



WESTCHESTER COMMUNITY
OPPORTUNITY PROGRAM, INC.

2 WESTCHESTER PLAZA • ELMSFORD, NY 10523 • TEL: 914.592.5600 • FAX: 914.592.1339 • WESTCOP.ORG

EARLY CHILDHOOD PROGRAM



WESTCOP

FAMILY HANDBOOK

Revised 9/2020

WESTCHESTER COMMUNITY OPPORTUNITY PROGRAM, INC.

MAIN ADMINISTRATION OFFICE
 2 Westchester Avenue, Elmsford, NY 10523
 Phone (914) 914-592-5600 • Fax (914) 596-1339

CENTER LOCATIONS

Head Start, Early Head Start, Universal Pre-K & Therapeutic Programs

Aunt Bessie's Open Door Center 137 Union Avenue Peekskill, New York 10566 Director: Ms. Valerie Loscalzo	Telephone: 914-739-6368 Fax: 914- 739-4948 vloscalzo@westcop.org	Port Chester HS & Therapeutic Nursery 17 Spring Street Port Chester, New York 10573 Director: Ms. Paola Monsalve	Telephone: 914-937-5877 Fax: 914- 937-5289 pmonsalve@westcop.org
Children's Center for Learning 95 Lincoln Avenue New Rochelle, New York 10801 Director: Ms. Dina Lorusso-Tirelli	Telephone: 914-632-0180 Fax: 914- 632-0182 dlorusso-tirelli@westcop.org	Putnam Head Start Lakeview Plaza 1505-1515 Rte. 22 Ste. C-20 Brewster, NY 10509 Director: Ms. Giovanna Pennella	Telephone: 845-363-6270 Fax: 845-363-6271 gpenella@westcop.org
Mamaroneck Child Development Center 134 Center Avenue Mamaroneck, New York 10543 Director: Ms. Denise Gilman	Telephone: 914-698-3131 Fax: 914-381-1801 d gilman@westcop.org	St. Matthew's HS/Day Care Center 50 North Malcolm Street Ossining, New York 10562 Director: Ms. Johnna Locoparra	Telephone: 914-941-1715 Fax: 914-941-0308 jllocoparra@westcop.org
Mt. Kisco Head Start 650 King St. Chappaqua, NY 10514 Director: Ms. Jennifer Reberon	Telephone: 914-861-9144 Fax: 914-666-8169 jkovar@westcop.org	Tarrytown Head Start 105 Wildey Street Tarrytown, New York 10591 Director: Ms. Yessenia Mena	Telephone: 914-593-3576 Fax: 914-592-1339 ymena@westcop.org
Mt. Vernon CAG Day Care Center 250 South 6 th Avenue Mount Vernon, New York 10550 Director: Dr. Gloria Pope	Telephone: 914-664-8688 Fax: 914-664-8708 gpope@westcop.org	Toddler's Park Head Start/Day Care 260 South 4th Avenue Mount Vernon, New York 10550 Director: Ms. Carol Dowdell	Telephone: 914-699-5039 Fax: 914-699-5952 cdowell@westcop.org
Mt. Vernon Head Start/ Ellen Farrar Ctr. 114 E. 4 th St. Mount Vernon, New York 10550 Director: Ms. Arlene Carrington	Telephone: 914-664-5151 Fax: 914-664-2221 acarrington@westcop.org	WestCOP HS & Therapeutic Nursery P.O. Box 173 Granite Springs, New York 10537 Director: Ms. Francine Santos Ms. Marleen Yellin	Telephone: 914- 243-0501 Fax: 914-243-0646 fsantos@westcop.org myellin@westcop.org
Peekskill Day Care Center/Head Start 705 South Street Peekskill, New York 10566 Director: Ms. Stacey Stymiloski	Telephone: 914-737-9166 Fax: 914-737-0681 sstymiloski@westcop.org	WestHelp Mount Vernon 240 Franklin Avenue Mount Vernon, New York 10550 Director: Ms. Janina Wheaton	Telephone: 914-665-5401 Ext. 821 or 822 Fax: 914- 668-2379 jwheaton@westcop.org
Port Chester Children's Place 400 Westchester Avenue Port Chester, New York 10573 Director: Mr. Kyle Ozeroff	Telephone: 914-690-0860 Fax: 914-690-0883 Kozerooff@westcop.org	Yonkers Children's Place 3911 10 St. Joseph Avenue Yonkers, New York 10701 Director: Ms. Yolanda Dodson	Telephone: 914-375- Fax: 914-966-2483 ydodson@westcop.org
		Yorktown Heights Head Start 1974 Commerce Avenue Yorktown Heights, New York 10598 Director: Ms. Andrea Lofman	Telephone: 914-962-9399 Fax: 914-245-6971 alofman@westcop.org

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**WESTCHESTER COMMUNITY OPPORTUNITY PROGRAM, INC.
EARLY CHILDHOOD EDUCATION**

MISSION STATEMENT

At Westchester Community Opportunity Program, Inc. we are committed to providing a high quality early childhood program for infants, toddlers and preschool aged children in the communities we serve. The goal of our Early Childhood Education programs is to prepare our children for school. We offer a research-based early childhood curriculum and assessment program that focuses on school readiness skills and learning across all learning domains. We invite parents, guardians, grandparents, and other family members to take an active role in participating in their child's education, which we make possible in a variety of ways. Please contact the Director of your child's center if you are interested in becoming a parent volunteer, and/or becoming a member of the local parent policy council.

Welcome to Westchester Community Opportunity Program, Inc. (WestCOP) Early Childhood Education (ECE) Programs, located throughout Westchester County and Putnam County! We are honored that you have trusted us to work with you-your child's first and most important teacher-as your child becomes part of our extended family. This Handbook will help explain WestCOP's philosophy, policies and procedures.

We strive to offer a safe, welcoming, nurturing and high quality environment in which your child learns and develops through age-appropriate and engaging activities. As licensed child care programs, we abide by the licensing regulation of New York State's Office of Children and Family Services (NYSOCFS). The complete regulations can be found here, in English and Spanish:

https://ocfs.ny.gov/main/childcare/daycare_regulations.asp

WestCOP also follows the New York State Department of Education's Pre-Kindergarten Learning Standards, and Federal Head Start Program Performance Standards (HSPPS).

Non-discrimination:

It is the policy of Westchester Community Opportunity Program, Inc. not to discriminate on the basis of race, color, religion, age, sex, disability, sexual orientation, or national and ethnic origin in its educational programs, admissions policies, employment and general policies.

FAMILY HANDBOOK TABLE OF CONTENTS

1. WELCOME	Page 7
2. INTRODUCTION	Page 7
3. RESPONSIBILITY OF THE PROGRAM/ADMISSIONS/DISENROLLMENT	Page 8-9
4. HOURS OF OPERATION	Page 11
5. WEATHER – RELATED CLOSINGS	Page 12-13
6. ATTENDANCE, ORIENTATION, AND TRANSITIONS	Page 13
7. CURRICULUM AND ACTIVITIES	Page 14
8. SCHEDULE	Page 17
9. CLOTHING POLICY	Page 24
10. BEHAVIOR MANAGEMENT	Page 19
11. PRIMARY AND SECONDARY EVACUATION SITES	Page 21
12. PICK-UPS	Page 22
13. PARENT RESPONSIBILITIES AND INVOLVEMENT	Page 23
14. TRANSPORTATION	Page 23
15. MEALS AND SNACKS	Page 24-25
16. COMMUNICATION AND CONFIDENTIALITY	Page 29-30
17. HEALTH AND SAFETY POLICIES	Page 31-36
18. NOTIFICATION OF INCIDENTS/INJURIES	Page 36
19. OCFS #/REGULATIONS/ABUSE & MALTREATMENT	Page 37
20. CONCLUSION/ACKNOWLEDGEMENT	Page 38-39

Welcome:

Welcome to WestCOP's Childhood Education programs. This Handbook will familiarize families with our philosophy, policies and procedures. The very earliest educational experiences and environments set the stage for future development and success in school and life. Because of that, we take seriously our commitment to your child. We value your partnership!

1. Creating a caring community of learners
2. Teaching to enhance development and learning
3. Planning curriculum to achieve important goals
4. Assessing children's development and learning
5. Establishing reciprocal relationships with families

NAEYC's position statement on Developmentally Appropriate Practice

Introduction to our Early Childhood Programs:

Westchester Community Opportunity Program, Inc., (WestCOP) is a private not-for-profit, multi-purpose social service organization, operating community programs combating poverty and its adverse effects in the Hudson Valley for over 50 Years. WestCOP's early childhood programs serve approximately 1500 children each year.

WestCOP is a tax-exempt, non-profit corporation. Head Start/Early Head Start (HS/EHS), Universal Pre-Kindergarten, and Therapeutic programs are offered in licensed New York State Office of Children and Family Services (NYSOCFS) centers.

All WestCOP early childhood education centers are led by a Center Director, and classrooms are staffed by skilled, trained teachers. Developmental Specialists, Mental Health Specialists, Health Specialists, Education Specialists, and Family Advocates serve the needs of each child and family.

Throughout the year, our centers enjoy the help of volunteers including foster grandparents, student teachers, high school and college students, community partners, and parents; all of whom make an important contribution to the classroom environments.

All Head Start, Early Head Start, and Universal Pre-Kindergarten Early Childhood Education programs are available to income-eligible children and their families living in Westchester and Putnam counties.

WestCOP's Universal Prekindergarten and Expansion programs are funded to serve 3 and or 4-year-old preschoolers residing in the cities and towns with which WestCOP has partnered to offer these services.

Philosophy:

Our programs are designed to meet each child's emotional, social, health, and educational needs so she/he can enter kindergarten healthy and with self-confidence in his/her ability for higher learning and success.

We encourage and value direct involvement of parents and community volunteers as an integral part of the program. Time, services, or goods can be donated. All are beneficial to the program, the children, the families, and the volunteers.

Contact & Location:

Parents may contact the WestCOP Early Childhood Department at (914) 592-5600 "Option 3" from Monday to Friday from 9:00am-5:00pm or email earlychildhood@westcop.org.

Inclusion of Children with Special Needs:

WestCOP's Early Childhood program provides individualized services and guidance to children with special needs and their families. Initial developmental screenings are done at all centers and parents/families are supported in requesting a comprehensive evaluation through the County (Early Intervention) and local school district (CPSE).

The Americans with Disabilities Act (ADA) requires child care centers to make "reasonable accommodations" to meet the needs of children with special needs. WestCOP supports the special needs of each child's overall well-being and development in the least restrictive environment. Although WestCOP makes every attempt to meet a child's needs in an inclusive setting, there may be times when a child requires a more therapeutic or specialized program. In such instances, WestCOP reserves the right to plan a successful transition to an appropriate setting.

Intake Process/Admissions:

A family intake is required as part of the enrollment process. At that time, the family is asked to provide the following documentation:

REQUIRED FORMS /ADMISSIONS

Every family is required to provide the following up-to-date information prior to your child's first day:

1.	Primary health care provider's medical/physical examination within 1 year, age appropriate immunization records, health screens, health history and TB screen/risk assessment.
2.	Child's current dental record if available; site Health Specialist can refer to dental care partner
3.	Emergency contact form.
4.	Emergency care permission form.
5.	Permission form for field trips, screenings, and photographs/videos.
6.	Allergy alerts if needed

NYSOCFS regulations mandate that no child may attend program without an up-to-date primary health care provider's examination and immunization records. Examinations must be within 1 year of enrollment and each year thereafter. WestCOP requires a dental examination for all preschool aged children.

Disenrollment from the Program:

Children are dis-enrolled from the program for one of the following reasons:

1. Parent voluntarily withdraws the child from the program
2. The parent relocates to an area where we can no longer serve the child
3. The parent has some circumstance which makes the parent no longer able or interested to enroll the child
4. Absenteeism, in which case the following procedure is followed:
 - a. The family is contacted by phone
 - b. If no contact is made, a home visit is made
 - c. If no contact results, a certified letter is sent asking for contact within 10 days
 - d. If no contact results, a certified letter is sent asking for contact within 5 days
 - e. If no contact results, a last certified letter is sent asking for contact immediately
 - f. If no contact results, the Policy Council is convened in order to approve the disenrollment.

SCREENING AND ASSESSMENT

	UNIVERSAL PREKINDERGARTEN AND HEAD START	EARLY HEAD START
Screening	<p>The <u>Ages and Stages Questionnaire-Social Emotional (ASQ:SE-2)</u> is administered within 45 days from the start of the program. Parents receive a copy, based on the age of their child and their primary language, complete it and return to either the Mental Health Specialist, Family Worker, Site Director or teacher.</p> <p>The Brigance Screen III or DIAL 4 are the developmental screenings completed within 45 days of program entrance. Results are discussed with families and used in individualizing and planning goals. The screening is administered by the teacher or Developmental Specialist.</p> <p>Audio/vision assessments are done on preschoolers within 45 days of program entrance. Parents are notified as to the results.</p>	<p>In the EHS center-based program, The <u>Ages and Stages Questionnaire-Social Emotional (ASQ:SE-2)</u> for initial and on-going cognitive and social-emotional screening is administered 45 days from the start of the program, starting at six (6) months of age and every 6 months until the child reaches 36 months of age. Parents and staff conduct this assessment and plan for the child.</p> <p>The initial ASQ-SE is scored by the mental health specialist. Subsequent ones are scored by the teachers.</p> <p>The ASQ-3 is the developmental screening completed within 45 days of program entrance. Results are discussed with families and used in individualizing and planning goals. The screening is administered by the teacher or Developmental Specialist.</p> <p>Audio/Vision assessments: A series of questions are used to screen children between 12 months to 3 years of age within 45 days of program entrance. Parents are notified as to the result, and recommendations are made if necessary.</p>

	THERAPEUTIC PROGRAM
Screening	<p>The <u>Ages and Stages Questionnaire-Social Emotional (ASQ:SE-2)</u> is administered within 45 days of entry into the program. Parents receive a copy, based on the age of their child and their primary language, complete it and return to either the Mental Health Specialist, Family Worker, Site Director or teacher.</p> <p>The initial ASQ-SE is scored by the mental health specialist. Subsequent ones are scored by the teachers.</p> <p>The Brigance Screen III or DIAL 4 are the developmental screenings completed within 45 days of program entrance. Results are discussed with families and used in individualizing and planning goals. The screening is either administered by the teacher or Developmental Specialist.</p> <p>The <u>Ages and Stages Questionnaire-Social Emotional (ASQ:SE-2)</u> is administered within 45 days from the start of the program. Parents receive a copy, based on the age of their child and their primary language, complete it and return to either the Mental Health Specialist, Family Advocate, Site Director or teacher.</p> <p>Audio/Vision assessments are done on preschoolers within 45 days of program entrance. Parents are notified as to the results.</p>

CENTER HOURS OF OPERATION

	Hours of Operation
Aunt Bessie's Open Door	7:00-5:30
Children's Center for Learning	8:00-4:00
Mamaroneck Child Development Center	7:30-5:30
Mt. Kisco Head Start	8:30-2:30
Mt. Vernon CAG Day Care Center	7:30-5:30
Mt. Vernon Head Start	7:30-5:30
Peekskill Head Start	8:00-4:00
Port Chester Children's Place	8:00-6:00
Port Chester Head Start	7:30-5:30
Putnam Head Start	9:00-2:45
St. Matthew's Day Care Center	7:00-6:00
Tarrytown Head Start	8:30-2:30
Toddler's Park Head Start	8:00-6:00
WestCOP Therapeutic Nursery	8:00-3:00
WestHelp Mt. Vernon	8:30-4:30
Yonkers Children's Place	8:00-4:30
Yorktown Head Start	9:00-3:00

CALENDAR

A yearly calendar is distributed each September listing the exact dates of the operation of the program.

EMERGENCY WEATHER CLOSINGS

Policies about school closings will vary. While UPK programs will close if the school district is closed, decisions about Head Start and Early Head Start closings are made based on an assessment of safety. If we will be closed, this information will be communicated to you by One Call Now and in the following manner.

EMERGENCY SCHOOL CLOSINGS		
	CENTER PHONE	METHOD OF NOTIFICATION
Aunt Bessie's Open Door	(914) 739-6368	Channel 12 News www.news12.com One Call Now
Children's Center for Learning	(914) 632-0180	Channel 12 News www.news12.com One Call Now
Mamaroneck Child Development Center	(914) 698-3131	Channel 12 News www.news12.com One Call Now
Mt. Kisco Head Start	(914) 861-9144	Channel 12 News www.news12.com & One Call Now
Mt. Vernon CAG Day Care Center	(914) 664-8688 (914) 664-8614	Channel 12 News www.news12.com & One Call Now
Mt. Vernon Head Start	(914) 664-5098	Channel 12 News www.news12.com One Call Now
Peekskill Head Start	(914) 737-9166	Channel 12 News www.news12.com & One Call Now
Port Chester Children's Place	(914) 690-0860	Channel 12 News www.news12.com & One Call Now
Port Chester Head Start	(914) 937-5877	Channel 12 news www.news12.com & One Call Now
Putnam Head Start	(845) 363-6270	Channel 12 news www.news12.com & One Call Now
St. Matthew's Day Care Center	(914) 941-1715	Channel 12 News www.news12.com One Call Now
Tarrytown Head Start	(914) 592-5600	Channel 12 News www.news12.com One Call Now
Toddler's Park Head Start	(914) 699-5039	Channel 12 News www.news12.com One Call Now
WestCOP Therapeutic Nursery	(914) 243-0501	Channel 12 News www.news12.com One Call Now
WestHelp- Mt. Vernon	(914) 665-5401 x 821	Channel 12 News www.news12.com One Call Now
Yonkers Children's Place	(914) 375-3911/4102	Channel 12 News www.news12.com

		One Call Now
Yorktown Heights	(914) 962-9399	Channel 12 News www.news12.com One Call Now

Occasionally conditions require the centers to close mid-day. In that event, parents are notified by telephone and One Call Now communication tool. It is imperative that centers have a number where you can be reached. Parents must up-date all emergency phone numbers and contacts as they occur.

Attendance, Orientations and Transitions

Schedules and Attendance

Once a parent enrolls their child in our Early Childhood Education program, children are expected to attend the program as scheduled, except when ill. Inconsistent attendance can adversely affect a child's adjustment. Children who attend on a regular basis have better outcomes. Parents are required to call the center before the start of the day when their child cannot attend, or within 1 hour of the program opening. A call is also appreciated when your child will be arriving late.

For families wishing to be absent due to travel, a child may be absent with written notice, for up to 30 days, excluding school closures and weekends. Proof of travel dates and contact number must be provided. WestCOP policy does not permit holding slots for time away beyond 30 days.

All staff checks the daily attendance for each child. If your child is absent for 3 consecutive days or has a pattern of absences, and you have not contacted the center, staff will try to contact you by telephone or in person by visiting your home. If you do not respond within five (5) days, an official letter will be sent to ensure the health and safety of your child. If there is no response within a reasonable time, a call to Child Protective Services will be placed to verify a child is safe. After all attempts to contact the child have been made WestCOP will send a follow-up letter stating WestCOP will have to un-enroll the child from our program and the next family on the waiting list will be called to fill the slot.

For children in Remote/Virtual sessions, it is very important to maintain the process of taking attendance, and making sure your child is marked "Present". Attendance is taken by the teacher at each session.

Our Attendance Initiatives:

WestCOP provides information to the families regarding the benefits of consistent attendance. Staff will provide support to families to maintain or establish good attendance by strategizing with the family and developing a plan in order to improve attendance. Children with excellent attendance will receive certificates on a monthly basis and their parents will receive a letter thanking them for being partners in seeing the importance of good attendance.

If a child has been out for more than 3 days an explanation should include why the child cannot attend and when the child will return (if known). If attendance does not become regular and contact cannot be made with the family, or cooperation cannot be elicited from the family, the program must take further steps.

Once the program has exhausted all effort in assisting the family including meetings, home visits and giving the family strategies and resources, further action will be warranted.

Orientation:

WestCOP requires all children and parents or significant member of the household to participate in an orientation. The time is designed to help children and families make a comfortable adjustment to the center.

WestCOP suggests families and teachers meet to establish a comfortable level of understanding regarding the specific needs of their child.

At part of orientation day, parents stay with the child to become familiar with the center and to share information about the child and the routines at home. Parents practice saying good-bye by leaving for a brief time. At the end of the visit, both parents and child have begun the process of separation. They have had the opportunity to begin building a sense of trust and mutual understanding with the teachers.

The process of separation continues over time. On occasion, difficulty with separation can linger for a child and parents or may reoccur throughout the years ahead. Children are helped most when parents convey their confidence and trust in the teachers. It is suggested that parents establish a daily routine for separating and be consistent with that routine. Saying good-bye is best done quickly. Always say "good bye" even when it is tempting to slip away. The teachers will be ready to help. Parents are encouraged to call the center if they are concerned about their child.

A Parent Orientation Night is scheduled in September to welcome new parents. It is an opportunity for parents to meet each other, all the center staff, the agency administration, visit their child's classroom and learn more about the important role in the program as a parent.

Transitions:

At WestCOP we realize that this transition period can be difficult for both the child and the families as everyone adjusts to new routines, environments and people. WestCOP provides guidance to the children and families to make transitions from the home to the center as smooth as possible. This is done by the staff gradually introducing children to their new environment by staggering the children on the first two days of school, providing opportunities for families to visit their child's classroom, providing general program information such as the daily schedule, and by providing ongoing communication with our families.

Transitions to Kindergarten:

For children in Head Start and Universal Pre-K, WestCOP works in collaboration with the local school district to assist families with their transition from the center to the elementary school by providing informational meetings during the year to our families on what to expect when entering kindergarten.

Throughout the year, parents are encouraged to communicate with their child's teachers in order to maintain ongoing dialogue with the child's teacher/s.

DAILY HAPPENINGS

Curriculum:

Children can benefit most from a comprehensive program that provides them with learning skills. WestCOP's goal is to prepare children to be successful lifelong learners. WestCOP provides nurturing early care and education through a compassionate environment for children.

The curriculum helps children master age-appropriate tasks at each stage of development. Emotional, social, physical, language, and cognitive activities are integrated into all aspects of the curriculum. These activities reflect the broad range of growth and development among the children. The child's entire experience with the program is important; there is no clear separation between learning and caring, play and work.

Play and spontaneous exploration are fundamental to childhood and essential to learning. At WestCOP, children are given the time and opportunity for many different ways to explore their environment and to play.

Curriculum introduces children to logical thinking, problem solving, information gathering and acquisition of a body of common knowledge. The following concepts are introduced in an age-appropriate way:

❖ Numbers	❖ Identification of objects
❖ Letters	❖ Cause and effect
❖ Categories	❖ How things work
❖ Sizes	❖ Seasons
❖ Shapes	❖ Ways to use materials to express ideas
❖ Sequences	

Based on your child's age and skill level, she/he will develop skills in:

❖ Literacy	❖ Music
❖ Science	❖ Socialization
❖ Mathematics	❖ Gross Motor
❖ Art	❖ Writing
❖ Speech	❖ Small Motor
❖ Language	

- A Parent Curriculum Guide provides information on the program's educational approach.
- Teachers follow the lead of the children's expressed interests. Exposure to a variety of experiences prepares children for their next school experience.
- Teachers also use anecdotal observations and the information provided by parents to plan individualized curriculum activities.
- Parents can contribute significantly to the curriculum by sharing their time and talents with the children in the center classrooms.
- Ultimately, the goal is for each child to develop self-esteem in preparation for a happy and productive life among peers, colleagues, and loved ones.
- The Center Director, and the Director for Early Childhood Education Programs supervise the center and staff to assure NYS Department of Education Pre-Kindergarten Learning Standards, NYSOCFS regulations and NAEYC criteria are met.

	UNIVERSAL PREKINDERGARTEN AND HEAD START	EARLY HEAD START	THERAPEUTIC PROGRAM
Curriculum	Teaching Strategies' Creative Curriculum. Building Block Math Curriculum	The Creative Curriculum for Infants, Toddlers and Twos)	The Creative Curriculum for Preschool. Second Step: Social Emotional Curriculum

	Second Step: Social Emotional Curriculum Eat Well Play Hard		Eat Well Play Hard
Home Visits	Through the center based program, families receive 2 Home-visits, one in the September and the other in May.	Through the center-based program, families receive 2 Home-visits, one in the September, one in July.	Through the center-based program, families receive 2 Home-visits, one in the September, one in May or July.

Beginning of the Day/Arrival:

For families who bring their children to school, parents are expected to accompany their child to the classroom, sign-in and let a teacher know of their arrival. Children may not be left outside the center or even outside a classroom, nor can teachers be asked to meet children in a parking lot or at the curb.

Parents and teachers should maintain ongoing communication each day to exchange important information concerning the child's health, energy level, mood, and special events at home or at the program site. Parents are welcome to spend the first few minutes with their child to ease the separation. If parting seems to be difficult for a child, the teachers and parents discuss ways to work together to make the transition successful. Parents may not "sneak out" without saying good-bye to their child.

During the COVID-19 Pandemic WestCOP has a stringent protocol for arrivals and departures, which is designed to maintain the safety of children, families, and staff.

Please see the following for our Drop off and Pick up Procedures:

Drop off Procedures:

- Stagger arrival and drop off times and plan to limit direct contact with parents as much as possible.
- Set up a schedule for drop off and pick up by classroom (Centers will designate time slots)
- If possible, place sign-in stations outside, and provide disinfecting wipes for cleaning pens between each use, hand sanitizing.
- Ideally, the same parent or designated person should drop off and pick up the child every day.
- Parents and staff must wear masks within the Center.
- Do not allow visitors (Therapist will be allotted a specific time, and may only visit 1 child in the Center per day; must follow- up CDC Guideline, and Staff Screening Form)
- Parents have access to their child while the child is at the Center, but parents must schedule an appointment and follow CDC & DOH protocols
- Programs must post signs throughout the site, consistent with DOH COVID-19 signage, and also share any update with families. Signage should be used to remind individuals to:
 - Cover their nose and mouth with a mask or cloth face-covering.
 - Properly store and, when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - Report symptoms of or exposure to COVID-19, and how they should do so.
 - Follow hand hygiene, cleaning and disinfection CDC/DOH guidelines.
 - Follow appropriate respiratory hygiene and cough etiquette.
- Do not allow toys from home

- Do not share personal belongings

General Procedures Regarding Staff and Families:

- All employees must complete a daily **STAFF/VISITOR SCREENING FORM** before work shift.
- Staff must have their temperature taken before entering the program.
- Staff must wash hands and put on a face-mask, and a pair of disposable gloves.
- Recommended When Caring for young children:
 - Wear an over large button down, long sleeve shirt or smock and put long hair up off the collar in a ponytail or other updo.
 - Have multiple changes of clothes on hand for employees and children in the program
- As per state guidelines, children over 2 years old used face masks when in the community. Children are not required to wear masks within the classroom.
- For those parents who desire for their child to wear a mask (optional), Children will not wear masks when engaging in vigorous physical activity.
- Staff will review the daily **PARENT CHECK IN REPORT**.
- Staff will make a visual inspection of the child for signs of illness, including flushed cheeks, rapid breathing, fatigue or fussiness, document on **DAILY HEALTH CHECK FORM**.
- Staff will take the child's temperature and Record it. Staff will use a clean pair of gloves for each child and the thermometer has been thoroughly cleaned in between each check. Use a Non-Contact Thermometer.
- Staff will ensure children's hands are washed upon arrival.
- Social Distancing between staff and children and between children will be maintained to the highest degree possible
- Persons who have a fever of 100.0 or above or other signs of illness will not be admitted to the facility

Telephone Contact:

WestCOP must be able to reach parents at all times. Their contact information must be updated whenever there is a change. At the center, the Director and the classroom teacher must be given this information. If parents have voice mail, they must provide clear instructions on how to make contact with an actual person.

One Call Now:

“One Call Now” is an automated parent notification service that allows us to contact parents within minutes. As we are committed to you and to your child's education and safety, we have invested in this system to substantially improve our ongoing communication with you. One Call Now allows staff to keep you updated quickly and efficiently with personalized messages and helps you as a parent stay actively involved in your child's education.

The most important thing parents can do is verify the accuracy of their contact information. We must have updated phone numbers and e-mail addresses for One Call Now to work effectively and efficiently. Please ensure you have signed up for one Call Now. See your center Director with any questions.

Daily Schedule:

The schedule for the day differs from group to group. The typical day includes time for playing and socializing, both inside and outside, clean-up, hygiene, eating and resting. Routines are very important and reassuring. Occasional surprises and unplanned events add depth and excitement to special days. All classrooms have a posted schedule.

Outside Play:

Children go outside each day, weather permitting. Fresh air promotes good health and the outdoors presents unlimited opportunities for play and exploration. All children well enough to attend, are well enough to go outside. Parents must provide proper outdoor clothing. During the colder months, hats are worn at all times because the greatest amount of heat loss from the body is through the head.

Naps and Rest:

Nap/Sleep arrangements are made in writing with each parent/family.

“Quiet time” gives a child needed rest during the active day. Even if a child doesn't sleep during this period, quiet time is a break from group life and a chance to develop trust in the class environment.

The brief, quiet time/rest time is after lunch, and on demand in infant/toddler rooms. A soft mat (a crib for infants) labeled with your child's name is provided. The classroom lights are dimmed and soft music is played. Prekindergarten parents provide a sheet or small blanket. All resting items are returned at the end of each week for washing. Children who do not fall asleep will be provided with materials with which to play quietly.

Toileting:

"Toilet learning" is a major milestone in a child's (and family's) development, and is a gradual process with a wide variation as to when and how a child is successful. There are different viewpoints on toileting, and every culture approaches it with a different perspective. Research studies indicate that a child cannot successfully learn how to toilet until they are mentally, physically and emotionally ready to do so. Therefore, the WestCOP teacher and parent partnership is an integral part of successfully helping children learn to toilet and it is most important that this process be as stress-free as possible. Discussion between parents and teachers about timing, attitudes, and methods of learning is important, ensuring that a consistent effort is made for each child's success.

Toys from Home:

Due to the COVID-19 pandemic, no toys from home are allowed.

Guns and other "weapons" are never allowed. WestCOP makes an effort to minimize the use of promotional toys, props and gadgets associated with TV, film and video. The use and dependence on these commercially promoted items has had increasingly negative effects on social interactions of children. Parents are asked to help eliminate the use of toys associated with aggressive and violent behavior.

Nurturing:

Physical touching is an important part of caring and nurturing a young child. A child feels loved, accepted and supported through touching by nurturing adults and peers. Staff are respectful of a child's body cues, and touching only occurs with

the child's permission. Staff are sensitive to each child's responses and requests for physical interaction. Staff model appropriate nurturing touches. Except for safety and cleansing, a child always has the right to refuse touch. Children are taught to respect adults and other children's touch preferences.

POSITIVE GUIDANCE

At WestCOP we believe that young children develop to their full potential when they have the opportunity to take part in positive, supportive, individualized relationships with adults and peers.

Our staff interacts with children through affection, interest, and respect. They are available and responsive to children and families. They use positive approaches to help children behave constructively, such as redirection, planning ahead, setting clear developmentally appropriate expectations, and praising appropriate behavior in the classroom based on the developmental level and abilities of the child.

At WestCOP we believe in the importance of creating a “YES” environment to encourage children’s positive behavior. Teachers help model appropriate social behavior for children in the following ways:

- Use ‘I’ statements.
- Focus on ‘Do’ rather than ‘Don’t’ Statements. For example, “Walking feet” instead of “No running”.
- Encourage children’s feelings to build self-worth.
- Encourage children by providing alternative choices to turn destructive situations into constructive ones. For example: “You can either sit on the rug or at the table for story time.”
- Encourage children to negotiate and problem solve.
- Encourage children to use their words rather than physical means. For example: Suggest to the child, “I can give you the toy when I finish playing with it.”
- Keep the children engaged in specific activities to avoid down time.
- Set up the classroom environment to positively impact children’s behaviors and lessen the need for discipline. For example: Avoid large open spaces that encourage children to run indoors.
- Apply rules consistently that are appropriate to the age and developmental level of the children. For example: All children must wash their hands before eating. Some may require help, whereas others are more independent.
- Redirect and model positive behavior. Children learn by example: Use “Please” and “Thank you.”
- Reduce “wait time” to decrease certain behaviors.
- Listen to children and respond to a child’s needs to reduce negative behaviors. Work with children to achieve their goals.
- Keep children engaged with activities to help limit conflicts.
- Provide specific praise for appropriate behavior, for example: Thank you for using your words. I really like the way “Johnny” is using his words.
- Involve them in the development of the classroom rules and consequences.

Our staff does not use restraint or physical means/corporal punishment as a means to discipline a child.

Our staff makes every effort to maintain ongoing communication with parents/guardians regarding their child’s behavior while at school and offers suggestions for home, such as how the family can reinforce positive behaviors. Staff may also work collaboratively with parents to seek out professional assistance when necessary, such as a referral to WestCOP mental health specialist or outside the agency.

Behavior management strategies can be proactive, meaning the plan is implemented before the actual negative behavior occurs, and/or reactive, meaning the plan is implemented immediately following a negative behavior.

Teaching the child a replacement behavior is often necessary to help the child learn another, more appropriate means of getting their needs met.

Positive Guidance = “Discipline”

Effective positive guidance is based on the ideology that guides every interaction. Discipline is a matter of planning, setting clear limits and expectations, redirection and logical consequences; it is not punishment. Discipline is also a matter of prevention - anticipating situations and redirecting behavior. At WestCOP, teachers gently encourage and support self-control, to protect children, and to help them learn how to behave appropriately.

Teachers serve as role models for children learning to control impulses.

As children mature, they are encouraged to express their feelings and solve problems verbally.

The word "no" is rarely used, except in situations where a child's safety is in question. Instead, teachers orchestrate the environment by removing temptations, providing distracting activities, and encouraging what children can do. Corporal punishment is never used, children are not "punished" for "bad" behavior, and names are not used to label children.

Biting:

Occasionally young children may bite and be physically aggressive. Biting is a normal stage of development for children, mostly seen in infants and young toddlers. Repeated occurrences will be discussed with parents, but names will never be given. Teachers monitor both the environment and the activities, so these behaviors will diminish.

Biting may occur for the following reasons:

Teething, oral exploration, hunger, fatigue, frustration, inability to express feelings or needs verbally, mimicking behavior, inexperienced peer interactions, a way of showing affection, exploring cause and effect relationships, exploring holding on and letting go of relationships, impulsiveness and lack of self-control, and or excitement and overstimulation.

Emergency Relocation

In accordance with New York State Office & Children Family Services (NYSOCFS), regulations governing child care centers, WestCOP's child care centers has assigned/approved temporary shelters. If there should ever be a need to evacuate the center premises, WestCOP staff would accompany the children to that alternative site and notify you as soon as possible.

Relocation from sites is as follows for each center:

EVACUATION SITES			
	Primary	Secondary	Telephone
Aunt Bessie's Open Door	Assumption Church Rectory	Peekskill HS at Peekskill Presbyterian Church	914-737-2072 914-737-9166
Children's Center for Learning	Boy and Girls Club of New Rochelle	Bethesda Baptist Church	914-235-3736 914-632-6713
Mamaroneck Child Development Center	French American School	St. Thomas church	617-755-8169 914-584-2453
Mt. Kisco Head Start	Parish Hall Church St John & St. Mary	Horace Greeley High School	914-238-3260x110 914-238-7201x2101
Mt. Vernon CAG Day Care Center	Boys and Girls Club	Grace Baptist Church	914-668-9580 914-664-2676
Mt. Vernon Head Start	Graham School	WestHelp D/C	914-358-2800 914-665-5401
Peekskill Head Start	Peekskill Middle School	Aunt Bessie's Open Door	914-737-4542 914-739-6368
Port Chester Children's Place	Port Chester Head Start	Portchester Library	914-937-5869 914-939-6710
Port Chester Head Start/Therap. Nursery	Our Lady Of Marcy Church	Carver Center	914-939-0612 914-939-4464
Putnam Head Start	JFK Elementary School	Brewster Post Office	845-279-2087 845-2758777
St. Matthew's Day Care Center	Victoria Home	Ossining Community Center	914-941-2450 914-941-3189
Tarrytown Head Start	New Hope Institutional Baptist Church	Foster Memorial AME Zion Church	914- 631-7082
Toddler's Park Head Start/Day Care	Mt. Vernon Day Care	Mt Vernon CAG	914-664-6557 914-664-8688
WestCOP Therapeutic Nursery School & HS	Traditions Restaurant	Learning Garden D/C	914-248-7200 914-243-0870
WestHelp - Mt. Vernon	Toddler's Park D/C	Help USA	914-699-5039 914-540-5401
Yonkers Children's Place	St Joseph's Church	Holy Trinity Church	914-963-0730 914-965-6815
Yorktown Heights	Acme Supermarket	CVS at Triangle Shopping Ctr.	914-455-3810 914-2450292

If you have any questions regarding the evacuation sites or procedures, please feel free to speak to your Site Director and or the Health Specialist.

End of Day

For families who pick up their children from school, parents are expected to pick their child up, sign-out and let a teacher know that you are picking up. For dismissal times, children may not be left outside the center or even outside a classroom, nor can teachers be asked to meet children in a parking lot or at the curb.

It is important to pick up children on time. Late pick-ups are confusing for children, inconvenience the teachers and put constraints on compliance with licensing regulations. Parents should call if they will be unavoidably late.

Parents must fill out a form indicating those people designated to pick up their child. For a child's safety, he or she will not be released to anyone unknown.

In an emergency, a child will be released **FOR A SPECIFIC DATE ONLY** to someone not designated only if:

- The parent has given the site the name of the person in writing (email or text), and
- The request has been verified with a return phone call, and
- The person presents photo identification.
- Afterward, the alternative pick-up person can be added to the emergency contact list, if desired

Usually, the end of the day is a relaxed time when children may choose from a variety of activities. In early fall, late spring and the summer, the day usually ends outdoors. In the winter, small groups play inside.

WestCOP staff are prohibited from transporting children in their personal vehicles.

Due to the COVID-19 Pandemic, please see pick up Procedures below:

Pick up Procedures:

- Stagger arrival and drop off times and plan to limit direct contact with parents as much as possible.
- Set up a schedule for drop off and pick up by classroom (Centers will designate time slots)
- If possible, place sign-in stations outside, and provide disinfecting wipes for cleaning pens between each use, hand sanitizing.
- Ideally, the same parent or designated person should drop off and pick up the child every day.
- Parents and staff must wear masks within the Center.
- Do not allow visitors (Therapist will be allotted a specific time, and may only visit 1 child in the Center per day; must follow- up CDC Guideline, and Staff Screening Form.

Late Pick-Up:

Parents/guardians are required to pick up their child at their scheduled time. A child can become very distressed when picked up late. In case of an emergency, please notify the Site Director immediately of your lateness. WestCOP Attendance policy states if a child is left at the center for one hour beyond the end of the program session and no parent/guardian has contacted us, and the emergency contact numbers cannot be reached, we have the right to notify Child Protective Services.

Celebrations and Holidays:

WestCOP does not promote any particular religious or political beliefs, nor do we observe holidays. However, we strongly encourage the sharing of family traditions and customs with others at the center. Families are invited to share traditions and celebrations by making plans in advance with the teachers. WestCOP does not allow food bought from home into the

classroom. Staff and families should work together to find meaningful ways to learn about other cultures and traditions without emphasizing food.

Birthdays:

Birthdays can be enjoyable for some children and overwhelming for others. Parents can help celebrate a child's birthday with a simple refreshment (cupcakes, cake), however, this must be discussed in advance with the teachers, and all food provided must be in its original packaging with all the ingredients listed. **Food prepared from home is not permitted.** This policy is to assure the safety of all the children, especially those with food allergies. **Parents must plan celebrations with teachers 2 to 4 weeks prior to the date. No goody bags are allowed.**

For children whose religious affiliations do not recognize birthdays, another day can be assigned for that child to feel special. Teachers must be aware of these situations to plan accordingly.

Field Trips:

During the COVID-19 Pandemic, our policies prohibit any Field Trips.

PARENT RESPONSIBILITIES

Transportation:

At WestCOP, transportation is provided for some Head Start Centers via Federal Head Start funding and for our Therapeutic Special needs programs via school district or county funding.

Children must be picked up from their designated bus stop by a parent/guardian or other authorized adult. If someone other than a parent/guardian must pick up a child, advanced notice must be given to the Center in writing. Authorized adults must be able to provide ID at the time of pick up. It is important that emergency contact and allergy lists be kept current in case of emergencies. Families who receive transportation services will receive a written Transportation Plan upon admission.

Where transportation is not provided, parents are responsible for the transportation of their children to and from the program. All children must be picked up by his/her parents or a designated adult listed on the Emergency Release form. If someone other than the parent will be picking up the child, on a regular basis, an Alternative Pick-up form must be signed and kept on record at the site.

Due to the COVID-19 Pandemic, please see important notes about transportation below:

- Buses must be clean and sanitized before and after each pick up and drop up
- Drivers and Monitor must complete a daily **STAFF/VISITOR SCREENING FORM** before work shift
- Monitors must collect the daily **PARENT CHECK IN REPORT**
- Ensure children who are over the age of two and able to medically tolerate a face covering, are wearing face coverings.
- Drivers and Monitor must wear mask and glove
- Use hand sanitizer for each child upon getting onto the bus
- Programs should ensure that when children are boarding the vehicle, they are occupying seats from back to front, where feasible.
- Space out children as much as possible in the bus
- Keep Social Distance as much as possible when picking up and dropping off (6 feet apart)

- Programs should increase ventilation, when weather permits, within any vehicle (e.g. opening the top hatches of buses or opening windows) within the discretion of the driver
- More than one bus runs may be necessary

Clothing:

Children should be dressed in washable, comfortable clothing and wear rubber soled shoes, all of which are suitable for active play. Teachers do not deny children participation in activities because of concerns about dirtying special clothes.

It is preferred that children do not wear expensive jewelry or scarves. Scarves and drawstrings are prohibited on playground equipment as they pose a potential choking hazard and could result in strangulation. This also applies to necklaces, and or long hooped earrings or any article hung around the neck. Teachers are required to check clothing. If a choking hazard is identified, the teacher may contact the parent guardian to notify them of the concern and ask permission to remove the article of clothing and or drawstring.

Each child needs seasonable appropriate outer clothing for summer, fall, winter and spring. Children spend time outdoors routinely and appropriate protective clothing is essential.

Parents are asked to keep complete changes of correctly sized and labeled clothing, including socks, shoes, pants or shorts, shirt, sweater, underwear, and outer clothing in the child's cubby.

Shoe Policy:

With regards to proper footwear, we ask that any child who wears sandals must have a strap that securely fits around their ankles to reduce accidents. We also ask that families send their child to school wearing shoes that are comfortable with proper support (not too big, loose, or small), non-slip or rubber sole to reduce slippage. We discourage families from sending children to school in heels, as this is hazardous and could result in an accident.

WestCOP's emergency evacuation plan stipulates toddlers and preschoolers wear their shoes during naptime to expedite their ability to leave the premises.

In the event of an emergency evacuation from the center, if the children are wearing their shoes, their feet will be protected.

It is suggested you send your child with a cloth bag or backpack to carry items to and from school.

MEALS AT THE CENTERS:

Breakfast, lunch and a snack are provided each day. Meals are either prepared at the centers, or by approved caterers and delivered daily. All meals are reviewed by the WestCOP Nutrition Coordinator and follow Federal USDA regulation guidelines to assure children receive a well-balanced diet.

WestCOP programs participate in the Child and Adult Care Food Program (CACFP), a Federal program that provides funding for healthy meals and snacks to children receiving early care and education. During the intake process, parents/guardians are informed about this federally funded program.

At the beginning of each month, parents receive a menu. During the COVID-19 Pandemic, family-style dining, in which children serve themselves, is suspended. However other aspects of family style dining such as speaking together during meal time, is of course still in place.

- Mealtimes are turned into prime learning times, with opportunities for meaningful one-on-one interaction. It is a valuable time for adults to model appropriate behaviors and social interactions.
- Independence is fostered.
- Language is developed as children engage in rich conversations with adults and peers.
- Mathematical skills are developed as children learn about spatial relationships and one to one correspondence
- Mathematical language is learned: more, less, another one, a little/small portion, a larger portion, half full, cutting something in half, and counting the pieces then cutting in half again (early fractions).
- Children develop and practice patience.
- Children typically sit longer and try new foods when they eat with a teacher and peers and are empowered to serve themselves.
- A relaxed atmosphere of enjoyment is created rather than feeling hurried to finish eating.

Snacks consist of fruit, crackers, vegetables, cheese, yogurt, etc. **Breakfast** consists of cereals, muffins or bagels, eggs, etc. milk, and fruit. **Lunch** consists of a protein, whole grain, vegetable, milk and fruit.

Peanut butter is never served in our programs.

Water is available at all times.

Parents should discuss their child's eating habits, likes/dislikes with staff.

According to 7 CFR Part 226 Child and Adult Care Food Program, Subpart E Operational Provisions Published 9/1/2016 - 226.20 Requirements for meals:

(1). Sanitation. Institutions and facilities must ensure that in storing, preparing and serving food, proper sanitation and health standards are met. These need to conform to all applicable State and local laws and regulations. **Therefore, the program cannot accept food from home because we cannot regulate how the food is prepared at home.**

NOT ALLOWED:

- ➔ Meals from home for breakfast, lunch or snack are not permitted according to the CACFP federal law.
- ➔ Children can never be served peanuts, popcorn, hot dogs, food more with larger than ½ diameters, hard candies or other foods that may cause choking.

Food allergies must be made known upon enrollment. An Individual Health Care Plan must be completed regarding allergy restrictions in order to meet requirements for our CACFP Program. Appropriate food substitutions will be provided by the center.

“Picky” Eaters or Special Eating Habits: Parents should discuss their child's eating habits, likes/dislikes with staff. When the individual needs of a particular child vary from expected eating patterns, eating too much or too little, staff should consult with the child’s parents. With parent permission, the WestCOP registered dietitian or other health professional can be contacted and with parent involvement, a new feeding pattern can be established.

FAMILY ENGAGEMENT:

Early Childhood Education programs at WestCOP are a shared process, whereby we encourage parents and family members to get involved and be engaged as much as possible. The Family Worker, Director and or teachers can assist you in choosing volunteer activities.

WestCOP believes the parent/guardian is the child's first and most important teacher because they are the most significant adult in the child's life. The following are opportunities for family involvement:

Orientation:

An Open House Parent Orientation Night is held each fall. The purpose is to familiarize parents with the overall program, its personnel and its goals.

Parent/Teacher Conferences:

Teachers meet with parents informally for brief conversations as needed. Formal conferences are scheduled 2 times per year.

- The fall conference is to discuss the goals and plans for the child.
- The spring conference is to discuss summer plans, transitions to HS or Kindergarten and a wrap-up of the child's overall progress (see Communication section of parent handbook).

Open Door Policy:

During the COVID-19 Pandemic, we request that parents/guardians make an appointment to visit the Center, to ensure the safety of staff and families. However, in accordance with OCFS regulations, parents do certainly have access to their child/ren at all times they are in the Center

Volunteer Opportunities:

- Each year parents assist with field trips, special projects and classroom activities.
- Parents also help on playgrounds, act as mentors to new families, and offer special expertise for projects. Parents can contribute to all aspects of the Early Childhood Education program through their participation in the Parent Committees.

A parent with a particular talent or skill that is appropriate to share with the children is welcome to do so by prior arrangement with center staff. Volunteer Opportunities may include:

- ✓ **Help plan special events (i.e. international dinner).**
- ✓ **Cook/bake with the children.**
- ✓ **Help prepare art projects.**
- ✓ **Classroom participation.**
- ✓ **Help supervise field trips.**
- ✓ **Clerical assistance.**
- ✓ **Read to children.**
- ✓ **Special projects.**

	UNIVERSAL PREKINDERGARTEN	HEAD START	EARLY HEAD START	THERAPEUTIC
Parent Committees	Parents are invited to participate in their child's educational experience. Parents are given opportunities to volunteer	Parents are invited to participate in their child's educational experience. Parents are given opportunities to volunteer for special	Parents are invited to participate in their child's educational experience. Parents are given opportunities to volunteer for special	Parents are invited to participate in their child's educational experience. Parents are given opportunities to

	<p>for special projects, class activities, and field trips.</p> <p>Parents are invited to participate on the Parent Advisory Committee (PAC) at their child's school. This committee meets monthly. It often helps to raise money and decide on field trips and helps to coordinate enrichment programs throughout the year.</p>	<p>projects, class activities, and field trips.</p> <p>Parents are all members of their center's Parent Committee. This group meets monthly to discuss center events, update parents, and encourage parent involvement. Parents have an opportunity to meet with other families whose children attend program with their children.</p> <p>The Policy Council functions as a link to Parent Committees in communicating with parents. The Policy Council is the voice of the parents who have children currently enrolled or are alumna Two (2) parents and an alternate are elected from each center and meet once a month. Policy Council members receive formal training on their roles and responsibilities.</p>	<p>projects, class activities, and field trips.</p> <p>Parents are all members of their center's Parent Committee. This group meets monthly to discuss center events, update parents, and encourage parent involvement. Parents have an opportunity to meet with other families whose children attend program with their children. Early childhood topics of interest are chosen by parents.</p> <p>The Policy Council functions as a link to Parent Committees in communicating with parents. The Policy Council is the voice of the parents who have children currently enrolled or are alumna Two (2) parents and an alternate are elected from each center and meet once a month. Policy Council members receive formal training on their roles and responsibilities.</p>	<p>volunteer for special projects, class activities, and field trips.</p> <p>Parents are all members of their center's Parent Committee. This group meets monthly to discuss center events, update parents, and encourage parent involvement. Parents have an opportunity to meet with other families whose children attend program with their children. Early childhood topics of interest are chosen by parents.</p>
<p>Training & Resources</p>	<p>Parents are always invited to attend free Parent workshops offered at their child's center</p> <p>Resources are located at each center and provide specific community information for families who are interested in ESL, GED, Adult Education</p>	<p>Parents are always invited to attend free Parent workshops offered at their child's center.</p> <p>Resources are located at each center and provide specific community information for families who are interested in ESL,</p>	<p>Parents are always invited to attend free Parent workshops offered at their child's center.</p> <p>Resources are located at each center and provide specific community information for families who are interested in ESL, GED, Adult Education</p>	<p>The Social Worker provides parent workshops that parents are welcome to attend.</p> <p>Resources are located at each center and provide specific community information for families who are interested in ESL,</p>

	programs, CPR, First Aid etc.	GED, Adult Education programs, CPR, First Aid etc.	programs, CPR, First Aid etc.	GED, Adult Education programs, CPR, First Aid etc.
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COMMUNICATION

Parent Teacher Conferences:

Parent conferences are held twice a year for all families. When parents are separated or divorced, two conferences can be arranged, if that is preferred.

Confidentiality:

WestCOP will protect the child's and the family's right to confidentiality. Disclosure of the child's records and family information beyond family members and program personnel will require written consent by the family. In the case of abuse or neglect, it is permissible for WestCOP to reveal confidential information to agencies and individuals who may be able to act on the child's interest. WestCOP will respect the family's right to privacy and will not enter into relationships with family members that might impair our effectiveness in working with children. WestCOP will not use its relationships with families for private advantage or personal gain.

A Child's Records:

Parents may add information, data or other relevant materials to their child's records. Periodically, parents should check all information is current and up to date.

Parents may also request that information in their child's file be amended or deleted.

If after changes to their child's records have been made, parents are still not satisfied with the clarity or correctness of the records, they may schedule an appointment with the Site Director and/or the Early Childhood Director Program Director. Within one week after the meeting, parents will receive a written decision regarding their child's record which includes the reason for the decision from the Center Director and/or the Early Childhood Education Program Director. The decision will be acted on immediately.

In custody issues, a copy of the court document indicating the decision in regard to the custodial parent's rights must be kept in the child's file.

Other Communication:

WestCOP's Early Childhood Education program provides many regular communication vehicles:

- 1 • **Daily Sign-in/Sign-out Sheet:** A designated adult must sign-in/sign-out the child daily.
• Each child has a cubby/hood: for clothes, memos, take-home projects, newsletters, art work.
- 2 • **Family Handbook:** Explains program and day-to-day operations.
- 3 • **Newsletters:** Sent home from each classroom.
- 4 • **Program Calendars:** published annually.
- 5 • **Menus:** distributed monthly.
- 6 • **Flyers:** distributed as needed.
- 7 • **Bulletin Boards:** Announce on-going and special events, day-to-day information vital to teachers and parents in caring for a specific child, and display information about child development, NYSOCFS Regulations and WestCOP policies and procedures. Please take time to read the bulletin board.
- 8 • **Children's Work:** displayed throughout the center and classrooms.
- 9 • **Daily Chats:** Nothing can replace direct communication. Talk with the teachers in the morning/afternoon at drop-off and pick-up. The telephone is a convenient way to keep in touch.
- 10 • **Journaling:** Is an opportunity for two-way communication to take place, Your child's teacher may also send a note in your child's journal notebook, about how your child's day went or any concerns or questions they may have. This also provides an opportunity for families to provide comments or share information with your child's classroom teacher and is most helpful for that busy parent or for families whose children are transported by other people.

CONFIDENTIALITY:

In compliance with Federal law Westchester Community Opportunity Program (WestCOP) is required to inform all families about how we treat personal and confidential information that we collect from persons for whom we provide services. Upon enrollment each family receives a "Privacy Notice Acknowledgement Form," explaining how they can access WestCOP Privacy Notice "HIPAA Policy."

All personal information secured about a child or his/her family is considered confidential information.

- Center staff should never discuss personal child/family information in front of the children or parents.
- Personal information about a child or family is never shared with another parent.

CONSENT TO RELEASE CHILD RECORDS

No information, verbal or written, is shared for any purposes with anyone without written consent of the parent or guardian. Even in cases regarding child abuse allegations, parents must sign a "Consent to Release Records Form" before documentation is sent to the Child Protective Services, unless a court subpoena is received.

If the child's records are court subpoenaed, staff must also contact the Director/Site Coordinator and Early Childhood Program Director prior to submitting the documentation. All documentation should have a cover letter addressing the requested items.

CHILD PLUS MANAGEMENT SYSTEM:

Child Plus is a web-based application that provides accurate, timely information about children, families and staff. It enables staff and administrators to access real-time data collection, reporting, monitoring, organizational work-flow, referrals and file sharing. Staff have access to certain Child Plus reports as needed, according to job duties and as determined by the Child Plus Administrator.

CHILD RECORDS

All Staff are required to follow HIPAA PRIVACY REGULATIONS (Refer to WestCOP HIPPA Compliance policy).

PHOTOGRAPHING, VIDEOTAPING & SOCIAL MEDIA POSTINGS:

WestCOP does not use or permit the use of photographs or video without written consent of a minor(s) parent/guardian. All families are asked to indicate whether they consent or do not consent to the use of photographs of videos by signing the "Model Release Form for Photographs and Video Consent."

Due to HIPAA privacy laws, WestCOP requires that families refrain from taking photographs, videotaping and/or posting children to any social media outlets during any program activities.

WESTCOP CULTURE OF COMPLIANCE

Annually WestCOP provides training on the Culture of Compliance procedures which include the following Policies:

Compliance Program, Code of Ethics, Anonymous reporting of Employees issues and Concerns, Whistleblower Policy, concerns About Compliance "What to Do", HIPPA Refresher Training, Top Ten Ways to Keep Protected Health Information (PHI) safe, Accounting of Disclosures form, Laptop Flash Drive Security Policy, Breach Response Policy, Electronic communications Consent form, Mandated reporter Attestation Form, Justice enter Code of conduct for Custodians of People with Special needs, and Board Compliance Training.

Transfer of Records:

When a child leaves a WestCOP program, parent(s)/guardian(s) may request, in writing, that copy of their child's records be given to them or to another person of the parents' choosing.

COMMUNICATION: Suggestions and Concerns

If you have concerns about your child's development, health, emotional well-being or behavior, please discuss them with a teacher. The more information you share about your child, the better we can care for your child. Your concerns will always be addressed. WestCOP staff respect your rights as parents and ask that you respect us as child care providers.

At the centers: From time to time a concern or problem may arise which requires discussion. If your focus pertains to the classroom, feel free to approach the Head Teacher. Otherwise issues, questions, and suggestions should be broached at an appropriate time with an administrator. WestCOP's protocol directs parents to speak first with the Site Director, next with the Director of Early Childhood, and last with the Chief Executive Officer (CEO). Every effort will be made to arrive at a mutual agreed resolution.

Refer to this family handbook to help clarify policies and procedures.

Each year, a Parent questionnaire is distributed to parents to evaluate the program. Participation in this survey is voluntary, but is most helpful in us to determine areas for improvement or to know what is currently working in our program.

HEALTH AND SAFETY

Health Guidelines:

Keeping all the children (and the adults) in a group setting healthy, is not an easy task. Yet, if we all work together, we can make a positive impact on health maintenance.

WestCOP employs a Health Specialist at each site, and a full time Health Coordinator for all Early Childhood Education programs. The Health Specialists at the Centers are well trained to identify indicators of illness, help implement and interpret policy on health and safety, and determine when children must be kept home from the program.

During the COVID Pandemic, we have increased our cleaning and sanitizing procedures, and modified our inclusion guidelines. See below for WestCOP's health guidelines:

Intensify Cleaning and Disinfection Efforts

- Facilities should develop a schedule for cleaning and disinfecting multiple times during the day, documented on **CLEANING COMPANY LOG**. Including; doorknobs, light switches, sink handles, countertops, cots, toilet seats, tables, chairs, strollers, changing table, and playground structures.
- Programs must put in place reasonable measures to limit the sharing of objects, such as electronic equipment, arts and craft materials, toys and materials, as well as the touching of shared surfaces; employees wear gloves when in contact with shared objects or frequently touched surfaces
- Programs must require children and staff to practice hand hygiene:
 - Upon arrival to the Center
 - Between all program activities;
 - After using the restroom
 - Before and after eating
 - Whenever they are dirty,
 - Before departing the last program activity.

- Programs must provide and maintain hand hygiene stations on site, as follows
- For handwashing: soap, running warm water, and disposable paper towels
 - For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
 - Make hand sanitizer available throughout common areas on site. It should be placed in convenient locations, such as at entrances, exits, elevators, and security/reception desks, but out of the reach of unsupervised children
- Place covered receptacles around the facility as needed for disposal of soiled items, including PPE.
- Toys that children have placed in their mouths should be set aside until they are cleaned according to OCFS Health Care Plan Appendix E/CDC DOH guidelines.
- Bedding, which is the removable and washable portion of the sleeping environment, must not be shared between children unless cleaned and disinfected. Sleeping surfaces, including bedding, must not come in contact with the sleeping surfaces of another child's rest equipment during storage. Cots must be stored so that the sleeping surfaces do not touch when stacked.
- Whenever a child is soiled with secretions, change the child's clothes and clean the child, as needed.
- When diapering/providing assistance with toileting, wear gloves, wash hands (staff and child), and follow cleaning and disinfection steps between each child, refer to CDC guidelines.
- Toys that cannot be cleaned and sanitized should not be used.

Implement Classroom Physical/Social Distancing Strategies:

- Child care classes should include the same group each day and the same staff should remain with the same group each day; children and staff should not change groups or mix groups.
- Programs should maintain a staffing plan that does not require employees to "Float" between different classrooms or groups of children, unless such rotation is necessary to safely supervise the children due to unforeseen circumstances (e.g. staff absence).
- Keep siblings together, if possible, within OCFS guidelines
- Keep social group sizes small (max=15 plus staff)
- Arrange furniture to give children more space, reconfigure space to limit overall density of room. Rooms will maintain capacity as allowed by OCFS license however within the classroom sub-groups will be maximum of 10 children.
- Windows will be open for fresh air as much as possible.
- At nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe.
- Limit the number of toys and materials available at one time. Remove all materials after a few hours for cleaning and replace with additional clean toys.
- Encourage independent play stations.
- Spend as much time outdoors as possible.
- Food preparation should not be done by the same staff who diaper children.
- Separate tables with seating at least six feet apart from other tables, as feasible. Stagger mealtimes to reduce congregation.
- At lunch time, serve each child with an individual plate rather than family style
- Teachers and Teachers Assistants wear gloves when serving foods
- Children should not use serving Utensils

- Tooth-brushing in the classrooms is suspended until it is safe again.
- Programs that offer a rest period (e.g., nap) for children, must make individual clean bed coverings available for each child requiring a rest period. Limit in
- Person gatherings of employees (e.g. breaks, meetings) to the greatest extent possible.
- Reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces. Post signage and distance markers denoting spaces of 6 ft. in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. vestibules in large facilities during drop off/pickup).

Health Care Exclusion Criteria Guideline

- Temperature 100.0 F, and/or dry cough, diarrhea, sore throat, shortness of breath.
- If a child or staff becomes ill during the day, isolate the child, while maintaining supervision, in a separate room or space; put a mask on the child if possible.
- Call parents/guardians to pick up the immediately ill child,
- In the event that a parent/guardian of a child must be isolated because they have tested positive for, or exhibited symptoms of, COVID 19, the parent/guardian must be advised that they cannot enter the site for any reason, including picking up their child.
- If the parent/guardian who is a member of the same household as the child is exhibiting signs of COVID 19 or has been tested and is positive for the virus, utilize an emergency contact authorized by the parent to come pick up the child. As a “close contact,” the child must not return to the Center for the duration of the quarantine.
- If an enrolled child or their household member becomes symptomatic for COVID 19 and/or tests positive, the child must quarantine and may not return or attend the Center until after quarantine is complete, a doctor note is required to come back to the program.
- Provider/teacher must stay with the ill child, wearing a mask and PPE.
- Wash hands often

Reference CDC guidelines, “Supplemental Guidance for Child Care” for additional information.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<https://coronavirus.health.ny.gov/home>

SCREENING

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees, visitors (e.g. vendors, therapist), and children.
- Screening must ask about (1) COVID19 symptoms in the past 14 days, (2) positive COVID 19 test in the past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID 19 case in the past 14 days. Responses must be reviewed and documented daily.
- Immediately notify the state and local health department, WestCOP Health Coordinator, HR Director about any positive test result by an employee or child at their site.

CONFIRMED COVID-19 CASE

If a positive case is identified within a classroom, all children and staff from that classroom will take a mandatory leave from center-based programming. The classroom and equipment will be cleaned and disinfected before resuming programming in accordance with guidance from the Department of Health and CDC. Center will Send Home Health Alert, advising for what occurred without mentioning any name

- Instruct staff to stay home if they are sick and remind parents/guardians to keep sick children home.

AT THE CENTER

Health & Safety:

The Health Coordinator visits all the centers on a regular basis and maintain up-to-date health records of children and staff. In-service educational training programs are offered to all HS/EHS and UPK staff and health and safety workshops for children. Center staff receives first aid training in early childhood health and safety and certification in CPR. Designated staff at each center is trained by the New York State Office of Children and Family Services (NYSOCFS) in Medicine Administration. OSHA regulations are followed.

Enrollment Requirements:

For the center-based program, each child must be examined by a primary care provider prior to enrollment as required by NYSOCFS. A record of immunizations is also required and maintained in accordance to the current schedule followed by the NYS Public Health Law and recommended by the American Academy of Pediatrics. In September 2008, the NYS Education Department began to require a dental examination for all preschoolers.

Notices are sent out by the Health Specialist to parents of children in the process of completing the required immunization schedule. Children will not be excluded for failure to be immunized if they have an appointment for immunizations and have their immunizations initiated within one month. Three months after admission will be the maximum period allowed to obtain required immunizations unless the health of others in the program is at risk. A child whose immunizations are not kept up-to-date will be dismissed after three (3) written reminders to the parent over a three-month period. The Health Coordinator and Nurse will check annually for updates of the recommended and required immunization schedule. Children who are not properly immunized, are not to be accepted into the program to prevent the introduction of serious diseases. This WestCOP policy is based on recommendations from the agency's pediatric consultant.

Additional information may be obtained from other medical practitioners by utilizing a Confidential Information Release Authorization Form signed by parents. This additional information should be received prior to the child entering the program so staff may offer the special care the child may need, i.e. allergies, asthma management, medication requirements or any other chronic condition.

Routine preventive health services (physical assessment by a licensed health care provider) is required annually for all children enrolled and should include age appropriate immunization record, physical exam results, screening tests as recommended by the NYS Medicaid EPSDT, and a written statement signed by the health care provider that the child is able to participate in early childhood programs and currently appears to be free from contagious diseases. Parents are responsible for assuring their children are kept up-to-date and a copy of the child's health assessment is given to the Health Coordinator or Nurse.

The child must have a yearly exam while enrolled. The form must be complete by opening day or the first day of attendance. **No child will be admitted to WestCOP's Early Childhood Education program without the appropriate medical information.**

Enrolled children of preschool age must have an initial dental examination on file within 90 days of entrance and a yearly examination thereafter.

Standard Precautions

All WestCOP's early childhood programs consistently practices "standard precautions" for infection control in accordance with OSHA regulations. The importance of regular and frequent hand washing is emphasized, as is wearing non-porous gloves when in contact with all body fluids bloods (except sweat), regardless of whether blood is present.

Each site is equipped with a supply of gloves specifically for this purpose. Any staff member responsible for diaper changes must comply with "standard precautions" requirements.

Strict hand washing requirements will remain in effect after every diaper change or exposure to blood or body fluids. These precautions are mandatory with no exceptions.

All staff will follow standard precautions when handling blood or blood-contaminated body fluids.

- a) Disposable gloves must be immediately available and worn whenever there is a possibility for contact with blood or blood-contaminated body fluids.
- b) Caregivers are to be careful not to get any of the blood or blood-contaminated body fluids in their eyes, nose, mouth, or any open sores.
- c) Clean and disinfect any surfaces, such as countertops and floors, onto which blood has been spilled.
- d) Discard blood-contaminated material and gloves in a plastic bag that has been securely sealed. Clothes contaminated with blood must be returned to the parent at the end of the day.
- e) Wash hands using the proper hand washing procedures.

Allergies:

Allergies are identified on the Health History Form at the WestCOP intake interview or when detected. Parents are responsible for providing written documentation from the child's primary care provider including past history of allergen, symptoms and plan of action by use of the Medication Consent Form.

WestCOP protects children from allergens by (a) keeping an updated list of children with allergies in the classroom and kitchen, allergen and allergic response; and (b) alerting all teachers, Cooks, Cook Aides, Health & Nutrition Coordinator of the allergic condition.

WestCOP's early childhood education centers have a "Nut Aware" (peanut butter) product free policy. Contact with small traces of peanut or any other nut oils, can be critical or even fatal to a child who has a severe nut allergy.

Mild Illness and Exclusion Guidelines:

The basis for all WestCOP health and safety policies is for the protection of the ill/injured child as well as all other children and adults in the program. The decision to exclude a child will be based on whether there are adequate facilities and staff available to meet the needs of both the ill child and the other children in the group.

A child will be excluded if:

- The illness prevents the child from participating in activities that the program routinely offers.
- Keeping the child in the program poses an increased risk to the child or to other persons with whom the child will come into contact.
- The illness requires more care than the staff are able to provide without compromising the needs of the other children in the group.
- See COVID-19 guidelines

If a child is absent for three (3) or more consecutive days due to illnesses, the Health Specialist will ascertain whether or not a physician's note is required to return to the program.

Listed below are some guidelines for mildly ill children in group care, who are not suspected of having COVID-19. These guidelines are based on one or a combination of the following criteria:

▪ Physical and emotional welfare of the child
▪ Physical and emotional welfare of other children and staff

<ul style="list-style-type: none"> ▪ The American Academy of Pediatrics
<ul style="list-style-type: none"> ▪ Fever: temperature 100.0 F or higher/ orally: keep home until fever free for 24 hours.
<ul style="list-style-type: none"> ▪ Severe coughing/difficult breathing: keep home until symptom free.
<ul style="list-style-type: none"> ▪ Unusual rashes or open sores: Keep home until seen by a primary health care provider.
<ul style="list-style-type: none"> ▪ Diarrhea and/or vomiting: keep home until symptom free for 24 hours.
<ul style="list-style-type: none"> ▪ Strep throat: keep home for 24 hours after starting antibiotics.
<ul style="list-style-type: none"> ▪ Conjunctivitis/pinkeye: keep home for 24 hours after starting antibiotics.
<ul style="list-style-type: none"> ▪ Infestation (scabies, pinworm): keep home until 24 hours after effective treatment, live lice and viable eggs eradicated.
<ul style="list-style-type: none"> ▪ Lice: A child may return to the program the next day, after treatment has begun and has been cleared by Health Specialist or Nurse. Proof of treatment must be provided by providing the used container.
<ul style="list-style-type: none"> ▪ A new medication for your child: Keep home for at least 24 hours after introduction.

WestCOP reserves the right to determine whether or not a child, whose health is questionable, should attend the program. In doing so, WestCOP may require a statement of health from your primary health care provider. If a child has been seen in an emergency room, a note must be provided indicating the date he/she may return.

Parents will be contacted if their child becomes ill at the center. The child will be made comfortable and closely supervised in an area adjacent to where the rest of the group is involved in activities until the parent arrives.

Parents should call the center when their child will not be attending the program due to illness.

Health Alert notices will be posted at the centers or sent home during a contagious disease outbreak or an infestation. Please note it is the parents' responsibility to keep emergency contact numbers up to date on the Emergency Medical Care Form. It is vitally important to notify the centers if corrections are necessary during the year.

Medical Emergencies:

In cases of medical emergencies, 911 will be called immediately. The staff will respond as necessary until the 911 team arrives. Parents will be notified as soon as possible. In the event hospitalization is required, parents agree to allow the child to be transported to the nearest hospital and treated by a qualified physician. A staff member will accompany the child in the ambulance and remain with the child until the parent arrives.

Safety/Incidents/Injuries:

Children are supervised at all times and never left unattended whether indoors or outdoors. When the children are on a playground or on any climbing equipment, they are spotted by staff. Clutter on floors of classrooms is kept to a minimum. Children should be dressed properly for outside activity during the colder months.

At the center, Incident Reports are written as soon as possible after an injury has occurred, detailing the incident and treatment given to the child. Center staff tries to contact parents as soon as possible to explain what has occurred. A copy of the report is placed in the child's file and is given to the parent to sign and return.

Fire Drills and Evacuation Drills are held on a monthly basis announced and unannounced. Evacuation plans are posted in each classroom. Shelter-in-Place is held twice a year.

Fire Drills:

During a fire drill, staff walks children to designated safe areas outside the center.

Evacuation Drill:

During an Evacuation drill, staff walks children to a safe place away from the childcare center to get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that students be transported and housed temporarily in some other building. Each center has a primary and secondary evacuation site.

Shelter-in-Place Drills:

The purpose of a school Shelter-in-Place drill is to give the staff and children the opportunity to practice what to do in case of an emergency, while ensuring everyone's safety at all times. A Shelter in Place Drill is a response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. Shelter in place may include additional precautions like locking all doors, closing all window shades, remaining in a room away from large windows or turning off heat and air conditioning systems.

Shelter-in-Place Drills occur for the following reasons:

- Severe weather conditions
- Chemical or biological spill
- A public disturbance that escalated to violent acts
- Rabid animal sighting

Child Abuse & Neglect:

All WestCOP employees are considered mandated reporters. All mandated reporters are responsible to adhere to the Child Abuse & Neglect Policy. It is the policy of WestCOP to cooperate actively and fully with the federal, state and local authorities, consistent with the policy and regulations applicable to the program.

In accordance with Social Services Law, staff must report any suspected incidents of child abuse or maltreatment concerning a child to the State Central Register of Child Abuse and Maltreatment. Depending on the situation, the staff may or may not consult the family. A **WestCOP Incident Report** is filed immediately.

Instruction materials and resources for parents on abuse and maltreatment are available at each center.

If families suspect their child is the subject of abuse or maltreatment you may contact the non-mandated telephone number for **Child Protective Services at 1-800-342-3720**.

Medication Administration Policy:

Families must check with the child's primary health care provider to see if a medication dose schedule can be arranged that does not involve the hours the child is at the center. All medications (prescription or non-prescription), to be administered during program hours, require a written, dated primary health care provider's order that indicates the medication is for that specific child using a Medication Administration form. All medications must have the original label stating the child's name, name of medication, exact dosage and frequency (time), route of administration, the primary health care provider's name, special storage instructions (if any), an expiration date and any specific time limits or instructions. Medication must be transported to the program site by the parent in the original container. It will be properly stored out of children's reach and/or refrigerated as necessary. No medication, whether prescription or non-prescription, will be administered without a written order by a primary health care provider and written parental authorization. **The first three doses should be given at home to see if the child has any type of allergic reaction.**

RENEWAL SCHEDULE

Standing orders for medications must be renewed by the primary healthcare provider every 6 months.

DAILY MEDICATION

The designated NYSOCFS MAT staff or Health Specialist can administer medication for chronic health conditions at the prescribed time at the center-based program. These specific staff will not administer the early morning or late afternoon dose. These doses should be given to the child at home. No medication may be disguised in the child's food or beverage, as this is a hazard to the child and also compromises the dosage.

Medication will not be given in any amount exceeding the dosage indicated on the prescription (or non-prescription) container. At the center, WestCOPs Checklist for Giving Medication must be completed and reviewed by both parent and MAT staff and dated.

*"PRN" OR "AS NEEDED" MEDICATIONS

At the center: the Health Specialist, Nurse, or MAT designated staff, will administer a "PRN" medication in an attempt to minimize an impending asthma attack or febrile seizure, i.e., anti-asthma inhalers, Tylenol. In any emergency, 911 will be called. Parent will be contacted immediately and the child sent home so medical care can be obtained.

CONCLUSION

Hopefully this handbook will help to make each family's experience with our WestCOP program a positive one. Cooperation and communication between parents and staff is crucial to maintaining high quality early education and care.

LICENSING: Our centers are licensed by the New York Office of Children & Families (NYOCFS) (845) 708-2400.

Information regarding licensing reports, regulations, forms etc. can be found by visiting the following link
https://ocfs.ny.gov/main/childcare/daycare_regulations.asp

The OCFS Complaint Line is (800) 732-5207

FAMILY HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT

- I received a copy of the WestCOP Head Start/Early Head Start/ Universal Pre-kindergarten/Therapeutic Family Handbook.** I understand the Family Handbook contains pertinent information in regard to Head Start/Early Head Start/ Universal Pre-kindergarten/ Therapeutic program to assure my child(ren)'s early care and regard to the policies and practices of WestCOP Head Start/Early Head Start/Universal Prekindergarten early childhood program/s. The Family Handbook explains and clarifies my responsibilities as a parent of a child enrolled at WestCOP Head Start/Early Head Start/ Universal Pre-kindergarten program. It is my responsibility to read the Family Handbook and work in partnership with WestCOP Head Start/Early Head Start/Universal Pre-kindergarten/Therapeutic early childhood education programs to assure my child(ren)'s early care and educational experiences are optimal.

Parent/Guardian Name 1: _____ **Date:** _____
First & Last Name

Parent/Guardian Signature 1: _____ **Date:** _____

Parent/Guardian Name 2: _____ **Date:** _____
First & Last Name

Parent/Guardian Signature 2: _____ **Date:** _____

Name of Child: _____
First & Last Name

Center & Room: _____ / _____
Center Name