of Children & Family Services. If you choose to use a form generated by your child's pediatrician, it must include a clause stating that your child is *free from communicable disease and able to attend our program*.

If your child is going to be absent due to illness, please call the center or send a message via e-mail. While we realize that small children tend to get sick more frequently and absences from work are problematic, please be respectful of the other children in the program. Please notify us if your child has a communicable disease or has been exposed to one.

We ask that you keep your child home for the following reasons:

- First day of a significant cold (green runny nose, fever, aches, etc...)
- If he/she has vomited the night before or early in the morning.
- If he/she has a temperature of 100 or higher the night before or early morning.
- If your child has been given an antibiotic, the first 24 hours of treatment.

Your child will be sent home from the center if he/she shows evidence of the following:

- Temperature of 101 or over.
- Diarrhea (two or more episodes, liquid or green stools)
- Vomiting
- Undiagnosed rash
- Any contagious disease or infection

Your child may return to the center when:

- Temperature has returned to normal for 24 hours
- Diarrhea has stopped for 24 hours
- Vomiting has stopped for 24 hours
- Rash has been checked by a physician or has completely cleared
- A condition is no longer contagious, as confirmed by a physician
- 24 hours after strep medication has started
- All chicken pox are crusted, 6-7 days after onset
- 24 hours after conjunctivitis medication is applied
- 24 hours after any oral antibiotic is started

If your child has been diagnosed with a contagious illness (strep, strep throat, scarlet fever, conjunctivitis, etc...) please notify the director and/or head teacher. We will communicate the information to the families and staff when necessary.

If your child has a serious injury (such as a broken bone) we will need documentation from a physician stating your child is able to re-enter our program and any short term/long term limitations that may be necessary. We will not be able to allow your child back into the program until documentation is given to the Director.

In the case of an emergency, 911 will be called and a staff member will accompany the child to the hospital. The parent will be notified via phone to meet the child and staff member at the hospital.

### Administration of Medication

The Harrison Children's Center is approved by The Office of Children & Family Services to administer limited medications. (Over the counter ointments, Tylenol, Motrin, asthma inhalers, epi-pens, or medication associated with a child who has a special health care need) Tylenol, Motrin and Neosporin are kept on site for those occasions when a child suddenly has a fever or a wound that needs further cleaning. For inhalers, epi-pens or medications associated with a child who has a special health care need, proper paperwork must be completed prior to accepting any prescription medications. The original container and package insert must be kept with the medication in order for it to be accepted by the director. Please see the site director for required paperwork to be filled out by your child's physician. Once the paperwork has been completed, the director will accept the paperwork along with the medication for review. You must reauthorize medication consent every year with your child's pediatrician. If there are any changes in their health or in medication required or dosage please notify the director immediately and update consent forms. All expired medications will be returned to the parents and new medication will be required. Please be patient during this process as the regulations are quite strict in order to ensure the safety of your child.

### Emergency Contact Information

Prior to your child starting our program you will be asked to fill out a blue registration card. The information required on this form is of the utmost importance in case there is an emergency while your child is in our care. Please make sure names, phone numbers, and physician information is accurate. You will be asked to verify contact information every six months for accuracy. If your information changes prior to the six month check please notify the director.

### Evacuation Drills - Shelter in Place Drills – Relocation Sites

Per New York State Office of Children & Family Services Evacuation Drills must be conducted monthly. There must be two evacuation routes and drills must be varied by routes and time of day. Shelter in Place Drills must be conducted twice a year. Children will go to a designated place in the building and remain there for 20 minutes. These drills are conducted in the event that it was unsafe to leave the building. Parents will be notified in advance of Shelter in Place Drills. In addition, relocation sites have been established in the event we need to evacuate the building.

The relocation sites are as follows:



Harrison Children's Center at 300 Harrison Ave. Harrison

1. Solazzo Center - 270 Harrison Ave.  
(2 blocks towards Halstead Ave. next to basketball courts)
2. Harrison Town Hall - 2 Heineman Place  
(Corner of Harrison Ave. & Heineman Place)
3. Harrison Public Library - 2 Bruce Ave, across from Harrison Town Hall

Harrison Children's Center at 251 Underhill Ave. West Harrison

1. West Harrison Senior Citizen Annex at 251 Underhill Ave.  
(1 story building next to elevator entrance)
2. West Harrison Public Library at 2 Madison St.  
(Across the street from our building)
3. West Harrison Fire Department (95 Lake St.)

## Child Abuse and Maltreatment Reporting

In accordance with the provisions of Sections 413 and 415 of the Social Services Law, child day care center staff must report suspected incidents of child abuse or maltreatment concerning a child receiving child day care to the Statewide Central Register of Child Abuse and Maltreatment. We are required to report any suspected cases of child abuse and/or neglect to Child Protective Services immediately by telephone and follow up in writing within 24 hours the same information that was reported by phone. We will offer the full cooperation of staff during the investigation of the reported incident. The Child Abuse Hotline number is 1-800-342-3720. For a Child Day Care Complaint please call 1-845-732-5207.

## *Financial Policies*

### Registration – Deposit

At the time of enrollment you will be required to pay a one-time only non-refundable registration fee. When enrolling your child in advance of their start date, 50% of your child's first month's tuition is required in order to secure enrollment for your child. Additionally, you will be required to fill out page 3 of the registration packet. (Required Parent & Child Information) The remainder of the registration packet can be completed 30 days prior to your child entering the program.

### Tuition Payments

Monthly tuition payments are due by the 10<sup>th</sup> day of each month. If needed, arrangements can be made directly with the director for bi-monthly or weekly payments. We are a tuition based organization. Tuition is due even on days when the center is closed for holidays, inclement

weather, and professional development. We reserve the right to penalize any late tuition payments. You will be charged \$20.00 bank fee for any checks returned to the center for non-payment.

### Day Care Subsidy - Scholarships

We are an organization that accepts Day Care Subsidy through The Department of Social Services. Please inquire with the Director regarding these tuition reduction programs. If you are experiencing financial hardship and require special arrangements for payment, please speak directly with the Executive Director at 914-835-4271. All information is strictly confidential. In addition, we offer a 20% discount for siblings.

### Withdrawing from the Program

We realize unforeseen circumstances can arise and it may be necessary to withdraw your child from the program. We request written notice 30 days prior to your child's departure. If your child will not be attending during that 30 day time frame you are still required to make the final payment.

### Discharge Policy

The Harrison Children's Center goal is to work with families and form strong relationships in order to benefit each child. Our goal is to provide a safe and supportive learning environment. Every child should be treated fairly when rules are broken. Some children require extra supports in order to experience success. This process may involve getting support through the Committee on Preschool Special Education. We work closely with many of our surrounding school districts to access appropriate support for every child. Occasionally, our program may not be the best fit for each student. After exhausting supports it may be necessary for a child to be discharged from our program. We consider discharge when our program's environment does not meet your child's needs, if your child is not benefiting from our program and if your child is a danger to themselves or endangers the safety of others. We regret any actions of this nature, but safety for all children is of the utmost importance.

*Board of Directors*

Geri Rubenstein – President  
June Ann Swartz – Vice President  
Nancy Canella – Vice President  
Sharon Hurley – Treasurer  
Judy Hoff – Secretary  
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Salvatore DiCostanzo  
Lenore Goldsmith  
Lenore Hyatt  
Helana Jaffe  
Debbie Mazza  
Elyse Nathanson  
Nancy Pruyne  
Jan Vinikoor  
Anita Voetsch  
Lola Geiger – President Emeritus  
Debbie Imperia – Executive Director