

Carousel Academy



Parent Handbook

Lancaster Universal Pre-K

149 Central Avenue

Lancaster, NY 14086

School: (716) 686-3200 ext. 1113

Director, Amy Memminger: (716) 686-3200 ext. 1713

Email: amemminger@lancasterschools.org

Administrator, Amanda Karnath: (716) 863-1398

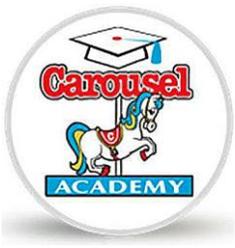
Email: akarnath@lancasterschools.org

Carousel Academy

Parent Handbook

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Carousel Academy

where the love of learning begins...

www.carousel-academy.com

Dear Carousel Families,

Welcome to the start of your child's educational journey! We are very excited to share in this important time and becoming partners in education with you. Carousel offers an exceptional and unique curriculum aimed at ensuring that your child is well prepared to enter kindergarten. Our highly-qualified staff is professional, nurturing, and dedicated to creating an environment where learning is fun and friends are made. This year we are thrilled to welcome Mrs. Amy Memminger as our Director! Mrs. Memminger will be available daily to support staff, students and families. If you need assistance at any time, please feel free to contact her. Mrs. Memminger can be reached at the school (716) 686-3200 ext. 1713 or by email at amemminger@lancasterschools.org.

For more details, requirements, and information about our program, please make sure to read through this entire handbook. In order to help your child, reach their fullest potential, the staff at Carousel Academy encourages parent communication through conferences, email, and phone. If you have questions, at any time, please do not hesitate to speak with your child's teacher. Welcome to the Carousel Family!

Sincerely,

Amanda Karnath, *Administrator*

Amherst Location

Daycare & Preschool

8620 Transit Road, East Amherst, NY 14051

Phone: (716) 636-8700

Fax: (716) 204-2911

Email: carouselcampus@gmail.com

Lancaster Location

Universal Pre-K & Private Program

149 Central Avenue, Lancaster, NY 14086

School: (716) 686-3200 ext. 1113

Administrator: (716) 863-1398

Email: akarnath@lancasterschools.org

North Tonawanda Location

Universal Pre-K

35 Grant Street, North Tonawanda, NY 14120

School: (716) 622-7857

Administrator: (716) 863-1398

Email: makarnath@aol.com

School Year

- Carousel Academy's Universal Pre-K follows the Lancaster Central School district's calendar. This includes all holiday breaks and snow days. If Lancaster is off, so are we. Also, check the calendar, posted in the front of the building for days off and upcoming events.
- Carousel Academy operates 2.5 hours a day, 5 days a week. Attendance is mandatory for all children.
- If your child is going to be absent due to illness, please leave a message on the school phone (716) 686-3200 ext. 1113 with your child's name, teacher's name, and date. We require all children to be symptom and fever free for 24 hours before returning to school.

School Day

- The Carousel morning class operates from 9:00-11:30.
- The Carousel afternoon class operates from 12:15-2:45.
- Please note that it is very important that your child is dropped off and picked up on time. We understand that circumstances arise and you may be late on occasion. If you are going to be late picking up your child, please call the school (716) 686-3200 ext. 1113 to inform your child's teacher. If lateness is consistent, your child will be placed in the Wraparound Room (Room 113) for a \$7 per hour fee.

Arrival and Dismissal

When dropping off or picking up your child, please do the following:

- A parent/guardian MUST accompany their child to their designated classroom and sign them in before leaving.
- Please note that all early releases, late drop-offs, and absences must be in writing and given to the classroom teacher.
- Teachers are permitted by the director NOT to release students to any adult who is not listed on the approved pick up list (Student Release Form). A note must be sent in *prior* to dismissal if you would like someone who is not on the release form to pick up your child. That individual will be required to show photo identification.
- Students will be dismissed from their classroom. All students must be signed out before they can be released. Please bring a photo ID each day in case a substitute teacher or another staff member is releasing students that day.

IMPORTANT NOTE: The double doors that enter the Pre-K wing will be locked immediately following arrival. If you are late, please use the phone located near the double doors to call your child's classroom.

Wraparound Program

If you would like to sign-up for our Wraparound Program (before and/or afterschool hours), please call (716) 686-3200 ext. 1113 or go to Room 113 to sign-up. The Wraparound Program runs from 7:30am–4:00pm and follows the Lancaster Central School District calendar. The fee is \$7 per hour and there is a registration fee and application. Slots are limited and do fill up fast! If children are staying for lunch (11:30am) they must bring in their own bagged lunch from home.

Illness

If your child is sick and will be absent on a certain day, please call the school (716) 686-3200 ext. 1113. When leaving a message, please state your child's name, classroom teacher, and date. Please include a note in your child's folder when he/she returns. We do not require a doctor's note to return to school, unless there is limited physical activity needed. However, if your child has been sick with a fever, vomiting or has diarrhea, he/she must be symptom-free for 24 hours before returning to school.

When to keep a child home with an illness

It can be difficult to decide whether to send your child to school if he/she wakes up with various symptoms or complaints. Unless your child is significantly ill, the best place for him/her is school. Please show and remind your child how to discard tissues properly, not to share personal items, cover their mouths when they cough or sneeze, to keep their hands away from their face and nose, and to wash their hands thoroughly and often with soap and water.

However, there are some situations in which it is best to keep your child at home to rest or an appointment with your health care provider is needed. The following are a few situations that you should look for:

- Persistent fever (taken orally) that is greater than 100.4, requiring medication to lower it (i.e. Tylenol).
- Child is too sleepy or ill from an illness like vomiting and/or diarrhea.
- Significant cough that makes the child uncomfortable or disrupts the class.
- Severe sore throat.
- Unusual rash.

Toilet Training

Students enrolled in Pre-K must be potty-trained and able to be independent in the bathroom. If an accident should occur, the teacher or assistant will change your child's clothing using the clothes provided from home. If your child defecates, and a teacher cannot properly clean him/her, a parent or guardian will be contacted to pick up your child so that they can be bathed at home. Diapers, pull-ups, or training pants of any kind are NOT permitted in the program.

Sunblock

Please remember to apply sunblock before coming to school especially during the sunny months.

Apparel/Shoes

- The children will be going outside, involved in art and science activities; and are, at times, apt to spills and bathroom accidents. Please send your child in "play" clothes that can get messy.
- Each class will have designated days to go to the gym during the week. When the weather is nice the children will possibly go outside every day. Children MUST wear sneakers or pack a pair, with socks, in their backpacks. Children will NOT be permitted to go on the playground or participate in gym without sneakers.

Extra Set of Clothing

Please send in a change of clothing, appropriate for the season, in a Ziploc bag, labeled with your child's name. It will be kept in your child's locker/cubby. (Please include underwear, a shirt, pants/shorts, and socks.) In the event that your child has a bathroom accident or spill, these clothes will be used. If your child's teacher cannot properly clean him/her, you will be contacted to pick up your child.

Allergy Conscious

If your child has an allergy, please inform your child's teacher immediately with detailed information about any foods that his/her classmates should avoid bringing in. If any child in the classroom has an allergy, the teacher will inform parents by sending home a note. If a student in your child's class has an allergy, all birthday treats and snacks will need to be allergy-free, as well as, store bought so your child's teacher can view all of the ingredients. We thank you in advance for your cooperation and support in ensuring that all of our students in your child's classroom are safe.

Daily Snack

Each day, please send your child to school with a *small* snack. You can pack it in a Ziploc bag or in a lunch box. Water bottles or juice boxes are encouraged but not required since we do have access to water fountains. Some good examples of healthy snacks are pretzels, fruit, vegetables, crackers, animal crackers, goldfish, etc. Please check with your child's teacher for any type of allergies within the classroom.

Birthdays

Your child is welcomed and encouraged to share their birthday with his/her classmates. If you decide to do so, please let your child's teacher know at least two days prior to his/her birthday. Your child's teacher will discuss with you any type of food restrictions at that time. (Please provide any necessary plates, napkins, or utensils that your child's birthday treat might require.)

School Pictures

- Fall pictures will be taken by Life Touch. Picture package forms will be sent home in your child's folder sometime in late September.
- The spring/graduation pictures will be taken outside (weather permitting) by a freelance photographer. The pictures will include children in their regular clothing as well as their graduation caps and gowns. The photographer offers a one-package deal at a low cost. The prints you receive can also be reproduced at your local photo store.

Scholastic Book Orders

Every month, your child will receive Scholastic flyers where you can order and purchase books. Scholastic offers high quality literature at an affordable price. We strongly recommend looking through each flyer and purchasing some books. Reading each night with your child is a great way to spend time together while boosting vocabulary and strengthening their imaginations as well. For each book that your purchase, your child's classroom will earn points towards free books for their classroom libraries.

Communication

Parent/Teacher communication is extremely important, especially at the Pre-K level. If you have questions or concerns regarding your child, at any time, please do not hesitate to contact your child's teacher. If your child's teacher is unable to resolve your concerns or answer your questions, it will be directed to Amy Memminger, Director of Carousel Academy.

Conferences

There will be an opportunity to have a formal conference with your child's teacher in either the end of November or early December. Sign-up sheets with available dates and times will be posted outside your child's classroom door. Carousel Academy will have conferences on the same days that the Lancaster district does. There is no school or Wraparound, for the children, on those conference days.

If at any time throughout the year you feel that a conference is necessary, please contact your child's teacher to set up a time that is convenient for both parties. Each teacher will keep track of your child's progress by filling out a "report card". Each progress report will be sent home in the fall, winter, and spring.

Parent Volunteers

Carousel Academy welcomes parents to come in and see all of the wonderful experiences that the children are having throughout the day. If you are interested in signing up to come in for the day, please look for a volunteer calendar posted outside of your child's classroom. To give your child time to adjust to his/her classroom, volunteer calendars will be posted in late October. Parents may be asked to supervise a small group of children at a learning center, lead a craft or art project, play a game, etc. When visiting, please be sure to sign the visitors log located outside the double door section.

Classroom Parties

We will have many celebrations throughout the school year. Your child's teacher will post a sign-up sheet outside the classroom door with a list of items that parents can volunteer to bring in for the party. Thank you for your support!

Carousel Academy's Curriculum

The pre-kindergarten's curriculum not only prepares each child academically but also includes important goals to enhance social and emotional skills. When planning and preparing lesson plans and experiences, teachers use the Handwriting Without Tears curriculum and resources. This developmentally appropriate curriculum uses hands-on materials to teach children literacy and math skills. Our curriculum goals also include the New York State Common Core Learning Standards for Pre-Kindergarten.

Parking Policies

We ask that you please use extreme caution when entering and exiting the parking lot. With so many classes arriving and dismissing at the same time, the parking lot is very busy and at times it can be difficult to find an open parking space. Please abide by the following rules to keep all of our children safe:

- When you enter, and exit the parking lot, please drive at a SLOW speed as there are small children walking through.
- Please park in an open space or wait for one to become available. Do NOT park in the circle as there are busses that need to get through; and in the event of an emergency, the circle needs to be open, for police and fire trucks.
- Please do NOT park in the handicap spots. Please leave them open for someone that needs them. Police do patrol often and will ticket those without permits.
- When driving out of the parking lot onto Division Street, please stop at the stop sign. Also, please do NOT park on Division Street. It is a private road where residents are parking their own vehicles and need to get in and out of their homes.
- Please keep your child at your side when walking through the parking lot. Talk to your child about safety rules for the parking lot, before coming to school and when leaving the school, each day. Remind him/her to walk next to you, as well as, look out for cars in the parking lot.
- We thank you in advance for your cooperation and understanding.



Carousel Academy

Parent Handbook Acknowledgement

It is Carousel Academy's mission to provide high quality education in a safe, nurturing environment. Each day, we work with parents and family members to accomplish these goals. After reading the parent handbook, please sign and return this portion to your child's teacher by Friday, September 8th. With your signature, it acknowledges that you understand and will abide by Carousel Academy's rules, policies, and procedures as stated in the Parent Handbook.

I, _____, have received, read, and understand Carousel Academy's
Parent/Guardian's Name – PLEASE PRINT

Parent Handbook.

X _____ Date: _____
Parent/Guardian's Signature

Child's Name: _____

Classroom Teacher: _____