

# Little Saints Preschool



## Handbook

2026/2027 School Year

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“Let the children come to me. Then He took the children in His arms, placed His hands on each of them and blessed them.” Mark 10: 14 - 16

### **Mission Statement**

We believe each child needs to belong, to achieve, to discover, to love and be loved in order to establish a good self-image. We believe in helping a child grow emotionally, spiritually, mentally, socially and physically. We at Little Saints dedicate ourselves with love to your children.

### **Philosophy**

Little Saints Preschool is a faith based preschool where basic Christian and social values are experienced. Children from all races, creeds and religions are welcome to register. The teachers and staff selected to teach and work with your children are committed to our Christian philosophy. Each child is welcomed as an individual and we will attempt to meet his/her special needs. Children at Little Saints Preschool are given the opportunity to learn, experiment, and create in a safe and nurturing environment. At Little Saints we believe children should be allowed to grow at their own pace, allowing them to be confident as learners. Respect for children as unique individuals is imperative. If at any time you feel your needs or the needs of your child are not met, please inform us. We want your child's stay with us to be a happy and pleasant experience.

### **About Us**

Little Saints preschool is a fully licensed facility by the New York State Office of Children and Family Services. As a licensed facility we have certain guidelines that must be followed and monitored to ensure quality and provide safety. Our teachers are required to have a certain number of training hours per year and current first aid and CPR certificates. They are mandatory child abuse reporters. We follow class ratios based on children's ages and disciplinary and curriculum guidelines. Every four years the state evaluates the preschool based on its licensing standards.

#### **Our Little Saints Family Consists of:**

Jocelyn P. Bombard – Owner  
Wendy L. Briggs – Director  
Danielle R. Riel-Facteau – Teacher  
Star A. Matott - Teacher

### **Non-Discrimination Policy**

Little Saints Preschool does not discriminate on the basis of race, color, gender, religion, or natural origin.

## **Goals**

**Academic** – Stimulate thinking through teacher directed and child initiated activities using numbers, alphabet, calendars, colors, puzzles, etc. Discussion of daily/weekly themes and activities to achieve letter/sound/number/shape/color/name recognition. Use of learning areas and group art projects that coordinate with the weekly theme. Begin printing the alphabet and numbers.

**Emotional** – Encourage awareness of, and positive feelings towards self, others, and the environment. Encourage and promote self-expression through language, art, music, and play.

**Spiritual** – To teach we are all God's children and to ensure our children of His constant and unconditional love for all of us. To teach respect for the people and the world God has created and to share that message with those around us.

**Social** – Encourage children to work, play and learn together. Encourage children to initiate activities, ask questions, make limited choices, and solve problems independently.

### **Physical –**

Development of Large and Small Muscles.

Develop balance, posture, strength coordination and provide an outlet for energy using balls, climbing equipment, tricycles, music source, etc.

Fine Motor Development –

Develop eye-hand coordination and visual perception using crayons, markers, scissors, puzzles, sewing cards, math manipulatives, pegboards, etc.

## **Admissions & Enrollment**

Enrollment is complete when Little Saints Preschool receives the following forms by 09/09/2026.

- Blue Card
- About Your Child
- Child Release Form
- Field Trip Consent Form
- Sunscreen and Topical Ointment Consent Form
- Medical Statement of Child in Childcare
- Media Permission Form
- Napping Policy
- Preschool and Parent Contract
- Handbook Signature Form
- Sign-Out Authorization Signature Form

## **Financial Policy**

**Registration Fee** – A non-refundable registration fee of \$25.00 per child is due upon registration. A non-refundable retainer fee of \$ 460.00 (1/2 one month's tuition) will be due by April 1<sup>st</sup> to secure your child's place in our program.

**Tuition** – Tuition is paid monthly from September through June with the first month's tuition due on September 1<sup>st</sup> and all other payments due on the 1<sup>st</sup> of each month. Tuition is considered late by the 10<sup>th</sup> of the month and will be assessed a fee of \$10.00. All tuition is prorated over 10 monthly payments and is the same amount every month regardless of the number of days school is in session. You are welcome to pay for the program in full at the beginning of the year. The monthly payments are set up for the convenience of preschool families.

### **2026/2027 Tuition**

5 days/week - \$ 9,200.00 to be paid in 10 monthly payments of \$ 920.00.

3 days/week - \$ 5,520.00 to be paid in 10 monthly payments of \$ 552.00.

2 days/week - \$ 3,680.00 to be paid in 10 monthly payments of \$ 368.00.

**In order to provide a quality program there are no refunds in the following situations:**

- **Your child misses a day due to illness or vacation**
- **School closure due to inclement weather**
- **Health, safety, and/or security situation, pandemics requiring school to be closed.**

**Withdrawal/Cancellation Policy** – If for any reason you wish to withdraw your child, you must notify the Director **in writing at least 30 days in advance**. If a 30 day notice is not given, you will forfeit one month's tuition. All accounts must be paid in full at time of departure. Little Saints Preschool reserves the right to cancel enrollment for the following reasons:

- We are no longer able to meet the needs of your child in the context of our program
- Delinquent payments
- Continual late pick up
- Failure to follow school policies

## **Late Pick Up**

Hours of operation for Little Saints Preschool are 7:30 a.m. – 5:15 p.m.

Little Saints is staffed according to our enrollment. If a parent arrives earlier than 7:30 a.m. or later than the designated dismissal time of 5:15 p.m. an overtime rate of \$ 5.00 per every 15 minutes overtime will be added to their next tuition payment.

## **Schedule**

**Daily Schedule** – The following is approximation of our daily activities.

|               |                                |
|---------------|--------------------------------|
| 7:30 – 9:15   | Arrival / Free-play / Seatwork |
| 9:15 – 9:30   | Clean-up / Attendance          |
| 9:30 – 10:00  | Circle                         |
| 10:00 – 10:30 | Snack / Bathroom               |

|               |                                                                       |
|---------------|-----------------------------------------------------------------------|
| 10:30 – 11:15 | Separate 3's & 4's for activities<br>(Art, seatwork, cooking, etc...) |
| 11:15 – 12:00 | Outside Play                                                          |
| 12:00 – 12:30 | Lunch                                                                 |
| 12:30 – 2:15  | Bathroom / bedtime stories / naptime                                  |
| 2:15 – 2:35   | Snack / Bathroom                                                      |
| 2:45 – 3:00   | Books and puzzles                                                     |
| 3:00 – 3:45   | Afternoon circle                                                      |
| 3:45 – 5:15   | Free-play / Playground                                                |

**School Cancellation** – In the event that surrounding school districts are closed, or are operating on a late start due to inclement weather Little Saints Preschool will also close. Closings and any updates for Little Saints will be posted on the Little Saints Preschool Facebook page or will be provided by text or email.

In the event school is canceled due to health, safety, and/or security situations where it is required that the school be closed, parents will be notified on Little Saints Preschool Facebook page. This includes any necessary closure due to the current pandemic.

### **Entering / Leaving the Building**

In an effort to keep children and parents safe, Little Saints asks you enter / leave the building from the rear, away from the traffic on the street. Short-term, 15 minute parking spaces, will be available directly behind the building for drop-off and pick-up. If you need to stay longer, please use the other parking spaces available so as not to tie-up the short-term spaces.

Visitors to the preschool will be required to:

1. Sign in upon entry to the premises.
2. Indicate in writing the date of the visit and the time of entry to the facility.
3. Clearly state in writing the purpose of the visit.
4. Sign out upon departure from the facility, indicating in writing the time of departure.

Family members and friend with family members will be welcome as visitors to the preschool.

### **Written Notice**

By signing the preschool/parent contract, parents agree that they have read the preschool handbook and will abide by the written policies of the preschool.

Parents are welcome at Little Saints preschool at any time! We are aware that the preschool experience is often the first time parents and children need to be separated from each other. This can be stressful for both the child and parents. If you feel that you need to visit with your child during the day, for whatever reason, please feel free to do so. You many also feel better just calling the school “to check on your child”, we welcome these phone calls.

If you have a special concern and need to speak to your child's teacher or the Director of the school we are more than willing to talk with you. Please understand, however, that we may be busy at that time and may ask you to agree on an appointed time so that we are able to give the conversation our complete attention.

### **Behavior Management and Discipline Policy**

Discipline provides and opportunity to enable a child to develop self-control. When a child is having a difficult time following directions or treating others or property with respect, developmentally appropriate guidance techniques will be used. These techniques are as follows:

- Providing an example for children by speaking and interacting with them in a positive manner.
- Rewarding acceptable behavior.
- Redirecting a child to an alternate activity.
- Brief separation from the group. (This technique will only be used when a child's behavior harms or is likely to result in harm to the child, others, or property.)

### **Field Trip Policy**

Field trips are an important component to your child's education, cultural and social growth. Prior to attending a field trip, Little Saints will ask all parents to sign and return a Field Trip Permission Form. Permission over the phone is not acceptable. Some of our field trips will involve walking to our destination, weather permitting. There is a general field trip permission form to be signed at the beginning of the year which allows us to do this. Other field trips will require volunteers to help transport the children. An appropriate car seat will need to be left with Little Saints on these days. In the event of mishap, the driver's personal insurance policy would be responsible for primary coverage.

### **Emergency Procedures**

Little Saints will conduct monthly fire drills during the hours of operation and a written plan for emergency evacuation of children from the premises will be posted for parents to view.

Evacuation/Shelter in Place drills are required twice a year. A notice will be posted alerting parents to these drills.

### **School Lunches / Snacks**

Lunches at Little Saints Preschool will be provided by parents.

Every day there will be a "Big Helper" that is assigned to bring snack. The "Big Helper" Calendar will be sent out monthly. The "Big Helper" of the day is responsible for bringing morning snack. Afternoon snack is optional. Please send in a nutritious snack that is child-friendly. The teachers will let you know how many children to plan for. Snacks are always kept on site in the event snack is forgotten.

## **Children's Supplies**

Parents are required to supply the following items, which are necessary for proper care of your child:

1. One extra set of clothing in a Ziplock bag to be left in the child's cubby.
2. Appropriate outside wear (ie.: boots, gloves, hat, snowpants). We plan on going outside every day unless the temperature is too cold.
3. Blanket which stays at school during the week and is returned to parents every Friday for washing.

## **Change of Address / Phone Number**

Parents are asked to notify Little Saints Preschool immediately and in writing of any change of address, phone number, or emergency numbers. If your phone number is unlisted, please indicate that so your privacy can be respected.

## **Health**

**Health Records** – Parents will provide Little Saints with a Medical Records Form completed by the child's physician. All physical and health limitations and allergies regarding the child must be disclosed at the time of enrollment.

For your information, the following is a listing of the New York State Immunization requirements:

**Diphtheria:** Three or more doses of diphtheria toxoid (DTaP, DTP, DT,Td). After the seventh birthday, adult type Td is usually substituted for DTP, but any of these products fulfills the diphtheria requirement.

**Polio:** Three or more doses of polio vaccine (EIPV or OPV).

**Measles:** Either one dose of live measles vaccine administered on or after the first birthday or documentation of physician diagnosed measles disease or serologic evidence of immunity for students born before 01/01/85. All students born on or after 01/01/85 in Kindergarten or higher grade must have **two** doses of vaccine, serologic evidence or immunity or documentation of physician diagnosed measles disease.

**Rubella:** Either one dose of live rubella vaccine administered on or after the first birthday or serologic evidence of immunity.

**Mumps:** Either one dose of live mumps vaccine administered on or after the first birthday or a documentation of physician diagnosed mumps disease or serologic evidence of immunity.

**HEP B:** All children who were born on or after January 1, 1993 and are entering Kindergarten or higher must have **three** doses of hepatitis B vaccine.

## **Illness**

Parents are asked to notify Little Saints of a child's illness or suspected illness and to make alternate arrangements if the child shows any of the symptoms listed in the Exclusion Criteria below and on the Exclusion Criteria Form found in your parent folder.

Little Saints will notify parents if their child shows any of these same symptoms while in our care, and parents will be requested to pick up their child.

## **Exclusion Criteria**

To limit the spread of germs and illnesses, Little Saints Preschool will exclude moderately ill children. Parents will be contacted and the child excluded when the symptoms are present:

The illness, or child's reaction to it, requires more care than the teachers can provide or compromises the health and safety of other children.

Signs and symptoms of possible illness such as unusual lethargy, uncontrolled coughing, persistent abdominal pain, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs until a medical evaluation allows inclusion.

- Persistent diarrhea
- Diarrhea accompanied with symptoms of dehydration, such as sunken eyes, dry skin, concentrated urine or small amounts of urine, or no urine in four hours; or
- Diarrhea accompanied with blood in the stool
- Significant fever as defined below, until evaluated and approved for inclusion by a health professional
- Children should be excluded and referred to a health professional whenever fever is accompanied by a behavioral change, stiff neck, a rash, unusual irritability, poor feeding, vomiting, or excessive crying. Fever means:
  - Oral temperature above 100 degrees Fahrenheit;
  - Rectal temperature above 101 degrees Fahrenheit; or
  - Auxiliary (armpit) temperature above 100 degrees Fahrenheit
- Undiagnosed rash
- Conjunctivitis (pink eye) until symptoms have resolved, or until 24 hours after medications have been administered, or approved for inclusion by a health professional
- Untreated infestations, such as scabies or lice
- Vomiting by symptoms of dehydration or other signs of illness
- Contagious stages of chicken pox, until six days after the onset of rash or until all sores have dried and crusted
- Any of the following illnesses until approved for inclusion by health professional:
- Mouth sores with drooling, or Herpetic gingivostomatitis, infection caused by Herpes simplex virus

- Diarrhea due to Shigella, Salmonella, Campylobacter, Giardia, E. coli type 0157:H7, Versinia, Cryptosporidium, until there is one negative stool test obtained at least 48 hours after treatment (if prescribed) is completed
- Active tuberculosis, until treatment has been initiated and readmission has been approved by the local health unit
- Impetigo, until 24 hours after medical treatment has been initiated unless there is only a small patch of impetigo that can be cleaned and covered so no other children can come into contact with the sore
- Strep throat, or other streptococcal infections elsewhere in the body until 24 hours after the initial antibiotic treatment
- Mumps, until nine days after onset of gland swelling
- Rubella (German measles) and measles, until five days after onset of rash
- Hepatitis A viral infection (infectious hepatitis), until one week after onset of illness, and until immunoglobulin has been administered to appropriate children and staff, or as directed by the local health unit
- Shingles, if sores cannot be covered by clothing or a dressing or until sores become crusted
- Pertussis (whooping cough), until five days of a total course of 14 days of antibiotic treatment has been completed
- Diphtheria, until readmission has been approved by the local health unit
- Hepatitis B, until readmission has been approved by the local health unit
- Meningitis or meningococcal disease, until readmission has been approved by the local health unit
- Other illness or symptoms of illness as determined by the Director
- If your child vomits or has diarrhea during the night, we ask that you keep them home for 24 hours following their illness.
- If your child is diagnosed with influenza, RSV or COVID-19, they must not attend school until symptoms are resolving and they are fever free for 24 hours without the use of fever reducing medication.

### **Medical Emergencies**

In the event of a life-threatening medical emergency, Little Saints will call 911 and then the parents. If parents cannot be reached, Little Saints will then call the persons listed on the Medical Emergency Consent Form.

### **Medications**

In accordance with the New York State Regulations, as of January 31, 2005, Little Saints will not be able to administer medications, both prescription and over-the-counter.

Topical ointments may be applied as needed with parental instructions. Sun screen will be applied as needed. Little Saints uses Neutrogena brand sunscreen. We find this brand does not contain PABA and therefore causes fewer allergic reactions than other brands. Topical Ointment

Authorizations must be resigned every six months in accordance with New York State Regulations.

### **Child Abuse Policy**

If any staff member has any reason to believe that a child is being emotionally, physically, or sexually abused, a child protection social worker will be notified at the New York State Office of Children and Family Services at 1-800-342-3720.

### **Contacting Little Saints Preschool**

Parents are always welcome to call at any time of the day to check on their child or speak to a teacher. Always try the school's main number first (518-563-5651). If you receive the answering machine there is a good chance we are outdoors. In the event it is urgent a parent reaches the school, please leave a message and your call will be returned asap. If a parent wants to contact the Director outside school hours, please use messenger on Little Saints Preschool Facebook page.

### **Child Care Complaints**

If you have concerns about a staff member at Little Saints Preschool please speak with the Director Wendy Briggs, or contact the Child Care Complaint Line at 1-800-732-5207.

# HANDBOOK SIGNATURES

Hard copies are available and are kept in the Preschool office.

## **Parent Handbook**

I have read the policies and procedures regulating Little Saints Preschool as stated in the Parent Handbook and agree to abide by these rules and regulation.

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Parent or Guardian's Signature

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Date

## **Sign-Out Authorization**

I authorize my child's teacher to sign my child out upon my arrival.

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Parent or Guardian's Signature

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Date