



The Owl & The Silver Moon

HANDBOOK 2026-27

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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: Students are expected to arrive at school on time and be picked up promptly at dismissal. Late arrivals and late pick-ups can be disruptive to the classroom routine. Arriving late can make it more difficult for a child to transition into the school day, and late pick-ups can create anxiety for children. If you experience any drop-off or pick-up issues, please communicate through SeeSaw or contact the Art Center directly.

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

**Parents should SeeSaw the teacher or call the Art Center 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.

For the first two days of school, parents are welcome to take the elevator with their child and walk them into the classroom to briefly help them become familiar with their space, including locating their cubby. We kindly ask that families plan to stay only a few minutes so we can begin our school day smoothly.

During the first full week of school, we ask families to accompany their child to the third floor via the elevator (stairs are for emergency use only). Your child's teacher will meet you and help your child transition into the classroom to begin their morning routine. This process helps support the development of independence, which is an important skill for future school success.

Communication: Communication between families and teachers is essential to ensuring the student's safety and providing the best possible care. Students will be provided a daily communication folder that goes home with important information, such as classroom events and updates. We ask that families review this folder every night. Newsletters will be sent home every Thursday.

If you have any questions or concerns, you may contact the teacher through SeeSaw. The teacher checks SeeSaw periodically throughout the school day. If needed, phone calls and/or parent-teacher conferences can be scheduled and will take place 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 City School District is delayed by 1 or 2 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. Families will also be informed of any changes via SeeSaw. 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.

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 without medicine.

- 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 in a labeled bag. The clothing should be easy for your child to put on and take off independently. Throughout the day, children work with hands-on materials that may cause clothing to become soiled or wet (water, paint, etc.). Please keep this in mind when choosing daily outfits and avoid sending your child in their best clothing. We use washable materials, but occasionally some stains may not come out completely. Comfortable play clothes and closed toe shoes (sneakers) work best for daily classroom activities.

Toilet Training: Students must be fully toilet trained and be able to use the bathroom without the use of diapers or pull-ups. A child is considered toilet trained when they can communicate their need to use the bathroom and manage basic hygiene tasks with minimal assistance. Students should also be able to easily pull their clothing up and down, which is another reason why comfortable play clothes are recommended, as they support independence in the bathroom.

We understand that children who are newly toilet trained may have occasional accidents. However, if accidents become frequent, we may ask that your child remain home to continue working on toiletting skills until they are more consistent, as we do not have the staffing or facilities to change students.

Outdoor Play: Outdoor play is an important part of each child's day. It provides fresh air that supports overall health and helps develop social skills and gross motor skills. Weather permitting, we will go outside daily. When determining outdoor play, we consider factors such as rain, temperature, and wind chill. Generally, we look for the temperature to feel like 40°F or higher. Because of this, outdoor winter play may vary depending on weather conditions. In the event that we are not able to go outside there will be gross motor activities provided for the students.

Please ensure your child wears appropriate clothing and footwear for school activities. Open-toe shoes and shoes with heels can be unsafe for active play. As the weather becomes cooler, please send your child with mittens or gloves and a hat. It will be communicated with families when we plan on going outside and playing in the snow, so there is no need to send snow pants in daily. Please remember to label all of your child's clothing.

Celebrations and Birthdays: We love celebrations! Throughout the year, we celebrate holidays, birthdays, and many other special and fun days. Birthdays are important milestones, and we enjoy recognizing them at school. If you would like your child to bring in a birthday snack to share with classmates, please be sure the items are store-bought and clearly labeled. If your child has an allergy or specific dietary need and are not able to eat shared snacks, we kindly ask that you send in an alternative snack for them on celebration days. Parents will be informed a head of time when alternative snacks are needed for celebrations.

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.

School Supplies: Students will need a standard-size backpack (17 inches or larger). Small backpacks that are often marketed for this age group typically do not hold all of students' belongings or the items needed to be sent home without damaging or bending them. Please also send a small, leak-proof, lightweight water bottle (10-12 oz.). There is no need to purchase heavy-duty or expensive brands, such as large insulated Stanley tumblers, as they are often too heavy for students to carry and too large to store in the classroom. In addition, please provide a daily snack consisting of one or two healthy items, there is no need to send in a full lunch. The school will supply classroom materials such as folders, crayons, markers, and other learning supplies.

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

Put away coats and back packs

Morning STEM bins

Circle Time (Story, songs, pledge, calendar)

Centers (Blocks, Dramatic Play, Writing, Math, Toys, Science, Light Table, Art and Fine Motor) and teacher led small group activities

Large Group (Learning activity utilizing art, music, drama, technology, and literature)

Snack

Sensory Bins or Music and Movement

Gross Motor/Outside Play/Closing Circle

Prepare for dismissal

Dismissal

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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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