



P R E S C H O O L

P A R E N T H A N D B O O K

Third Street Music School Settlement

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STAFF LIST & CONTACT INFORMATION

Third Street Music School

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Staff Member	Title	Phone Number	Email address
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Rita DeSilva-Johnson	Head Teacher 4's Class 9:00-3:00	Room BB: Ext. 22	rdesilva@thirdstreetmusicschool.org
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Cathy Guy	Head Teacher 3's Class 9:00 -12:00 1:00 -4:00	Room 2A: Ext. 29	cguy@thirdstreetmusicschool.org
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Alicia Barillas & Alissa Pinnock	Assistant Teachers 2's/3's Class 9:00 -12:00 1:00 -4:00	Room 1A: Ext 12	abarillas@thirdstreetmusicschool.org apinnock@thirdstreetmusicschool.org

COMMUNICATING WITH STAFF

Parents are encouraged to address all classroom issues and concerns with the Head Teachers first. If your concern or questions need further assistance please contact the Director of Early Childhood Programs. If you need to get in touch with the classroom staff during their work hours it is best to contact the classroom directly or the Director of Early Childhood Programs.

Please avoid “hallway or doorway” conversations with teachers or other parents that might be confidential. It is best to schedule a meeting with the Director or teachers to discuss concerns or questions.

If your child will be arriving late or absent please email or call the Director who will then relay all messages to the teaching staff.

EMAIL COMMUNICATIONS WITH TEACHERS

We require that all email communications with teaching staff be done through the Third Street email addresses. Our school policy requests that our teachers do not use personal email addresses when communicating with parents. We also request that parents refrain from engaging in emails that may be confidential in nature. Concerns about specific classroom issues, developmental issues, or behavioral concerns should be also brought to the attention of the Director of Early Childhood Programs.

Our preference is to have concerns addressed in person or on the telephone instead of through email correspondence.

SEPARATION POLICY

If your child is new and has not had a prior separation class experience please arrange to have a parent or caregiver available for the first week of school. Many children will need less time, but it is helpful and calming to children and parents alike if the arrangements are already in place.

Our approach is gradual. The first day of school we have half of the class visit in two one-hour visits. The second day of school we bring the entire class together for a shorter day. On day three we begin our regular schedule. Since children come five days per week we do not anticipate a long separation. Some children are ready to say goodbye and are comfortable letting you leave on the first day. For others, the process may be more gradual. You can initially leave for a few minutes to get a cup of coffee or to make a telephone call and then gradually lengthen your absence. Because we do not have a "one-size-fits-all" timetable for separation, it is essential that there be a good flow of communication between parents and teachers. **Please follow the guidance and recommendations of the teachers.**

PLEASE DO:

- * **Model for your child how to handle the separation process.** Your own feelings (directly or indirectly expressed) are probably the most important factor in how your child handles separation. The more relaxed, calm and confident you are the better for your child. Faking it is acceptable!
- * **Prepare your child before entering the classroom** by discussing what they might like to do, who they will see, etc. *Ask them* these questions --this helps them to visualize the experience more than just listening to you, and helps make it more concrete.
- * **Explain that school is for children, not parents.**
- * **Send your child to school with a favorite stuffed animal or book**--and perhaps a photo of you or the whole family. This brings some of home into school.
- * **Bring a quiet activity for yourself so that you will seem busy:** a newspaper, knitting, etc. You are there for comfort, not entertainment. Do NOT bring a cell phone, please.
- * **Encourage your child to go to the teachers with any needs or questions.** This will help them to develop a relationship more than if you solve your child's problem.
- * **Show your child where you will be while s/he is in class.** It helps children to have a picture of where you are.

- * **ALWAYS SAY GOOD-BYE.** It may be tempting to sneak out when your child is settled, but this will backfire later. Your child needs to trust that separation is a safe experience. Sneaking out creates great anxiety for your child and always prolongs the separation process.
- **Communicate frequently with your child's teacher** and the Director. Besides giving the school important information about your child, this will help you to feel comfortable with the separation process.

PLEASE DON'T:

- * **Don't feel that you have to completely "solve" or control this experience for your child.** Learning to face and overcome their anxiety is where the learning from separation takes place for children.
- * **Don't be concerned if your child's behavior is not what you are used to at this time.** When children are first settling in, they often become either a little shy and reserved, or over-excited and sensitive; this will soon pass --they are just coping with the situation the best way they know how.
- * **Never ask your child if it's okay to leave. This is too big a decision for your child to make, and gives them too much control. It is not realistic to expect that your child will reassure you during this moment. It is your job to reassure him or her that s/he will be fine and that it's time for you to leave.**
- * **Don't negotiate with your child about when you will leave or have long good-byes.** It is easier and ultimately more comforting for your child if you are clear and firm once a decision has been made. Prolonged negotiations can extend anxiety, and also create a pattern for future good-byes.
- * **Don't have conversations with other adults (or on cell phones) in the classroom;** this distracts children and teachers. Step into the hallway to talk.
- * **Don't worry!** We know that it is easier said than done at times, but we are here to work with you and your child. Take a deep breath and remember how your child also mastered walking, talking and toileting (or at least walking and talking!) In the same way, they will eventually separate and enter school with confidence.

EDUCATIONAL PHILOSOPHY

We believe that children learn through play, exploration and discovery in a safe and nurturing environment rich in interesting, challenging and creative materials. Our arts-based curriculum- visual arts, music, drama, and creative movement- provide children a powerful way to learn about and deepen their understanding of the world around them. Our inclusive settings focus on the whole child so that social, emotional, physical, and cognitive needs can be met with sensitivity to individualized abilities and learning styles. We recognize that the child's family, culture, and community play a vital role in their development and we strive for an open partnership with parents. Our goal is to create an environment where each child develops a greater sense of self, a respect for others, and a lifelong love music and learning.

DISCIPLINE PHILOSOPHY

- To see problems & conflict as learning opportunities
- To always treat children with respect
- To have fair and consistent limits

GOALS

- * To help children establish internal social controls.
- * To reinforce positive feelings about self, others and the environment.
- * To always work towards children's independence, minimizing the need for external controls as children are ready for this.
- * To have children feel comfortable & safe.
- * To enable the class to do its work.
- * To help children recognize & verbalize their feelings & needs rather than withdrawing or acting them out physically.

HOW WE DO IT

- * We have consistent, reasonable routines that allow discipline to happen naturally (e.g., allowing ample time for clean up helps children be able to get the job done.)
- * We give choices whenever possible (e.g., we ask, "We are all sitting now. Do you want to sit next to Brad or next to Sophie?")
- * We use natural consequences when reasonable (E.g., if a child keeps disrupting story time, the teacher might have the child sit elsewhere until they feel ready to sit quietly. This is a natural consequence because otherwise no one can hear the story. It would not be a natural consequence to deprive a child of story time because they did not clean up. Such arbitrary consequences can lead to resentment, not learning!)
- * We give the child power & responsibility as appropriate. (E.g., if a child has been asked to sit apart from story as in the previous example, the teacher would tell him/her to return as soon as they felt ready, rather than setting a specific time.)
- * We engage children in problem-solving. If two children are in a conflict, the teacher might ask them what they think can be done to solve the problem as a first step. This encourages children's independence, & creative thinking. Adults should not be the only problem solvers!
- * We acknowledge children's feelings (A good rule of thumb is: Limit behavior, not feelings!) E.g., "I can see you're really feeling mad, but I can't let you hurt Beth."
- * We teach children how to talk problems out. Teachers lead children through this gradually.
- * We give children appropriate outlets for feelings (e.g., pounding clay, painting, jumping, making an angry face, talking!)
- * We address the behavior, not the child (children are never bad; their behavior may be unacceptable at times, but not themselves.)
- * We state rules positively, avoiding "don't" & "no" (e.g., "We need to walk in the halls", not "don't run")

- * We keep it simple! (We avoid long explanations, which are too abstract for this age.)
- * We use humor! It often turns around situations and feelings on both sides.
- * We use variety! We try varying our tone of voice or expression suddenly to catch children's attention.
- * We model appropriate behavior ourselves. (E.g., teachers don't yell across the room when they are asking children to use indoor voices!)
- * We divert children to new activities when appropriate.
- * When a child has a consistent pattern of difficulty, we ask for your help in addressing the situation. We also have the resources of our Special Education Consultant to draw on. When parents and teachers team up, we are able to address even thorny situations.

WE NEVER DO THE FOLLOWING:

- * Use threats or bribery
- * Use physical punishment
- * Belittle children or otherwise attack a child's self-esteem
- * Isolate children or make them feel unsafe
- * Use food as a punishment or reward

BASIC PRESCHOOL RULES

- * Treat all people & living things with respect
- * Treat equipment, materials & other people's work with respect
- * School materials and play areas are for sharing
- * Use words, not hands
- * Always clean up after yourself
- * All children must be with an adult when on school property at all times
- * Inside voices must be used inside
- * Walk in the hallway

STROLLER POLICY

We can only accommodate strollers that can be folded and stored on the racks in the lobby. If you have a large stroller or double stroller that cannot be folded we request that you take the stroller home after you drop off your child(ren). Our space is very limited.

COURTYARD & LOBBY RULES

- * The courtyard is for quiet play and relaxation, respecting the students and teachers who may be having lessons in the studios above. For active play, please use local parks and playgrounds. Children may not use chalk on the ground, seats, or walls.
- * Children are the responsibility of their parent or caregiver outside of class hours. When children's play gets out of hand, it is expected that parents or caregivers will intervene and help children resolve the issue appropriately.
- * Courtyard rules are consistent at all times. We are all friends; we do not fight or hurt our friends; we use kind language; we share materials.
- * Preschool children must be accompanied by an adult at all times when in the building or courtyard. Do not send your child in alone to get a drink or use the bathroom. Since we do not allow children to walk around the school alone during class hours, we need to be consistent with this rule after class as well.
- * The courtyard is for class use only from approximately 9:00 – 12:00 and 1:00- 4:00. Parents and caregivers are invited to sit in our lobby, *not the courtyard*, during these hours.
- * **PLAY GUNS, SWORDS OR AGGRESSIVE TOYS ARE NOT PERMITTED ANYWHERE WITHIN THE SCHOOL.**
- * No running, loud or aggressive games are allowed in the halls or auditorium. There are office and studio spaces on all three floors where we have preschool classrooms.
- * Please clean up after yourself if you eat in our lobby or courtyard.
- * No bicycles or scooters are allowed in the courtyard or the school.
- * **PLEASE: Keep children away from the red stairwell doors on the ground floor – the doors open quickly and children can get hurt when they stand in front of the doors or play with the doors.**

BATHROOM POLICY

When children are in the care of parents or caregivers they must watch the children at all times, including sending children to the bathroom. We do not want children to go into bathrooms alone and prefer that a mother or female caregiver take the children into the ladies room instead of sending a young child into the men's room alone. Additionally, we do not want fathers taking daughters into the men's room because there are urinals in the men's room and it does not afford appropriate privacy for men using the restroom.

ARRIVAL & DISMISSAL POLICIES

Arrival

Please be punctual in arriving to class and in picking up your child. Arriving on time helps children to settle into the classroom at their own pace, and to become a part of the group. Arriving late sets children apart and can make them feel uncomfortable and rushed; it also disrupts the flow for the group as a whole.

Dismissal

Similarly, being picked up late often makes children anxious and upset and is unfair to teachers who need the time after class to clean up. Drop off and pick-up are natural times to discuss issues with your child's teacher. However, if you need to have an extended conversation or to discuss a sensitive issue, please arrange to have a conference outside of class hours.

Escort Policy

If you are unavoidably detained, call or email the school so that a message can be brought to the teacher and child. All authorized escorts are listed on the Emergency Form that all parents complete. Teachers have copies of all Emergency Forms listing who is authorized to pick up your child. ***You must inform the school in writing if someone new will be picking up your child. Children will not be dismissed to someone new without parent's explicit permission – we prefer that an email is sent to the school authorizing the new escort.***

Extended Day

Extended day is offered to children who are enrolled in the 4's class and the afternoon classes. Children must be enrolled in the Extended Day program in order to participate. We do not provide the service on a day to day or emergency basis. Enrollment is done by semester and parents are charged by the hour. If a child exceeds their scheduled pick-up time the family will be billed for the additional hours. Extended Day is offered until 6:00 PM. Children who are picked up after 6:00 PM will be charged a fee of \$10 per minute.

School Closings

In the event of snow or bad weather, we will follow the decision of the Mayor and NYC Department of Education. As a general rule, when public school is cancelled we are also closed for program. Any snow days will be made up.

Absences

Please call the school if your child will be absent, particularly if s/he has a contagious illness, or if the absence is due to a family event such as a new baby, a vacation, or a death in the family. Consult the school sickness policy for guidelines about when to keep your child home.

Absences cannot be made up in another class.

INFECTIOUS CONTROL POLICY

Handwashing

Handwashing is one of the best ways to control the spread of illness. We ask that all children wash their hands upon entering the classroom in the morning. Parents can wash hands with children in the bathroom or in the classroom. Teachers will reinforce handwashing after using the bathroom, before snack, and after sneezing or coughing.

Infectious Control Policy

We appreciate your cooperation in helping us to prevent the spread of illness in the classroom.

Children with minor colds may attend school. However, **if your child exhibits any of the symptoms below, s/he must stay home for at least 24 hours:**

- fever
- diarrhea
- vomiting
- sore throat
- lice (hair must be nit free before returning to school)
- conjunctivitis (pink or swollen eye area with discharge)
- severe coughing or trouble breathing
- severely running nose
- any contagious illness (chicken pox, strep throat, etc.)

The rule of thumb is to keep the child home until s/he has been symptom-free for 24 hours. Please call the school and let us know if your child has a contagious illness such as chicken pox, strep throat, coxsackie, or flu so that we can alert the other parents.

Do not make a judgment as to whether your child is well enough to attend school based on his or her eagerness to come! Even very sick children are often anxious to play with their friends, so this is not a reliable guide to their level of contagion!

By order of the Department of Health, if a child comes to school exhibiting any of these symptoms, they will be sent home to rest and recuperate.

Lice

Lice is a problem that affects many schools and can be very difficult to control. It is not uncommon for us to have cases of lice during the program year. Often children will contract lice from siblings in other schools so it is really important that you let us know if you are treating siblings for lice so that we can be attentive to any potential lice outbreak that could occur at our school. Communication is very important in helping to control the spread of lice. We will email parents when there is a case of lice at our school. It is best to keep long hair tied up in a pony tail. We have the names of several businesses that help treat lice conditions.

School Emergency Policy

Children are required by law to have a signed emergency treatment consent form on file in order to attend school. If your child becomes sick at school, you or your emergency contact will be called. If necessary, the child will be given a mat to rest on and will be appropriately cared for. If your child is very sick or seems contagious, she/he will be given a mat in the preschool office. Every effort will be made to help your child feel comfortable. Please note that we will not give any medication to your child without explicit written instructions. Children will always be under the care of an adult until the parent or caregiver can arrive.

If a child needs immediate professional medical attention, we will use the emergency room facilities of Beth Israel Hospital.

Health & Emergency Forms

All students must have a fully completed and signed health and emergency information form on file in the preschool office in order to attend school. This is by order of the Department of Health. If either of these forms is incomplete or missing, your child may be required by the Department of Health to stay home until this information is submitted. There will be a grace period of one week.

Allergies & Medication Policy

An allergy list is kept in all three classrooms listing all of the children in the Preschool & Older Twos program who have allergies/asthma/or other health related issues. If your child requires that medication be kept on-site you must complete a Medication Form that is kept on file. Medication must have the pharmacy label and list all pertinent information. A Medication Form must also be completed for any over the counter medication. The prescribing doctor must also sign the Medication Form.

Vaccination Requirements

All preschool children are required by the NY State Department of Health to be fully immunized, or to have a letter of exemption. No child will be permitted to attend school that does not fill these requirements.

Children must receive the following vaccinations: DPT, OPV, MMR, HIB, measles, mumps, rubella and chicken pox. All children also must be tested for TB and lead.

DRESS CODE & TOYS FROM HOME

Children's Dress Code

Children should wear comfortable clothes suitable for messy play. Please do not dress your child in clothes that cannot get paint or clay on them.

Shoes should be flat and soft-soled. Children should wear shoes that allow them to run safely. No clogs, high heels, smooth-soled party shoes or boots (except on wet days). In warm weather, sandals should support the heel and ankle (no flip-flops or clogs please.)

A set of extra clothes should be left at school. Please make sure these are labeled with your child's name. Please check clothing from time to time to make sure they are seasonally appropriate and that they fit. They may be kept in a shoebox or plastic zip lock bag.

No superhero costumes are allowed as they generally encourage a high level of excitability and very specific play. Likewise, on Halloween, please dress your child in regular clothes.

Dress your child in clothes that are easy to put on and take off. This helps promote independence, and makes going to the bathroom much easier. Velcro, snaps and elastic are wonderful for preschoolers!

Toys From Home

Stuffed animals (of a size that can fit in the child's cubby), comfort blankets and books are welcome at school. No other toys of any kind should be brought from home. This means **NO coloring books, superheroes, Barbie dolls, cars and trucks or toy weapons.**

***NO WEAPON-SHAPED TOYS WILL BE ALLOWED AT THIRD STREET AT ANY TIME. THIS INCLUDES GUNS, SWORDS, LIGHT SABERS AND SQUIRT GUNS.**

Bottles & Pacifiers

Bottles and pacifiers should not be brought into the classroom.

Lost & Found

Each classroom has its own informal lost and found. The larger school lost and found is located in the lobby. To be safe, LABEL EVERYTHING! Many jean jackets, lunch boxes and backpacks are identical so please label items.

FOOD POLICY

Third Street Preschool & Older Twos is a Nut & Seed Free School. Please do not send in any products that contains nuts or seeds or traces of nuts. Teachers will help you to choose products that we know are safe to serve to the children for snack.

Snack Policy & Suggestions

Parents are responsible for bringing in snack for their child's class for two weeks during the year. Your child's teacher will schedule your snack weeks. Speak with her if you need to reschedule. If your child is sick, you do not need to send snack that day. Just give us a call to let us know.

Children enjoy bringing in snack for their classmates, and we encourage you to let them be part of the process. However, please remember to send in **healthy, nutritious snacks only**. Allergy lists are posted in all of our classrooms but you should also speak with your child's teacher if your child has specific dietary requirements or restrictions.

Following are our snack suggestions:

Breads (always send something from this group – but nothing seeded)

- muffins or quick breads
- pita bread triangles, bagels, bialys
- crackers, pretzels, breadsticks
- simple sandwiches cut in quarters
- PLEASE, NO cakes or cookies

Send in something from one of the following groups to accompany the bread item:

Spreads

- cream cheese, apple butter, fruit jam, yogurt spread
- dips for fruits or vegetables

Fruits

- fresh fruits, e.g. apples, pears, oranges, peaches, bananas
- large fruits that can be sliced: pineapple, melon, mango
- dried fruit: apricots, raisins, papaya, sugarless fruit roll
- apple sauce, canned pineapple (please send spoons!)

Vegetables

- any fresh vegetable that can be eaten raw: celery, carrots, peppers, green beans, avocado, tomatoes
- cooked chickpeas or steamed vegetables

Dairy

- cheeses (individual cheeses are very popular)
- yogurts
- hard boiled eggs

LUNCH POLICY

Children in the full-day 4's class bring in lunch. We ask that you follow the same "no nuts" policy as is requested for snack. Please send your child with a healthy lunch. Please limit sugary drinks and snacks and include water or fruit juice and fresh fruits and vegetables. If your child stays for Extended Day you can include extra food for later in the day.

HOLIDAY, BIRTHDAYS & GIFT-GIVING POLICY

In general, we keep the holidays very low-key in the preschool. When we do incorporate holidays into the curriculum, the emphasis is always on exploring the various cultures that are represented in our community, rather than on religious content or distant historical events. For example, at Thanksgiving, we focus on sharing with each other and what we're thankful for. In this spirit, we invite you to talk with your child's teacher about sharing any family traditions such as songs, stories, special foods, etc. with the class.

If your family has religious beliefs that prohibit the celebration of any holidays, please speak with your child's teacher so we can plan curriculum sensitively.

Halloween

Around Halloween, we usually have an art project where children can create costumes for themselves. As always, our focus is on developing children's own creativity. We ask that children not wear or bring Halloween costumes to school. This helps us to contain the mania this holiday can engender and puts the emphasis on creativity instead.

Christmas, Chanukah & Kwanza

December, with Christmas, Chanukah and Kwanza can be a very hectic time for families. Our philosophy is that school should be an oasis for children during this time. There is often so much external focus on these holidays that we do not overly stress these holidays in our curriculum, although we certainly acknowledge and talk about them.

Other Holidays

Other holidays that may be incorporated into the curriculum include Martin Luther King, Jr. Day; Asian New Year; Valentine's Day and the spring equinox.

Birthdays

Parents are warmly invited to bring in a simple treat, such as cupcakes, for their child's birthday and to join the class for snack and singing. However, we do not have full-scale birthday parties at school. **The birthday treat should be one simple item (for example, cupcakes, special muffins, or fruit & yogurt parfaits). No soda, balloons, decorations, party favors or entertainment are permitted for school birthdays.**

If your child has a party out of school, invitations may be passed out on school grounds **only if every child in the class has been invited**. Also, if you have a party for your child, please either invite only a few children or the entire class, rather than inviting everybody except one or two children.

Summer birthdays will be celebrated in the last two weeks of school.

Gift Giving

We do not stress gift giving at school, but we understand that some families wish to express appreciation in this way. If you are giving a gift (to a child or an adult), please do so outside of class time. Please be sensitive to the feelings of other children; it can be confusing and upsetting for them to see other people giving and receiving gifts when they are not involved.

Class Parties

Occasionally, classes will have a small party connected with a special school event. Always, we want the emphasis to be on celebrating our sense of community here. If food is brought from home, please remember that healthful treats (like fancy sandwiches) are encouraged more than sugary ones!

VISITORS POLICY

- Parents are always welcome to visit; please schedule visits in advance with the classroom teacher.
- Visits in the first few months of school can be disruptive to children who are still working to master the separation process, so February and March are set aside as Parent Visiting Months. During these months, we encourage all parents to come and spend a day, or an hour, in their child's class.
- **No videotaping** of classes is permitted. For permission to record special events, please see the Director. Parents are prohibited from placing any photos or videos on-line without the consent of the school.
- All other visitors must be arranged in advance, and must be approved by the Director. No exceptions to this policy will be made.
- In general, we do not allow children to visit, unless it is a sibling for a special occasion. All sibling visits must be approved in advance by the Director. **We cannot accommodate older siblings here when their school is closed.**

PARENT-TEACHER CONFERENCES

Regular parent-teacher conferences are scheduled twice a year: in November or December and April. These conferences are typically 20 minutes long, and are an opportunity for parents and teachers to discuss a child's progress together. Teachers will share with you what your child does during the day, how s/he has grown, and what goals they have for him or her. It is helpful to jot down questions you want to ask or information you want to share with the teachers before the conference. If special issues needing more discussion arise, conferences can be scheduled any time of the year with the teacher and/or the Director.

We really stress the importance of good and frequent communication between school and home. We will send you newsletters and invite you to class puppet shows, celebrations, etc. Teachers will occasionally call you to let you know how your child is doing. We encourage you to let us know what is going on in your child's life as well. Because a child's emotional life is very much a part of the preschool classroom, it is helpful for the teacher to know about such events as an ill grandparent, a parent's business trip, the death of a pet, or the anticipated arrival of a new sibling.

Remember that at arrival and dismissal, teachers are busy teaching and greeting children, so sensitive or complicated issues are best discussed after class hours. The Director is also available to discuss any concern, question or idea that you might have. You are also warmly invited to attend the parent & caregiver discussion group on Tuesdays mornings or afternoons – alternating times are 9:15- 10:30 or 1:15-2:00.

VOLUNTEERING: CLASS REPRESENTATIVES & FRIENDS OF THE LIBRARY

Each class has two class representatives who help to organize classroom activities, fundraising and events of interest to parents, such as speakers, social gatherings, or discussions of issues or concerns. Friends of the Library help organize the library and organize events to support the donation or purchase of new books.

PARENT & CAREGIVER DISCUSSION GROUP

Sally Zarcone, our Child Development and Special Education Consultant from the Cooke Center for Learning and Development will facilitate a weekly Parent & Caregiver Discussion Group. The Parent/Caregiver Group will begin on Tuesday, September, 28th at 9:15 – 10:30 in Room 2F. We will alternate the Parent Group times to accommodate afternoon parents at 1:15 -2:00. Information about meetings will be given on the monthly calendar that we email to families and weekly E-News. The discussions will address important topics including separation and adjusting to school, discipline, play dates, holidays, sibling relationships, violent play, sex role development, death and grieving, etc. Occasionally, guest speakers will be invited. All are warmly invited to attend at any time. The group is free.

Sally will also be available for private consultation with parents on Tuesdays. If you would like to schedule time with Sally you can contact the Director of Early Childhood Programs.

REENROLLMENT FOR CURRENT STUDENTS FOR THE FOLLOWING SCHOOL YEAR

Placement

All children currently enrolled in our preschool for the current school year are guaranteed a space for the following year, as long as you register him/her by the enrollment deadline and it is determined that the preschool continues to be an appropriate preschool for your child.

NO REAPPLICATION IS NEEDED. With the exception of the full-day 4's class, children currently enrolled in a morning classes are guaranteed a space in the morning class for the following year, and afternoon children are guaranteed a space in an afternoon class. If you wish to change from afternoons to mornings or vice versa, we will give your preferences strong consideration, but we cannot guarantee such a space.

Reserving Your Child's Place for the following year

A Placement Request form will be emailed to you in early December. To reserve the space of your choice, you must complete and return this form to the preschool office by the specified date. Financial Aid applications are due at the same time.

We shall let you know your child's placement in January. To enroll, the tuition deposit is due by January. After this time, your child's space can no longer be held or guaranteed. Please bear in mind that **all outstanding balances that your family has with the school must be paid in full in order to register for the following school year.**

Siblings Applying

We give siblings of former preschool students strong priority in the admissions process. As we have so many applicants, and so many sibling applicants, we cannot absolutely guarantee admission or your first choice of a particular class.

OTHER ACTIVITIES AT THIRD STREET

FACULTY CONCERT SERIES

These concerts feature performances by Third Street's accomplished teaching staff in the auditorium. Concerts begin at 7:30 pm on Friday evenings and are free and open to the public. The series runs from October through May. Check the bulletin board in the main floor hallway for the weekly performance schedule.

SATURDAY RECITALS

Every Saturday from October through early June, student recitals are held at 1:15 (piano & mixed instruments) and 2:30 (strings and mixed instruments) in the auditorium. These recitals are open to the public, and are a wonderful way to introduce your child to music –children enjoy listening to other children play, and the atmosphere is relaxed. You may arrive and leave at any time as long as it is *between, rather than during, performances.*

Please visit our website at www.thirdstreetmusicschool.org for a list of all of the music and arts classes and special events. Classes are provided for infants through older adults.

REGISTRATION & FEES

The registration office is open Monday through Friday, 9:00 to 11:00 and 1:30 to 5:45 & Saturday, 9:00 to 12:30 and 1:30 to 4:00. The registrars can help you with specific questions.

TUITION ASSISTANCE

Need based financial aid is available to students who need financial help to paid their tuition. Awards are based on the availability of funds and students must provide proof of household income and other supporting documentation. Tuition assistance applications are processed by the National Association of Independent School' *School & Student Services* (SSS). To apply, applicants establish an online account at sss.nais.org and complete a Personal Family Statement (PSF). Please see Page 46 of the Third Street Catalog for complete instructions.

PRESCHOOL CALENDAR 2011-2012

SEPTEMBER 2011

Thursday, September 8- New Parent Preschool Orientation 5:30-7:00 PM

Monday, September 12 – First day of Preschool

Small Group Visits: Schedules will be sent via email.

Tuesday, September 13- All children attend/ Reduced schedule:

Room BB (full-day 4's Class): 9:00 -12:30 (bring lunch)

Morning Classes: 9:00 -11:00

Afternoon Classes: 9:00-3:00

Wednesday, September 14 – Full Class Schedules Begin

Monday, September 19- Extended Day Program Begins

Tuesday, September 20 – Curriculum Night Room BB 4's Class; Rooms 1A & 2A Morning Classes

6:00 PM -7:30 PM Parent's Only & Potluck Dinner

Wednesday, September 21 – Curriculum Night Room s 1A & 2A Afternoon Classes

6:00 PM -7:30 PM Parent's Only & Potluck Dinner

Thursday, September 29 & Friday, September 30 – No School *Rosh Hashana*

OCTOBER 2011

Tuesday, October 4 – Kindergarten Admissions Meeting w/ Risa 6:00 PM – 7:30 PM

Monday, October 10- No School/ Columbus Day

NOVEMBER 2011

Tuesday, November 8 – No Preschool / Professional Development Day

Friday, November 11 – No Preschool/Teacher Professional Development Day

Wednesday, November 23 through Friday, November 25 – No Preschool Thanksgiving Holiday

DECEMBER 2011

Thursday, December 1- Reenrollment forms sent out to current families for Preschool Year 2012-13

Thursday, December 8- No Preschool/Parent Teacher Conferences

Thursday, December 15 – Reenrollment forms due for Preschool Year 2012-13

Saturday, December 24 2011 through Monday, January 2- Third Street Closed for Winter Recess

JANUARY 2012

Tuesday, January 3 – Classes Resume

Friday, January 6 – Reenrollment placements letters and contracts for 2011-12 are mailed

Monday, January 16 –Closed for Martin Luther King Day

Tuesday, January 24 – No Preschool/ CLOSED FOR PLAYVISITS

Friday, January 20- Reenrollment Contracts are due

FEBRUARY 2012

Wednesday, February 1 – School Photographs (Class Photo & Individual Photo)

Monday, February 20 through Friday, February 24- Third Street Closed for Mid-Winter Recess

MARCH 2012

Thursday, March 15 – In-house Camp Registration for Summer Arts Day Cam

Thursday, March 29- No Preschool / Parent Teacher Conferences

APRIL 2012

Friday, April 6 through Saturday, April 14 – Third Street Closed for Spring Recess

MAY 2012

Monday, May 28 – Third Street Closed/Memorial Day

JUNE 2012

Thursday, June 14 – Last day of preschool classes

Friday, June 15– Preschool Music Celebration in the Auditorium 10:30 -11:30

Monday, June 25- Summer Arts Day Camp begins

JULY 2012

Friday, July 27 – Summer Arts Day Camp ends

