



**BFLC Pelham Gardens LLC**

**Pre-K for All**

**Parent's Handbook**

***3-K for All & Pre-K for All Policy Handbook***  
*for New York City Early Education Centers (NYCEECs)*

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# Brilliant Futures Corporation

## BFLC Parent's Handbook

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The BFLC Pelham Gardens LLC Parent Handbook will provide you with general information about our program including our policies and procedures. This handbook is based on the [3-K for All and Pre-K for All Policy Handbook](#). Please read it and keep it for future reference.

### **Children's Ages:**

BFLC Pelham Gardens LLC participates in with the Department of Education (DOE) to provide PreK for All program; Children qualify for enrollment based on their birth date turning 4 within the year they are enrolled.

### **Daily Operations:**

BFLC Pelham Gardens LLC is opened for the DOE hours of Monday through Friday 8am to 2:20pm. Children can participate in our private after school program for a weekly fee of \$125 or \$50 for days DOE is closed. Children not participating in afterschool must be picked up by 2:30pm or pay a \$25 late fee. All children must be picked up by the close of business.

### **Closing Dates:**

BFLC follows the DOE calendar provided at the start of the school year. Children enrolled in comprehensive afterschool or if they pay \$50 per day can attend our program on available non-DOE days.

### **Arrival:**

Your child is to be brought and picked up by the parent or authorized adult. We become responsible for your child after he/she has been delivered inside the preschool.

**Lateness:** Children must arrive before 8:30 am. Non-excused recurrent lateness may require further action from our program and reporting to our designated Division of Early Childhood Education (DECE) field office

### **Permission to Leave Premises:**

For the protection of all children, we require written permission if someone other than yourself is to pick up your child. You will provide us name in the initial registration form and you can add their information on Brightwheel. Only in the case of an emergency, you may give verbal permission for your child to leave with another adult. If your situation provides, please notify us in writing of individuals with whom we should under NO circumstances relinquish you child.

### **BFLC Attire:**

The best attire for day care is play clothes, easy to pull down pants. Close-toe comfortable shoes that can be removed easily by children, we prefer easy to tie laces, Velcro, or stretchable chords to prevent children from tripping from untie laces. Keep in mind that during cool weather we will play outside and your child will need a coat, hat, mittens, etc. For your child's safety, we do not allow crocs, flip flops, cowboy boots, jewelry and clothing with cords or ribbons around the neck to be worn.

**List of Items to Bring Every Week (We recommend to mark all clothing items w/child's name. The daycare or staff will NOT be responsible for lost unmarked items)**

- A change of clothes: Shirt, pants, underwear & socks
- A lightweight fleece blanket (bulky blankets do not fit in the cubbies and touch other personal items causing a health risk like spread of germs and lice)
- A canvas bag to put all items and project to take home (please no book bags due to limited space in cubbies)
- Extra pair of old shoes to leave at school (mud shoes) to use for outdoor play
- Winter attire extra gloves/hats to leave at school for winter months

### **Illness and Sick Policy:**

Child health checks are performed daily at the start of the day. A child with the following symptoms cannot attend or will need to be picked up:

- A suspected or diagnosed communicable disease as defined by the NYS State Department of Health until evaluated and approved for inclusion by a health care provider to participate in the program. Examples any viral rash (chicken pox), pink eye, strep throat, flu
- A fever 1 hour after given medications
  - 100°F or higher temporal

**If temperature lowers with medication and child's behavior is normal child may stay. If child stays, parent must be available to give medication or pick up in case fever returns.**

- A child with fever accompanied by a behavior change, stiff neck, rash, unusual irritability, poor feeding, vomiting or excessive crying
- Forceful vomiting or diarrhea more than once per day
- Looking or acting very ill or getting worse quickly and cannot participate in activities.
- Neck pain when the child's head is moved or touched
- A stiff neck or severe headache and looking very sick
- A seizure for the first time
- Acting unusually confused
- Unequal pupils (black centers of the eyes)
- A blood-red or purple rash made up of pinhead-sized spots or bruises that are not associated with injury
- A rash of hives or welts that appears and spreads quickly
- Breathing so fast or hard that the child cannot play, talk, cry or drink
- A severe stomachache that causes the child to double up and scream
- A stomachache without vomiting or diarrhea after a recent injury, blow to the abdomen or hard fall
- Stools that are black or have blood mixed through them

- Not urinating at least once in 8 hours, dry mouth, no tears or sunken eyes
- Continuous clear drainage from the nose after a hard blow to the head

### **Contagious Disease Report:**

Notify us promptly of a known exposure to, or contraction of, a contagious disease. Parents of exposed children will be notified.

### **Absences:**

Research has shown that students in regular attendance benefit most from the services offered in pre-K. A student's year in pre-K is truly irreplaceable time for students' growth and development. DOE policy expects BFLC to keep accurate records of student attendance.

- More than 3 consecutive days of absences must have an excuse or medical note
- 10 consecutive non-excused absences or 20 non-excused absences in a 4-month period can lead to termination of service.

Please contact our program in writing via brightwheel or email if your child will be absent.

### **Curriculum:**

Pre-K classrooms are required to implement a curriculum that supports and advances the [NYS Prekindergarten Foundations for the Common Core \(PKFCC\)](#) guiding principles and learning standards. The Pre-K curriculum must support all students to have a rich and varied early learning experience that prepare them for success in K-12 and beyond.

### **Curriculum Overview:**

Our program chose the [Interdisciplinary Units of Study](#) as our standard curriculum.

The Interdisciplinary Units of Study were developed by the DECE to support students learning in all domains using developmentally appropriate practice. The interdisciplinary units, grounded in the

PKFCC, follow a progression of interdisciplinary learning throughout the year.

Our children progress naturally because they're constantly stimulated to be creative and curious, to learn and have fun learning. By instilling in them a desire to learn rather than pushing them to learn "advanced" material, we are positively preparing them for the tough challenges ahead.

As children grow through our program, they will be introduced to many creative and fun tools and materials that increase curiosity and learning. Our comprehensive early childhood education programs focus entirely on the needs of the individual child; we learn your child's strengths and build on them with stimulating activities and lots of positive reinforcement.

Daily activities utilize early math, science, motor and social skills.

### **Live Animals, Science Area & Pet Policy**

As part of our learning activities we will have age-appropriate live animals and pet interaction. These may include but are not limited to reptiles, fishes, bugs etc. We ensure proper handling and sanitation when interacting with our classroom animal friends. These precautions include proper hand washing before and after any activity involving live animals, adult supervision and instruction regarding the safety of our animal friends. Currently we have a lovely fish in our aquafarm. Caring for small animals instills a sense of responsibility and teaches small children a valuable lesson about empathy and caring for others.

### **Pre-K Student Schedule:**

During Pre-K for All program hours, we must offer activities which are appropriate to the age-level and individual needs of the students and that build on students' interests, backgrounds, and ideas for learning. Activities provided support the development of skills and knowledge



described in the PKFCC standards and adhere to the PKFCC Guiding Principles.

Students learn best when they have the opportunity to work independently and in a variety of group settings facilitated by teachers. Our daily schedule provides students with opportunities for individual, small, and whole group learning through a balance student and adult-initiated activities.

### **BFLC Daily Schedule**

8:00am	Children arrive, Learning Centers, Play
8:30am	Breakfast/Social time
9:00-11am	Centers/Small group
11:05am	Clean-up Classroom/Bathroom break
11:15am	Group meeting
11:25pm	Wash Hands
11:30pm	Lunch/Social time
12:00pm	Outdoor Exploration & Nature Play
1:00pm	Transition Indoor/Wash hands/Bathroom break/ Brush teeth
1:15pm	Nap/Rest
2:00pm	Wake-up/ wash hands
2:05pm	PM Snack & Story
2:20pm	Departure, Read books

#### **Outdoor Play Policy:**

According to the 3-K for All and Pre-K for All policy handbook, adequate periods of outdoor play should be provided daily for all students. Low temperatures should not be a barrier to outside play, as long as the students are appropriately dressed. In inclement weather, active play shall be encouraged and supported in safe indoor play areas. Students should not play outside on days when there is ice on the playground.

In instances of extreme heat, we are encouraged to use the NOAA's National Weather Service Heat Index to determine if outdoor play is appropriate.

BFLC Pelham Gardens LLC's Outdoor policy:

- We will use the NYC Office of Emergency Management or the National Weather Service when inclement weather is predicted
- We will go out on temperatures above 25 degrees Fahrenheit or the NOAA's National Weather Service Heat Index, and minimize the days when students are unable to play outside (ECERS-R)
- We will ensure ALL children are dressed properly. We may ask for extra gloves and hats to keep at our facility.
- We will be flexible when there is bad weather and, if necessary, try to reschedule play time for a different time of the day.

We understand concern from parents as the weather gets colder. DOE and BFLC supports your concerns. We encourage children to be bundle with many layers, hats, gloves and appropriate foot wear. We will keep extra gloves and hats for occasions in which these items are forgotten at home. We would appreciate if you keep extras of these items in you car or bag if possible.

### **Nap Time Policy:**

Naps and/or rest time are scheduled for all children. Surprisingly enough after a busy morning at daycare most children welcome the chance to rest. Please bring your child a blanket.

**Guidance on Early Risers or Non-Nappers:** Students will not stay quietly on their cots or mats with nothing to do. We will provide ways for these students to be appropriately involved and supervised while others are sleeping. The following provisions can be taken: • Students can be encouraged to quietly read books or play quietly with soft toys on their mats or cots. • Students can read or play quietly in a separate part of the room that is away from sleeping students.

### **Nutrition Policy:**

All children are served nutritious meals and snacks. BFLC participates in the Child and Adult Care Food Program (CACFP), therefore all meals and snacks will be provided by us. Children are not allowed to bring their own food and specialized diets can be created upon request.

### **Meal Patterns- Based on USDA CACFP guidelines**

Breakfast: 1 Grain/Bread, 1 Fruit/Vegetable, 1 Serving of Milk

Lunch/Supper: 1 Meat/Protein, 1 Grain/Bread, 2 Vegetable/Fruit, Milk

Snacks: 1 Grain or 1 Protein & 1 Fruit/Vegetable and water

All our food is prepared daily from wholesome ingredients using sanitary cooking practices. Parents will receive weekly menus posted on Facebook. Menus are also posted on our bulletin board and Brightwheel communication.

Accommodation for component substitutions: A parent may provide up to one component to be substituted for their child's meal. Please communicate with us about any dietary restrictions at the start of the school year.

***We are a peanut-free facility and we aim to be allergy-friendly. Please let us know of any known and new food allergies as soon as possible.***

## **Developmental Screening**

Developmental screening is a key part of a student's transition into our program. At the beginning of the year, we must use a valid and reliable developmental screening tool to identify potential developmental delays and language support needs. We use the Early Screening Inventory-Revised (ESI-R).

Screening tools assist educators in learning about the various aspects of a student's development, such as language cognition, perception, and motor development. Teachers are required to administer a developmental screening to all students within 45 calendar days of enrollment. The results of the screening will be discussed during parent conferences or during a scheduled meeting if there are any concerns.

## **Authentic Assessment**

Pre-K for All classrooms are required to use a developmentally appropriate, valid, and reliable authentic assessment system to monitor developmental progress, plan instruction, and inform family engagement.

Authentic assessment systems include a formative collection of qualitative student data (e.g., student observations and work samples). By utilizing authentic assessments, teaching staff deepen their shared understanding of students' development and learning to inform instruction and family engagement.

Authentic assessment systems support teachers to:

- Strategically collect observational data and student work samples
- Analyze that information along a developmental continuum
- Plan instruction that is responsive to the needs of individual students and groups of students
- Inform family engagement practices

We have selected [Teaching Strategies GOLD \(TSG\)](#) as our Authentic Assessment tool. The children's progress will be discussed during parent/teacher conferences.

### **Parent Engagement Policy:**

Strong partnerships with families in Pre-K lay the foundation for on-going engagement in their student's K-12 education. Our program provide families with a warm and respectful environment. The DECE requires us to provide information to families at certain times throughout the school year. We try for our policies, communications, and services to be sensitive to the linguistic, cultural, and social-emotional needs of families.

### **Communication with Families:**

To ensure open communication with families we have a few alternatives for our program to communicate with your family:

- Brightwheel App
- Email (Operations@bflckids.com)
- Daily on-going conversations
- Phone calls 718-938-1632 or 718-344-0151
- Fax 347-503-0990

We expect parents to stay involved and active in their child's daily life through constant feedback and communication. Parents are provided with calendars and parent/teacher conferences twice a year. The Staff is always available to talk with parents because we value the parent/child/ teacher relationship.

We have an open-door policy, and parents are encouraged to come in and stay, in particular at the beginning of the school year while children are transitioning to the school environment.

If you need to speak with the staff, please allow yourself extra time and arrive early.

Open-door policy will be defined as a visit to the program. Visiting parents will be required wash hands or use hand sanitizing lotion. Based

on regulation NYS 416.9 (l) a child may only be disciplined by the approved daycare staff. During your visit to our program we ask you to please keep this in mind when interacting with the children.

**Birthdays Policy:** Parents may bring special cookies or cupcakes to the Daycare on the day to celebrate the month's birthdays so that their child may celebrate his/her birthday with other children. Birthday cookies or cupcakes will be given to children after they finish their nutritious meal or snack. Send enough for everyone.

**Medical and Emergency Procedures:**

A medical authorization form must be on file at BFLC before a child will be permitted to attend the program. This form is required by the hospital and/or physician, should your child need emergency medical care. Should your child need emergency medical attention, he/she will be taken to the nearest medical facility if approved by the parent/guardian.

A Medical Statement form is required and updated annually. Based on our signed contract without an updated form your child cannot attend program. No exceptions. You may fax forms with a cover letter Attn: BFLC - Pelham Gardens to 347-503-0990.

**Procedure In Case of Injury:**

Although the staff takes every possible precaution to advert injury to any child, accidents can happen. In case of emergency the parents will be notified immediately. Immediate medical care will be obtained.

**Safety Regulations and Procedures:** Fire and emergency drills will be regularly held and children will be instructed on the procedures. BFLC is adequately equipped with fire exits, extinguishers and smoke alarms.

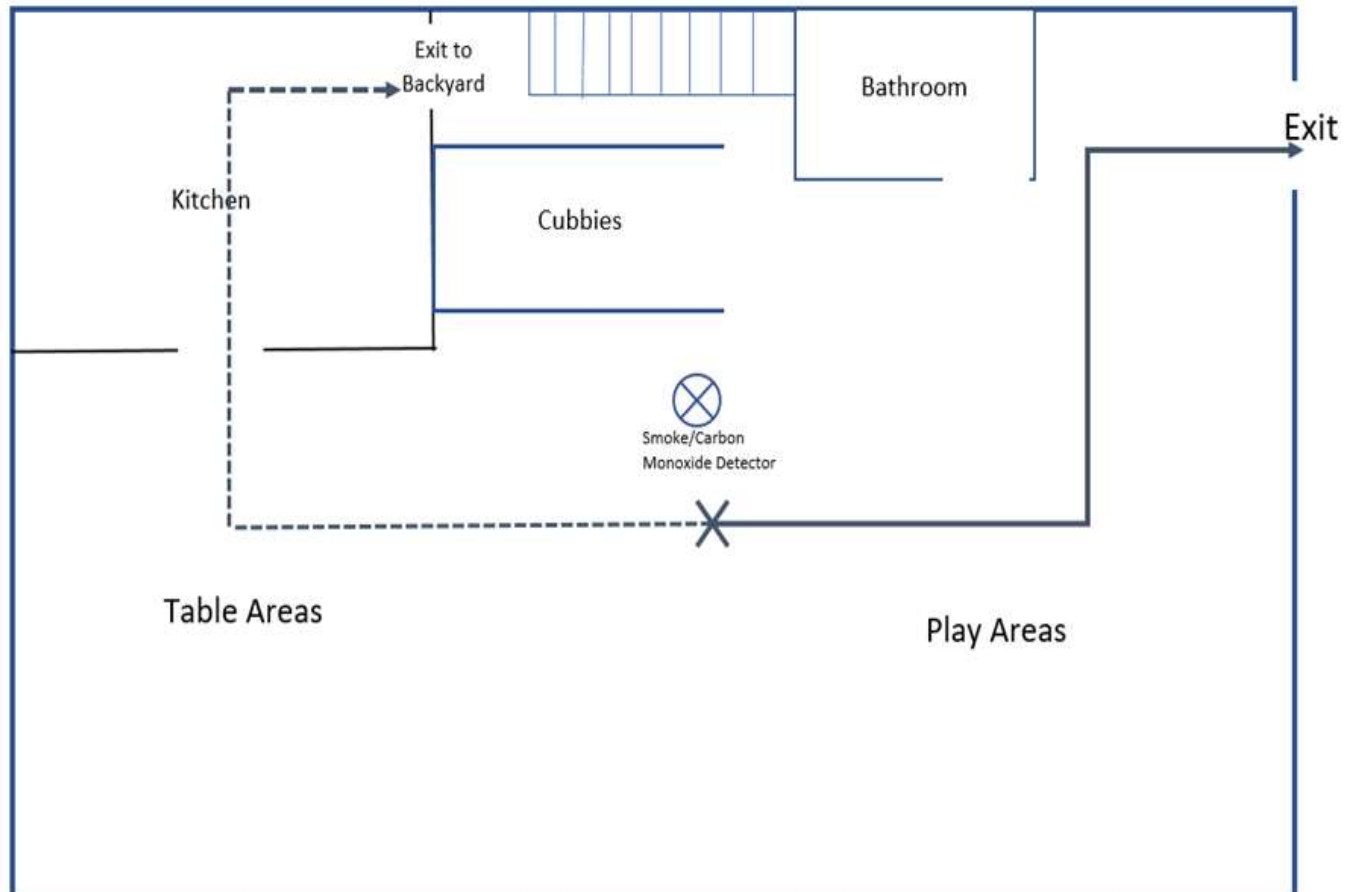
## Disaster Preparedness Policy:

We have a complete plan for responding to a disaster, such as fire, flood, tornado, earthquake and bomb threats. The Staff and children will perform evacuation drills once per month. Shelter-in-Place drills twice per year.

If we have to evacuate the Program, our emergency safe locations will be:

- 1) P.S 97- 1375 Mace Avenue, Bronx, NY 10469. 718-655-4446
- 2) Walgreens- 2504 EASTCHESTER RD, Bronx, NY 10469  
718-881-1578

### Emergency Evacuation Plan



In case of severe weather WARNINGS; proper precautions will be taken for floods, storms, tornado, earthquake, etc. BFLC will be closed if the weather condition does not allow us to offer a safe environment for your child. If NYC Public School are closed, we will be closed.

### **Reporting Child Abuse and Neglect Policy:**

New York State Office of Children and Family Services require individuals working with families to become **mandated reporters**. This means providers are required by State Law to report child abuse and neglect. What is child abuse and neglect?

"Child" means any person under eighteen (18) years of age;

"Abuse" means any physical injury, mental injury, or sexual mistreatment inflicted on a child other than by accidental means, or an injury which is at variance with the history;

"Neglect" means a failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education as required by law; or medical, surgical, or other care necessary for his/her well-being; or any maltreatment of the child.

**The telephone number to report Child Abuse and Neglect is 1-800-482-5964.**



## **Behavior Management and Positive Guidance Policy:**

Pre-K for All programs are responsible for using positive behavior guidance strategies to empower students to develop a positive self-concept, and intentionally guide students to interact respectfully and constructively with peers and adults in their community, and their environment.

Students who are engaged in active learning, who feel secure, supported, and valued are more likely to demonstrate respectful constructive behaviors and engage in positive interactions.

Our program was required to establish the following positive classroom culture and this written student behavior guidance policy that complies with the NYCDOE and ACS statement on Positive Behavior Guidance in Pre-K for All and EarlyLearn NYC Programs:

- 1) **We expect greatness:** On the first day of classes we familiarize the children with classroom rules. Rules are posted by the activity table area in the kitchen. We expect everyone to follow these rules and support a positive classroom environment.
- 2) **Reinforce Positive Behavior:** We will ensure to notice "good behavior" more often than criticize negative behavior. We will use positive language and focus on desired behaviors.
- 3) **Proximity & Space:** We will maintain competent and proximal supervision to ensure the safety of all children. If there are behaviors that are disruptive or may cause harm to self or others we will physically remove child to a safe location and support their lack of emotional control.
- 4) **Eye Contact on Their Level:** Whenever possible we will speak to the children at their eye level to communicate respectfully and mindful of their space and comfort level.
- 5) **Mindful Behavior Management:** Teachers will practice mindfulness and self-care to manage their emotions to model

calming down techniques. This may include breathing and stretching to operate at a calmer state of mind during tense moment.

6) **Teach empathy, intrapersonal awareness & problem solving:**

Whenever is appropriate we will ask the students to reflect about their actions & to find solutions to conflict.

7) **Pull for their inner greatness:** When challenging behaviors occur, we will try to focus on the root cause of the issue. Our priority is to support the whole child, including his or her emotional well-being. Children who are empowered to behave positively are more likely to show higher executive function and adaptability.

