

## **EMERGENCY CLOSINGS**

The Center will follow the same snow closing schedule as the Harrison School District. Weather closings will be announced on radio station WFAS 1230 AM or WFAS 103.9 FM and Channel 12 News. If the Harrison School District is closed, we are closed.

### **OFFICER'S**

Lola Geiger President	June Ann Swartz Vice President
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*Welcome to*

# **The Harrison Children's Center Handbook**



**Debbie Imperia  
Executive Director  
(914) 835-4271**

**Harrison Children's Center—Downtown**  
**300 Harrison Avenue**  
**Harrison, NY 10528**  
**(914) 835-4271**

**Debbie Imperia**  
**Executive Director**

**Kamala Carducci**  
**Director of Business**

**Harrison Children's Center— W. Harrison**  
**251 Underhill Avenue**  
**W. Harrison, NY 10604**  
**(914) 761-8177**

**Jodi Ann Robinson**  
**Director**

**Nancy Tritsch**  
**Education Supervisor, TheraCare**

**Please Note:**  
**We are a Nut Free School.**

### **DISCIPLINE POLICY**

The Harrison Children's Center is dedicated to a policy that creates a safe and secure environment that will enable students 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. Our goal is for every child to grow in the area of self discipline.

### **TOYS FROM HOME**

Our classrooms are equipped with educational toys, games and other stimulating materials. When a child brings a toy from home it causes unnecessary disruption and conflict. Please do not permit your child to bring toys from home. However, your child is permitted to bring soft cuddly stuffed animals for nap-time, as well as books, music, and photographs from home. Thank you for your cooperation.

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

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 by a phone call to meet the child and staff member at the hospital.

### **PARENT PARTICIPATION AND PARENT SERVICES**

Parent involvement is a very important part of your child's educational experience. Not only do we value your participation but we encourage it, there are many opportunities for you to participate in your child's school experience: accompanying us on trips, sharing special talents, bringing in a special snack, attending birthday parties, or being a special guest reader in your child's classroom.

### **YOUR CHILDS PROGRESS**

Child evaluations are made twice a year. There will be parent/teacher conferences and a written report covering your child's progress.

You are welcome at any time to speak to the staff or visit the Center. If you have any concerns or questions you can request a conference with the teachers.

### **WELCOME**

The Harrison Children's Center is a not for profit corporation with two Early Childhood Centers licensed by the New York Office of Children and Family Services. Harrison residents govern the organization and also form the Board of Directors, which meets six times a year.

### **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 his or her full potential.

## **LOCATIONS AND HOURS OF OPERATIONS**

Our Early Childhood programs have two locations within the town of Harrison:

HCC I— West Harrison  
251 Underhill Ave.  
W. Harrison, NY 10604  
(914) 761-8177

HCC II-Downtown  
300 Harrison Ave.  
Harrison, NY 10528  
(914) 835-4271

Our hours of operation are from 7:30 a.m. to 5:30 p.m. You may contract, at an additional cost, a 6:00 p.m. pick-up. A late fee will be charged beginning at 5:35 pm and will increase after 6:00 p.m. If a late pick-up is to occur, please call your child's center. Due to insurance restrictions, employees are not permitted to transport children for any reason.

## **ARRIVAL AND DISMISSAL**

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, do not drop off your child in the parking lot or front hall. You must make contact with a teacher at both drop off and pick-up.

- Vomiting;
- Undiagnosed rash;
- Runny nose (green or yellow discharge);
- Any contagious disease or infection;
- General malaise/fatigue: an inability to participate in the regular program activities. At times this condition may be evident without an elevated temperature.

Your child may return to the center when:

- Temperature has returned to normal for 24 hours;
- Diarrhea has stopped for a minimum of 24 hours;
- Vomiting has stopped for a minimum of 24 hours;
- Persistent cough has been checked by a physician;
- Rash has been checked by a physician;
- The 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; or
- 24 hours after any oral antibiotic is started.

## **HEALTH POLICIES/ABSENCES**

Your child's health and safety is very important to us. Every child is required to have a physical examination before attending the program. The doctor's report must be made on a New York State Medical Form.

If your child is going to be absent due to illness, please call the center. 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 cold;
- If he/she has vomited the night before or early in the morning;
- If he/she has temperature the night before or early morning; or
- The first 24 hours of antibiotic treatment.

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

- Temperature of 101, with a Thermoscan Instant (Ear) thermometer;
- Diarrhea (two or more episodes, liquid or green stools.);
- Frequent, persistent cough;

While our program opens at 7:30 a.m. it is recommended that your child be dropped off no later than 9:00 a.m. This will enable your child to benefit fully from our program.

In order that both parent and child enjoy their day, please leave enough time for a calm and relaxing departure. We recommend that you spend a few minutes with your child exploring our centers or reading a book. Then tell him/her that you have to leave for work and do not forget an extra good-bye hug. You are always welcome to call and check on your child during your work day.

## **REGISTRATION**

In order to secure your child's enrollment, you must complete and sign all required forms. There is a **non-refundable** registration fee which is required to secure a place for your child within our program. In addition, a medical examination is required each year your child is enrolled within our program. Although TB and lead screening are not mandated by New York State, these two tests are strongly recommended. In order for your child to start in our program, we must have all forms completed and returned.

## **TUITION PAYMENTS**

Tuition is due the first ten days 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, bad weather, and teacher training. We reserve the right to penalize any late tuition payments. You will be charged the banks fee for any checks returned to the center for non-payment.

We are an organization that accepts Title XX Scholarships and Department of Social Services assistance. Please inquire regarding these tuition reduction programs. If you are experiencing financial hardship and require special arrangements for payment, please speak directly with the director.

## **CALENDAR**

The Harrison Children's Center is open five days a week, fifty-one weeks a year. The Center is closed on certain holidays and when the weather conditions are treacherous. Yearly calendar will be provided in September and upon request. The TheraCare SCIS classroom has a separate calendar.

## **DAILY SCHEDULE**

The following is a typical day at Harrison Children's Center:

- ◆ 7:30-8:45 Drop off and morning play
- ◆ 8:45-9:00 Clean up & Hand Washing/Bathroom
- ◆ 9:00-9:20 Breakfast
- ◆ 10:00-11:00 Small Group Activities/Indoor Play
- ◆ 11:00-11:45 Outdoor Play/Gross Motor Activity
- ◆ 11:45-12:00 Hand Washing/Bathroom
- ◆ 12:00-12:30 Lunch
- ◆ 12:30-2:30 Naptime
- ◆ 2:30-3:30 Snack
- ◆ 3:30-4:00 Small Group Activities/Indoor Play (3:30 Day over for TheraCare Program)
- ◆ 4:00-5:00 Outdoor Play or Center Time
- ◆ 5:00-5:30 Manipulative
- ◆ 5:30 Pick-up Time

## **NAPTIME**

Each classroom has a prescribed naptime. We have found from our experience that the children need this time. While we are sensitive to parent request in terms of limiting the time their child sleeps, we feel that the child does need to have his rest. We do our best to accommodate a family's needs, but are reluctant to disturb a child who is clearly fast asleep and is in obvious need of this rest.