



Rules and Policies

General: Our Kids Place reserves the right to terminate the enrollment of any child who is unable to adjust to the Center's program. Our Kids Place may terminate this Enrollment Agreement at any time upon written notice.

Pick-Up: The parents/guardians whose names appear on the first page of the Enrollment Agreement acknowledge and understand that Our Kids Place MUST receive proper authorization to release a child to individuals NOT listed on the Enrollment Agreement. Impromptu pick-up authorizations will not be accepted over the telephone. A written document or email from a parent/guardian will be acceptable.

Tuition: Tuition is due by the first of every month. A \$45.00 late fee is applicable after the fifth of the month. A \$75 late fee will be applied if the balance goes into a new month. **NO PERSONAL CHECKS.** Registration fees are non-refundable. **We accept credit cards (with a 3% service fee) (Visa and MasterCard), cash, or money orders.** Children attending the program are required to pay the full monthly fee regardless of attendance. Students whose accounts are delinquent will have a hold placed on their accounts. This bars them from participating in any extra activities and receiving official school documents, etc. Should OKP need to switch to Remote Learning, tuition is still due as normal. Parents who claim funds using a voucher are responsible for submitting all necessary paperwork to the relevant agency. Our Kids Place only backdates one month if voucher enrollment is delayed. Parents must allow for 2 business days if paperwork is needed from OKP.

The parents/guardians whose names appear on the first page of the enrollment agreement acknowledge and agree that they shall be held liable for all costs incurred by Our Kids Place arising from or relating to the collection of Tuition, Late Fees, and/or Service Charges which are not paid as specified in this Enrollment Agreement.

Hours of Operation: Our Kids Place hours of operation are Monday through Friday, 7:00 a.m. to 6:00 p.m. Students enrolled in part-time, UPK or SCIS programs may have different hours. Students will not be accepted into school after 10:00 am. Children left after hours will be charged a late fee of \$1.00 per minute. Excessive lateness and late pick-ups can result in expulsion. We will be closed for certain holidays, staff development days, and possibly inclement weather. Please review this year's school calendar for such days. Any closings for inclement weather will be communicated through emails, social media platforms, and our ClassDojo messages.

Medical Forms: OCFS requires each child to have a completed medical form on file upon school enrollment. This form must be updated yearly. Failure to comply will result in a temporary suspension

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of your child until we receive an updated medical form. Please have your child's doctor fill out all medical forms and return them as promptly as possible to the school. All immunizations must be up to date. MAT forms and Individual Health Plans must be completed if the student has any health concerns and/or mandatory medication.

Medicines/Illnesses: If, sometime during the school year, your child becomes ill, please consider the following points when determining whether your child should attend school.

You should not send your child to school if he/ she has any of the following symptoms:

- Fever of 100 or more. The temperature should be normal for 24 hours before the child returns to school.
- Severe coughing or trouble breathing
- Thick nasal discharge
- Conjunctivitis (Pink Eye)
- Unusual spots or rashes
- Infected skin patches
- Diarrhea or vomiting. The child must be well 24 hours before returning to school.
- Headache
- Stiff neck
- Sore throat or trouble swallowing

If your child develops any of the above symptoms while in school, we will contact you to pick up your child. Your child will **need to stay home for 24 hours** before returning to school. If your child is sick and cannot attend school, it will be important for you to consult with your doctor. **Please inform the school if the doctor makes a diagnosis or if your child is on any kind of medication. If your child is out for more than three consecutive days, you will need to provide a doctor's note before your child returns to school. Any child who suffers from seizures or any other serious health conditions should notify the director and teacher at the time of enrollment.**

In addition to the above, OCFS requires that you notify us within 24 hours of any absence due to: chicken pox, conjunctivitis, diarrhea, diphtheria, food poisoning, hepatitis, Hemophilus influenza type B infection, impetigo, measles, meningitis (all types), meningococcal disease, methicillin-resistant staphylococcus aureus (MRSA), mumps, pertussis (whooping cough), poliomyelitis, rubella (German measles), salmonella, scarlet fever, tuberculosis, or any other disease or condition which may be a danger to the health of other children. Such disease or condition shall not include acquired immune deficiency syndrome (AIDS) or human immunodeficiency virus (HIV) infection.

Medicine can be administered only with written consent (MAT FORM) and approval by our Educational Director.

General Hygiene: Children's hygiene must be maintained before attending school daily (nails trimmed and hair combed). The student's hair must be pulled back and neatly styled. **NO HAIR BEADS, as this poses a danger to our younger students.**

Dress Code: Our dress code is a MUST for four days a week. Each child should wear a light blue top and a dark blue bottom. Elastic waist pants are preferred. **NO BELTS PLEASE.** This is to allow your child to use the bathroom easily. Children two years of age are asked to wear Velcro shoes. On

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your child's assigned gym days (Tuesday and Thursday), your child is considered prepared when they are equipped with an Our Kids Place sweatshirt and/or Our Kids Place t-shirt (This can be purchased in the office) with sneakers. You are responsible for labeling all clothing, wipes, diapers, jackets, hats, etc. Students may dress down on Fridays. (Regular clothes) Gym does not begin until October, gym attire can be purchased during Parent Night.

Children should wear comfortable clothing that can be laundered. Our curriculum encourages learning through exploration. The children will be playing with messy materials such as paint, clay, and sand. Although we use smocks for every child, there are occasions when clothing may not be completely protected.

We encourage our children to put on and take off their clothing. Self-esteem comes from a growing sense of accomplishment. Fancy buckles, snaps, and buttons are difficult for little fingers to manage. Please help your child to succeed by dressing him/her in clothing that he/she will be able to put on and remove by him/herself.

All blankets and outer clothing (such as coats, sweaters, hats, shoes, boots, etc.) must be labeled with the child's name. (We have over 50 children enrolled, and they all wear similar sizes.)

Children should dress according to the weather. We go outside whenever the temperature is above 35°F and the weather is pleasant. During the summer, sunscreen can be administered only if the sunscreen form is filled out.

Communication: We have many different lines of communication we use in the event of an update or change in school activities, or in the case of an emergency, ex: school closings due to snow. The lines of communication are:

- Email- If you do not receive any emails at the moment, send an email to okphewlett@ourkidsplacecares.com with your name and your child's name. We will add you to our email list.
- Playground- You will be invited to join your child's class on the Playground app. Here, you can communicate directly with your child's classroom teacher. Please be mindful of office hours.
- Facebook- @ourkidsplacehewlett
- Instagram- @ourkidsplaceh
- The school website is under the 'Events' page.

Help us to keep you informed by using at least three of the five lines of communication that we offer. Using the email line is mandatory.

Jewelry/Toys/Personal Items: **NO** jewelry (hoops, large bracelets, chains, and/or rings), toys, or personal objects are to be brought to school, unless for a designated purpose. **OKP is not responsible for any lost or broken jewelry, toys, or personal items. Students are not permitted to carry cell phones.**

Meals: Breakfast begins at 8:00 a.m. and ends promptly at 8:30 a.m. If you wish for your children to have breakfast, **they must be here on time.** Lunch and snacks must be provided from home. **Note that we are a nut-free school.** Any other small foods that can potentially be a choking hazard are prohibited. (Whole grapes, popcorn, baby carrots, etc.) Students with individual healthcare needs or allergies should complete an individual health plan.

Birthday Parties: If you wish to have a party for your child, please notify the office at least two weeks in advance. Parents are responsible for supplying all food (cakes, chips, sodas, etc.) and party goods. All food must be store-bought with a food label. All parents are required to assist staff members during their child's party, as well as with clean-up. Parties typically take place during lunchtime (11:15 am). Goody bags must be food/candy-free.

Parental Responsibilities:

- Parents should inform the teacher or director of events that may have happened at home that could excite or worry the child during the day, such as moving into a new home, a death in the family, the absence of a parent, etc.
- **Parents must bring the child into the building and to the designated classroom. Children must NEVER be left unattended in the building. This includes walking to and from the classroom. The only doors to be used by families are the main doors in the lobby. All other exits are only for emergencies.**
- Parents must speak to the teacher to let him/ her know when they are taking a child from the classroom or playground. Each child must be signed out by a person authorized to pick up the child. Please use your first and last name when signing.
- **The name of the person picking up your child is recorded. Your child will not be released to anyone other than the persons you have on our list unless we have directions from you in writing to do so. Keep your pick-up list and emergency numbers up to date. If someone new is picking up, please send us a note/ email in writing and signed by you.**
- **Parents must notify the center immediately of any change of address, phone number, or place of business. In the event of an emergency, we will need to contact you.**
- All parents/guardians agree that should their child or children be subject to an executed, court-approved custody, separation, or another form of legally enforceable agreement determining the custodial status of such child or children, MUST provide copies of all such agreements to Our Kids Place, and shall provide to Our Kids Place any changes, amendments, and updates to such agreements.
- **Children must come to school with two complete sets of change of clothing (extra pants, shirt, underwear, socks, and sweater). Accidents happen. Please replace this spare clothing as needed. Please launder any center clothing that has been loaned to your child and return it promptly.**

Universal Pre-Kindergarten (UPK): This program is offered (Free) for students who reside in Valley Stream District 24 and are born within the specified time frame. UPK hours are 9:00 am – 2:00 pm. Students can arrive by 8:50 am. Students are dismissed at 2:00 pm. **All UPK students who are not participating in Extended Day Care must be picked up by 2:00 pm SHARP.**

UPK Extended Day: Students participating in Full-Time Extended Day Care can attend OKP from 7:00 am to 6:00 pm, as well as on weekdays when UPK is closed (e.g., Eid Al-Adha, Election Day, etc.). Students enrolled in Extended Day Care benefit from additional academic instruction and more individualized attention. Students participating in PM Extended Day Care can attend OKP from 9:00 am to 6:00 pm. Students will not be able to attend on weekdays when UPK is closed.

Safety: Parents are responsible for their children's safety in the parking lot during pick-up and drop-off. When entering and exiting the parking lot/street in front of the school, vehicles should not exceed five miles per hour. **Do not block the entrance to the parking lot or building with your vehicle.**

Staff: Our Kids Place Country Day is administered by a professional staff which includes: the Executive Director, Educational Director, Office Administrators, Certified Teachers, Teacher Assistants, Office staff, and Maintenance staff.

Our Kids Place Country Day is licensed by the Office of Children and Family Services and the Department of Health and Mental Hygiene. Our COVID-19 policies may override several of these policies as the pandemic continues to affect our community.