



# LAUNCHPAD

## FOR LEARNING

9400 Transit Road - East Amherst, New York 14051 - 688-1772

## Parent Handbook

Updated 2023

### Admissions

Children who are 3 to five years of age are eligible to enroll at Launchpad for Learning LLC. Admission requirements and enrollment procedure are as follows:

- Classes are filled on a first come/first served basis according to the date and time of enrollment with the director. Enrollment will be granted without discrimination in regard to sex, race, color, creed or political belief.
- Admission is open to any child who meets the age requirements for a specified program, provided the program meets the needs of that child. Children will be placed in a class by their chronological age and must turn of age by the date listed below.
  - A child turning three years of age before December 1<sup>st</sup> will be placed in a three-year-old class.
  - A child turning four years of age before December 1<sup>st</sup> will be placed in a four-year-old class.
- Parents of enrolled children will receive notification inviting them to register before the public for the following school year. Registration opens to the public in January of the coming year.
- When classes are full, a waiting list is started. In order to have your child's name on a waiting list; we must receive a completed application and registration fee. All vacancies are filled from the waiting lists.
- - 4-Year-Old Pre-K Plus Class**  
A child must turn four years of age on or before December 1st (or discuss child's skill level if they just miss the cut-off) of the year enrolling. Children need to be potty trained.

### Tuition and Payment

Tuition is calculated as an annual fee. Cash, check or money orders are accepted. Tuition may be paid in full, bi-yearly or you may choose our installment plan. Tuition will be accepted daily during school hours, or can be mailed to the preschool.

Please make payments to Launchpad for Learning LLC. All payments must be postmarked or delivered to the preschool no later than the 5<sup>th</sup> of the month to avoid late fees added to your account. Tuition late charges are as follows:

1<sup>st</sup>-5<sup>th</sup> of each month – No charge  
6<sup>th</sup>-10<sup>th</sup> of the month - \$20 charge  
Returned check fee - \$30 charge

Children will not be allowed to continue at Launchpad for Learning if tuition is not paid in full, including any late charges by the 10<sup>th</sup> of each month.

A 10% sibling discount will be given to the second child in the same family attending a Launchpad for Learning program during the same school year. Discount is on the lesser annual private pay tuition rate.

### Refunds

Because tuition is an annual fee, no refunds are given for illness, injury, vacations, or snow days. Remember you are paying for a “space” on the enrollment list, and the school cannot fill your space while you are away. Registration fees and down payments are non-refundable.

Refunds for children withdrawing from Launchpad for Learning, for any reason, will be left to the discretion of the director and administrative office.

In order for a refund to be considered for any reason, a 30-day written notice must be received no later than the 1<sup>st</sup> of the last month that you will be withdrawing from the school. You will be responsible for a minimum of 30 days tuition from the first of the month that the notice was received.

Your child may attend school during these 30 days. If the criterion is met and acceptable, refunds will be considered by the administrative office and will be sent within 15 days after the last day of the notice has passed.

### Williamsville School District UPK Attendance Policy

**Absences & Tardies:** Children are scheduled to attend 180 days of school during the school year. We follow the Williamsville School District’s attendance policy which requires that a signed dr’s note or explanation of a religious holiday exemption must be presented to the teacher shortly after the absence to allow the absence to be excused. An excessive number of unexcused absences will result in a letter sent to the parents by the District and potential dismissal from the program.

**Extended absences:** If your child will be missing more than 2 days of school in a row, please complete an extended absence form found in the classroom and submit to the lead teacher. Please document the reason for the extended absence. Launchpad administration and the Williamsville School District will advise whether the absence is excused or unexcused.

### Health Information Immunization Records and Emergency Forms

Each child is required by New York State law to have an up to date immunization record and health form on file with the school, prior to the child attending their first day of school. This includes the signature of the child’s health source of medical care.

If a child’s record cannot be completed by the physician prior to the start of school you will have 10 days to return it to the office if you have proof of an appointment scheduled with the physician. After this time, a child will be excluded from the program due to New York State law.

In case of a medical emergency during the preschool session, the staff will administer basic first aid. If medical attention is required, the staff will call the local 911 emergency system first. A parent or authorized adult will be notified as quickly as possible.

## Allergies

If your child is allergic to any foods, dyes or medications, it is mandatory you provide the school with a detailed list of such from your physician describing all symptoms or complications that may occur. **An Allergy Action plan must be filled out, signed by your child's physician/allergist, and a current color photo of your child must be attached.**

In addition, an **Allergy Alert** form must be filled out by the parent/guardian and returned prior to the child attending their first day of school. The form allows the parent to provide a detailed list of known approved foods that can be consumed at school. A posting of allergies will be in your child's classroom as well as the office and in your child's file.

Launchpad for Learning is an "Allergy Friendly" school. We do not allow snacks that contain any type of nuts or peanut butter in preschool. This applies to birthday treats that are sent home as well. Although we are "allergy friendly" there are times when snack items sent in state that there "may contain traces of" or are "processed in the same facility" as another product that may contain the food allergen. For this reason, parents of children with allergies are asked to provide a sealed Tupperware type snack box of snack sized servings, to be kept in the child's classroom. This box will be used when a snack comes into the classroom that is not appropriate for the child with the allergy.

Please note: Parents are responsible for controlling the foods eaten by their child at school events when food is being provided by other parents. This also includes any birthday treats that may be sent home with your child.

## Sick Policy

### **"When Is My Child Too Sick To Go To School?"**

We all know that children are most receptive to learning when they are healthy, well-nourished and feel good about themselves.

You are the best judge of how your child is feeling. With children working and playing closely together, it is difficult to control the spread of infections.

Therefore, if your child has any of the following symptoms it is best to keep him/her home until the symptoms are gone for 24-48 hours.

1. Fever – temperature above 100\* F
2. Vomiting
3. Diarrhea
4. Questionable rash
5. Colds with yellow/green discharge
6. Continuous cough
7. Conjunctivitis-pink eye (this is very contagious.)
8. \*Chicken pox
9. \*Hand Foot and Mouth blisters

*\*If your child has been exposed to or has a case of this, please notify the school immediately so we may notify parents. These illnesses can be contagious before breaking out. Children are not permitted back at school until all scabs are absent.*

**If your child will be absent from school, please call or e-mail prior to class starting and include the reason for your child's absence. You may leave a message on our answering machine if no one is available to take your call.**

If a child becomes sick at school, you will be expected to arrange to pick up your child immediately. In the event you cannot be reached, the next person listed on your emergency contacts will be called until someone is reached.

When your child returns to school after an absence, please send a note to explain the reason.

**Thank you for helping make this a healthy, productive school year for your child!**

### Potty Training

Potty training is required for all four and five year-old programs. It is strongly encouraged for the 3 year-old program. Parents may be required to assist their child if a toileting accident occurs. Parents may sign a waiver to allow teachers to assist children if a toileting accident occurs. No pull-ups or diapers are allowed in the 3, 4 or 5-year-old classes.

Only children that are enrolled in the 2 year-old program may come to school in diapers/pull-ups. Parents may be required to assist their child if a toileting accident occurs. Parents may sign a waiver to allow teachers to assist children if a toileting accident occurs.

### Discipline Policy

Children will learn to consider and respect others and their environment around them. Clear and consistent age appropriate limits will be set, and with these limits, each child will gently learn what is appropriate behavior. Children are encouraged to solve as many of their own problems as possible under the guidance of a staff member. Children are encouraged to use words to handle their differences. When a teacher must intervene, age appropriate and constructive methods of discipline are used, starting with a verbal intervention, redirecting and removing a child from the situation if necessary. Physical or emotional danger will be grounds for a teacher to intervene immediately. The parents are included in this discipline process so children can see that both parents and teachers reinforce limit setting. Parents are notified verbally or in writing regarding disciplinary action taken by the teacher, to better aid the child in improving their behavior. In the interest of maintaining a safe and happy learning environment, Launchpad for Learning LLC reserves the right to exclude any child from the program for a specified period of time or to terminate any child's enrollment if that child is found to be continuously disruptive to our program.

Staff shall provide each child with guidance that helps the child acquire positive self-concept and self-control. Behavior guidance used by each caregiver will be constructive, positive, and suited to the age of the child at all times.

When unacceptable behavior occurs or is about to occur, staff will use:

- Redirection—substitute a positive activity for a negative one
- Distraction—change the focus of the activity or behavior
- Encouragement—for a child not listening in a group setting, the child will be seated next to the teacher and reminded quietly of what is acceptable behavior
- Active listening to determine the underlying cause of the behavior
- “Calm Chair” (separation from the group) is used as a last resort, only when less intrusive methods has been tried and or behavior of the child is dangerous to himself and others. In the event a time out is used, a child will be separated from the group for a maximum of 5 minutes (1 minute per year of age). This is not a punishment, but rather a time for the child to calm down, be reminded of what behavior the teacher is asking for, and decide if they are ready to rejoin the group with appropriate behavior.

We prohibit corporal or abusive punishment and staff is expressly prohibited from using unproductive or shaming language.

Parents and Launchpad for Learning staff will always work together to deal with persistent behavioral issues such as biting, or unusual or dangerous aggression to self or others. If a child appears unusually stressed or anxious, or otherwise motivated to engage in negative behaviors, Launchpad for Learning staff will consult with the parents.

## **Children who endanger other children**

At Launchpad for Learning one of our primary goals is to provide a safe, nurturing, and pleasant environment for all of the children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. We work on this as conflicts arise, helping children find satisfactory solutions. We also have “Conflict Resolution” and “Empathy Learning” as a part of our curriculum. We understand that many preschoolers may use misguided behavior because they have not yet learned what is acceptable behavior. However, at times a child’s behavior may endanger others. We want to ensure parents that we will address such behavior immediately following these guidelines:

- A first incident will be reported to the parent.
- A second incident will result in a parent-teacher conference to discuss the behavior and establish a plan of action.
- A third incident will result in the parent being called, and another conference will be set up with the teacher(s) and the director to continue the discussion to understand what might be causing the problem. A parent may be contacted to remain in the classroom with their child if the school deems it necessary at any time. A parent may be asked to remove the child from the program if assistance is not provided and/or acceptable behavior cannot be achieved at that time. If a parent chooses not to comply with this policy, the child’s removal from the program will be immediate. Launchpad for Learning reserves the right to terminate any child’s enrollment if any further incident occurs, or if we feel that any of following conditions exists:
  - The school cannot meet the child’s needs.
  - The parents are not able to work with the school to find an acceptable solution.
  - The continuing behavior endangers the well-being of other children, and/or the child engaging in the behavior.

We have universal school rules posted in the classrooms. We ask that you review the rules with your children and let them know the importance of following them. We also ask that you use the same verbiage with your children so they know you are aware of their school rules as well. Please help to keep Launchpad for Learning a safe and fun environment for all of our families.

### Parent / Teacher Communication

Parents will be informed of the activities and upcoming events through email communication and postings located near the main office or entrance to the classrooms.

Teachers communicate daily with parents through end of the day announcements. Please arrive a few minutes early for dismissal to hear about your child’s day as well as any announcements and reminders you may need to know regarding upcoming days/events at school.

Parents are encouraged to visit the preschool at any time; we have an “Open Door Policy” to all parents of enrolled children. If your child’s teacher is not free to talk with you, please understand that the children come first during class time. The teachers will be happy to talk with you after the children are dismissed from class. Please remember this is your preschool and your child’s education, so come in and find out what is happening.

### Assessments

(3, 4, and 5-year-old classes only)

Twice a year a formal evaluation will be done at school to show your child’s progress. We use these assessments as a guide to each child’s individual needs and to gear our daily lesson plan appropriately.

**If a parent or teacher feels a conference is necessary at any time during the school year, a date and time will be set aside to do so.**

## Confidentiality of Records

Children's records are open only to the child's teacher, the director, an authorized employee of Launchpad for Learning, or the child's parent or legal guardian.

For the safety of your child and others: If there are any restrictions concerning legal custody, guardianship and/or restraining orders, legal papers must be provided to the school.

## Arrivals/Departures Safety

For the safety of all children please follow the guidelines below:

- The teacher will open the door to your child's classroom when their session is to begin. **Children are to be in the care of an adult at all times and never left at preschool without a teacher present.**
- Parents/Caregivers are expected to accompany their child into the building each day, walking them to their classroom door and making sure their teacher is aware of their arrival.
- Parents are asked to return to the classroom door to pick up their child at dismissal. Teachers will release each child to the parent or approved driver as they come to the door.
- Children will only be released to a person who is on your approved driver's list and has proper picture identification. If you need to send someone other than a pre-approved driver, a note and/or telephone call, proper identification, and your password are required.
- Please do not leave your children **unattended in the car**, even if you are just quickly dropping off. Ask another parent to walk your child in to the class if this eliminates the inconvenience of bringing in all of the children when the weather is inclement.
- Do not let the children **run into the parking lot** to your car. They are too small to be visible by other vehicles and should always be accompanied by an adult to ensure their safety.
- Please place your children in a **car-seat and in the back seat** of your vehicle as required by **New York State law**.
- Please do not park in any handicap parking area or in front of any entrance or walkway. These areas are restricted for safety and legal reasons.

## Emergency and Snow Closings

**Launchpad for Learning will be listed by location** if we are closed. We will follow the public school's emergency closing procedures as our guide. If the Williamsville Central School District is closed, Launchpad for Learning is closed. Please check channels 2, 4 or 7 for closing postings. If public school is dismissed early because of weather conditions, preschool will close at the same time. Listen to local radio and television stations for closing information. For non-UPK classes, snow days will not be rescheduled. For UPK classes, snow days will be rescheduled during the year.

## Class List

Parents have requested to be provided with a class list which includes each child's/parent's name, address and telephone number to allow parents to contact each other throughout the year for play dates, parties, carpooling, etc.

We will do our best to distribute a class list to your child's classmates in early fall. We will list your child's basic contact information that was provided to us on your application with Launchpad for Learning. If you do not want a portion of your information to be included on the class list, please check the appropriate box/boxes **on the space provided on the signature page at the end of the handbook**. This information will be made available only to staff, and families in your child's classroom.

If any of your information changes during the school year, please request a **Change of Information Form** from your child's teacher immediately so we can make the change in our records.

## Snack Time and Lunch time

Parents will provide a healthy snack and lunch daily and water bottle.

*No snacks, lunches or special event treats containing ANY TYPE OF NUTS or PEANUT BUTTER are allowed in the preschool.* We have many children who are highly allergic to these foods. This applies to birthday treats that are sent home as well. Water only in water bottles.

Many parents have asked for a list of suggested nutritious snacks. Listed below are just a few.

- Crackers and cheese
- Raisins
- Pretzels
- Yogurt tubes
- Annie's bunnies
- Goldfish
- Applesauce packets or cups

We ask that you send your child to school each day with water in a water bottle (no juice or milk). If utensils are needed for snack please provide them. We have napkins and cups in each classroom.

Please let us know if you have any restrictions due to religion or dietary needs.

*\*Please save cupcakes and other sweets for "special occasions" such as birthdays and holidays.*

## Birthdays

Birthdays are a welcome celebration at school. You will be notified by email at the beginning of your child's birthday month as to when we will be celebrating your child's special day. This will be on or close to the actual birth date for each child. We ask that if you send in a treat for the class, it is individually wrapped and ready to easily travel home. All June, July, and August birthdays will be celebrated at our summer birthday bash day nearing the end of the school year.

## Clothing

Please send your child in clothes appropriate for activities that we do at school. In deciding how to dress your child, ask yourself if you will be upset if an outfit gets dirt or paint on it and if so, have your child change into something more appropriate. Leotards, onesies with snaps, overalls and belts are discouraged.

Preschoolers are always on the go; therefore, **sneakers or rubber-soled shoes are preferred.** Keep in mind that daily activities often include music and movement, gross motor activities, and/or outside play when the weather permits; therefore, for the children's safety **Crocs, flip-flops and open toed sandals should not be worn to school.**

We will try to go outside even in the winter as long as the temperature is above 32 degrees and the wind chill is reasonable. In warmer weather, we will try to engage in splash play. Please bring appropriate seasonal clothing for the these activities. Teachers will notify parents when these activities begin and end.

## Photos

Pictures of all of our classes, field trips, and outside activities are taken throughout the year. Your child's picture and first name may be used in, but not limited to, our photo albums, school website, Facebook page, classroom decorations,



projects, and presentations. We will only use their first name on classroom projects and decorations. Please refer to the photo release form for additional information.

### Field Trips

Launchpad for Learning holds “In- House” Field Trips so your child is not being transported to or from a site by someone other than yourself. When possible, we will invite you on our “Family Field Trips”.

### Fundraising

Launchpad for Learning may participate in annual fundraisers. The money raised goes to cutting the cost of our family field trips, providing new and innovative equipment for the school and all in-house field trips. We ask that all families participate to make our efforts successful.

### Our Commitment to You

*We are here each day to welcome your child to a safe, fun, clean and nurturing environment. It involves a great deal of planning and commitment on our part to serve you and your child properly.*

*Launchpad for Learning believes that we supplement what the home environment offers and that a home /school continuity is essential. We encourage parent involvement in various activities throughout the year and ask that you join in you child’s journey of discovery.*

*We are committed to making your child’s experience at Launchpad for Learning a joyful, entertaining and educational adventure.*

*Launchpad for Learning LLC has supplied this booklet to answer many of your questions. Please contact the director if you have additional questions at **688-1772***

### Parent Handbook Agreement Form

I have received and reviewed the Launchpad for Learning Parent Handbook. I understand and agree to abide by the policies and information addressed within it, including but not limited to: admissions, tuition & payment, refunds, potty training, sick policies, health and medical information, discipline/behavior policies, arrivals and departures, parking, school closings, photos, healthy snacks, allergies, fundraising and field trips.

#### **Check all that apply**

**I give permission** to have my child’s information below distributed on the class list that only your child’s class will receive:

\_\_\_\_ Address \_\_\_\_ Phone # \_\_\_\_ Parents’ Names

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Child’s Name \_\_\_\_\_ Class Day/Time \_\_\_\_\_

***\*Print and sign this page ~ return to the school office***