

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Our Philosophy of Early Childhood Education

Our Educators believe that every child possesses the ability to learn, and that education should be accessible to every child no matter what their economic, social or physical status. Here at “A Castle for Classy Kids” we focus on the early development of the entire child, language, social emotion, cognitive, fine and gross motor, and self-help skills.

Our curriculum for the Universal Pre-Kindergarten (UPK) classes follows the guidelines of the DOE’s Common Core Curriculum, Learning Standards for Pre-K. The curriculum was designed to set each child on a path of lifelong learning, well-grounded with the latest techniques and tools to meet the individual child’s learning needs.

Our goal is to bring excitement and joy to our young learners, encouraging them to appreciate books and to problem solve (using critical thinking) when faced with an unknown. Our children are consistently encouraged to expand their vocabulary through probing questioning from their teachers, and other methods such as “show and tell”.

We believe that a positive environment between teachers, students, families, and community members strengthens the core of our young learners, and prepares them for success throughout their lives.

The entire staff here at “A Castle For Classy Kids Learning Center Inc.” are working together to ensure that every child who enters our school gets the necessary tools and techniques for continued learning, and that when they leave this school; they leave with a solid foundation ready for scaffolding.

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

ADMISSION AND ENROLLMENT CONTENTS

- Application
- Contract Agreement
- Policies & Procedures
- Child's Profile/Information
- Emergency Contact Form
- Authorized Pick-up List
- Discipline Policy
- Picture Permission Form
- Dress code
- Day Care Cumulative Health Record
- Copy of Immunization Record – (MUST BE UP TO DATE)
- Field Trip Form

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Family Benefits: Classroom Monitors
Front Door Security Systems
Cultural Appreciation Programs
Seasonal Family Gatherings
Intergenerational Program
Holiday Child Care
Annual Class Pictures
Child Identification Program
Music and Entertainment Programs
Gymnastics Programs
Adventure Travel Programs

Staff Profiles: NYS Certified Teachers
CPR Certification
Certification in Basic First Aid
Child Abuse and Maltreatment Course
NYS Background Screening
NYS Fingerprinting
Yearly Physical Exam

Staff Education: Unlimited Early Childhood Courses
Monthly Staff Training Meetings
Annual Staff Development Day

License/Inspection: Dept. of Health & Mental Hygiene
Annual "A Castle For Classy Kids" Evaluation

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

THINGS TO KNOW ABOUT OUR CENTER

One of the most important decisions you will make as a parent is choosing a child care provider. You will want your children to participate in programs that encourage creative exploration and discovery lessons that prepare them for lifelong learning, and above all, you will want your children to be in a safe and happy environment. To help you make this transition, A Castle For Classy Kids Learning Center, Inc., has compiled a list of what to expect at our Center.

Facility

- A warm and inviting atmosphere
- Greets everyone with a friendly smile
- Security cameras on site (for your child's safety)
- Current licenses and permits of our center and staff posted
- Smoke detectors and fire extinguishers on site
- Adequate indoor activities space
- Bathrooms with child-sized commodes

Center Environment

- Positive communication with children
- Developmentally appropriate activities
- Staff is calm, patient and loving
- Staff is easily identified with name badges and/or uniforms
- Teachers are First Aid and CPR Certified
- Overall environment is pleasant
- A planned activities schedule is posted

Parent Communication

- Parents are always welcome to spend time in their child's classroom
- Parents are invited to the children's productions through-out the school year
- Parents are informed of accidents and unusual incidents
- Emergency weather plans are provided
- At enrollment, written statement will be provided for appropriate behavior
- Guidance techniques will be presented
- On-going school event notices available
- Weekly Newsletters are available

Safety

- Adult supervision at all times
- Age appropriate learning materials
- Easily accessible hand washing facilities
- All dangerous products, such as chemicals are kept out of reach of children

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Classroom Environment

Library available

Dramatic play Areas

Learning Centers

Computers equipped with software for young children

Lost Children Policy

A Castle For Classy Kids Learning Center, Inc., has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore the staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a staff member cannot account for a child's whereabouts the following procedure will be activated:

- The trip coordinator and the rest of the members of staff will be informed that the child is missing.
- A thorough search of the entire premises will commence.
- The staff members will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- Staff members will conduct a search of the area surrounding the premises.
- All staff members will be extra vigilant to any potentially suspicious behavior or persons in and around children and location.
- If after 10 minutes of thorough searching the child is still missing, the Administrative Director will inform the police and then the child's parents.
- While waiting for the police and the parents to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children at the daycare center.
- The Administrative Director will be responsible for meeting the police and the missing child's parents. The Administrative Director will co-ordinate any actions instructed by the police, and attempt to comfort and reassure the parents.

Once the incident is resolved, the Administrative Director and the staff will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Risk Assessment for that particular trip venue).

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

All incidents of children going missing from A Castle for Classy Kids will be recorded on an Incident Record Sheet.

Name of Parent/Guardian

Date

Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent and understanding interactions from adults and others, they develop good self-concept, problem solving abilities and self-discipline. Based on this belief on how children learn and develop values, this Daycare would practice the following discipline and behavior management policy.

We Do	We Do <u>NOT</u>
Praise, reward, and encourage the children	Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the child.
Reason with and set limits for the children	Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
Model appropriate behavior for the children	Do not shame or punish the children when bathroom accidents occur.
Modify the classroom environment to attempt to prevent problems before they occur	Deny food or rest as punishment
Listen to children	Relate discipline to eating, resting or sleeping.
Provide alternatives for inappropriate behavior	Leave the children alone, unattended or without supervision
Provide the children with natural and logical consequences of their behaviors.	Allow discipline of children by children
Treat the children as people and respect their needs, desires and feelings.	Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups
To stay consistent in our behavior management program	
Explain things to the children on their levels	
Use short supervised periods of "Thinking Time"	
Supply parents with techniques to work with their child at home.	

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the director retains the right to remove the child from the classroom until a meeting with the parents and further interventions are discussed.

Signature of Parent / Guardian

Date

Fire Drills

As per New York State Fire Department law, Fire Drills will be conducted at least once every month. Everyone on the school's premises, including parents and visitors must participate in the Fire Drill.

Fire Drills are conducted to ensure that your child/children and staff know what to do in case there is a fire or emergency in the building.

When the fire alarm is sounded, the building would be evacuated in a calm, safe and orderly manner. Everyone will gather in our designated "Safe Zone."

In the event of an actual emergency all children and staff will evacuate to one of our Off-Site Safe Space.

- Full Gospel Church of God Inc. located at 2566 Pitkin Avenue Brooklyn, NY 11208, or
- P.S. 345 located at 111 Berriman Street Brooklyn, NY 11208

The actual site will be determine based on the criteria of the emergency, parents/guardians will be contacted with all necessary information.

Parent Signature

Date

Medications

Employees of A Castle For Classy Kids are not certified to administer prescription or non-prescription medications such as pain relievers, cough syrups or oral analgesics to any child. Medications can be administered by an authorized parent/guardian. If authorized, that parent/guardian's name must be on the PICK UP LIST which is attached to the handbook.

Written parental permission is required to administer over-the counter topical ointments, sunscreen and topically applied insect repellent.

Please inform your child's teacher if your child is allergic to anything contained in those products.

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Parent Signature

Date

Required Supplies

- Full change of Clothing
- Children can bring personal items that they would like to share during “Show and Tell” with the class, such as favorite toy, story books, . . .

Please Note:

Supplies are to be brought to the Daycare on the first day of Attendance.

All belongings **must be labeled** with the child’s full name.

Signature

Date

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Dress Code

Our school is a uniform school!

We are encouraging our children to become independent and well-rounded individuals, who will bring their own assets and changes into a developing world. We encourage children to wear appropriate clothing that are clean and weather appropriate. It is almost impossible to keep children clean during the entire day, so please cooperate with this request. They get dirty by playing, rolling in the grass, painting, cooking, eating, etc. **Tennis shoes or other closed toe shoes should be worn to the Center. Sandals and flip-flops are discouraged,** the wearing of open-toes shoes can prevent a child from fully participating in all activities, and can sometime cause tripping and injuries to the child. Part of the day is set aside for physical development, so the children are allowed to go outside to play every day, (when weather permits).

Birthday Parties

Parents may bring or send birthday cake and/or other special treats for your child's classroom on his/her birthday. **Sodas and hard candies are not allowed,**

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

only 100% fruit juices please. Birthday celebrations are scheduled by the education director and your child's teachers.

Please check with your child's teacher if you have any concerns.

Signature of Parent/Guardian

Date

AUTHORIZED PICK-UP LIST

CHILD'S NAME: _____

Please list the names of the people who are authorized to pick-up your child in any event you are not able to do so.

DISCLAIMER: THE INDIVIDUAL PICKING UP THE CHILD MUST BE 18 YEARS OF AGE OR OLDER & MUST PRESENT IDENTIFICATION.

Name: _____

Telephone No: _____

Relationship: _____

Name: _____

Telephone No: _____

Relationship: _____

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Name: _____

Telephone No: _____

Relationship: _____

I, _____ have given authorization for the above

Individuals to pick up my child if I am **not** available to do so.

Please note, the child will NOT be released to any individual who is not listed on this Authorization form.

Parent(s) Signature

Date

EMERGENCY CONTACT FORM

Child's Name: _____

Name: Parent/Guardian: _____

Home No: _____ Work No: _____

In the case of an emergency, where the provider is unable to contact the parent, please list the person(s) who are authorized to make any decision in the absence of the parent or guardian. (Person must be 18 yrs and older).

Name: _____

Home No: _____ Work No: _____

Mobile No: _____ Other: _____

Relationship to Parent: _____

Name: _____

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Mother's name

Occupation

Employers Name

Address

City

State

Zip

Father's Name

Occupation

Employer's Name

Address

City

State

Zip

Mother's Contact #

Father's Contact #

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

In case of an accident or illness requiring immediate medical attention the Undersigned authorizes, **A Castle For Classy Kids Learning Center, Inc.,** to take my child to the nearest hospital.

Hospital Name: Brookdale Hospital

Hospital Address: 1 Brookdale Plaza Brooklyn, NY 11212

Telephone No: 718-240-6190

I hereby give authority to the staff of "A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC" to obtain necessary emergency medical treatment for my child, with the understanding that the family will be notified.

Intending to be legally bound hereby, we (I) agree to pay all reasonable expense incurred.

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Father's Name: _____

Mother's Name: _____

Child's Name: _____ Date: _____

(BLOCK LETTERS ONLY)

Parent/Guardian Signature

Child's History

Are there any dietary concerns? Yes No. If yes, please explain:

Has your child had a vision and/or hearing exam? (Vision Yes No)

(Hearing Yes No)

If yes, please explain:

Has your child had any behavioral problems? Yes No.

If yes, please explain:

Does your child have any allergies? Yes No.

If yes, please explain:

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

-
4. Does your child have any special FEARS? Yes No If checked yes, Please explain: _____
5. When your child is upset, what helps comfort him/her? _____
6. How do you discipline your child? _____
7. Does your child take an afternoon nap? Yes No If checked yes, how long: _____
8. Anticipated adjustment problems: _____
9. Previous childcare/daycare child has attended: _____
10. Any problems at previous daycare: Yes No If checked yes, Please explain: _____
-

Parent Signature

Date

Authorization for Field Trips

I _____, give

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

A Castle For Classy Kids Learning Center, Inc., the authority to accompany my child _____ on field trips via bus, van or public transportation as part of my child's developmental curriculum.

Parent/Guardian (PLEASE PRINT)

Parent/Guardian Signature

Date

MEALS, SLEEPING AND NAPPING ARRANGEMENT

I understand that my child _____ while under the care of A Castle for Classy Kids Learning Center, Inc., will be

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

napping on a cot in the classroom area of the establishment. Children will be provided with a sheet and blanket from the Center. Children will be supervised during this period of REST TIME.

Opening hours 8:00 a.m.

Breakfast will be server between 8:00 a.m. and 8:20 a.m.

Mid-Morning snack will be served at 10:30 a.m.

Lunch will be served between 12:40 p.m. and 1:05 p.m.

Closing hours 2:15 p.m. and 2:20 p.m.

Parent/Guardian Signature

Date

Picture Permission

Child's Name: _____

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

I, _____ give **A Castle for Classy Kids Learning Center Inc.** permission to photograph my child for developmental recording purposes only. I understand that these photographs will not be used in any promotional way.

❖ At the end of each year, all photos will be returned to parent.

Signature of Parent/ Guardian

Date

Authorization for Administering Emergency Life Saving
Assistance

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

I _____, give
A Castle For Classy Kids Learning Center Inc., the authority to
administer nebulizer treatment or Epinephrine Auto-Injector (EpiPen)
to my child Name _____.

These items can be brought in and stored safely in your child's
classroom or in the Director's office.

**Reminder: All medication that is brought in must be sealed and in
its original packaging. ABSOLUTELY NO EXCEPTION!**

Parent/Guardian (PLEASE PRINT)

Parent/Guardian Signature

Date

Policies & Procedures

Expectations for Behavior

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Children in our school are always expected to show respect towards adults and peers. Violent behavior and profanity are not acceptable in the school and will be address with the parent. Every effort and strategies will be made to correct the behavioral problem. Our goal here is to encourage independence and growth for all of the children in a safe and secure environment. We know that children adjust differently, and that some children takes a little longer to adjust than others, but in consideration for the safety of all the children in the school, we reserved the right if deemed necessary as a matter of safety, to have parent of a child who is exhibiting behavioral issues to stay in the classroom while we work together in correcting the behavioral issue (s).

Meals

Nutritious meals are served daily which will include breakfast, lunch, and a snacks from the four (4) major food groups. We will try to accommodate the personal taste of the children within reason. If parents are providing their own meals, **please label food containers bottles and cups.**

Dietary concerns (e.g., Lactose Intolerance) must be disclosed beforehand by the parent.

Daily Rest and/or Naptime

During each afternoon, ALL children are expected to have a **quiet** time. The children will be encouraged to rest and relax. They will sleep, lie down or quietly read a book.

Emergencies

In the event of an emergency, every effort will be made to contact the parents or emergency contact persons. If this is not possible we will require the parents to provide us with a signed and notarized document authorizing A Castle for Classy Kids Learning Center, Inc. to contact the appropriate authorities for the safety of your child.

Name of Parent/Guardian (BLOCK LETTERS)

Date

Signature

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Policies & Procedures

This is the school's policy on "Arrival and Dismissal" times.

- UPK children and expected to be in school by **8:00am**, but no later than **8:30am**. *NO CHILD WILL BE ACCEPTED AFTER THIS TIME*, unless your child/children has a reasonable excuse (i.e. **Doctor's appointment etc.**), you must call the school's number **(347) 750-8154**, to inform the teacher of the late arrival.
- Please understand this is an attempt to ensure that your child/children is not missing out on the important lessons which are being presented during the early part of the school day.
- **Pick-up time:** for all UPK children is 2:20pm. There is a late fee charge for children being picked-up after this time. There will be **No exception**.

FEE'S CHART

DEPARTURE TIME	LATE FEE
15 Minutes past your grace period	\$15.00
30 Minutes past your grace period	\$35.00
45 Minutes past your grace period	\$55.00
One (1) Hour past your grace period	\$75.00

Payments are due immediately upon arrival the following day to either the teacher of director.

Children's Personal Belongings

No personal toys are allowed at the daycare. Please remove any jewelry from your child before entering the center. **We are not responsible if they are lost or broken.** Each Child will have their own storage bin for their belongings. We will provide you with a "Supply Request" form, when your child runs out of his/her items. **Please label all clothing with child's full name.**

Absence Policy

Parents are responsible for calling the Daycare when their child will be absent. Please try to make this call ONE HOUR before breakfast, which is usually served around 8:15AM.

Name of Parent/Guardian

Date

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Signature

Policies & Procedures

Holidays/Daycare Closing

The School will be closed on all Observed Holidays as per NYC DOE Calendar. In the event of bad weather conditions, we will be open according to City regulations. You will receive a monthly calendar showing school events as well as closing periods.

Illness (See Policy on Communicable Diseases)

Please adhere to these guidelines when your child is ill. In the event your child becomes ill at our daycare, we will follow the procedures outlined in this policy provided by the state.

Immunization Records

Children will not be permitted to attend the daycare without a current medical and immunization records.

Communication

We believe that communication is essential with the parents of the children entrusted to our care. We have a bulletin board at the daycare with up-to-date information/changes. Phone conferences and meetings can be arranged to discuss matters such as toilet training, behavioral issues or concerns you may have. **There is an open door policy and we strongly encourage communication and feedback from parents, both POSITIVE and NEGATIVE so we can continue to improve and meet the needs of our children.**

Name of Parent/Guardian (BLOCK LETTERS)

Date

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Signature

Policies & Procedures Excluding Students Due to Infectious Illnesses

To promote student health, and avoid the spread of illnesses in school, the school is requesting that students with contagious diseases stay home until the symptoms are gone or until a doctor approves readmission into the program.

If your child exhibits any of the following symptoms, the child should not attend daycare. If such symptoms occur at the daycare, the child will be removed from the group, and parents will be called to take the child home.

- | | |
|----------------------------------|--|
| *Severe pain or discomfort | *Acute diarrhea (3+ more diaper changes for infants) |
| *Severe coughing | *Episodes of acute vomiting (3 incidents) |
| *Red eyes with discharge | *Elevated oral temperature of 101.5 degrees Fahrenheit |
| *Lethargy | *Yellow eyes or jaundice skin |
| *Infected untreated skin patches | *Skin rashes in conjunction with fever or behavior changes |
| *Difficult or rapid breathing | *Skin Lesions that are weeping or bleeding |
| *Mouth sores with drooling | *Stiff Neck |

Families must report to the program within 24 hours any absences due to the following illnesses:

- Chicken pox, conjunctivitis, diarrhea, diphtheria, food poisoning, hepatitis, haemophilus influenza type b infection, impetigo, measles, meningitis (all types), meningococcal disease, Methicillin resistant staphylococcus aureus (MRSA), mumps, pertussis (whooping cough), poliomyelitis, rubella (German measles), salmonella, scarlet fever, tuberculosis, or any other disease or condition which may be a danger to the health of other children. Such disease or condition shall not include acquired immune deficiency syndrome (AIDS) or human immunodeficiency virus (HIV) infection.

Excluding Students Due to Lice

To avoid the spread of lice and/or nits (eggs) in school:

- Students who have lice must be excluded from the pre-K program for 24 hours after receiving treatment and becoming lice/nit free.
- Staff at the pre-K program should check the student's head to see that the student is nit-free before readmission into the program.
- A note from a physician is not a requirement for a student who has lice to return to their pre-K program.

Children who are absent for more than two (2) days consecutively, MUST bring a doctor's note upon return, so they can re-join their class.

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Name of Parent/Guardian (BLOCK LETTERS)

Date

Signature

Policies & Procedures

Suspected Abuse

By law, the State of New York requires that all staff who suspect or see any possible signs of child abuse (physical, sexual, emotional etc.) to report such cases to Child Abuse Hotline or proper authorities. Our Daycare Staff would comply.

I am in agreement that I fully understand and have read the Policies and Procedures in its entirety set forth by the Daycare Provider.

Parent/Guardian Signature

Date

Provider Signature

Date

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

This document must be notarized

***ALL POLICIES AND PROCEDURE ARE SUBJECT TO CHANGE BY
A CASTLE FOR CLASSY KIDS LEARNING CENTER INC.***

Quick Info Sheet

Childs Name: _____

Date of Birth: _____

Teacher: _____

- Food Allergies:**
- 1) _____
 - 2) _____
 - 3) _____
 - 4) _____

Parent Name: _____

Contact Number: _____

A CASTLE FOR CLASSY KIDS LEARNING CENTER, INC.

Parent Name: _____

Contact Number: _____