



Harris & Tucker School Enrollment Check Guide

Contents of Chapter

Items for now. Things to do next. Preparing for the future.

Orientation Overview

Enrollment Check List

Form Overview / Handbook checklist

Important places to tour and know (at a glance) sheet

Harris & Tucker Preschool

Orientation Overview

Now:

Items in your orientation tour packet:

- Items you will need to get started check list

Next:

- Start gathering the check list items you will need for enrollment

Enrollment visit at Harris and Tucker:

When you are ready to enroll your child we will supply you with:

- Care 4 Kids forms (you will need enough pay-stubs to cover one month or a note from employer) (or you can get them at care4kids.org)
- Child's Needs form (we will supply this form)

Things you need to supply at enrollment visit:

- \$100.00 dollar non-refundable registration fee (slots are not guaranteed until fee is paid/Once paid, slot will be held for a maximum of 1 weeks).

Future

Things to keep in mind:

- It takes time to fill out Care 4 Kids Papers. If you'd like we will help you.

Enrollment Check List

Check list of Items needed for your child:

- ✓ Blanket
- ✓ Change of clothing (label everything) Change clothing according to seasons (sa)
- ✓ Copy of Health Card (sa)
- ✓ Copy of Social Security Card (sa)
- ✓ Copy of Birth certificate (sa)
- ✓ Immunization form (sa)
- ✓ Lunch (Hot or Cold)
- ✓ Lunch box
- ✓ Medical forms (sa)
- ✓ Medications (sa)
- ✓ Physical form (sa)
- ✓ Pillow (optional)

Things to keep in mind:

- Your child must come for orientation tour before he or she can be enrolled into Harris & Tucker School.
- Your child must have all medical forms and application in place before he/she can start.
- All New Parents must attend a new parent orientation meeting.

Important items to know

- Email: HarrisandTucker@aol.com
- Hours of Operation: M-Thurs 7:00-5:30 / Fridays till 4pm
- If your number changes we should be the first to know
- Our phone number 203.787-5087 office / 203.752.1022 fax
- Preschool Director: Kim C. Harris
- Website www.HarrisandTuckerSchool.org

Harris & Tucker School Inc.

Preschool, Small World, School Age Enrichment Program, Kids TV

Parent Handbook Check List & Contract (page 1 of 3)

Today's Date _____

Please Print

Name of Student _____ Parent Name _____

Phone Number Home _____ Cell _____ Work _____

Email: _____

Forms

Pre-registration Form, Identification & Emergency Information, Confidential child information, Identification & emergency information card (fill out both) Persons authorized to pick up child (fill out both), Medication & Allergies emergency form, Emergency medical care waiver, Permission agreement, Fieldtrip waiver, Release form, Swimming pool form, Rules and regulations form, Kids TV Summer Scholarship form (6 and up only), Schedule of contracted hours, and copies of Birth Certificate, Social Security Card and Medical card

Mission, Welcome, Background & Philosophy

Enrollment

Operating schedule: Annual closing date, Rates
Program Services, Activities and Dates to remember

Education and Early Childhood Development

Community Partnerships

Conferences

Field Trips

Parent Advisory Counsel

Parent involvement, experience

Parent meetings

Parent survey & Programs Evaluations

Philosophical Differences

Potty Training

Staff Development

Transitions

Child Health, Safety, Developmental Services

Appropriate Dress for all Children

Behavior Management of Children

Child Protection: DCF

Discipline

Emergency Medical Care

Emergency Plan- Natural Disaster

Fire Drills: Done monthly

First Aid & CPR: All core staff

Inclement Weather: News Channel 8 and WELI

Safety Checks: when doors open/ outdoor play
Supervision of Children: Ratios

Child Health and Nutrition

Food Services, Preparation & Education
Health Management of Children
Illness
Medication Administration

Nutrition Program

Meals
Tooth Brushing

Developmental Services

Mental Health
Special Needs

Classroom Procedures

Attendance
Celebrations of Holidays/Birthdays
Coats, Bedding & Change of Clothing
Child Goals
Classroom Schedule
Curriculum
Toys & Jewelry

Parent Partnerships & Services

Change of Address & Telephone Number
Drop off & Pick up
Legal Documents
Records & Confidentiality

Parking/traffic Flow

Fiscal Policies-Over View

Determination/Re-determination of Fees
Late Pick Up Fees
Termination of Services

Program Descriptions

After School
Preschool
Toddler (2's)

General Information

Hours of Operation, Programs & Eligibility, Base Fees

I have read and agree with and understand Harris and Tucker Rules and Regulations

Reviewed with HTP Rep. _____ Parent Signature & Date _____

Elevating the circle of life since 1970

Harris & Tucker Preschool

Important places to tour and know (at a glance)

Bathrooms: Upper Level (2) in the back of room/ Lower Level (1) next to art center

Birthday parties: You are welcome to celebrate your child's birthday. Please let us know 2 week in advance and please no chocolate.

Courtyard: Outdoor space behind the Red Harris & Tucker School

Cubbies: Upper level

Friday's: Harris & Tucker Closes at 4:00pm on Friday's

Garden & Science Center: Back, Left side of Outdoor Learning Park (Across the street from Harris & Tucker) / Front yard of the red building.

Golf Course (Spring & Fall only): Right side of Harris & Tucker School

Harris & Tucker School: The Brick Red Building 412 Newhall Street

Harris and Tucker Small World: Across the street from Harris & Tucker School 403 Newhall Street

Kids TV Leadership Academy: Is a career awareness program that uses all forms of media to help students ages 5-12 acquire practical life skills.

Kitchen & Snacks: The kitchen is always open to parents for tea, water, juice, cereal and snacks. You may want to sit and eat breakfast with your child one day and talk about the words that are carved into the nook.

Late payment fees: \$35.00 per day, per child

Late pick up fees \$25.00 per 15min. per child

Line Leader: Digital Childcare Management System and Parent Engagement Center.

Harris & Tucker Preschool

Important places to tour and know (at a glance)

Mailboxes: Below the first upper-level television on the main floor

Making Payments: Payments are due the Friday before the week starts

Media Center: Lower Level

Multi-Purpose Room: Upper level back of room

Opening & Closing Times: M-Th 7:00am-5:30pm/ Friday's 7:00am-4:00pm

Outdoor Learning Park: Across the street from the Red Harris & Tucker School building (Basketball hoop, Eating area, Art center, Writing center, Fine Motor wall, Music wall, Garden & Science Center, Reading Loft, Rock Garden, Fitness Center, Transportation Center, Mrs. Maple Tree)

Parent Communication Book: Line Leader App.

Parent Resource Lab: Computer, Fax Printer in Media Center

Parking at Harris & Tucker: If you are arriving by car, street side parking is always available. Make it a point to always read the street signs.

Preschool Classroom: Upper level, back of building

Reading Loft: Back, Right side of Outdoor Learning Park (Across the street from Harris & Tucker)

Security: Harris & Tucker has a monitoring system that is second to none. Monitoring is done inside and out.

Harris & Tucker Preschool

Important places to tour and know (at a glance)

Sign in area: Next to front door on the right hand side

Emergency Book: Next to front door on the right hand side

Toddler Classroom: Upper level front section of room

Transportation to and from Harris & Tucker:

Winchester Ave Bus Line (Winchester Ave & Goodrich Street)

Shelton Ave Bus Line: (Goodrich & Shepard Street)

Dixwell Ave Bus Line: (Dixwell Ave. & Goodrich Street)

located just one block west of Albertus Magnus College transportation to and from Harris and Tucker is easy and affordable. If mass transit is your mode of travel we are a 1 minute walk to city busses. If physical exercise is your pleasure we are a 3 minute bike ride from the Farmington Canal Bike Trail.

Water Park (Summer time only): Right side of the Red Harris & Tucker Building

What do I do if my school age child is out for the day?: Inform your child's Teacher at least 1 week in advance to reserve your slot.

When did The Harris & Tucker Business begin and who started it: 1970, Patricia A. Harris & Margret E. Tucker

Where do I find my child in case of emergency?: If we are not in the building, check the infant/toddler department first (403 Newhall St.),

Where to find school closings: News Channel 8 by 6:00A.M, Line Leader App

Your child's Classroom: 412 Newhall Street / Preschool Room (Upper Level Back of Red Building), Toddler Room (Upper Level next to front door), School Age (sa) class (Lower Level), Small World (405 Newhall, across the street)