

**Brooklyn Child Care, Inc., 800 Poly Place, Brooklyn, NY 11209
(718) 630-2831 or (917) 613-6821
Tanya Lipkin, Director**



Welcome to Brooklyn Child Care, Inc.

We are always improving our policies so please make sure this is an updated version of our Parent Handbook. (2020-21)

Thank you for choosing Brooklyn Child Care, Inc. program. We hope that you and your family have a wonderful experience here at our center. We consider our school community an extension of home and hope you feel the same!

This Handbook has been designed to acquaint you with the center's policies, philosophy, objectives and regulations. Please take some time to read through the hand book and let us know if you have any questions or concerns. Brooklyn Child Care, Inc. staff would like you to feel confident in knowing that we take great care in following policies so that all children are safe, happy and secure in this environment.

IT IS A POLICY OF BROOKLYN CHILD CARE Incorporated NOT TO DISCRIMINATE AGAINST A PERSON AS TO THEIR RACE, COLOR, ANCESTRY, SEX, AGE, RELIGION, HANDICAP, OR NATIONAL ORIGIN.

Lifetime of Learning Starts at Brooklyn Child Care, Inc.

******We are on Federal Property and we all must follow their laws and policies******

Please show your ID and Daycare pass when requested by the VA Police

PARENT HANDBOOK ADDENDUM

Parent Handbook Addendum:

Brooklyn Child Care Inc. will implement the Pandemic Section of the Parent Handbook under the guidance and direction of the program administration, local licensing agency, federal, state and local governmental agencies. To ensure the safety of children, families and staff, the center will monitor the situation and take into account the guidance and suggestions from the authorities. Decisions made by the center will consider the safety of children, families and staff. Program changes may include:

Unplanned Center Closures:

On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our center, as well as work as creatively as possible to provide care and support to our families and staff.

Remote Learning Opportunities During Closure (if staff remain employed):

- Teachers will maintain ongoing communication with families and children.
- Online platforms such as Facebook, Zoom, Google Hangouts will be utilized for activities, sing along and story time; individually and in group settings.
- Phone calls, emails and newsletters will be sent regularly from teachers and administrators.

Changes When Program is Reopening: When the program reopens, all required protocol mandated by our local licensing agency, and our Health Care Consultant will be initiated. Some examples of practices that may be implemented are:

- **Temporary reduction of program hours:** hours will be determined based upon staff availability and parent need. Reduced hours may also be considered to provide staff

with enough time for **extra cleaning** and program planning.

- Enhanced health screenings and temperature checks upon arrival.
- Stricter child exclusions for signs of illness: **Refer to Emergency Health Policy.**
- Limitation of family members in the building: Rest assured, you will always have access to your children, but in an effort to reduce the number of people coming into the building we have amended our drop off/pick up policy, see below. Please note, if you do enter the building, you will be required to follow our health screening procedures, must wear a mask and follow physical distancing guidelines.
- Elimination of non-essential visitors into our building.

Pick Up and Drop Off: To create a safe and manageable way for children to arrive and leave our program, we will be implementing the following protocol:

- Children will be received from the **second door**. Staff will take child's temperature and you will need to fill out a daily well check form before we accept your child.
- At the end of the day, as you come to the building please line up and social distance. Sign your child out and staff will bring child to you.
- A staff member will be at the front door to receive your child. Again, please adhere to physical distancing when picking up and dropping off your child.

- Teachers will communicate with families via, phone and email

Personal Items from Home:

- Because we are limiting the cross contamination of bodily fluids, even more stringently at this time, staff members will provide you a list of mandatory supplies for your child. These supplies must be maintained on a daily basis in order for your child to attend the program. (for example: indoor shoes in all classrooms, extra bibs for the infant/toddlers).

Meal Times:

- Family style dining will be **temporarily discontinued**. Food will be plated for each child individually by the Teacher. Children sit apart as safely as possible.

Amplifying our Daily Cleaning Efforts: While this is part of our normal routine, there will be additional efforts made to disinfect the classrooms, gross motor spaces and high traffic areas, paying special attention to doorknobs, phones, tables, chairs, keyboards, handrails, gates etc. We will be disinfecting with a higher concentrated bleach/water as recommended by the CDC. In addition to classroom cleaning, all staff members will be assigned various areas of the building for frequent disinfecting.

All Staff and visitors will go through a daily health check with temperature check.

Teachers will wear mask all day and if you want your child to wear a mask let us know. Children will nap least six feet apart and head-to-toe for the duration of rest, when feasible.

Staff will

o Cover their nose and mouth with a mask or cloth face-covering.

o Properly store and, when necessary, discard PPE.

o Adhere to physical distancing instructions.

o Report symptoms of or exposure to COVID-19, and how they should do so.

o Follow hand hygiene and cleaning and disinfection guidelines.

o Follow appropriate respiratory hygiene and cough etiquette.

Brooklyn Child Care Inc. Tuition Agreement Contract

Tuition Payments Due to Catastrophic Event or Public Health Emergency (Pandemic)

Tuition Payments: Under normal situations, families are expected to pay tuition regardless of whether your child attends the program or not. Tuition payments secure a space for your child and allows us to pay for our expenses, which includes staff salaries. In the event that the program is closed due to a sudden catastrophic event, including but not limited to: weather-related emergencies, terrorism, or public health emergencies such as a pandemic, tuition will be expected as follows:

If the program is closed and staff are furloughed, tuition will not be charged.

For the first 4 weeks of closing, families will be charged full tuition.

If the program will be closed in excess of 6 weeks or more: A re-assessment of tuition billing will be conducted.

I acknowledge that I have read and understand the tuition policies and know that I am responsible to pay tuition in accordance with your policies if a catastrophic event such as a pandemic were to occur.

Parent Signature Date _____

Nothing on earth is more precious than a smile on your child's face. You'd give your child the whole world if you could! A strong foundation, positive self-esteem and well-rounded education are an excellent start. That's exactly what your child will receive at Brooklyn Child Care – all in a warm, safe and nurturing environment. We understand that childhood is a magical time, but we also know that it's the time when the foundation for future success is built.

Our teachers provide a stable, comprehensive and developmentally appropriate child care program designed to promote each child's intellectual, social, physical and emotional growth. Our staffing policy is to assign specific teaching staff to work with each class of children, day-to-day for stability over time. Fun and educational materials are provided to encourage children to explore, experiment and gain an understanding of the world around them. Individualized and group activities build upon the rapid growth and development of each child. In addition to the traditional areas of language development, science/discovery, creative arts, mathematics and social studies, BCCI also offers computer and music programs, cooking, gardening and physical activities.

Nutrition is of paramount importance for young children. We offer a full well-balanced breakfast as well as several snacks each day. Menus are planned to meet nutritional guidelines and to provide your child with tasty, yet healthy, meals. Good eating habits, appropriate table manners and hands-on "cooking projects" make our food program exceptional.

BCCI's Summer Program focuses on recreation and socialization through outdoor activities, interactive field trips and entertainment to foster learning in a creative, relaxed and fun atmosphere. Other BCCI programs include Universal Pre-K which is sponsored by the NYC Board of Education; a program for low income Department of Veterans Affairs employees ask Director for more information on "VA Subsidy" program.

At BCCI, we go to great lengths to protect the safety of each and every child. Our floor plan and outdoor play area are laid out so that individuals who enter or leave the building can be easily monitored.

Open to the public year-round, BCCI offers competitive tuition and per diem rates. Visit our web site at <http://www.va.gov/visns/visn03/daycare.asp> or contact Tanya Lipkin, BCCI Director, at 718-630-2831 for more information or to enroll your child!

Accident Policy

The following steps are taken if a child has an accident.

1. Child is checked for injury, choking, breathing problem or illness.
2. First Aid is applied. If child has a bump or bruise icepack is applied to injury. If child has a scrape or cut, the teacher puts gloves on. Then teacher cleans area and puts band-aid on cut. If a child is choking blockage is removed and CPR/First Aid is performed.
3. Any injury parents are informed, and accident is written in accident log.
4. In case of emergency, child is taken to emergency room and parent is notified immediately.

Allergy Alert

Brooklyn Child Care staff maintain areas used by staff or children who have allergies or any other special environmental health needs according to the recommendations of individual health professionals.

Each classroom has an ALLERGY ALERT. This informs all staff of child's allergy

EPI-PEN ALLERT

Please fill out the Allergy Response Plan. SEE your child's teacher for this form.

Some staff are trained to administer Epi Pen. Please alert us if your child requires this incase of allergy reaction.

Arrival & Departure (SeeCovid19- Addendum)

An area for day care drop off is reserved in the Veteran's Parking Lot. Our classroom doors open at 7:15 am for paid and extended day families. No child is permitted to enter our building or classrooms without a parent or guardian. You must escort your child to his/her classroom. **Parents/guardians must sign their child in and out at the front desk every day.** See **Covid19- Addendum** (Upon entering our classroom, we ask that all children be brought by their parent or guardian to the bathroom for hand washing.) Proper hand washing is essential to prevent the spread of so many diseases common to schools. We ask for everyone's full cooperation in this matter.

It is important that your child be in the classroom on time so that he/she can be properly greeted by the teachers. The first ten minutes of each session are reserved for this essential interaction. If you have a minor question, you may briefly speak to the teacher at this time. If you have any concerns about your child that will require a more lengthy conversation, please feel free to make an appointment for a conference. Please keep in mind that our teachers must give their full attention to the many children in their classes. Warmly greeting each child is a key part of a positive experience and all children deserve the full attention of their teachers.

If there are special circumstances in picking up your children at the end of the day please inform the director and teachers by writing or verbally by phone that they need to release of children to someone other than a parent or guardian (e.g., grandmother, aunt, neighbor), court ordered custody arrangements. Teacher will then check the ID of the person picking up the child and confirm the arrangement.

Teachers will not release children to adults appearing to be under the influence of alcohol or other substances. If they suspect any influence the teacher will call the VA police using the phone number or panic button to secure the safety of the child. The teacher will also inform the Director as soon as possible.

IMPORTANT LATE PICK UP POLICY (See **Covid19- Addendum**)

All children must be picked up by 5:00 pm. It is upsetting for children to have to wait for their parent after all other children have been dismissed. If for any reason you will be late at dismissal, it is imperative that you make other arrangements for someone to pick up your child and alert our staff.

*******If you pick up your child later than 5:00pm you will be charged \$2 per minute. This money goes directly to the two teachers in the afternoon please pay them as soon as possible. This will be payable to the teachers, upon arrival the next day and not to the center. This lateness will be documented and put in child's file. If a family is late to pick up their child more than 3 times a month the director will have a meeting with the family to discuss this lateness occurrence. If family is unable to comply they may be subject to one day probation of extended day period if enrolled or if in the toddler class a full day of probation will occur. Your FREE UPK enrollment will not be given probation but you will still pay a late fee after 2:50pm which is \$2 per minute. We will use the clock on the school. Please synch your watch with our school to be equally the same.**

There are no make up days for absences due to holiday, sickness or vacation.

Parents are welcome to call to check on their child or view their child from a distance for a few minutes. Parents may not spend the day with their child in the daycare center. If you need to pick up your child early you are welcome. There are no half days. You will be charged full day price. Please check our holiday schedule for school closings.

Prior to the first day:

- All medical and registration forms are returned
- Emergency contact information is on file

First Day:

- Child is warmly met and greeted at the door
- Parent/guardian is invited to join the child
- Child is introduced to classmates
- Parents are reminded that they can call the center anytime to receive information about their child
- Parents are informed that they will receive an e-mail with a picture of their child's first day
- Parents receive a daily report

Birthdays: (Temporarily for Covid just bring cupcakes for each child)

Birthdays are very important part to children at this age. If you would like to celebrate your child's birthday in a special way, please follow the guidelines below:

- Inform director and teacher.
- Decide on a special lunch like pizza, etc.
- Decide on a cake, cupcakes, and juice to go with dessert.
- Decide if you want goody bags. Candy will not be given in the daycare.
- Goody bags will be put in the children's mailboxes.
- Decide on a treat, or entertainment like a clown, character, piñata etc. Remember children get a little frightened when it comes to characters. Entertainment should be scheduled at a convenient time during the day after circle time and project time.

Brooklyn Child Care Biting Policy

Our program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavioral problems. Our program, then, does not focus on punishment for biting, but on effective techniques that address the specific reasons for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten.
2. Help the child who bit learn other behaviors.
3. Work with the child who bit and examine our program to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who not learn different, more appropriate behavior. After the first bite, we develop a plan of specific strategies, techniques, and timelines to address it. We do not and will not use any response that harms a child or is known to be ineffective.

Here are some of the techniques that teachers will use in the classroom:

- Observe the child to learn where, when, and in what situations biting occurs. Sometimes an adult may need to stay close to the child to prevent biting.
- Pay attention to signals. Stay close and step in if the child seems ready to bite.
- Suggest acceptable ways to express strong feelings. Help the child learn to communicate her wants and needs (“Amy, tell your friend you were still playing with the truck”).
- Use a reminder system to help the child learn to express strong feelings with appropriate words and actions (“Tell Manuel that you don’t like it when he gets that close to you”).
- Reinforce positive behavior by acknowledging child’s appropriate words and actions (“You didn’t like being tickled so you used your words to ask me to stop”).
- Provide opportunities for the child to make choices and feel empowered.
- Be sure your behavior expectations are age-appropriate and individually appropriate for your child. Expecting a child to do something he or she is not able to do can cause children to feel stress. Stress can lead to biting.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water. If children are bitten on the top of the hand and the skin is broken, we recommend that they be seen by their health care provider.

1. When children are bitten, their parents are informed personally that day and given a copy of our incident form.
2. When we experience one bite incident in the class room, we develop a written plan with specific strategies, techniques, and timelines to work on the problem. This written plan is shared with all adults in the room.

Director steps:

- Meeting with parents.
 - Discuss written plan made by teacher
 - Suggest child seek other professional help
 - Review child’s probation plan and exit plan from school if needed
3. If a child bites **more than 2 times** the child needs to leave our school immediately because the plan is not working. A new school environment is needed for this child. (updated August 11, 2014)

Biting is always documented on our standard incident report form. It is completed and signed by a teacher and the director. It must also be signed by the parent. One copy is given to the parent and one copy is kept on file.

We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

Once a year, toddler caregivers attend a training session on biting. In addition we have current resources on biting available for staff and parents. We encourage parents to bring their concerns directly to the teachers.

After trying all approaches consistently over time, when nothing seems to help and if biting is not the only problem the child is having in the program, we review what we have tried and ask for outside help. If we conclude that the needs of the child are beyond what our program can provide, we meet with the parents to inform them that this child needs a different kind of setting or program. When this happens, we provide support to the child's parents. We refer to our local referral agencies.

*BCCI reserves the right to **expel** any child who continues to bite after reasonable time and reasonable efforts have been made to correct the behavior, based on concerns for the safety of other children.

Borrowing Items

The center tries to have extra clothes, in case of an emergency. If your child borrows an item please return it clean so others can use it if needed.

Center Operation (See Covid19- Addendum)

Brooklyn Child Care is open year round. Monday through Friday from 7:15 a.m. until 5:00 p.m. each day. We have 6 hours 20 minutes free for children enrolled in the UPK program with the Department of Education. We close on Government Holidays. See updated calendar. Free UPK does not follow the exact NYC School Calendar. Please see your child's teacher for the updated FREE UPK 176 day Calendar. During inclement weather we will close if the NYC Schools close. Please call the director for further information.

Child Abuse Maltreatment and Neglect Policy

In compliance with the mandates of the New York State Department of Health, Brooklyn, Child Care, Inc. ensures that all child care personnel, including substitutes and volunteers are educated on the signs of recognizing child abuse, maltreatment or neglect. They are also informed of the procedures they must follow and report any possible abuse. Teachers are also required to report any possible sign of abuse of any kind to the NYS hotline at 1800-342-3720. Failure to do so will result in disciplinary action.

In case of suspected child abuse, the teacher may also consult the director. The director receives copies of all documentation from the classroom teacher supporting their concerns. At that time, the director will call the New York State Hotline of Abuse and Maltreatment of children at 1-800-342-3720 and follow directions given by the child abuse prevention counselor.

Confidentiality Explanation

When a child enters Brooklyn Child Care an individualized file begins to be compiled. This record, or file, includes a variety of information collected during involvement with BCCI. The file contains all pertinent information about the child including consents and authorizations, assessments and medical and school information. At the time of graduation this file is then closed.

These confidential records are the property of BCCI and only individuals involved in the child's care (teachers, assistant teachers and director) have access to this file. The aforementioned personnel have access to the file so that the best service can be provided to your youngster. All files are kept in a secure location under lock and key. Only BCCI teachers, teacher assistants and director have access to the key.

By law BCCI is required to keep this record for 5 years following the child's graduation or departure. The parent/guardian may request access to the child's file at any time.

All information obtained about a child or family remains confidential and will be locked the file cabinet. Exceptions to this include situations that are legally mandated such as:

1. The need to report suspected or reported abuse.
2. Release of records to a legal authority (i.e., court subpoena.)
3. The parent/guardian has requested that we share the information with another Agency through a signed consent form.

If a parent has given consent to share her/his child's assessment information, it will be used in meetings with the cooperating agency to ensure that the most accurate and up to date profile is shared.

All staff is required to keep confidentiality by speaking to parents in private. All sensitive issues are only to be discussed in the office.

Assessment and Curriculum

At Brooklyn Child Care, we believe that young children learn best in a play-based program supported by a developmentally-appropriate curriculum. As a school, we have chosen The Creative Curriculum for Preschool. The Creative Curriculum is a comprehensive, scientifically based early childhood curriculum that has been shown to improve cognitive and social/emotional outcomes in young children. It is linked with a valid and reliable assessment instrument. Each head teacher is trained on how to assess and use the online assessment program. The toddler classroom uses Teaching Strategies development and Learning Checklist and is designed so teachers can assess child progress and guide program planning. The Creative Curriculum is based on the latest research on how children learn best and has been shown through studies to improve classroom quality and promote the school readiness of preschool children. The Creative Curriculum meets all of the standards put forth for effective early childhood curricula by the National Association for the Education of Young Children (NAEYC) and the National Association of Early Childhood Specialists in State Departments of Education (NAECS/SDE). Teachers also use the written curriculum framework that aligns with the NYS Early Learning Guidelines. Universal Prekindergarten teachers use the NYS Prekindergarten Foundation for the Common Core for their curriculum planning and implementation. The UPK students are assessed 3 times a year using Work Sampling online a valid and reliable assessment instrument

Our program provides opportunities for children of Brooklyn Child Care, Inc. to participate in the following:

- Sing-a-longs
- Multicultural holiday celebrations
- Trips such as picnics, walks to park, feed the ducks at Poly Prep
- Story telling, reading
- Cooking activities
- Gardening
- Shared snack time
- Arts and crafts
- Music Class
- Dance Class
- Universal Pre-k

Our curriculum offers hands on projects and centers that engage children in learning.

Our integrated curriculum focuses on the whole child while it addresses every area of development. Its goal is to strike a delicate balance providing structure and encouraging independence. Its purpose is to bring about confidence in the child, while teaching those values, discipline and skills for life. This goal can only be reached, if the curriculum is learner centered. Accordingly, integration starts with setting up a safe, meaningful and stimulating environment. We provide and use a wide variety of tools. Our fenced in outdoor area has sandbox, playhouse, slide, swing , tricycles and sprinkler. Every year we create our flower and vegetable garden. Children plant, observe and protect the garden. They learn about physical processes. They eat healthy snacks. We also grow seeds indoors as well.

We guide them through an inquiry process (scientific method). In teaching concepts of heavy/light, near/far, long/short, wide/narrow and numbers we use their toys, their bodies besides equipment (scales, water tank) as tools. We always encourage the children to predict, estimate, hypothesize first, then we make a demonstration of events. With teacher guidance children build a long and short track of wooden blocks. Each child walks through both of them, while the group as a whole counts their steps. This way they practice balancing, and they also learn important concepts. Our teachers strive for creating connections through disciplines, making learning fun and meaningful.

Letters and numbers are also important part of our daily environment. They are all around us. We treat letters of the alphabet as tools in developing children's thinking skills. When we learn our new letter R we play a game. First we put glue on construction paper in the shape of letter R. Then we put the paper in a box with rice, and we shake it. The rice stays on the glue. Using letters as tools allows us to develop a dialogue that strengthens children's cognitive skills.

Further facilitating language development BCCI creates a literary environment. We regularly circulate interesting picture books. Classical literature is chosen with title that relates to the new letter we learn. (Rumpelstiltskin is good for learning letter R.) Stories are also chosen from all the various cultures of the world.

Songs, dances and games are powerful tools for learning about all cultures. They are appropriate ways of boosting four-year-olds' self concept. Three times a year we have recitals. They reinforce social and self-management skills, encourage self expression and aesthetic appreciation. Again, they learn and develop playfully, and they make meaningful connections culturally. We teach and model positive values and attitudes: patience, self control, accepting feelings and respect for each other, themselves. When we meet difficulties, we address the inappropriate behavior while suggesting positive alternatives.

Diaper Changing Policy **Teachers will wear masks**

Diapers are changed 4 to 5 times a day or more if necessary. Providers and children shall wash their hands before and after toileting or diaper changes, after contact with a child in ill health, and prior to handling or preparing any food. Hand washing signs provided by the Department of Health are prominently posted in each lavatory and by each sink.

Discipline Policy

Teaching staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion

it is never permissible for staff at Brooklyn Child Care Inc. to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible.

Examples of physical punishment: Shaking, hitting, spanking, paddling, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

Examples of coercion: Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect

the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

The goal of Brooklyn Child Care is to encourage a child's self-respect and develop a personal responsibility for his/her actions. It is important for each child to learn self-control and to respect the rights of others while learning in a safe and caring environment. The staff of BCCI will guide the children in a firm but loving manner toward self-control. This will be accomplished with love, respect and consistency. Discipline is NOT punishment, but a means to encourage self-control and responsibility. It is nurturing and educational. Good discipline is based on caring, honesty, respect and trust. Children will be allowed to express all their feelings both positive and negative. The staff will listen to children and help them to deal with their feelings. Positive behavior will always be promoted first through routines, effective commands and reinforcement of good behaviors. Appropriate behaviors will be rewarded, as adult approval is very important to children.

The rules for guiding behavior are:

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- Protect the rights of the child and others with clear-cut, consistent guidelines and rules for appropriate behavior.
 - Let the children know that there are consequences for not following the rules.
 - Talk with the children in a calm yet firm voice. Tell the children what to do rather than what not to do.
 - Voices maybe raised slightly to alert the children that you are disapproving of their behavior or to alert the children of impending danger.
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In response to inappropriate behavior the staff will:

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- Gain the child's attention verbally or physically going to the child's eyelevel.
 - Intervene and stop the unwanted behavior or action.
 - Speak to the child/children regarding the action
 - Remind the children of the rules.
 - Redirect the child to an appropriate activity or give the choice of an activity.
 - If the behavior continues the child will be removed from the situation completely.
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Examples of gross or major inappropriate behaviors that are unacceptable for the child care environment include:

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- Inflicting, or attempting to inflict, bodily harm (hitting, slapping) to another child or staff member
 - Foul Language
 - Rude Gestures
 - Chronic Disruptive Behaviors
 - Chronic disrespect for the property of others, including Center items
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Teachers will be required to make judgment decisions on whether a behavior is inappropriate, while especially considering the age of the child. The teacher(s) and/or the parent(s)/guardian(s) may seek input from the Director on what may constitute inappropriate behavior for children of a particular age.

In an attempt to correct the child's behaviors, the following will be used as a guide:

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- Level 1: the child's teacher will meet with the parent/guardian to provide a description of the inappropriate behavior and how it was handled by the teacher(s). (This should not be a passing conversation at the end of the day.) The teacher(s) will make themselves available in the event that the parent seeks their advice on how to address the inappropriate behavior if repeated in the future.

- Level 2: the child's teacher will provide a written record of the inappropriate behavior and the parent/guardian will be asked to initial and date the written record as an acknowledgement. The parent/guardian and the teacher(s) should identify specific mechanisms for collaboratively addressing the inappropriate behavior.
 - Level 3: the child's parent/guardian will meet with the child's teacher and the Director to discuss the misbehaviors and develop a plan of action in an attempt to resolve the misbehaviors. The Director will write a record of the meeting and the Director, teacher and parent/guardian will be asked to sign and date the record.
 - Level 4: the child's parent/guardian will receive a letter of probation from the Director describing the inappropriate behavior and the possibility of their child's termination from the Center if the inappropriate behavior persists. **Also, assistance to enroll into a school that is an Early Learning Special needs school is available at any time. Also, information for Early Intervention and Evaluation is available please ask your child's teacher or director for more information. Also see our parent corner for brochures and steps to support your child's needs. We have an open door policy, please speak to us anytime.**
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The above progression will be incremental, i.e., for a Level 3 action to be taken, both Level 1 and Level 2 actions must have already been taken. Incrementing to a Level 2 or Level 3 action shall be the discretion of the teacher or invoked if requested by the parent(s) of the child. A Level 4 action shall only be implemented by the Director. The time interval associated with the progression from one level to the next is not fixed; the progression interval will depend on the severity of the problem, the frequency of the inappropriate behavior, and the level of effort put forward by the parent(s)/guardian in addressing the problem. Although the parent(s)/guardian(s) is encouraged to work mainly with their child's teacher(s) in deciding how to resolve inappropriate behavior, the parent(s)/guardian(s) can schedule an appointment to discuss the issue with the Director at any time (i.e., Director involvement can start before Level 3). The Director, for example, may have information on outside/alternative sources for obtaining help and insight. Finally, the need for clear and constructive communications between the parent(s)/guardian(s) and the staff can not be over emphasized. A collective effort will yield the best outcome for all involved.

We are regular education teachers and recommend an Early Intervention School or evaluation to support and meet the child's educational social and emotional needs which is the best interest for the child. We will assist you to enroll in the new school and services if needed. Please see the Director for more information.

Enrollment Termination

If the steps above have occurred and the inappropriate behavior continues, the parent/guardian may receive a letter from the Director informing them that their child's enrollment in BCCI will be terminated. The Director reserves the right to terminate any child that engages in illegal activity or grossly endangers the welfare of other children or staff.

Emergency Situations

In case of emergency where we need to evacuate the building, the teachers will call a few parents and delegate several numbers to let you know the nature of the emergency. Parents will "pass on the message" to those parents until, all parents are informed of the emergency. Board Members have a master phone list. All parents are required to update their phone numbers and emergency contact numbers.

Fire drills are conducted once a month. Evacuation drills are held every 3 months. The children practice walking out of the building in a calm fashion and practice listening to directions.

Evacuation Plan

In the event of a bomb threat, or other need to evacuate, the following procedure will be take place:

Brooklyn Child Care, Inc., 800 Poly Place, Brooklyn, NY 11209, (718) 630-2831 or (917) 613-6821

After receiving direct orders from VA police explaining the nature of the drill, the children will be instructed to leave one exit, as a unit. The exit will depend on the incident.

If all the children are awake they will follow the teachers through the exit and off the premises. Through the front door: we will go to the gate closest to the street. If we are instructed to use the back exit, we will go toward the chapel and wait for VA Police instructions on where to proceed.

If the children are napping, the staff will wake the children and walk them out of the center. Those preschoolers that are too sleepy to walk will be carried. Some toddlers will be carried by staff.

The staff will take emergency bag with first aid, diaper wipes, diapers, tissues and snack items. A cellular phone will be brought to us by the V.A. Police. The staff will take their attendance book with emergency phone list inside.

The VA hospital will inform the representative volunteers that assistance is needed in the Child Care Center and they will come over immediately. These volunteers will visit the center before hand in order for the children to meet them. The children will be informed prior to the drill that anyone wearing a yellow smock is there to help them.

Our goal is to keep the children as calm and unfrightened as possible. It will simply be referred to as a practice.

All the children will remain with the staff until we reach the designated area. Parents will be called via the established phone chain once they reach their destination and all are accounted for. Then parents may leave with their children by signing out with the staff.

UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO A PARENT BEFORE WE REACH OUR DESTINATION. IF PARENTS COME TO THE AREA THEY ARE FREE TO WALK TO THE DESTINATION WITH THE STAFF AND THE CHILDREN. THIS IS TO INSURE THAT THE STAFF CAN ACCOUNT FOR ALL THE CHILDREN IN THEIR CARE.

In case of emergency we will go to one of the following locations:

Poly Prep 9216 7th Ave contact person Steve Anderson 718-836-4018 or
St. Patrick's 9511 4th Ave contact person Monsignor O'Toole 718-238-2600.

Your cooperation and patience will help us facilitate a safe departure from any dangerous situations. Please contact us if you have any questions, problems or need clarification on this matter.

SHELTER IN (Lock Down) Policy (Held every 3 months)

Shelter-in-place (or place/area of rescue assistance) which is to move to a designated area of safety when it is not safe to go outside. An example is a small, interior room with no or few windows where refuge can be taken. In case of emergency inside of school, Pre-k Students will sit in Gym quietly and Toddlers will go to kitchen/gym in a shelter in drill. We will press panic button and wait for police to arrive.

Emergency Per Diem Drop off Guidelines

- Pre-registration is required.
- Immunization records updated.
- Release form completed, emergency contacts filed.
- Director's approval
- No drop-off care is available.
- Payment is due when your child arrives at the center! Any child arriving without the full payment for the day will not be admitted. Per Diem Care is \$45/\$55 for a full day. Any other arrangement

must be approved by the director. There one time only registration fee of \$200 which is also applicable when the child returns to the daycare center after a longer non-paid **leave**.

Family Involvement (See Covid19- Addendum) We will use Zoom to meet with families

We help families to meet with one another on a formal basis at our Open House in September. Also, we invite all families to eat lunch together in November and to meet again in December and in June to formally to support the program and each other.

Food Preparation (See Covid19- Addendum)

The staff who prepare/ give food must wash hands before any contact with food and must wear gloves.

Our program's food safety policy instructs staff to never use plastic or polystyrene (Styrofoam™) containers, plates, bags, or wraps when microwaving children's food or beverages.

Our food safety policy instructs staff to discard any foods with expired dates.

Our policy is to inform parents of special eating needs the quantity of food the child consumes via writing if needed and requested by parents. We have a menu displayed for parents to see the amount of food each child is given by the schools meals.

Staff

All staff is required to wash hands after using the bathroom.

Facebook

We take pictures of the children and post them on our Facebook pages; We Play Music and Brooklyn Child Care Inc.

Fundraising

******Families enrolled with paying tuition are required (this a mandatory policy) to sell at least one box of chocolate every Fall for \$60. If you can sell more that would be very helpful and supportive to our nonprofit school.**

The Parent Board will be sponsoring several major fundraisers each year. All parents are strongly urged to participate. It is for your children. The money is used to purchase items used in the classroom. The fundraisers are around the holidays Christmas/Hanukkah, Valentine's Day and Easter. The fundraisers can bake goods, make hot lunches, garage sales etc. These fundraisers make it possible to have a wonderful summer camp program. The summer camp consists of fun days with clowns, puppet shows, and magicians.

Fundraiser money is used to purchase these items for 2 classrooms:

- Construction paper, folders
- Markers, crayons, pencils, pens, feathers, buttons
- Play dough, glitter, craft sticks, paint
- Books, CDs, different language books
- Puzzles, games, manipulatives
- Dance Teacher-once a week
- Music teacher-once a week
- Spanish class-once a week
- Crochet class – once a week
- Garden supplies-soil, vegetables
- Educational Entertainment- professional puppet shows
- The Nature Company (Anthony from the Bronx Zoo) into the classroom.
<http://www.thenaturecompany.org/>
- Caterpillar/ Butterfly project. www.insectlore.com

- Quiver Farmers come to our classroom to teach about the egg hatching experience/ apple cider presentation. <http://quiverfarm.com/>

Grievances

If a parent has a concern or complaint, please approach the teacher in your child's classroom. If the teacher cannot resolve the problem, please feel free to speak with the Director. If the matter is still not resolved, the parent may request a meeting with the Board Members. **We also have an anonymous suggestion box for parents near sign in sheet.**

Grouping Policy Pre-K Group:

(See Covid19- Addendum)The Pre-K group consists of 15 children ages 4-5 years old. A teacher and a teacher assistant are the teaching staff assigned to the Pre-K. The teaching staff's primary responsibility is to work with this group. These teaching staff provide ongoing personal contact, meaningful learning activities, supervision and immediate care as needed to protect the children's well being.

Grouping Policy Toddler :

The toddler group consists of 12 children 2 to 3 years old. A teacher and a teacher assistant are the teaching staff assigned to the toddlers. The teaching staff's primary responsibility is to work with this group. These teaching staff provide ongoing personal contact, meaningful learning activities, supervision and immediate care as needed to protect the children's well being.

Hand washing Policy:

The **Stop Disease** sign is posted in each lavatory. All staff is required to wash hands after using the bathroom. All children must wash their hands upon entering the school.

Hand Washing Procedure:

1. Use running water then soap
2. Rub hands vigorously for at least 30 seconds
3. Wash all surfaces, including: back of hands, wrists, between fingers and under finger nails
4. Rinse well
5. Dry hands with a paper towel
6. Turn off the water using a paper towel instead of bare hands

Holidays

Brooklyn Child Care is closed on Federal Holidays and **the day after Thanksgiving**, see current schedule of closed days on Parent Bulletin Board. We do close early at 4:15pm on Christmas Eve, New Years Eve and Good Friday. If VA facility closes for any reason we are subject to close also.

House Keeping (See Covid19- Addendum)

The Daycare center is cleaned twice a day. A person from Housekeeping Department throws out garbage, sweeps, mops and cleans garbage cans.

Weekly mats are hosed down with cleanser. Washable toys, chairs, window sills and walls are scrubbed to eliminate infection the Teachers/Volunteers use gloves while cleaning.

Daily kitchen, sink, cups, forks, spoons, plates, bowls, cooking utensils, counter tops are cleaned.

Illness/ Absence (See Covid19- Addendum)

If your child is absent you must call to daycare to inform the absence.

If your child is sick at the daycare center you will be informed of the symptoms. Fever, diarrhea twice in a day, nasal discharge, rash, pink eye, etc. Your child will be isolated until you pick them up. **You need to pick up your child immediately.** If your child has come in contact with a communicable disease, please let us know to inform other parents. Your child may not return for at least 48 hours and doctor's note stating your child may come to school.

(Such disease or condition shall not include AIDS or HIV infection.)

Children with contagious illnesses must stay home in order to prevent the spread of illness to other children and adults. Keep your child home if he or she has the following symptoms:

- Fever greater than over 100 degrees F.
- Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless since by a physician.
- Severe abdominal pain, vomiting or diarrhea.

There are additional symptoms that can exclude a child from attending daycare which include:

- A painful, red throat, even if fever is not present
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Complaints of stiff neck and headache with more than one of any of the above symptoms
- Yellow discharge from the eyes
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are puss-filled or oozing
- Lice or nits(a note from Dr. is needed that the child was checked for lice/nits)

If you know your child has a contagious disease, keep him/her home. Once a child is excluded from daycare or preschool, parents must then recognize when it is safe for children to return to preschool or daycare (24 hours without fever). When in doubt or if the child appears uncomfortable, it is best to err on the side of caution and avoid sending your child to school.

Excluding a Child from Daycare: Criteria for Teachers (See Covid19- Addendum)

It is the responsibility of Brooklyn Child Care, Inc. to assess each child as they enter the daycare facility in order to determine whether he/she should be excluded due to illness. Daycare personnel who care for the children observe the level of activity of the child. If a child is less active or more withdrawn, this could be a sign that the child is becoming ill or that there is something wrong with his/her usual behavior. Brooklyn Child Care, Inc. staff will ask parents if the child has been sick or if there is someone at home who is sick.

If an illness prevents a child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's condition is suspected to be contagious and requires exclusion, the child is made comfortable in the main

office and is supervised by a staff member. If the child is suspected of having a contagious disease, until he/she can be picked up by the family, the child is placed where new individuals will not be exposed.

BCCI informs parents immediately when a child has any sign or symptom that requires exclusion from the program.

BCCI does not allow ill children or staff to remain in the program.

Laundry

According to NYC Department of Health regulations we are not allowed to wash any of the children's clothing. Any soiled clothes will be put in a plastic bag and sent home.

Lunch/Snack See Covid19- Addendum

We provide a healthy breakfast and afternoon snacks. All children must have lunch boxes with all contents labeled with the child's name; including sandwiches, containers with leftovers, drinks and snacks. Please do not send soda, foods that are high in sugar, non-nutritional foods, or candy to school as we strive to promote healthy eating habits.

Medical Forms

Upon entering the program, each child **must** have an updated physical exam according to Department of Health standards. If the form is not properly updated your child will not be readmitted to the center until you provide us with a valid medical form. Under immunized families must fill out the "**Medical Exemption Statement**" see the director for this form. Our procedure is to promptly exclude any under immunized child if a vaccine-preventable disease to which children are susceptible occurs in the program. Parents will be informed verbally and by writing. Under immunized child must be seen by a physician and a note must be given to the daycare that child is safe by the doctor as proof of admittance back into daycare. By NYS law religion is not acceptable for no vaccinations.

ALL Physicals must be renewed every year and put in child's file.

Medication

The Department of Health now mandates that all programs have an Epi-Pen available for students if needed. Our program has teachers trained to administer the Epi-Pen. The Epi-pens are stored in the cabinet with the First Aid supplies in the waiting room adjacent to the kitchen window.

The Department of Health now requires staff to be certified to give out medication. If your child is well enough to return to school, but still requires medication, you must either give it to your child at drop off, pick up or at your lunch time. Staff is not permitted to give medication.

Teachers are trained to use the Epi-pen. We have 2 stored Epi-pens.

Mission

It is the mission of Brooklyn Child Care to provide a safe and nurturing environment in which we can meet the individual needs of all learners in our community including our students, families and staff.

Nutrition Policies and procedures

- The Brooklyn Child Care program provides breakfasts, lunch for preschoolers, and snacks prepared on-site. The food is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) and Child and Adult Care Food Program (CACFP) guidelines.
- Food is supplied to children which is wholesome, of good quality, properly prepared, sufficient in amount, varied according to a diet approved by the Department of Health and served at regular hours at appropriate intervals, family-style.
- Milk is stored at a temperature below 45 degrees Fahrenheit, and is not kept beyond its expiration date, and is not dispensed or served by children except under adequate supervision.
- Dry food is stored in insect and rodent-proof containers.
- Bottles are not propped or kept by children while sleeping.
- Thermometer in the refrigerator is in good working order.

For foods brought from home, please ensure that:

- All food and beverages are labeled with the name and date
- Food requiring refrigeration stays cold until served by placing containers in the refrigerator upon arrival
- Food for sharing among the children is either whole fruit or commercially prepared packaged foods in factory sealed containers
- Meets the USDA's CACFP guidelines

Please note: If necessary, food is provided to supplement food brought from home

Director OPEN DOOR POLICY: (See Covid19- Addendum)

As a BCCI parent, you will be in touch with staff members on a regular basis. You have access to all areas of the facility. We invite you to visit the center any time and want you to feel free to ask questions. If something happens which you do not like, or which you are not sure about, please inform the Director at once. If you are upset for any reason, do not go home without saying so. Do not keep it to yourself. If there is a problem, we want to see it corrected as quickly as you do. IF you do not feel comfortable discussing it with the teacher or director, contact one of the Board members. At BCCI our goal is to be the most highly regarded child care and developmental center in Brooklyn.

Outdoor Play Policy

Outdoor play is an important part of our curriculum and, weather permitting; we try to take the children to our playground as much as possible. Please dress your child with this in mind so they will not be excluded from this activity. We are open from 7:15am to 5 pm. The children are scheduled to have a minimum of 2 hours and 15 minutes and more of moderate to vigorous outdoor play weather permitting. During inclement weather we exercise inside the classroom with musical movement, yoga poses, a balance beam, tunnel, climbing slide and bouncing balls.

Our fenced in outdoor area has sandbox, playhouse, slide, swing, tricycles and sprinkler. Every year we create our flower and vegetable garden. Children plant, observe and protect the garden. They learn about physical processes. They eat healthy snacks. We also grow seeds indoors as well. Children will be escorted to playground by VA police and staff for safety.

Parent Board

Our parents take an active role in their child's life at the center. Our parent board is always looking for assistance with fund-raising, newsletters, etc. If you are interested in becoming a Board Member please see the director.

At any time if you have any questions or suggestions please do not hesitate to contact the director Tanya Lipkin, the teachers or any Board Member. They will be happy to assist you in any way you need.

Parent Involvement (See Covid19- Addendum)

At Brooklyn Child Care, Inc. we believe that parents and families have an integral role in the success of the early education experience. We offer an array of meetings and workshops at our school and welcome parents to assist us on trips and in various school events.

Parent Meetings via Zoom (SEE Covid19- Addendum)

In order to maintain ongoing dialogue, address any concerns that you may have regarding your child and to best communicate information about our school, Parent Meetings will be scheduled periodically throughout the school year. We will be handing out a survey in the beginning of the year to get an idea of your interests and needs. You will receive notices as to the exact dates of all meetings.

Parent/Teacher Conferences via Zoom or phone (Covid19- Addendum)

We offer Parent/Teacher Conferences during the school day in fall and again in spring. You will be notified a few weeks in advance as to the exact dates. In addition to these dates, you are welcome to make an appointment at any time to speak with your child's teacher, as it can be difficult to share important concerns upon arrival and at dismissal. This will ensure that you have the full attention of your child's teacher.

Philosophy

At Brooklyn Child Care, we believe that children learn best through play and invite 2 year old to five year-old children to learn through active exploration of their environment and through meaningful interactions with their peers and adults. Our program focuses on the developing needs of the whole child so that his/her social, emotional, cognitive and physical needs can be met.

We place emphasis on assisting children and their families as they make the initial entry to the school environment and believe that this effort helps set a positive foundation for ongoing successful school experiences.

We warmly welcome and embrace children from all backgrounds and recognize that each child's family and culture play a vital role in their development.

Parents play an integral role at Brooklyn Child Care, holding board positions, participating in fundraising and writing for our quarterly newsletter, Tot off the Press. Together we share in making important decisions.

We strive to meet the individual needs of our families and strengthen community relations through ongoing workshops, meetings and celebratory gatherings.

At Brooklyn Child Care, we believe that teachers need to be life-long learners in order to offer their students optimal care and the finest experiences. We encourage and support the growth of our staff through ongoing professional development and seek to provide many opportunities to engage in collaboration with peers, reflection, and learning.

Brooklyn Child Care Inc. is a child-oriented center that focuses on the whole child. We use the Creative Curriculum as the framework for our learning as it is consistent with our beliefs and it addresses the central aspects of child development.

We look at the child's physical, emotional, social and intellectual needs. The cornerstone of our program is respect. The children see the respectful way the teachers interact with them and each other. They learn respect for the environment, each other and themselves.

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Release Form

Parents are required to complete release forms for each child. These will include emergency treatment and emergency contact people and their numbers. Emergency contact people need to provide proof of identification. If not listed on the release form you must write a letter stating they have permission to take you child and will be put in your child's file. We need permission to take photos and videos of your child.

REST/ QUIET TIME (SEE Covid19- Addendum)

Parents must sign the nap/rest time form. Please send a toddler fitted sheet and a blanket for your child. We do not store the blankets in a plastic bag they are kept in the cubby. Please take them home every Friday to wash or soiled, or whichever comes first. Teaching staff supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (e.g., those who can use the toilet independently) NO PILLOWS permitted as mandated by DOH.

While children are napping teachers alternate lunch periods so that one caregiver is always supervising children.

A very important and special part of the BCCI program is rest time. In compliance with the Department of Health, all children must have the opportunity to rest during the day.

Our rest time is every day. The routine is the children use the bathroom and wash their hands. They then choose a mat to lie on. **They are not forced to sleep**, but they MUST lie down on their own mat. During nap time there is always a teacher in the classroom with children who are sleeping or resting. Teachers alternate their lunch time to ensure that there is always supervision.

Teachers accompanies any child who needs to use the toilet during nap time- if child needs assistance, it is provided and child is reminded to wash hands after use of bathroom. Open windows (fresh air) air conditioners, classical music-are provided.

Security pass

The director will give each parent a security pass to present to the VA police at the front gate.

Sharing Information Between Staff and Families

Program staff uses a variety of mechanisms to promote dialogue with families.

- Staff members call parents to inform them of any incident that occurs.
- E-mails are sent to parents to share photos of their child's engagement in activities.
- A daily report is sent home to each parent detailing the events of the day and asking them to respond.

- ☑ A weekly activity is sent home to all the pre-school children's families. Families are invited to follow-up with the teacher.
- ☑ Families are encouraged to call the center to speak with staff about their child.
- ☑ Family conferences are scheduled so that parents can discuss their child's progress on assessments.

The program compiles and provides information to families in a language the family can understand.

As a federally subsidized institution, 80% of BCCI's families are employed by the federal government. They are all fluent in English therefore all of our policies are distributed in English.

If in the future, community members who are not fluent in English join the BCCI family, translation services are available. Additionally, in an effort to make non-English speakers feel comfortable translators will be available at conferences and/or meetings.

SUPERVISION POLICIES

Teaching staff supervise infants and toddlers/twos by sight and sound at all times.

- Proper adult: child ratios are maintained at all times.
- Children are never left alone in the classroom; they are under a teacher's surveillance.
- Children are in constant view of staff members when outdoors and are not left unattended.
- Children are never left unattended and no caregiver is ever the sole supervisor of more than three children.

| Age Group | Ratio | Group Size/Capacity |
|-------------------|-------|------------------------------------|
| 2-4 year old | 1:6 | 12 |
| 3.5 - 4 year olds | 1:10 | 18 (See Covid19- Addendum) |

Take-Home-Library (SEE Covid19- Addendum)

To promote early literacy, we encourage all our children each day to borrow a book from each class' Take-Home-Library. Please have your child return his/her book the following day so that all children can benefit from a wide selection.

We fully understand that these books will at times be misplaced or damaged and we ask that you do your best to help your child take proper care of these items. No child shall be reprimanded for any lost or damaged book. It is our desire to promote early literacy and establish a love of reading.

Tee-Shirts Requirement

BCCI has scheduled outings. It is necessary that all our children are uniformed for outings wearing the school Tee-shirt. As all are aware, children's tee-shirt will assist in closer monitoring of our children and their safety. Kindly inform us of your child's size. They are \$10 each.

Technology / Tools

When used intentionally and in a developmentally appropriate manner, technology can enhance students' learning experiences. Technology may be used to extend students' knowledge of curricular content through interactive activities.

- Technology in the pre-K classroom must support students' hands-on learning and creative expression. Consider the strengths, preferences, experiences, linguistic diversity, and needs of your pre-K students when selecting a technology tool or interactive media activity to include in your classroom.
- Technology must be used in pre-K classrooms to support social interactions between students, their peers, and teachers. Students should not be isolated from peers or teachers while using technology or interactive media.
- Technology tools allowed in the classroom include:
 - Computers
 - Tablets
 - Interactive whiteboards
 - Mobile devices
 - Cameras and recording devices
- Program staff may not use personal cameras, cell phones, or other devices to record images of pre-K students. Programs should provide appropriate technology for each classroom.
- Total screen time for any pre-K student may not exceed 30 minutes in a week. Students' use of the technology tools listed above should be limited to no more than 15 minutes per day in total. Exceptions to this limit may be made for students with disabilities who require assistive computer technology as outlined in their Individualized Education Program (IEP).

Tooth brushing policy (Temporarily stopped due to Covid)

We give each parent the opportunity to have their child brush their teeth after lunch. Parents will bring in the tooth brush and it will be kept in the cubby labeled with the child's name.

Toys at School

Please do not bring your child's toys to school! Sometimes it causes hard feelings when toys are broken, lost or not shared. Violent toys are not acceptable like guns, and war toys!

Transition from home to day care:

- Parents are counseled on how to prepare for the transition
- Parents are asked to discuss the transition with their youngster and prepare them for the change
- Parents are encouraged to be involved with their child's experience
- Parents are asked to be consistent in following the daily routine
- Parents are given the "So Many Goodbyes" brochure

Transition from Toddler group to Pre-K

- The Pre-K staff gets to know the toddlers during play time
- Toddler teachers prepare the youngsters for the transition by informing them that they will be a member of the Pre-K class
- Toddler teachers write letters to the Pre-K teachers informing them of the child's abilities and interest
- Observations about the settings are shared with parents
- Pre-K youngsters are invited to visit their former teachers in the Toddler classes
- Birthday and Holiday celebrations are conducted together
- Parents are asked to discuss the transition with their youngster and prepare them for the change
- Parents are encouraged to be involved with their child's experience

Transition from Pre-K to Kindergarten

- Graduation recital is held
- Children are enthusiastically informed about the upcoming transition
- Parents are advised to get to know the staff of the kindergartens in the community
- Parents are directed to visit the DOE website to obtain information about local public kindergartens

Parents are encouraged to inform the kindergarten of their child's attendance at Brooklyn Child Care

Trips and Entertainments.

We at the Brooklyn Child Care, Inc. do take walks that are not far from the school. We would either walk to Poly Prep school to feed the ducks, or we would walk to Bath 8th Park. We always take the "Emergency Bag", there is the children's phone numbers, a first aid kit, cups and we always take fresh water to drink. In the event there is an emergency, we would first call 911 then the School director 718 630 2831 .

Brooklyn Child Care invite a different entertainments during a school year such as:

- Gingerbread Friend-Stuff-N-Fluff
- Start Clowning around
- Magic/Circus Show
- Puppet show
- Easter workshop
- Bubbles

Tuition

UPK tuition September 2020-2021

Tuition is to be paid on the first of each month unless other arrangements have been made with the director. (Please see tuition fee schedule). **If payment is not made after the fifth (5th) of each month and no other arrangement has been made with the director, a late fee of \$25 will be added to your tuition.** After 10 days a late fee of \$50 will be added to your tuition. Failure to comply may result in removal of your child from the center until complete payment is made.

A tuition assistance program to help children from families in economic needs has been established by an organization associated with the center.

We accept financial aid from Subsidies for VA employees.

Universal Pre-k is FREE from 8:30-2:50

September 10th 2020 starts FREE UPK

FREE UPK 8:30am to 2:50pm for 176 days

Extended time tuition is \$386 per month.

New UPK students must pay \$1147 for September 2020 and June 2021

Annual Fundraising fee is 200.00 and Registration fee is \$200.00

This tuition is 100% refundable only 30 days after the payment date. After 30 days the tuition payment is nonrefundable.

| | VA Employees | New Community Members |
|-----------|--------------|-----------------------|
| Full Time | \$875.00 | \$975.00 |
| 4 Days | \$790.00 | \$890.00 |
| 3 Days | \$750.00 | \$800.00 |
| 2 Days | \$545.00 | \$585.00 |
| *Per Diem | \$60.00 | \$60.00 |

Summer Camp registration is due in April for the 2 months of July and August. This tuition is 100% refundable only **30 days** after the payment date. After 30 days the tuition payment is nonrefundable.

Tuition non-refundable for any illness or Covid related absence

Brooklyn Child Care will be closed August 24th August 28th. We will reopen September 1st.

Vacations

Brooklyn Child Care will be closed August 24th to August 28th

We will reopen September 8th, 2020.

We will be closed December 24th to January 1st. We will re-open on January 4th, 2021.

Please inform the staff about upcoming vacations. **Unfortunately, in order to keep your child's space, we are required to ask for regular payment for this time. If you choose to take your child out, (remove your child for a month or so) you may risk the possibility of losing your child's space. If and when you choose to re-enter, and a spot is available the center will be upon Board approval only. You have to enroll again by paying the registration fee of \$200. \$200 registration fee will be charged at this time.**

What to Bring?

Toddlers need: diapers

wipes

drinks (sippy cups or bottles or juice boxes)

clothes box with 2 pants, 2 tops, 2 pairs of socks

Preschoolers need:

clothes box with 2 pants, 2 tops, 2 pairs socks and

2 pairs of underwear

Winter, snow pants, gloves or mittens, hats, scarves and boots.

Summer water shoes, bathing suit, sunscreen, towel and sun hat.

Sweater or jacket for Fall and Spring. Please update your child's clothing as the seasons change. Regularly check your child's clothes box to be well stocked. All clothing, diapers, wipes, drinks, lunches must be labeled!

Sunscreen Permission

We require written permission from families to apply sunscreen to your children. Please see director for permission slip to keep in your child's file.

Security Cameras

Our Childcare Center Video Surveillance Policy

To ensure the safety and security of all children, staffs, parents, and visitors, as well as the security of our daycare facility, **Brooklyn Child Care Inc.** is equipped with 24-hour video surveillance system and security cameras are installed in both classrooms and outdoor play area, the only exception being private areas of restrooms. The cameras are used in order to help promote the safety and security of people and property.

The following are just some of the many benefits of having security cameras installed in daycare centers.

- * Security cameras keep children & staff safe & are very effective deterrent of any crime.
- * People tend to behave/perform better when there are security cameras around.
- * Owners/Executive Directors can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.
- * They provide peace of mind to our parents & staff.

Because we respect the privacy of all children, parents, and staff in our daycare center, our 24-hour video surveillance system/ security cameras are for internal purposes only.

Parents are not allowed to view or have copies recordings without permission from the director or VA Police.

ONLY the Executive Director and/or Parent Board Members and VA Police are allowed to view our security cameras/ video footage either at the Center's office.

TV Policy

We do not use a TV in school. The use of TV/video for children, including that TV/video is never used during nap. For children ages 2 to 5 there is no more than 30 minutes once a week of high quality educational or movement-based commercial-free programming we use Educational videos.

Videos

Teachers will video the children during the day and post the video on the camera by the front desk. To view these videos enter the password. See the teacher for the password.

Year-End Survey

As part of our ongoing efforts at program improvement, we ask all of our families and teachers to complete a Year-End Survey. Your responses will assist the executive board in modifying our policies and procedures to better meet the needs of our entire community. You will receive this survey in June and a letter which explains any new changes shortly thereafter.

Year-Round Assessment Plan

- Children are assessed three times a year at BCCI.
- The child is assessed in fall, winter and spring.
- All assessments are kept in each child's confidential file in the main office.

- Meetings are set up to discuss assessment results with parents/families.
- Toddlers are screened using Ages and Stages
- Preschoolers are screened within 30 days of entering FREE UPK using the ESR-I screening. Results are reported to the DOE and parents can opt out with a written letter.

Purpose: At BCCI our children are assessed informally/formally. Each of our child assessment tools help foster growth and development and provide the child social/emotional, physical, cognitive, and language development. Young children's growing social competence is an important part of their overall development, and so it must be documented.

Use of Results: We believe that the education of each child is a shared experience in which parents play a primary role. The results of every assessment are shared with families. The results are also used if arranging for developmental assessment screening is recommended.

Procedures:

1. Progress is tracked through multiple anecdotes: **This** tool is for teachers to track the same behavior or cluster of skills in one area of development.
2. Friends, Family and Favorite Collection Form : Young children's growing social competence is an important part of their overall development, and so it must be documented. Because so much of a child's social interaction occurs away from home, documentation in the category of **Friends** becomes an essential source of information for families. **Since teachers are in a partnership with each child's Family, they can either invite them to participate in compiling the child's portfolio or initiate a form of family recognition in the collection.** A family's contribution may include photographs accompanied by a description of a family outing or celebration, a story of the birth of a sibling, how parents chose their child's name, or a grandparent's account of how the family members came to this country. Capturing a record of a child's **Favorites** is an important way to learn more about the child's unique interests, talents, and passions. What a child chooses to do again and again provides insight as to her emerging skills and competencies.
3. Developmental Milestone Collection: Documentation of developmental milestones are noted in child's confidential record. These records are stored in the main office.

Brooklyn Child Care Behavior Policy

Our program recognizes that physical aggression and temper tantrums are among the most common challenging behaviors. We are always upset when children are injured in our program, and we recognize how upsetting it is for parents. While we feel that responding aggressively is never the right thing for a child to do, we know that children respond aggressively for a variety of reasons. Our program, then focuses on effective techniques that address the specific reasons for the aggressive behavior. When a child displays aggressive behavior, we have three main responses:

1. Care for and help the child who may be injured.
2. Help the child who responded aggressively learn other behaviors.
3. Work with the child involved and examine our program to stop the behavior

Our teachers express strong disapproval of aggressive behavior. They work to keep children safe and to help the child involved learn different, more appropriate behaviors. When there are episodes of ongoing aggressive behavior, we develop a plan of specific strategies, techniques, and a timeline to address it. We do not and will not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are involved. We offer to put ice on the injury if the child is willing. If there is an open wound, we clean the wound. If a child's injury is severe, we recommend that they be seen by their health care provider.

When children behave aggressively, their parents are informed personally and privately the same day. When children are injured by an aggressive behavior, their parents are informed personally that day and given a copy of our incident form. When we experience ongoing aggressive behavior, we develop a written plan with specific strategies, techniques, and timelines to work on the problem. This written plan is shared with all adults in the room.

Injuries that are a result of aggressive behavior are always documented on our standard incident report form. It is completed and signed by a teacher and the director. It must also be signed by the parent. One copy is given to the parent and one copy is kept on file.

We keep the name of the child who behaved aggressively confidential. This to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the aggressive behavior.

Once a year, caregivers attend a training session on aggressive behavior. In addition we have current resources on aggressive behavior available for staff and parents. We encourage parents to bring their concerns directly to the teachers.

After trying all approaches consistently over time, when nothing seems to help the child that is displaying the aggressive behavior, we review what we have tried and ask for outside help. If we conclude that the needs of the child are beyond what our program can provide, we meet with the parents to inform them that this child needs a different kind of setting or program. When this happens, we provide support to the child's parents. We refer to our local referral agencies.

BCCI reserves the right to expel any child who continues to behave aggressively after reasonable time and reasonable efforts have been made to correct the behavior, based on concerns for the safety of other children.

BCCI reserves the right to immediately expel any child who poses any immediate, severe and real threat to the health and safety of the other student and/or staff of BCCI.