Toddler Developmental Group
PARENT HANDBOOK
2019-2020 School Year

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Alcott School is approved as a provider/evaluator of Early Intervention Program (EIP) services under active contract with the Westchester County Department of Health. EIP is a public program for children under three years of age who are suspected of having a developmental delay and/or disability. Potentially eligible children must be referred to the Westchester County Department of Health at 914-813-5094 to receive EIP services. A child’s EIP eligibility can be determined only by state-approved evaluators under contract with Westchester County. All services must be authorized by Westchester County. All needed EIP services are identified in collaboration with the parent and approved by Westchester County. Westchester County will arrange for service providers to deliver authorized services. If EIP services are to be delivered in a child care or community location that requires a fee, the parent is responsible for these fees. EIP services are provided at no cost to parents. Health insurance may be accessed for approved services.
Dear Parents/Guardians:

Welcome to the Alcott School Early Intervention program. Alcott School began in 1968 as a Montessori Preschool and its mission to provide a quality educational experience for all children in a multicultural environment continues today. Since 1979 Alcott has offered special education classes in addition to its Montessori classes. The curriculum in all of our programs utilizes activities appropriate to the child's age and abilities and is designed to foster the child's competence and self-esteem. The classroom is set up by the teachers to present materials and activities that encourage each child's cognitive, language, motor, and social skill development.

This handbook contains important information that you will need to know. Please read the information carefully and refer to it throughout the school year. We look forward to working with you and your child.

Please feel free to contact me with your questions and/or suggestions.

Sincerely,

Maureen D. Connolly
Maureen D. Connolly, MS Ed.
Early Intervention Program Coordinator

MC:pam
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Alcott School does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies or admission procedures.
1. REGULATORY OVERSIGHT

The Alcott School is affiliated with the American Montessori Society and is voluntarily registered with the New York State Department of Education. Alcott is a non profit corporation chartered under the New York State Board of Regents. Both our Crane Road, Scarsdale and Dobbs Ferry sites are licensed as day care centers with the New York State Office of Family and Child Services. The Alcott School has oversight from the New York State Department of Education and the Westchester County Department of Health.

A copy of the Office of Children and Family (OCFS) regulations can be found in the lobbies of our locations.

Our licensor:
- Dobbs Ferry
  Andrea Shako
  Telephone: 845-708-2433
- Crane Road
  Shanequa Moore
  Telephone: 845-708-2400

New York State OCFS
  Spring Valley Regional Office
  11 Perlman Drive
  Spring Valley, N.Y. 10977-5281
  Telephone: (845) 708-2414

The OCFS Child Care Compliance Line is 1-800-732-5207

2. BOARD OF DIRECTORS

Alcott School is governed by its Board of Directors:
- Co-Presidents: Melinda Trovini and Barbara Klein
- Secretary: Debbie Mumford
- Karen A. Porter
- Simrun Giallonardo
- Debra Dalar
- Lauretta Olsen
3. SCHOOL POLICY INFORMATION

WHAT TO BRING:
School is a place where children are encouraged to explore the environment and experiment with different kinds of materials. In order to promote these experiences, we recommend that you send your child in washable play clothes. In addition please provide the following supplies labeled with your child’s name on the first day of school:

- 1 box of diapers (if needed)
- 1 box of wipes
- 1 book bag/knapsack
- Please place the following items in a zip lock bag labeled with your child’s full name:
  1. Shirt
  2. Undershirt
  3. Pair of pants or shorts
  4. Pairs of Underpants (if toilet trained)
  1. Pair of socks
  1. Plastic bag for dirty clothes

Label all items:
Please be sure to label all items with his/her full name. Please print the words in bold print with an indelible marker. In addition, label your child’s coat, hat, shoes and any other removable clothing with his/her name. In this way, teachers can readily identify to whom these items belong.

PHOTOS/FAVORITE OBJECTS FROM HOME:
Making transitions and connections between school and home is important. To help with this transition, family photos from home will be used in school. Also, please feel free to take a photo of your child in school with his/her teacher to have at home. Please send in:

- 1 Photograph of your child
- 1 Photograph of your family which includes your child

For safety reasons do not send your child to school wearing jewelry. Also, do not allow your child to bring candy or gum. Do not put your child on the bus with a pacifier or any food items, e.g., leftover breakfast toast, baby bottles, or sippy cups.

VISITOR POLICY:
Alcott School will require any and all visitors to the school to:
1. Sign in upon entry to the premises.
2. Indicate in writing the date of the visit and the time of entry to the school.
3. Clearly state in writing the purpose of the visit.
4. Present photo id to have copied and put on file.
5. You will be given a visitor badge to wear.
6. Sign out upon departure from the school indicating in writing the time of departure and return visitor badge.
SAFETY/EMERGENCY PLANS:
Your child’s safety is very important to us. Children are supervised at all times during the program hours.

EMERGENCY DRILLS:
In order to be prepared for emergencies we conduct monthly fire drills and two shelter in place drills per year. Our “One Call Now” system will be utilized in the event of an emergency to inform you of events and student collection locations.

EVACUATION PLANS:
Relocation may be necessary if the staff and students are unable to safely remain in the school building.

CRANE ROAD LOCATION:
- Primary evacuation site: The Trinity Lutheran Church. The children and staff will walk around the Crane Road parking lot and enter the church.
- Secondary evacuation site: Scarsdale Post Office.

DOBBS FERRY LOCATION
- Primary evacuation site: Mercy College. Staff and children will proceed to 565 Broadway (formerly Our Lady of Victory Academy, now part of the Mercy College Campus) and into the school gym.
- Secondary evacuation site: Sacred Heart Church hall. Staff and children will safely walk down Broadway and enter the church which is at the intersection of Broadway and Ashford Avenue.

SAFE SHELTERING IN PLACE:
At all of our locations we have systems in place to immediately notify the staff and children of the need to shelter in place. All plans are available for review in each location’s front office, however, for obvious reasons we will not make public where our students and staff will safely shelter should the need arise. Please note that although we hope emergency situations will not arise, should one occur the safety and well-being of your children are of upmost concern to us. The children will believe that we are going on an adventure. The staff will bring food, water and other necessary supplies with them.

PROCEDURES TO FOLLOW IF YOUR CHILD WILL BE ABSENT:

a.) If your child will be absent, please call the school office and give the reason for his/her absence. This is particularly important in the case of contagious diseases which would require notification to staff and parents of other children in the class. It is requested that children with coughs, colds, diarrhea, fevers or green nasal discharge be kept home until symptoms disappear.

b.) Please do not send your child to school if you think she/he is ill. If your child cannot go out on the playground because of illness, she/he belongs at home. Note: children must be fever-free for 24 hours prior to returning to school after an illness.
c.) If your child gets hurt at home and as a result ends up with a cast, brace, stitches, staples, etc., he or she must return with a doctor's note clearing them to come to school.

d.) If your child is approved for bus transportation, also call the Bus Company to alert them your child will not be going to the school:
   All County Transportation Service, Inc.
   (914)963-9600 for Crane Road students
   Astra Transportation Company
   (914) 965-9006 for Dobbs Ferry students

e.) When your child returns to school, she/he MUST bring in an absence note. Absences of more than five days require a doctor's note when the child returns to school. Hospitalizations of any length require a doctor's note.

If your child has been approved for bus transportation and the bus arrives at school and your child is not on it and no "absence message" has been recorded on the school answering machine, Alcott is required by the Westchester County Department of Health to call you to ascertain your child's whereabouts. Therefore, "absence messages" are a great convenience to all. Please note, if you do not contact us or the bus company and we cannot reach you, the bus company, after 2 consecutive days, will not come to your house.

**SCHOOL BUS PROCEDURES:**
The Westchester County Department of Health contracts with bus companies to provide transportation for children who are approved for this service. The name of the bus companies that will be servicing the Alcott children for the 2019-2020 school year are:

**Crane Road:** All County Transportation Service, Inc.
   (914)963-9600

**Dobbs Ferry:** Astra Transportation Company
   (914) 965-9006

Alcott has no direct responsibility vis-a-vis this or any other bus company. The Bus Company and school, which service your child, are two independent organizations.

If your child is approved for busing, please refer to the attached Westchester County Department of Health “Preschool and Early Intervention Program Transportation Handbook for Parents” for complete information. See Appendix.

Bus drivers will only release a child to the care of his/her legal guardian or individuals whom you have designated to pick up your child in your absence. This information is provided on the Student Information form (SIF) that you filled out. It is very important to update this information whenever there is a change.
Please note: **WESTCHESTER COUNTY DEPARTMENT OF HEALTH policy** states that if no one is home to receive the child from the school bus (and the emergency contacts are also unavailable) the child is to be taken to **CHILD PROTECTIVE SERVICES**.

Please make sure someone is always at home to receive your child and that your emergency contact numbers are correct on busing forms. When numbers change notify your Ongoing Service Coordinator, your child’s teacher and the bus company.

**For changes on any given day:**

If your child does not require transportation or transportation plans change on any given day, PLEASE:

1. Call the bus company and alert them to the change.
2. Attach a note to your child in such a way that it will not be pulled off. Write in the note what the changed plans are so that the teacher knows what to expect. (e.g., **DO NOT PUT JOHNNY ON THE BUS AT 11:30. I WILL PICK HIM UP MYSELF.**)
3. Write a note in the communication notebook with the date of the change of plans and what they are.

If a parent does not notify the school in writing of a change in dismissal procedure; e.g., another person comes to the school to pick up your child, the following will occur:

   a.) Staff will contact the parent by telephone to get written permission for release of your child.
   b.) Identification will be taken and photocopied of the person taking the child.
   c.) If parent cannot be reached by telephone, we will call someone on the emergency contact form, to contact parent/guardian.
   d.) Your child will stay in school until the parent/guardian contacts the school.

Please Note: Parents are required to fill out an emergency card with business numbers and 3 contact people and their telephone numbers. Parents are asked to give us their telephone and cellular numbers. Emergency cards are reviewed and updated on a regular basis. The identification of all contacts are required.

For more permanent changes in bus pick up or bus drop off locations, please contact your Ongoing Service Coordinator (OSC) immediately. Your OSC will need to complete a new student information form (SIF) and will send it to the Department of Health and the bus company to make this change. The OSC will inform the school (Alcott) when the change is completed.
CHILDREN WHO DO NOT TAKE THE SCHOOL BUS:
For children who are brought to school and picked up at dismissal by their parents: Leave your child with the teacher of the class or teacher assistant only. *No child can be left unattended at any time.* Please be on time (or a few minutes early) for drop up and pick up.

IN THE EVENT OF A MEDICAL EMERGENCY:
Children are transported to the nearest hospital. Children at our Crane Road site are transported to **White Plains Hospital**. Children at our Dobbs Ferry site are transported to **Dobbs Ferry Hospital**. You will be notified immediately of a medical emergency and where your child has been taken.

REQUEST FOR THE ADMINISTRATION OF MEDICATIONS IN SCHOOL:
Medications cannot routinely be dispensed in school since they may only be administered by a licensed health care provider under the N.Y.S. Nurse Practice Act. Since a professional nurse in not in the building 5 days a week, only medication for life threatening anaphylactic conditions may be administered by a non-licensed health provider who receives special training in its administration. All other in-school medication may be administered by the parent or parent designee who is not an employee of the Alcott School. The following conditions must be completed before medication can be dispensed:

A. Medication must be provided by the parent who should deliver the medication to the school. **Children are not permitted to carry medications to school.** All **nonprescription** medications must be properly labeled including the name of the medication and unit dosage. All **prescription** medication must be labeled by a pharmacist including the name of the child, name of the drug, dosage, time of administration and date.

B. **Request for Administration of Medication in School Form:** Part A must be completed by the physician and Part B or C as it applies, must be completed by the child’s parent/guardian.

If administration of medication cannot wait until the child returns home, it is suggested that parents come to school to administer medication to the child themselves. Please note that routine antibiotics (e.g., Amoxicillin given for ear infections) do not constitute a medication that should be routinely given in school. Should your child be on such a medication, please time the dosage so that it can be administered before or after school hours.

If a parent anticipates that an **emergency** may arise such that a child may require medication in school on a day when neither the school nurse nor the parent in available, the **El Program Coordinator** or **El Administrative Assistant** should be **notified**. The parent can then be advised of the specific procedure to follow in this situation.
If your child is placed on medication temporarily (e.g., on antibiotics for an ear infection), please write this information in your child’s notebook or on the absence note so that the teacher may be informed. Many medications may affect a child’s behavior. It is important that the nurse/teacher be aware of the particular medication your child is taking. It is requested that parents NOT ask that their child be given antibiotics in school. Please time the dosage of these medications so that they can be given at home during non-school hours (see "Medications" section in this booklet). DO NOT SEND MEDICATION OF ANY KIND ON THE BUS WITH YOUR CHILD!!

SNOW EMERGENCY/SCHOOL CLOSING:
Inclement weather may sometimes necessitate closing school. Parents are asked to file out the One Call Now COMMUNICATION FORM provided in the school enrollment packet. School closing will be sent via e-mail, text, and/or robo call. When in doubt, call the school and listen to the message on our answering machine. Please understand that delaying and/or closing is not something we do without a great deal of thought. Our primary concern is the safety of your children.

If we are already in school and the weather gets very bad or the power goes out, we will use our emergency contact system to inform you about closing early. Please be sure that your emergency and communication forms are updated and in the office so that we can reach you or the person you have designated to pick up your child. Please feel free to come and get your child at any time if you are concerned about weather conditions.

For safety reasons, the bus companies do not like to operate in severe weather conditions. If the weather is severe, they may pick up the children early from school and take them home. Keep in mind that it usually takes 2 or 3 times longer for the children to arrive home in bad weather. Before we can send children out early, we must be sure someone will be waiting at home for them.

WEBSITE CLASSROOM CORNER:
Weekly Newsletters and classroom photographs can be viewed on Alcott’s secure website at www.alcottschool.org by visiting the “Classroom Corner” section of the website. Your child’s photo will only be uploaded if we have your written consent.

COMMUNICATION NOTEBOOKS:
Each child will be given a notebook, marked with his/her name. Each teacher or therapist will write in the book once a week about activities at school. This is to let parents know what is happening that week. Please be aware, these are brief communications as our teachers need to be spending time with your children while they are at school.

We encourage parents to write back about things that go on at home - simple things like "I took Johnny to the park today. He enjoyed the slide.” or other events such as: "Danny has not been sleeping well - We got a new dog.”
POCKET TREASURES:
From time to time every child takes home something from school, either inadvertently or by plan. Often these items are very small in size like a tiny block or miniature toy, but frequently they represent the smallest part of a set. If any unidentifiable objects turn up at your house, please return them to the school. We can tell you at a glance if they are important pieces of apparatus or random objects picked up from a friend.

BIRTHDAY OBSERVANCE IN CLASS:
Children will be recognized in class on their birthdays. If you wish to send in a snack for your child’s birthday, please speak with your child’s teacher. Fresh fruit and vegetables are the only snacks permitted. Teachers will advise parents if there are dietary restrictions in the class. Please note that Alcott is a nut restricted facility. Alcott’s Birthday Book Program is a fun and easy way to celebrate your child’s special day. Ask your child to pick a favorite book, and then choose someone special in your child’s life to visit us and read it in class. For safety reasons we cannot light birthday candles in the classroom.

SNACKS:
Alcott provides snack consisting of foods such as fruits, vegetables, cereal and water. Please note: Alcott maintains a nut restricted environment. Please be sure to read all labels when sending snacks to school. Traces of peanut products are contained in such unsuspecting products as Dunkin Donuts, M&M’s & frosted Cheerios. Be sure to update your child’s food allergies if they change during the year.

PLAYGROUND/GYM:
Toddlers need time to develop gross motor skills and release their energy. Outdoor playground or gym activities are part of each day’s routine. Please be sure to dress your child warmly in the winter and put on sunscreen in the summer. Children should wear rubber-soled shoes or sneakers which tie or buckle in order to safely play on gym equipment. “Floppy” sandals are dangerous and NOT permitted. Socks should always be worn to prevent blisters and injury. Water shoes need to be worn for outdoor summer water activity.

PROGRESS REPORTS/IFSP MEETINGS:
As a provider of Early Intervention services for your child, Alcott is required to write progress reports for each type of service we provide to your child every 6 months. These reports will be shared with you and your On-going Service Coordinator.

THERAPY:
Speech and occupational therapy are provided using a “push-in” model. This refers to the integration of therapy services into the classroom to facilitate a child’s use of language and fine and gross motor skills with peers and teachers. Children who require a sensory integration approach may receive some additional “pull-out” services at the discretion of the therapist. This means they may be taken out of the class for
occupational therapy for all or part of a session. Physical therapy is provided as a pull out therapy session.

**TODDLER DEVELOPMENTAL GROUP CURRICULUM:**
The toddler classroom curriculum is developmental, presenting learning activities that are appropriate to the child's developmental age. Our model utilizes a structured environment to facilitate children moving to different centers within the classroom to obtain learning experiences they may not seek out if left on their own. The children utilize a visual schedule to help them learn to follow daily routines and increase their independence throughout the day. The structured classroom model helps children learn the beginning and end of an activity and increases their ability to attend to a task and organize their time. With this approach teachers, teacher assistants and therapists provide individual support to help children reach their goals. Visual cues, photographs and/or real objects can be used to assist with transitions and develop communication skills.

**FAMILY VACATIONS:**
The Toddler Developmental Group runs on a school schedule with vacation days throughout the year. The time your child is at school is important for continued progress. For continuity and success with achieving functional outcomes, we strongly suggest that you schedule your family vacations(s) based on the school calendar. Please review the school calendar which indicates the date’s school is closed for holidays and breaks before making your plans. Please be aware that since Early Intervention is a 12 month program, there are classes through all of July and through the beginning of August. Please notify us at your earliest convenience if you are not sending your child to the summer program.

**CONFIDENTIALITY OF RECORDS:**
Confidentiality of your child’s records is guaranteed by law: (the Buckley Amendment of Family Educational Rights & Act) and by Alcott School policy. No records may be released without parental written permission, except to funding sources such as the County of Westchester and the State Education Department. Further information on this subject is available from the EI Program Coordinator. A parent has a right, by making an appointment with the EI Program Coordinator, to review records in his/her child’s file at any time, and to copy records at a reasonable cost. A full copy of Alcott’s policy on record access and confidentiality is available upon request.

**INSURANCE/MEDICAL INFORMATION:**
At some point, parents may be asked information about their insurance or Medicaid coverage by Alcott staff. This is done to comply with County or State requirements. Both County and State are investigating alternate means to fund some services to children with special needs. Accessing Medicaid or private insurance will not result in any charge to parents for Early Intervention Services.
PRESCRIPTIONS FOR THERAPY:
Occupational therapy and physical therapy services require a prescription from your doctor.

NOTE: Children are unable to begin these therapies without the proper prescription.

1) The prescription should list the type of therapy and number of sessions provided by Westchester County Department of Health. (For example: PT 2x30 or PT as per IFSP).
2) The prescription must include an appropriate ICD-10 code, the date and physician's name and NPI#.

ELIGIBILITY DATES FOR EI PROGRAMS:
In order to maintain placement in the Early Intervention class you must follow the State and local guidelines. This requires “transitioning” your child to the Committee for Preschool Education (CPSE) in your local school district by the day BEFORE your child’s 3rd birthday. A CPSE meeting must be held that reviews the current evaluations and overall progress of your child. The CPSE committee will determine if your child meets eligibility for services through CPSE. If the child is eligible, THEN the family MAY also be eligible to continue with their EI plan of service and exit on August 31st or December 31st, depending on which month the child turns 3 years old. Placement by the CPSE can be deferred until the child “officially” leaves Early Intervention. Your OSC should be assisting you in this transition process. The EI Program Coordinator, Teacher and Therapists will help prepare you for this CPSE Meeting. The EI Program Coordinator and/or teacher may attend the meeting with you.

OTHER SERVICES OFFERED AT ALCOTT:
Programs offered at Alcott for children in the Early Invention program are available as follows:

- On-going Service Coordination
- Toddler Developmental Group:
  Up to 10 Early Intervention Children, one Certified Special Education Teacher, and 2 Teacher Assistants; Speech & Language, Occupational Therapist, and Physical Therapist.
- Special Instruction or Family Training provided at home or daycare.
- Evaluations (core and supplemental).

Families may receive one or more of the above listed services from our school as approved by the WCDOH Early Intervention Services (children birth to three) is regulated by the Westchester County department of Health (DOH), Westchester County and the State of New York.
4. PARENT INVOLVEMENT*

Alcott staff serves families as well as individual children. The following is an outline of parent involvement activities offered during the school year.

INFORMAL PARENT VISITS/OBSERVATIONS:
Parents are invited to visit their child's classroom at any time and to join their child's class on the playground. These visits will enable you to observe your child in class and see the routines of the class. A call to the school prior to your visit, to let them know you are coming, is preferred and appreciated.

PARENT-TEACHER CONFERENCES:
Parent-Teacher conferences are scheduled twice a year unless you are already having a collaborative meeting. Usually one is held in late Fall/Early Winter and again in Spring. At these conferences, IFSP (Individualized Family Service Plan) goals/objectives and how your child is functioning in the classroom setting are discussed. Parental input is important and parent's issues/concerns along with your child's progress are discussed. More specific information as to the content of parent conferences will be furnished closer to the date of the first scheduled meeting.

If questions arise in between conference times, please feel free to phone your child's classroom teacher or the EI Program Coordinator. Additional conferences may be scheduled if needed at the request of a parent or an Alcott staff member.

Functional outcomes are updated with parents at the 6 month and annual review meetings.

COLLABORATIVE (TEAM) MEETINGS:
If your child's IFSP includes a collaborative (team) meeting we will meet with you and the different providers as is mandated on the IFSP (e.g., monthly, every other month). Collaborative meetings are times to share information about your child's performance at home and at school and to develop mutual goals.

PARENT WORKSHOPS/EDUCATIONAL/INFORMATION WORKSHOPS
(Group Sessions):
Both day and evening support groups and workshops on educational topics may be offered. Sessions are facilitated by a social worker or professional with expertise in a specialized field (e.g., a Speech Pathologist). Examples of these sessions are: development of social skills, speech and language development, limit setting, emotional implications of rearing a child with special needs, siblings. All parents/guardians/care-givers are invited. Please let us know if you have any additional suggestions for Parent Workshops.
ALCOTT PARENT COMMITTEE:
Alcott School has a Parent’s Committee composed of parents from the Montessori and special education classes. This committee sponsors fund-raising events and special programs for the children throughout the year. Parents are also asked to volunteer for special jobs; e.g., helping with specific activities in the classroom.

VISITORS OTHER THAN PARENTS:
Whenever possible, other special people in the child’s life are invited to visit school and observe their child’s class. We do ask that the parent call before coming to inform and give permission in writing, for this person to visit and to make sure that the teacher expects them and allows time in her schedule to answer questions, etc. Siblings are welcome to join you in the classroom when they have a holiday from their own classes. All visitors will need to follow our visitor policy.

*Here, as elsewhere in this booklet, the term "Parents" includes legal guardians and foster parents.
5. APPENDIX

- Alcott School Behavior Management Plan
- Westchester County Transportation Handbook (English and Spanish)
Behavior Management Plan

Preschool children and toddlers are inherently working upon and refining their social skills. At the Alcott School we help the children to develop internal self-control, independence and empathy for others. At times it becomes necessary to intervene in a child's behavior and therefore, we have developed and implemented a behavior management plan.

Alcott School's behavior management plan consists of the following techniques to pre-empt instances where behavior management is necessary and to intervene in a child's behavior as needed:

- We redirect, i.e. in a conflict we provide choices and alternatives. For example, "You can either sit on the rug or at a table for story time."
- We focus on "Do" rather than "Don't." For example, "We walk inside," instead of "Stop running inside!"
- We encourage children to use friendly words rather than physical acts. For example, "This is my work."
- We praise positive behavior. For example, "I like the way you used your words."
- We model desired behaviors in order for the children to learn by example.
- We arrange the classroom space to positively impact children's behavior. For example, avoid large open spaces that might encourage children to run indoors.
- The classroom is the children's place. We listen to the children and respond to their needs proactively to achieve their goals. We aim to keep the children engaged with activities thus helping to prevent conflict.
- We involve the children in the development of the classroom rules.

The Alcott School adheres to the following guidelines when implementing behavior management techniques with a child enrolled in the program:

- Children may only be disciplined by the director, head teacher, assistant teacher or substitute.
- The Alcott School applies all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any behavior management used will relate to the child's actions and be handled without prolonged delay.
- A child may be briefly separated from the group, but only long enough to gain self-control and will be in view of, supervised and supported by the director, head teacher, assistant teacher or substitute.
- We do not use corporal punishment.
- We do not use methods of interaction that punish, demean or humiliate children. Nor do we physically restrain children.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is prohibited. Please note that, we do not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, or any person under the programs control.
CHILD'S NAME

PRESCHOOL and EARLY INTERVENTION PROGRAM

TRANSPORTATION HANDBOOK

FOR PARENTS

The Westchester County Preschool/Early Intervention Transportation Program is managed by Westchester County Department of Health Children with Special Needs. We are pleased to provide you with this handbook as a guide to the transportation service options available. We hope this handbook will help you understand the procedures and answer any questions you may have. Please take a few moments to read this important information.

INSIDE:

- Transportation Service Options
- If You Choose Bus Service
- Bus Transportation Authorization Form (TAF)
- Bus Procedures

September 2015
Transportation Service Options

Westchester County Department of Health (WCDH) provides Transportation Service for children with special needs as mandated by Section 4410 of the Education Laws of 1989, Title II-A of Article 25 of the Public Health Law and/or other applicable acts.

Transportation Service is defined as transportation of each child to and from the child’s special needs program (the program or agency providing educational services to the child) using a vehicle that can accommodate the specific needs of the specific child. This includes County-provided school bus service in vehicles equipped with a radio, child-restraint seat and properly trained drivers and monitors; and parent transportation by personal car, public bus, or taxi. As the parent/guardian, you must discuss all available transportation service options with your Early Intervention Service Coordinator or your school district’s Committee on Preschool Education (CPSE) Chairperson. Your school district is defined by the geographical area in which your family lives. Each school district has its own CPSE for children 3-5, which determines your child’s special education needs.

Mileage Reimbursement and No-Cost Monthly Metro Cards are available to parents who choose to transport their child to/from an Early Intervention Toddler Development Group contained in the Individualized Family Service Plan (IFSP), or to the approved 4410 Special Education Preschool Program contained in the Individualized Education Plan (IEP). Parents who transport their child to/from Early Intervention services occurring at a facility (not a toddler development group) or parent-child group contained in the Individualized Family Service Plan (IFSP) may also receive Mileage Reimbursement, No-Cost Monthly Metro Cards, and in some cases, Taxi Fare Reimbursement.

County-Provided Bus Service is available to children attending an Early Intervention Toddler Development Group contained in the Individualized Family Service Plan (IFSP), or the approved 4410 Special Education Preschool Program contained in the Individualized Education Plan (IEP).

Whichever option is selected at the IFSP or CPSE meeting, it must be listed on your child’s IFSP or IEP prior to the beginning of transportation services and it must be consistent for each day your child is scheduled to attend the program/service. You may not combine a Metro Card or transportation reimbursement and County-provided bus service.

Any necessary change in the selected transportation option must be communicated to either the Early Intervention Service Coordinator or your school district’s CPSE Chairperson; and the appropriate paperwork completed prior to the beginning of the new service option.

Please ask your Early Intervention Service Coordinator or your school district’s Committee on Preschool Education Chairperson for a copy of the WCDH brochure with information about Parent Transportation Reimbursement benefits.
If You Choose Bus Service

The Westchester County Department of Health Children with Special Needs-CSN must ensure safe and efficient transportation for all children approved for transportation service. Bus service will begin once the WCDH receives and reviews the following required documents:

- Your child’s IFSP or IEP authorizing transportation service
- A properly completed Bus Transportation Authorization Form (TAF)

If the WCDH does not receive the required documents authorizing service, if they are incorrect or arrive late, BUS SERVICE WILL NOT BE AVAILABLE ON THE FIRST DAY OF PROGRAM.

Speak to your child’s Early Intervention Service Coordinator to confirm that the correct paperwork is submitted in a timely manner. Or speak to your school district’s CPSE to request that your child’s meeting be scheduled in a timely manner and that all required documents have been completed and submitted to the WCDH.

Bus Service Facts:

- Your child will receive one round trip (from home to program, from program to home) on a vehicle equipped with child-restraint seats for all children. The vehicles will provide air conditioning as needed from May 1st through October 1st and be properly heated in cold weather months. The vehicles will be wheelchair accessible if necessary.

- Each vehicle will have one bus monitor who will assist your child with getting on, riding, and getting off the bus. The bus monitor is not permitted to help dress or feed your child while on the bus. Nor is he/she permitted to escort your child to or from the school bus.

- Medications are not permitted on the bus. If your child requires medication, it is your responsibility to bring your child’s medication to the program.

- Bus routes are generally scheduled for 75 minutes or less. If your child lives a significant distance from the program, the scheduled time of the bus route may be up to 90 minutes. Factors such as traffic congestion/accidents or inclement weather may cause the bus route to take more than the scheduled amount of time. Parents should also keep in mind that buses often depart from the program several minutes after the program’s dismissal time once all children have boarded the bus.

- Scheduled pick-up and drop-off times are approximate.
Bus Transportation Authorization Form (TAF)

A completed Bus Transportation Authorization Form (TAF) is required before your child can ride the school bus. Your school district or service coordinator will provide you with the TAF to complete. The TAF provides the following information:

- **PICK-UP ADDRESS** – Your home address. If you choose an address other than your home, the alternate address must also be located within Westchester County. The **pick-up address must be the same every day of the week.**

- **DROP-OFF ADDRESS** – Your home address or an alternate address within Westchester County. This address may be different from the pick-up address, but it **must be the same every day of the week.**

- **EMERGENCY NUMBERS** — in case we cannot reach you. This should be someone who knows your child and who has agreed to receive and assume responsibility for your child.

- **MEDICAL INFORMATION** — This is information you and your child’s physician feel is important for us to have in order to provide safe transportation. Complete this section to help us understand your child’s needs. Tell us if your child has special medical conditions such as seizures, temperature difficulties, allergies, etc., if your child takes medication regularly and what the medication is.

- Once a student’s trip is scheduled according to the information on the TAF, it can only be changed if the family moves to a new address or permanently changes to an alternate pick-up or drop-off address. **Temporary changes to pick up or drop off locations are not permitted; no forms can be accepted for temporary changes.**

Your child’s TAF must be up-to-date at all times. **Transportation service will stop if any significant information on the TAF is found to be incorrect.** Changes to bus routes cannot be made by submitting forms or requests directly to the bus driver/company. You must contact your school district or service coordinator as soon as possible to update the TAF if changes to any of the following occur:

- The pick-up or drop-off address

- The program location

- The program session time

- The name of the person(s) authorized to meet your child at the bus

- Telephone numbers for yourself or emergency contacts

- Your child’s medical needs

Your school district/service coordinator will complete a new TAF and submit the form to the WCDH. Changes to the pick-up and/or drop-off address or the program location may take up to 10 days to accommodate.
BUS PROCEDURES

You or an Authorized Caregiver must meet the bus:

- All children must be met at the school bus by a parent/guardian (a person legally responsible for the care of the child; may be parent, foster-parent, relative, The Department of Social Services) or caregiver/responsible person (individuals designated by the parent/guardian to care for the child who are at least 14 years of age) listed on the TAF.

- For the safety of your child the bus driver is prohibited from releasing your child to someone not named on the TAF. ID must be presented.

- If you or someone listed on the TAF are not available to meet the bus and the Bus Company cannot reach you or the emergency contacts, the Bus Company must call 911 to report that no one is available to receive your child.

Waiting For the Bus:

- The Bus Company will call you to give you the approximate scheduled pick-up and drop-off times for your child.

- Your child must be ready 10 minutes before the pick-up time. If occasionally your child is not ready at the scheduled pick-up time, the driver is not required to wait more than 5 minutes before continuing on the route. The driver is not required to wait 5 minutes for your child each day.

- If you are waiting more than 15 minutes from the scheduled pick-up time, and are not contacted by the Bus Company, please call the dispatcher.

- If the bus is late more than two (2) consecutive times, report this to your child's EI or preschool program for assistance.

- Changes in pick-up and drop-off times happen during the school year when children are added or leave the program. The Bus Company will notify you of any schedule changes.

Absence:

- The parent/guardian is required to notify the Bus Company at least one (1) hour in advance of the scheduled pick-up time if the child is going to be absent.

- If your child will not need the bus for several days because of a family vacation, etc., you must call the Bus Company dispatch office (do not tell the bus driver). You must also notify the program. A minimum of one (1) day advance notification is requested.

No-Show:

- If you fail to notify the Bus Company that your child will be absent, but do not meet the bus when it arrives at your home, this is considered a No-Show. If your child is a No-Show for two (2) consecutive days, bus service will stop. You may call the Bus Company to start service again.
• If it has been five days since the bus company has stopped your child’s bus service due to No-Shows, you must contact your child’s service coordinator or school district to request bus service. It will take 5-10 days for bus service to start again.

**Inclement Weather:**

Please listen to local radio or TV or search online for school delays or closing notifications. You may find school district and program closings by following these links to News 12 Westchester and WHUD Westchester: [http://westchester.news12.com/](http://westchester.news12.com/)  [http://pamal.com/stormcenter/whud.php](http://pamal.com/stormcenter/whud.php)

• If you are not sure about your child’s program, contact the program directly.

• The WCDH follows the local school district closings throughout the county. If your school district is closed, the WCDH transportation service will also be canceled.

• If your child’s program chooses to open and the WCDH does not provide bus service, you may drive your child to the program; please be aware that you are responsible for round-trip transportation.

• Please be aware that if bus service is provided in bad weather you should expect delays.

**Complaints:**

• If you have a complaint regarding bus service, e.g. routine lateness, attitude, etc., you should report the problem to your child’s program.

• If the problem cannot be solved, the program will refer it to the WCDH Program Administrator.

**When there is an accident:**

Our most important mission is the safe transport of your child. If your child is in an accident, the following steps will be taken:

• The Bus Company immediately notifies WCDH and your child’s program.

• During program hours, your child’s program will contact you. After program hours, the Bus Company will contact you.

• Your child may be taken to the Emergency Room; the police officer(s) at the scene will determine if this is necessary.

• Since New York is a no-fault insurance state, **in the event that your child is involved in a school bus accident and requires medical treatment, the parent/guardian’s automobile insurance is primary for all costs, including the emergency room.** This is a **New York State Law.**

• Should the parent/guardian not have automobile insurance, the bus company is responsible for insurance and possible post-accident costs.
NOMBRE DEL ESTUDIANTE

PROGRAMA PREESCOLAR Y DE INTERVENCIÓN TEMPRANA
MANUAL DE TRANSPORTE
PARA LOS PADRES

El Departamento de Salud del Condado de Westchester administra el Programa de Transporte Preescolar y de Intervención Temprana del Condado de Westchester. Nos complace proporcionarle este manual como una guía sobre las opciones de servicios de transporte que se encuentran disponibles. Esperamos que el mismo le sirva para entender los procedimientos y aclarar toda duda que pueda tener al respecto. Por favor tome algunos minutos para leer esta importante información.

ÍNDICE

- Opciones de transporte
- Si elige el servicio de transporte en autobús
- Formulario de autorización para transportar al estudiante en autobús (TAF)
- Procedimiento para tomar el autobús

Septiembre de 2015
Opciones de transporte

El Departamento de Salud del Condado de Westchester (WCDH, por sus siglas en inglés) proporcionará servicio de transporte a los niños con necesidades especiales de acuerdo con lo dispuesto en el Artículo 4410 de las Leyes de Educación de 1989, el Título II-A del Artículo 25 de la Ley de Salud Pública y/u otras leyes correspondientes.

El servicio de transporte se define como el llevar a cada menor de ida y vuelta al programa de necesidades especiales (la agencia o programa que proporciona servicios educativos al menor) en un vehículo que satisfaga las necesidades específicas del menor específico. Ello incluye el servicio de autobús provisto por el Condado en vehículos equipados con radio, asientos de seguridad y conductores y personal de vigilancia debidamente capacitados, y el transporte de los padres en carro de uso personal, autobús público o taxi. En su calidad de padre o tutor, usted tiene que hablar acerca de todas las opciones de servicios de transporte disponibles con el Coordinador de Servicios de Intervención Temprana que le corresponda, o con el Presidente del Comité de Educación Preescolar (CPSE, por su sigla en inglés). El distrito escolar que le corresponde está definido por el área geográfica en la que reside su familia. Cada distrito escolar tiene su propio Comité de Educación Preescolar para niños de 3 a 5 años, el cual determinará si su hijo/a tiene la necesidad de recibir servicios de educación especial.

El reembolso de millas recorridas y tarjetas MetroCard mensuales gratuitas se encuentra disponible para aquellos padres que decidan transportar a sus hijos a un programa de Desarrollo de Intervención Temprana delineado en el Plan Individual de Servicios Familiares (IFSP, por su sigla en inglés) o el programa 4410 aprobado de educación especial preescolar que se describa en el Plan de Individual de Educación (IEP, por su sigla en inglés). Los padres que transporten a sus hijos con el fin de recibir servicios de Intervención Temprana que ocurran en una institución (no en un grupo de desarrollo infantil) o a un grupo de padres y niños contenido en el Plan Individual de Servicios Familiares (IFSP) también podrán recibir el reembolso de las millas recorridas, tarjetas MetroCard mensuales gratis y, en algunos casos, el reembolso del costo del taxi.

El Condado provee servicio de transporte en autobús a aquellos niños que concurren a un Grupo de Desarrollo Infantil del programa de Intervención Temprana incluido en el Plan Individual de Servicios Familiares (IFSP) o el Programa de Educación Especial Preescolar 4410 incluido en el Plan Individual de Educación (IEP).

Cualquiera sea la opción que haya elegido en la reunión con el Comité de Educación Preescolar o la reunión para trazar el Plan Individual de Servicios Familiares, la misma debe figurar en dichos planes y debe ser la misma para cada día que su hijo/a tenga que concurrir al programa. No es posible combinar una MetroCard con reembolso por transporte y servicio de autobús del Condado.

Deberá informársele al Coordinador de Servicios de Intervención Temprana o al Presidente del Comité de Educación Preescolar de su distrito escolar sobre todo cambio realizado en la opción de transporte. Antes de comenzar a recibir servicios de acuerdo con la nueva opción seleccionada se deberá completar el papeleo necesario.

Solicite al Coordinador de Servicios de Intervención Temprana o al Presidente del Comité de Educación Preescolar de su distrito escolar una copia del folleto de información sobre los beneficios de reembolso de gastos de transporte que el Departamento de Salud del Condado de Westchester ofrece a los padres.
Si elige el servicio de transporte en autobús

La Oficina de Menores con Necesidades Especiales del Departamento de Salud del Condado de Westchester debe garantizar transporte seguro y eficaz para todos los niños que hayan sido aprobados para recibir servicios de transporte. El servicio de autobús comenzará una vez que el Departamento de Salud del Condado de Westchester reciba los siguientes documentos:

- El IEP o IFSP del niño en el cual se autorice el servicio de transporte
- El Formulario completo de Autorización para transportar al estudiante en autobús

Si el Departamento de Salud no recibiera los documentos requeridos para autorizar el servicio, están incorrectos o llegan tarde, EL SERVICIO DE AUTOBÚS NO ESTARÁ DISPONIBLE EL PRIMER DÍA DEL PROGRAMA.

Consulte con el Coordinador de Servicios de Intervención Temprana de su hijo para presentar los documentos necesarios en el plazo requerido, o hable con el Comité de Educación Prescolar de su distrito escolar para solicitar que la reunión de su hijo se fije puntualmente y que todos los documentos requeridos se hayan completado y enviado al Departamento de Salud del Condado de Westchester.

Información sobre los autobuses:

- Su niño recibirá un viaje de ida y vuelta (de casa al programa, del programa a su casa) en un vehículo equipado con asientos de seguridad para todos los niños. Los vehículos tendrán aire acondicionado según sea necesario desde el 1 de mayo hasta el 1 de octubre y contarán con calefacción apropiada durante los meses de frío. De ser necesario, los vehículos tendrán acceso para sillas de ruedas.

- En cada vehículo habrá un monitor que ayudará a los niños a subirse al autobús, a viajar y a bajarse del autobús. El monitor no tiene permitido ayudar a vestir o dar de comer a los niños, ni tiene permitido acompañar a los niños hasta el autobús, ni desde el mismo.

- No se permite transportar medicamentos en el autobús. Si su hijo debe tomar medicamentos, usted tendrá la responsabilidad de llevar los mismos al programa.

- El recorrido del autobús por lo general no dura más de 75 minutos. Si su hijo vive a una distancia considerable del programa, la duración del viaje podrá ser de hasta 90 minutos. Factores tales como la congestión del tráfico, accidentes o mal tiempo podrán causar que el viaje lleve más que el tiempo designado. Los padres deberán tener en cuenta que los autobuses a menudo parten del programa varios minutos después del horario de salida del mismo y una vez que todos los niños se hayan subido al autobús.

- Los horarios de ida y vuelta son aproximados.
Formulario de autorización para transportar al estudiante en autobús:

Se requiere que complete un Formulario de Autorización para transportar al estudiante en autobús (TAF, por sus siglas en inglés) antes de que su niño pueda viajar en autobús escolar. El distrito escolar o el coordinador de servicios le proporcionarán el formulario que debe completar. Dicho formulario provee la siguiente información:

- **DIRECCIÓN DE SALIDA** – La dirección de su casa. Si elige una dirección diferente, la misma también debe de estar ubicada dentro del Condado de Westchester. **La dirección de salida debe ser la misma para todos los días de la semana.**

- **DIRECCIÓN DE LLEGADA** – La dirección de su casa o una dirección alternativa que se encuentre dentro del Condado de Westchester. Esta dirección podrá ser diferente de la dirección de salida, pero **debe ser la misma para todos los días de la semana.**

- **NÚMEROS EN CASO DE EMERGENCIA** – si no podemos comunicarnos con usted. Esta persona debe ser alguien que conozca a su niño y que además esté de acuerdo en recibir a su hijo y hacerse responsable de él.

- **INFORMACIÓN MÉDICA** – Esta es la información que usted y el doctor de su hijo consideren que es importante que tengamos para poder proveer transporte seguro. Complete esta sección para ayudarnos a entender las necesidades de su niño. Díganos si su hijo tiene condiciones médicas especiales tal como convulsiones, dificultades relacionadas con la temperatura, alergias, etc., y también si toma medicamentos regularmente y cuáles son dichos medicamentos.

- Una vez que el viaje del estudiante se programe según la información que figure en el formulario, solamente se puede cambiar si la familia se muda a una nueva dirección o cambia permanentemente el lugar de donde se recogerá o se dejará al estudiante. **No se permitirá realizar cambios temporarios con respecto al lugar de donde se recoge o se deja al estudiante. No se aceptarán formularios para hacer cambios temporarios.**

El Formulario de Autorización para transportar al estudiante deberá estar al día en todo momento. **El servicio de transporte se suspenderá de inmediato si se determina que la información que figura en el Formulario de Autorización es incorrecta.** No se podrá realizar cambios a las rutas de autobuses por medio de la presentación de solicitudes directamente al conductor o a la compañía de autobuses. Usted deberá comunicarse con el distrito escolar o el coordinador de servicios tan pronto como sea posible para actualizar el formulario de autorización de haber cambios en cualquiera de los siguientes:

- Dirección de salida o dirección de llegada
- Ubicación del programa
- Horario de las sesiones del programa
- Nombre de la persona autorizada a encontrarse con su hijo en la parada del autobús
- Su número de teléfono o los contactos en caso de emergencia
- Las necesidades médicas de su hijo

El distrito escolar o el coordinador de servicios deberán completar un nuevo formulario de autorización (TAF, por sus siglas en inglés) y presentarlo ante el Departamento de Salud del Condado de Westchester. El realizar los cambios necesarios con respecto a la dirección de salida y/o llegada y a la dirección del programa podrá llevar un máximo de 10 días.
PROCEDIMIENTO PARA TOMAR EL AUTOBÚS

Usted o la persona autorizada debe esperar al bus:

- **Uno de los padres o el tutor** (Persona legalmente responsable del niño. Puede ser uno de los padres, padre/madre adoptivo, familiar, el Departamento de Servicios Sociales), **la persona que lo cuide o la persona responsable por el menor** (individuos designados por los padres o el tutor para cuidar al menor y que tengan por lo menos 14 años de edad) cuyos nombres se encuentren en el Formulario de Autorización para Transportar al estudiante.

- Por la seguridad de sus hijos, **el conductor del autobús tiene prohibido dejar a sus hijos con alguien cuyo nombre no figure en el Formulario de Autorización.** La persona deberá presentar su documento de identificación.

- Si usted o una de las personas cuyo nombre figura en el Formulario de Autorización no están disponibles para esperar el autobús y la Compañía de Autobuses no se puede poner en contacto con usted o algunos de los contactos de emergencia, la Compañía de Autobuses **deberá llamar al 911 para denunciar que no hay nadie disponible para recibir a su hijo/a.**

**Al esperar el autobús:**

- La Compañía de Autobuses lo llamará para decirle los horarios **aproximados** en que pasará a recoger y a dejar a su hijo/a.

- Su hijo/a debe estar listo por lo menos diez minutos antes de la hora en que el autobús pasará a buscarlo. Si de vez en cuando su hijo no está listo a la hora indicada, no se requiere que el conductor espere más de cinco minutos antes de continuar con la ruta. **NO se requiere que el conductor espere cinco minutos a su hijo todos los días.**

- Si se encuentra esperando más de quince minutos luego de transcurrida la hora indicada, y la Compañía de Autobuses no lo ha llamado, por favor llame al despachante.

- Si el autobús llegó tarde más de dos veces consecutivas, infórmele al programa prescolar o de intervención temprana para que lo asistan.

- A veces es necesario realizar cambios en los horarios durante el año lectivo a medida que se agregan o eliminan niños del programa. La Compañía de Autobuses le notificará sobre los mismos.

**Ausencias:**

- Se requerirá que uno de los padres o el tutor **le notifique a la Compañía de Autobuses por lo menos una (1) hora antes** de la hora fijada si el niño va a estar ausente.

- Si su hijo/a no va a necesitar el servicio de autobús debido a vacaciones familiares, etc. Solicítemos que nos notifique por lo menos con un día de anticipación. **Usted debe llamar a la oficina de la Compañía de Autobuses. No le informe al conductor.** Usted también deberá notificar al programa.

- Si usted **no le notifica a la Compañía de Autobuses que su hijo estará ausente y no sale a esperar el autobús cuando llegue a su casa,** se considerará que no se ha presentado. **Si no notifica que su hijo estará ausente y no sale a esperar el autobús dos (2) veces consecutivas,** el servicio de autobús cesará. Usted podrá llamar a la Compañía de Autobuses para reiniciar el servicio.
• Si han transcurrido cinco días desde que la Compañía de Autobuses le suspendió el servicio por la razón expuesta anteriormente, usted deberá ponerse en contacto con el coordinador de servicios o con el distrito escolar para solicitar nuevamente el servicio de transporte. Llevará entre cinco y diez días reiniciar el servicio.

**En caso de mal tiempo:**


• Si no está seguro si el programa de su hijo operará normalmente, llame al programa directamente.

• El Departamento de Salud del Condado de Westchester se guía por las determinaciones de cada distrito escolar del condado. Si su distrito escolar cancela las clases por el día, el servicio de transporte del Departamento de Salud también se cancelará.

• Si el programa al que concurre su hijo decidiera abrir y el Departamento de Salud no proporcionara servicio de autobuses, usted podrá llevar a su hijo al programa. **Usted estará a cargo de transportar a su hijo/a de ida y de vuelta.**

• Recuerde que si se proporciona el servicio de transporte cuando haya mal tiempo, habrá retrasos.

**Quejas:**

• Si tiene alguna queja con respecto al servicio de transporte, por ejemplo que el autobús siempre llega tarde, la mala disposición de los empleados, etc., debe informar al programa sobre el problema.

• Si el problema no se puede resolver, el programa lo enviará al Administrador de Programa del Departamento de Salud del Condado de Westchester.

**En caso de accidente:**

La misión más importante que tenemos es transportar a su hijo/a de forma segura. Si su hijo/a se ve involucrado en un accidente, se seguirán los siguientes pasos:

• La Compañía de Autobuses inmediatamente le notificará al Departamento de Salud del Condado de Westchester y al programa de su hijo. Durante el horario del programa, el programa al que concurre su hijo se pondrá en contacto con usted. Luego del horario habitual, la Compañía de Autobuses se pondrá en contacto con usted.

• Es posible que sea necesario llevar a su hijo a la sala de emergencias. Los oficiales de policía que se presenten en la escena determinarán si ello es necesario.

• Ya que en Nueva York los seguros automovilísticos son sin culpabilidad, **en el caso que su hijo se vea involucrado en un accidente en el autobús escolar y requiera tratamiento médico, el seguro automovilístico de los padres o tutor será el primario para cubrir los costos, incluyendo la sala de emergencias.** Así lo establece la **ley del Estado de Nueva York.** Si los padres o tutor no tuvieren seguro automovilístico, la compañía de autobuses será responsable del seguro y posiblemente por los costos posteriores al accidente.