



The Owl & The Silver Moon

HANDBOOK 2023-24

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General Guidelines

There are some basic expectations we have for all members of our classroom community. Please review, discuss, and model these guidelines with your child.

- Walk safely and calmly in the building
- Be kind and gentle to others; no aggressive behaviors will be tolerated.
- Listen to the teacher and follow directions/guidance when given.
- Respect other students.
- Respect other's personal belongings.
- Take responsibility for care and maintaining our classroom (return materials and pick up when done playing).

Drop off and Pick up: Children are expected to arrive at school on time and be picked up on time. Late arrivals and late pick-ups are disruptive to the classroom. It can be difficult for a child arriving late to transition into the school day and being picked up late can create anxiety for children.

*If a new person will be picking up your child we need to be notified in advance.

**Parents should call in the morning whenever their child will be out for the day, coming in late, and/or leaving school early. Let the classroom teacher know as soon as possible for longer-term absences.

Communication: Communication between the parents and teacher is essential to the safety and the best care of the child. A weekly communication folder for each child goes home with information (classroom, events, etc.). We ask parents to review the folder and sign the communication form. Phone conversations or teacher conferences are encouraged and best arranged outside of regular school hours.

School Closings, Delayed Openings: The Owl and the Silver Moon will follow the school closing policy of the Rome Central School District. If the Rome Central School District is delayed by 2 or 3 hours, there will be no program that day. Please listen to your local radio and television stations for school closing, delay information, and early closures. We will use our judgment on when to close early. If the weather dictates closure; you will be contacted. There is no credit or make up days given for weather and emergency related school closings. We follow the Rome school calendar. There are no make up days.

This is a smoke free environment. There is no smoking on the grounds.

Supervision and Teacher absence: A child will never be left unsupervised. Should an emergency arise where the teacher may need to leave the classroom, an approved substitute will be called in to supervise the children. In the event of the teacher absence, an approved substitute will be arranged.

Smoke detectors are located in sections of the building. These detectors are checked regularly and inspected annually. When an alarm is set off the fire department responds immediately. Classroom fire and safety drills are practiced on a regular basis.

General Student Health and Safety Policies: All children enrolled in the program must submit the following: copy of immunization record and current physical (within 1 year). Such documentation must state that the child has received age appropriate immunizations in accordance with the New York State Public Health Law. All children must remain current with their immunizations and update the documentation at the school annually

Illness Policy:

We adhere to the State of New York guidelines for dealing with illness in the school. The standards are designed to protect your healthy child. Please do not send your child to school if they are sick or unable to participate in daily activities. Your child will recover more quickly at home and the other children and adults at the school will be protected from continued exposure to the illness. The school is neither licensed nor equipped to care for ill children. If a child becomes ill while at school, parents will be called to arrange for the child to be picked up. If a child is considered to be too ill to attend school at drop off, he or she will not be admitted to class. If your child has or exhibits any of the following, please do not send your child to school: a temperature over 100* or vomiting or diarrhea or severe cold; or lice or ringworm; or exhibits any general signs of a communicable disease to which the child has been exposed.

Please remember that when illness is accompanied by fever, your child may not return to school until their temperature has been normal for 24 hours.

- Child can return after 24 hours of being illness free.

Medication Policy: We will not administer any medication, prescription, remedy, or treatment.

Clothing: Please provide a change of clothing for your child that is easy for your child to dress him/herself. The children work with materials in the classroom that may result in their clothing becoming soiled or wet (water, paint, etc.), sometimes more than once a day.

Toilet Trained: A child is toilet trained when they can make known their need to use the bathroom and can perform basic hygiene needs independently. However, we recognize that a child who is early toilet trained may have occasional accidents.

Outdoors: Play time outdoors is an important part of a child's day. It provides the fresh air needed to insure good health and aids in the development of social and gross motor skills. Weather permitting, the children will go outside every day. Please ensure your child is wearing appropriate clothing and footwear for school activities. As the weather becomes cooler, please send in mittens/gloves/hats/snow pants etc. Please label your child's clothing.

Celebrations and Birthdays: We love celebrations! We celebrate holidays and birthdays as well as many other fun days. Birthdays are special days and we enjoy celebrating them at school. If you and your child would like, you can bring a healthy birthday snack to share with the class.

Discipline: Children learn within safe boundaries. The expectation of positive conduct is promoted and modeled. Redirection will occur if a child is not listening to the directions provided by the adult. For example, if a four year old is painting on the wall instead of the easel and refuses to stop when asked, she would lose the privilege of using paints for the remainder of the activity. If the child is unable to follow directions after several requests, and is considered a disruption to the classroom; parents will be contacted to pick up their child.

The Owl & The Silver Moon Overview

Goals

- *to create and instill a joyous passion for learning
- *promote literacy and reading readiness
- *promote numeracy and math readiness
- *promote character development and self-regulation
- *create lasting connections for children, families, art center and community

Core Values: Respect, Responsibility, Compassion, Honesty, Kindness and Positive Self-Awareness (self-reflection, self-regulation, mindfulness and executive functioning skills) and boundaries (personal space, personal property, ex. if someone says no, the child should stop).

Grading and evaluation of progress: There are no grades. A baseline of where each child is in his/her learning will be noted and each child's individual growth will be noted in narrative form on a regular basis. Each child will learn at his/her pace and will be guided by the teacher.

Curriculum: While we follow the NYS standards for learning and the concepts for NextGen, activities are extended through exploration, natural curiosity and the Lens of the Arts. Learning will be facilitated through different lens of the Arts (Music, Theater/Drama, Art, Literature and Technology). Active exploration will occur through a variety of activities. We use a discovery model of exploratory and hands-on experiences.

Children are encouraged to work together, as well as learn independently. Our classroom is a community of learners and concepts of collaboration, sharing, respect, and responsibility will be incorporated throughout the activities. We ask that children respect and take care of school materials, supplies, and toys. Parents may be asked to replace broken/damaged, etc. that are the result of destructive behaviors.

Process of Learning: Children are intrinsically motivated to learn. Children learn because they have a natural curiosity as they gain an understanding of the world around them.

In the classroom, there are three stages of learning a new concept or lesson:

1. **Introduction to a concept.** This usually occurs by means of exploration within the classroom, observing another child at work, a conversation, reading something in a book, etc.
2. **Processing the concept.** The child develops an understanding of the concept through working with materials that illustrate the ideas, opportunity provided for exploration and experimentation, and provide opportunity for repetition of an activity.
3. **Mastering the concept.** The child is confidently able to explain the concept and teach the concept to another person.

The **Daily Routine** will typically consist of the following:

Arrival. Welcome and greeting

Hanging up coats

Group learning activity

Singing and music time

Yoga/mindfulness activity

Group learning activity utilizing art, music, drama, technology

Initial lesson/introduction (music/drama/art/literature/tech)

Free play/exploration; Imagination blocks

Closing activity, Wrap up

Prepare for dismissal and dismiss

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Rome Art & Community Center

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Handbook Acknowledgment

I hereby acknowledge that I have received and read the official handbook for The Owl and the Silver Moon.

Signature _____

Print _____

Date _____

RACC Staff _____

Date _____

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