

2022-2023 STARS Preschool Family Handbook

Program Hours

AM Session: 8:00am-10:30am Midday Session: 11:15am-1:45pm

Program Locations and Contacts

Irondequoit STARS 119 Brockley Road Rochester, NY 14609 Phone: 585-417-5181 Site Managers: Emily Elliott and Abigail Lagoner

> Webster STARS 1456 Ridge Road Webster, NY 14580 Phone: 585-545-4861 Site Manager: Christina Werts

Program Fax Number: 585-697-5692 Website: www.liberty-post.com

STARS Administrative Assistant: Jessie Roberts Phone: 585-697-1557 ext. 2721

STARS School Administrator: Melissa S. Marr M.S. Ed. CAS STARS Related Services Manager: Jennifer LaPiana

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Overview of STARS Preschool

Liberty POST, a division of Liberty Resources, Inc., operates the STARS Preschool center based program. Liberty Resources, Inc. is a 501c3 organization and one of Central New York's largest human service agencies. Founded in 1978, Liberty Resources, from humble beginnings serving less than 50 people annually, now provides shelter, treatment/therapy, assistance, and counseling and it currently supports nearly thousands individuals and families across New York State, New Jersey and Texas.

Our Agency Mission:

At Liberty POST, our mission is to provide superior early childhood care in the areas of evaluation, treatment, and family education through child-directed play.

Our Agency Vision:

We are focused on the importance of a child's natural learning environment, a family's unique strengths and needs, and the <u>diverse</u> population we serve. We <u>employ highly-skilled clinicians</u> who contribute positive energy and are committed to lifelong learning. Mentoring, collaboration, innovative technology, and professional development are catalysts to our success.

At Liberty POST, we believe in helping people overcome their obstacles and in advocating for their well-being. We don't do it because we have to. We do it because we can't imagine doing it any other way. Because we believe in helping people reach their maximum potential... and realize their dreams.

More about STARS Preschool:

Our preschool programs at STARS are designed for all children to reach their education and growth potential regardless of ability. We offer an inclusive team of therapists on site to provide related services within our classroom and therapy spaces. Along with our certified teachers, assistants, and aides, each student is given the best opportunity to work towards their goals.

As an approved program authorized by the New York State Education Department, we focus our curriculum on the New York State Next Generation Preschool Learning Standards. Infusing these standards into our weekly lesson plans assures that our students are being provided an early learning foundation that is developmentally appropriate, play based, and individualized. Additionally, it promotes high levels of student success and prepares them to become a world ready learner as they progress through their educational journey when they head to Kindergarten.

What does my child need for school?

<u>Required Paperwork:</u>

Every family that has one or more children enrolled at STARS Preschool is required to have the following documents fully completed and submitted for each child prior to the first date of physical attendance:

• STARS Registration Form and Consent to Exchange Information

- These forms will be sent to our families upon enrollment or at the beginning of a new school year.
- They are sent and can be returned electronically via JOT forms.
- Alternative formats for the receipt and return of these documents is also available upon request.
- Current Physical
 - Needs to be current and completed within one calendar year. We are required by the New York State Department of Health to have this information on file and current.
 - Any child that does not have a current physical on file within 30 days from their start date in the program OR from the date of the last physical on file at STARS is at risk of being removed from the program.
- Immunization Record
 - Any child attending STARS Preschool is required to have an updated vaccination record on file upon physically starting in the program. This regulation is a requirement of the New York State Department of Health (NYS DOH).
 - Should we not receive a complete vaccination record or receive a NYS DOH approved medical exemption form, your child may not be able to begin or continue participating in our program at STARS.

Personal Supplies:

Preschool is a time for sensory exploration and child focused academic and social learning experiences. STARS Preschool provides each child's school supplies they may require throughout the year. However, we do ask that families provide the following well labelled personal supplies for your child:

- A standard size backpack
- Extra Clothes
 - Remember-this is preschool, we LOVE to get messy!
- Water bottle
 - Make sure this is one your child can successfully drink out of.
- Toileting items
 - A supply of diapers or pull ups
 - Wipes
 - Extra undergarments in case of an accident
- Daily **NUT FREE** Snack
 - Keep in mind that we do not have access to a microwave or refrigerator throughout the program day.
 - Due to increased allergies and dietary restrictions all student snacks must be nut free.
 - Please avoid candy, sugary drinks, and foods that pose a choking risk (popcorn, grapes, etc).

How can my child get to school?

If your child attends STARS as an integrated or special class student, your child may take a bus to school or arrive via parent transport. If your child attends STARS as a community based student, parent transport is the only available transportation option.

Taking the Bus:

Bussing is available through your child's Individual Education Plan (IEP) and is provided by the county you reside in. In order for your child to move forward with bus transportation, your school district needs to have curb to curb transportation reflected on your child's IEP.

- If you reside in Monroe County: The company that is used to transport Monroe County children is Ontario Bus Inc.
 - Ontario Bus Inc.-585-993-4252
 - They are a private company that provides transportation to all of Monroe County's preschool programs. They are not affiliated with Liberty POST and STARS.
 - Refer to Ontario Bus Inc.'s parent handbook for their operating procedures and transportation policies.
 - They will contact you with bus numbers and drop off and pick up times for your child. This is not something that STARS Preschool organizes.
 - STARS Preschool's Administrative Assistant is the direct contact for the initial set up of the bus for our Monroe County students and to process any changes throughout the school year.
 - Families can reach her directly at 585-697-1557 ext. 2721
 - Any changes in pick up and drop off locations take a minimum of five business days to process.
- **If you reside in Wayne County**: The company that is used to transport Wayne County children is TRANSO/RMT.
 - Transpo/RMT-585-288-3444
 - They are a private company that provides transportation to all of Wayne County's preschool programs. They are not affiliated with Liberty POST and STARS.
 - Refer to Transpo/RMT Inc.'s parent handbook for their operating procedures and transportation policies.
 - Your transportation will be set up by the county.
 - All changes should be communicated directly with Transpo/RMT and will take five business days to process.
 - Transpo/RMT will contact you with bus numbers and drop off and pick up times for your child. This is not something that STARS Preschool organizes.
- If you reside in Genesee County:
 - Carla Aceto, Transportation Coordinator-585-344-2580 ext. 5424
 - Carla will directly arrange for transportation for your child via the Genesee County Department of Public Health. She is not affiliated with Liberty POST or STARS Preschool.
 - All changes should be communicated directly to Carla and will take five business days to process.
 - Carla will contact you with bus numbers and drop off and pick up times for your child, this is not something that STARS Preschool organizes.

It is a policy of ALL of our transportation partners that families are responsible for contacting the bus company should your child not need to take the bus on a given day or for a certain time period.

Family Pick Up and Drop Off:

It is an option for families if taking the bus is not preferred or their child attends as a community based student. If your child attends as an integrated or special class student, parent transport must be indicated on your child's IEP as families are eligible for reimbursement for their commute to and from school.

- Our STARS Preschool's Administrative Assistant is the direct contact for confirming parent transport for those eligible for reimbursement.
 - Families can reach her directly at 585-697-1557 ext. 2721
- If families are choosing to transport the following must be followed:
 - Families need to follow the site specific drop off and pick up procedures.
 - These can be located in Appendix B.
 - Families must be on time for arrival and dismissal. If you are going to be late to arrive or to pick up, call the site as soon as possible.
 - For integrated or special class students:
 - Excessive and repetitive tardiness in arriving for the start of program or picking your child up late will result in a program review with your school district.
 - For community based students:
 - A community based child whose family is routinely late in picking up their child, will be assessed a late fee for every 15 minutes they are beyond our program end time.
 - If someone other than a parent or legal guardian will be transporting a child at ANY time, it is imperative that:
 - The individuals are listed on your registration form as an emergency contact.
 - They have photo identification available.
 - The individuals have the proper car seat needed to transport your child safely.
 - If any of the above are not evident, STARS Preschool reserves the right to not release your child. If this occurs, we will contact you directly to make alternative arrangements.



What is the STARS student attendance policy?

In order for your child to have the most successful school experience possible, regular on time attendance must be a priority. Global academic gains are strongly influenced by your child's ability to consistently participate in their school and therapeutic routines. By having our students in school daily, STARS has the opportunity to provide ongoing repetition and high levels of reinforcement that will lead to a child's achievement.

Should your child need to miss school for ANY reason, including illness:

- Call the site that your child attends to report the absence.
- Message your classroom teacher on Classroom DOJO.
- If your child rides the bus, please call and inform the bus company.

It is understood that illness and unexpected emergencies occur to everyone. However, STARS Preschool has an expectation that daily attendance needs to remain at 80% or above throughout the year, including those attending summer programming. Should attendance fall below 80% at any time, the following will occur:

- A letter outlining the missed program and therapy sessions will be sent to the family, as well as the school district.
- The program will request a program review with the school district and family to discuss the attendance concerns further. Placement in the program will be at risk if attendance does not improve and sustain to the 80% average rate.

Should there be an increased absence from school due to a medical reason, a physician's note will be required.

What is the STARS illness policy?

Should your child fall ill and/or exhibit any symptoms of illness listed below, **we expect that you will keep your child at home. Additionally, if your child arrives to school ill or develops symptoms of illness while in program, we will contact you to come pick up your child from school immediately**. STARS Preschool is not able to place an ill child on the bus for transport home from school. Following these guidelines helps to ensure the health and safety of our STARS students and staff members.

Symptoms of illness include, but are not limited to:

- Elevated/change in body temperature (100+), fever; chills
- "Pink eye": red eye that is crusted or draining and consult a doctor. If positive, your child may return to school 24 hours after being on medication.
- Rash on face or body
- Intestinal symptoms: Vomiting, nausea, diarrhea
- Sore throat, earache, swollen glands/lymph nodes- If a child is suspected of having strep; consult a doctor and have a throat culture; if positive your child may return to school 48 hours after being on medication.
- Respiratory symptoms: Cough, Shortness of breath/Difficulty breathing, Common Cold symptoms with substantial nasal and chest congestion
- Physical symptoms: muscle/body aches, new loss of taste or smell, swelling of feet/hands, redness of lips or tongue, child is lethargic
- Classroom and therapy may resume 24 hours after temperature is below 100 and symptoms have resolved **without medication (even Tylenol or Advil).**

Should your child need to be absent from school due to illness, STARS expects that you:

- Will call the school or message your classroom teacher on DOJO to notify them of your child's absence.
- If applicable, notify the bus company of your child's absence.

COVID19

Currently, COVID19 is still present within our community. There are still formal guidelines in place by the Center for Disease Control, Monroe County Department of Health, and the New York State Education Department that our program must follow. Please refer to the STARS COVID19 Illness Policy below:

If your child has tested positive for COVID19:

- Notify the school your child attends immediately.
- Your child will be required to remain at home for five days.
 - Day o is the date of the positive test result or symptom onset. Day 1 is the first full day following the day they were tested or when symptoms began.
- Your child can return to school on day 6 if both of the following are met:
 - They are fever free without fever free reducing medicine for 24 hours and <u>symptoms are</u> <u>improving.</u>
 - The child will wear a mask through day 10 without interruption.
 - If your child is unable to wear a mask without interruption during their school day, they must remain home through day 10.

If your child is not feeling well and has symptoms of illness that correspond with COVID19:

- Please follow the STARS illness policy outlined above and keep your child at home.
- Should your child have symptoms of COVID19, in order to return to school, they must have a negative COVID19 test result OR a note from their doctor with an alternative diagnosis. The COVID19 test result will be accepted via the following ways:
 - A lab generated test result from a doctor's office.
 - A photo of a home test that is sent to the site managers via Classroom DOJO.
 - Making an appointment with our site managers to come to our site. You can then conduct one in your vehicle using a COVID19 test provided by STARS.
- In addition to receiving an alternate diagnosis from your doctor OR submitting a negative COVID19 test result, your child's symptoms **must be improving** prior to their return to school.

If your child has been exposed to COVID19, regardless of vaccination status:

- They no longer have to quarantine for 5 days however;
 - It is recommended they wear a mask for 10 days following the last date of known exposure during their school day.
 - Should they not tolerate a mask, we do request that your child is tested on day five following the last date of known exposure. The COVID19 test result will be accepted via the following ways:
 - A lab generated test result from a doctor's office.
 - A photo of a home test that is sent to the site managers via Classroom DOJO.
 - Making an appointment with our site managers to come to our site. You can then conduct one in your vehicle using a COVID19 test provided by STARS.
 - If your child is not able to tolerate a mask **and** you are not willing to complete a COVID19 test on day five, we would ask that your student remain home for a minimum of 5 days to complete a self-quarantine.

• Should symptoms begin during the 10 day post exposure time frame, it is imperative that you keep your child home and follow our illness policy as outlined above.

We reserve the right at any time to request a negative COVID19 test result in order for a child to reenter program.

If our governing bodies change isolation/quarantine guidelines, STARS Preschool will review our COVID19 policy and immediately inform you of any pertinent updates.

My child needs medication while at school, do you have a nurse?

STARS Preschool does not employ a school nurse. Therefore, we do not administer any medications other than an Epi-pen as a response to an allergic reaction. This also includes asthma medications (regular or emergency use), insulin, and seizure rescue medications.

Medical Action Plan for Epi-pen Administration:

If your child suffers from severe allergies and requires the use of an Epi-pen, STARS Preschool will arrange for a formal medical action plan to be completed prior to your child attending our program. The medical plan will be created collaboratively by your child's physician, you as the parent/guardian, and by our teaching team.

What is the best way to communicate with my child's teaching team?

Liberty POST STARS Preschool values the connection and communication with our students and their families. Our staff work hard to ensure parents and families are informed, connected, have the ability to ask questions and receive support regarding their child's educational program. We value all relationships and understand the vital role open and consistent communication plays in a positive educational experience.

Ongoing communication with our families often focuses on daily progress within the classroom, areas of need, carryover activities, opportunities for family involvement and parent specific supports such as conferences and workshops.

<u>Our program offers the following ways for our staff and our families to connect and collaborate</u> <u>as a team:</u>

- <u>Phone calls</u>: if you need to reach a staff member or site manager, please contact the school directly.
- <u>Emails:</u> staff will share email information and email information is inserted our welcome letters.
- <u>Classroom DOJO</u>: is an app based platform that is set up by your classroom teacher. Communication through DOJO includes daily and weekly activities, helpful resources, classroom schedules and on-going updates. There is also a private messaging feature.
- <u>ZOOM meetings:</u> for remote classroom/therapy and for scheduled parent/teacher meetings.
- <u>Written correspondence</u>: via a communication notebook and quarterly/annually for progress on goals.
- <u>Scheduled parent workshops/conferences</u>
- <u>Scheduled family activities</u>
- <u>Text-</u>is only utilized for emergencies.

At STARS, we view our relationship with our families as an integral part of our student's success. To ensure that we foster a strong sense of two way communication it is our expectation that our families connect with us regarding the following:

1. Communicate daily about a specific concern, health information, changes, moves or alerts, a specific educational or therapeutic concern

- 2. Absence- including illness
- 3. Other health related changes (allergies/diets)
- 4. Email, phone, address changes
- 5. Any other information that you feel would impact your child's progress/participation at STARS
- 6. Direct questions to the specific provider who can best help with a response
- 7. Seek a supervisor or administrator if you have further questions or concerns

Our program hours are from 8 AM-10:30 AM and 11:15 AM-1:45 PM weekdays. Staff will be available most days to connect or respond to you before school from 7:30 AM-8 AM, 10:30 AM-11:15 AM or after school 1:45 PM-3 PM. Please allow 24-48 hours for a response to messages.

If for any reason you would like to connect with any member of our leadership team please don't hesitate to contact one of us, our information is listed on the cover of the handbook.

What is the procedure if STARS needs to close for any reason?

Inclement Weather

The safety of our staff and students is always at the forefront of any school related closure due to inclement weather, including snow. At STARS, our inclement weather closures are often made in conjunction with the district our schools are located within. Please see below for clarification:

- If your child attends our Webster STARS school and Webster Central is closed for a weather related reason, STARS Webster will also be closed.
- If your child attends our Irondequoit STARS school and East Irondequoit is closed for a weather related reason, STARS Irondequoit will also be closed.

School closures will be immediately reported on our Classroom DOJO page and also on WHAM 13 News. There may be instances where only one school needs to close on a particular day so it is vital that families pay close attention to the closure announcements. Our program will notify the county and transportation as well.

If STARS does need to close due to inclement weather, we will be using our first two days as traditional snow days. Meaning, the school will be completely closed and no remote learning options will be offered on these days. If we have repeated closures and further days off after the initial two days need to be given, we will physically close the school building but will offer short term remote learning opportunities to our students. This would include large group classroom and related service ZOOM sessions. These would be communicated to our families via the classroom specific page on DOJO.

Other circumstances that would result in site closure

Throughout the year there may be events not related to weather that would result in closing the program, site or classroom for a short period of time. These instances include, but are not limited to, utility issue at a site or a COVID19 related issue (including staffing). In these situations, it may not result in needing to close the entire program. In the event that this is the case, our program would offer remote learning opportunities for the classroom. Related services would be offered based on need and would be dependent on the duration of the closure. Please see below for how these situations will be communicated to our families:

- If an entire building or program needs to close:
 - The closure will be reported on 13WHAM and posted on our Classroom DOJO page.
 - Remote learning opportunities will be shared on the classroom specific DOJO page.
- If a classroom needs to close:
 - The classroom teacher will post the closure and remote learning opportunities on the classroom specific Classroom DOJO page.

• The leadership team will either contact families that are directly affected via phone or private messenger on Classroom DOJO.

Can you tell me more about school safety including visitors?

School Safety

The STARS leadership team and classroom staff take every precaution to ensure your child is safe when in program with us. STARS Preschool does have a comprehensive safety plan in place, including procedures for evacuation and/or the need to shelter in place. Our program regularly holds fire drills and lockdown drills to help prepare your children and our staff for a smooth response in case of emergency. Additionally, all exterior and interior doors to the site are closed and remain locked.

Visitors

STARS Preschool does permit visitors who have a scheduled appointment and have been authorized to enter our building throughout the program day. At this time, we are still limiting who is able to come in to our site and the frequency of their stay. Visitors, at this time, that are permitted to enter our sites during program hours are:

- District CPSE chair persons
- Evaluators
 - Community based therapists that provide services that STARS does not offer, such as:
 - Assistive Technology
 - Teacher of the Visually Impaired
 - Teacher of the Deaf
 - o Orientation and Mobility Specialists

Families are permitted to enter our sites on specific family event days throughout the school year, for in person pre-arranged parent-teacher conferences, or district based meetings that are hosted at one of the sites.

When a visitor is at STARS:

- They must enter and exit through the following point of entry:
 - <u>Irondequoit</u>: door #3 located on Brockley Rd.
 - <u>Webster</u>: door #1 located on Ridge Rd.
- Visitors must sign in and out of the building and wear a green visitor's badge.

Custody Arrangements

Another aspect of safety for your child while in program is to ensure that we have a clear understanding of ANY legally binding custodial information that may pertain to your family. This does not include those children who currently reside in foster care. This includes who can and cannot:

- Receive written and verbal information regarding your child.
- Have physical access to your child, including picking up your child from school on a regular basis or in an emergency.

<u>STARS Preschool requires a copy of any certified legal documents to be on file and reviewed,</u> <u>which indicate any type of formal agreement or order from a judge that surrounds family</u> <u>access to a child before your child begins program.</u>

These documents will be reviewed and may require a formal sign off by both parties to ensure your family and our program fully understand each unique situation's parameters.

My child wants to bring in things from home, is that ok?

We do understand that having familiar items at school can ease the transition into school, provide ongoing comfort, and emotional regulation for our students while they are with us. While we would like them to have access to these items when absolutely necessary, we do prefer to limit these items as much as possible and encourage them to remain in our students' book bags once our program begins for the day.

STARS Preschool is not responsible for lost, stolen, or damaged property. This includes any personal tablet, iPad, or electronic device that is being utilized for augmentative communication or that is used for a bus commute.

Does STARS offer a summer program?

STARS Preschool does offer a six week summer session for our integrated, special class, and community based students. Please see below for more information regarding who is eligible to enroll:

• Integrated and Special Class Students:

- Need to show significant regression in skills directly correlating to their goals/objectives on their IEP after a school break or extended absence from school in order to be eligible to attend.
- Information regarding your child's eligibility will be reviewed with you by your classroom teaching and therapeutic team during your child's annual review meeting.
- The summer session requires the approval from your school district.
- \circ $\;$ Attendance for the entire 6 weeks is mandatory.
- Any integrated or special class student that does not qualify for summer programming based on their IEP, but is still found eligible to receive services the following school year will NOT be able to enroll in our program as a community based student.

• Community Based Students:

• Enrollment information for our summer sessions will be sent home in the spring.

STARS Irondequoit Parent Drop Off and Pick Up Procedure

<u>Please look for the designated "green zone"?</u>

• When pulling up to the 119 Brockley Rd side of our building you will see a set of green cones. This is the designated "green zone". This zone is coned off as the designated area for staff members to retrieve kids from their cars. It is only in the "green zone" that you may get out of your car once a staff member approaches to retrieve your child. We are asking even if you're in the zone to stay in your vehicle until a staff member approaches. Staff are permitted to take only two children into the building at a time.

Waiting beyond the "green zone"

- If you're waiting in your car with your child beyond the "green zone" please remain in your car. Please DO NOT get out of your car and start walking your child towards the building. Staff will only be retrieving kids in their cars in the "green zone".
- Once the zone filters out the next round of cars should **PULL UP** into the "green zone" and wait for their turn to begin the drop off procedure.

<u>Parent Pick up</u>

- Pull up to our 119 Brockley Rd side of our building. The cones are the beginning of the "pick-up" line.
- Your child will be dismissed based off your position in the line. Please remain **IN YOUR CAR** until your child approaches with a staff member. You may then retrieve your child from the staff member.
- As the beginning of the line filters through please **PULL UP** to the next available empty space.
- Please do not park your car, get out and walk towards the building to retrieve your child!
- AM session pick up is promptly at 10:30AM
- PM session pick up is promptly at 1:45PM

Thank you for helping to make our pick-up and drop-off process easy and safe for all our kids and staff s

Appendix A

Parent Drop Off/Pick Up Procedure for Webster Site

Parent Drop Off:

Arrival Procedure

- 1. Parents will park in the in the back parking lot near the playground. (The church allows us to utilize the handicap parking spaces)
- 2. Parents and students will remain in their car until staff arrive.
- 3. The staff will identify student in their classroom and then proceed to the car. AM class at 8:00 and midday class at 11:15
- 4. We ask that parents assist to get their child out of the car, and please remain near your vehicle.
- 5. Classroom staff will bring students into the building.

Parent Pick up:

Dismissal Procedure

- 1. Parents will park in the in the back parking lot near the playground. (The church allows us to utilize the handicap parking spaces)
- 2. Once parent arrives at the designated pick up location the staff will bring child to the car. We ask that parents only assist children getting into the car, otherwise please remain near vehicle.
- 3. AM pick up is promptly at 10:30 and mid-day pick up is promptly at 1:45
- 4. Please have identification ready for family members that staff are unfamiliar with that are authorized to pick up students.

Appendix B

2022-2023 STARS School Year Calendar

JULY '22 S M T W Th F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JANUARY '23 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 1 1 1
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	JUNE '23						
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25	26	27	28	29	30		

6/19-Juneteenth-No School

6/23-Last day of school for ALL students

182 Total Student Days