

Little Scholars EDC Parent Handbook

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Director

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Welcome.....

Welcome Parents to the beginning of something new for both you and your child! For some of you, these are the first steps toward your child's independence and social development. By the end of your time with us, your child will be equipped and ready for Kindergarten!

HOURS

- **Early Care/Drop Off: 7:30am**
- **Daycare: 8:00am-5:45pm**
- **PRE-K: 8:30am-2:50pm**
- **PRE-K After Care: 3:00pm-5:45pm**

UNIFORM POLICY

Here at Little Scholars we require students to wear uniform Monday through Thursday.

Boys & Girls: *Light Blue or White tops - Khaki or Navy Blue bottoms*

Here are some examples of looks for your child. Sizes are available from 2T and up.

BOYS



GIRLS



Supply List: 2yrs to 3yrs old

The following items should be supplied for your child weekly and/or as needed:

- Pull ups (with detachable sides) if necessary
- Wipes
- Seasonal change of clothes (including all underwear and socks)
- Fitted sheet and blanket for your child's bed
- 1 adult sized button up shirt (to be used as a smock/apron)
- 2 boxes of facial tissue

Things to keep at home:

- Pencils
- Coloring materials (crayons/markers/colored pencils)
- Kid-Safe scissors
- Non-Toxic glue
- Assorted colors of construction paper

*These materials will be needed for your child's homework and/or take home projects.

**UNIFORM POLICY → TONS: WHITE OR LIGHT BLUE
BOTTOMS: KHAKI OR NAVY BLUE
UNIFORM IS MANDATORY MONDAY-THURSDAY
(FRIDAY IS DRESS-DOWN DAY)**

Supply List: 4yrs old/Pre-K

The following items should be supplied weekly and/or as needed:

- Seasonal change of clothes (including all underwear and socks)
- Fitted sheet and blanket for your child's bed
- 2 boxes of facial tissue
- 1 adult sized button up shirt (to be used as a smock/apron)
- 1: 3 ringed binder (large rings)
- 2 folders

Things to keep at home:

- Pencils
- Coloring materials (crayons/markers/colored pencils)
- Kid-Safe scissors
- Non-Toxic glue
- Assorted colors of construction paper

*These materials will be needed for your child's homework and/or take home projects.

**UNIFORM POLICY → TOPS: WHITE OR LIGHT BLUE
BOTTOMS: KHAKI OR NAVY BLUE
UNIFORM IS MANDATORY MONDAY-THURSDAY
(FRIDAY IS DRESS-DOWN DAY)**

Tuition Agreement

- Tuition is paid **weekly, in advance, and is due on the Friday preceding services even if your child is absent for illness or personal reasons**. Any family finding weekly tuition payments to be a hardship can discuss alternative payment arrangements with the Director. Tuition is payable and due even for days when the center is closed for inclement weather, holidays, and teacher training days.
- Little Scholars reserves the right to **penalize any late tuition payments at the rate of \$10 per day**. If a complete payment is not made by the due date, it is considered late. **If any portion of a payment is one month overdue, the center reserves the right to terminate this agreement and no longer admit your child**. We can arrange payment schedules or terms if occasional difficulties in payment occur. You will be charged the bank's fee for any checks returned to the center for non-payment.
- Little Scholars' purpose is to accommodate working parents and it is our expectation that children's schedules will remain consistent throughout the year. If however you request that your child's full-time schedule be reduced for the summer, the only option available will be a three-day schedule.
- Tuition is reduced by 10% for each additional child in one family enrolled in its programs. Such reduction is made to the tuition rate of the child paying the lower/lowest charge. For extended care (7:30am-8:00am, Early Care/3:00pm-6:00pm; Pre-K after care), the same reduction applies, so long as the care is given on the same day for all children.
- Little Scholars **reserves the right to charge minor, miscellaneous fees in connection with its programs**; for example, the cost of field trips.
- Little Scholars **reserves the right to modify its fees upon 30 days written notice of change**. Extended hours can be contracted at any time with at least 30 days advance notice.
- Little Scholars shall not be responsible for any failure to comply with the terms of this contract due to fire, flood, explosions, acts of God, labor strikes, acts of a government agency thereof, judicial action, or any legislation, i.e. an "unanticipated event."
- If one or more of these unanticipated events occur and render Little Scholars unable to operate for a period of greater than 30 days, either party shall have the right and option to terminate this agreement by giving written notice to the other party to that effect. In such a circumstance, Little Scholars shall make its best effort to return to parents any unused tuition or security deposit amount as soon as it is reasonably possible.
- **This policy agreement is subject to change/revision at any time with appropriate notification to parents.**

Arrival and Pick Up Policies

Drop Off

- Drop off time is between **8am** (7:30am if early-care) and **8:40am** for Pre-K students, and between **8am** (7:30am if early-care) and **9am** for non Pre-K students. **No Pre-K child will be permitted after 8:40am; No non Pre-K student will be permitted after 9am.** When your child will be late due to a doctor's appointment, he/she will not be permitted without a doctor's note or after **10:30am** (with or without a doctor's note). Exceptions to these rules may be made from time to time but will not be honored for those who show a pattern of lateness. Your child should arrive on time daily to assist in and ensure the smooth flow of the classroom's daily schedule. **Please be aware that Little Scholars does not hold strollers or car seats.**

Pick Up

- Last pick up time is **5:45pm** daily. A fifteen minute grace period until 6pm is given. If your child is not picked up by 6pm you will be charged **\$1.00 per minute** thereafter which will be **due upon your arrival. The same rule and late fee applies to Pre-K students who are not enrolled in after-care but are picked up after 3:00pm.** In the event that you will be late to pick up your child we ask that you call to notify us with an estimated time of your arrival. You will still be charged \$1.00 per minute until you arrive. It is important that children are picked up on time because of staff to child ratios. We must also keep in mind to be considerate of our staff who also have families and other priorities to attend to.

Signing In/Out

- For your child's safety, along with *The New York City Department of Health and Mental Hygiene*, **Little Scholars requires that students be signed in and out daily with precise drop off and pick up times by a parent/guardian who is 18 years of age or older.** Once a child has been signed out Little Scholars is no longer responsible for him/her.

Arrival and Pick Up Policies (continued)

Contact Information

- Please keep your child's primary parent/guardian contact information up to date as well as all emergency contacts/persons allowed to pick up your child.
- If you or anyone else in your child's file has a number or address change, please update the information immediately.
- All persons must be able to provide proper identification before we release your child to them for the first time. Little Scholars **WILL NOT** release your child to a person who cannot provide identification that matches the name that you, the parent/guardian has given.
- In the event that you have arranged for someone who isn't in your child's file to pick them up, please call before hand to let us know. We **WILL NOT** release your child to someone who is not on their list, who you have not verified.

Sick Policy

If your child develops (not limited to):

- Diarrhea
- Severe coughing symptom
- Difficulty breathing/rapid breathing
- Pink Eye

- Unusual rash/hive
- Green nasal discharge
- Strep Throat

- Temperature over 100°

- Fever caused by earache/teething

- Vomiting
- New antibiotic

Keep him/her home until:

- Symptom free
- Symptom free/coughing decreases
- Symptom free
- Doctor's clearance note and 24hrs after medication begins
- Doctor's clearance note
- Doctor's clearance note
- Doctor's clearance note and 24hrs after medication begins
- Fever free for 24hrs without fever reducing medication
- 24hrs after medication begins and child is comfortable
- 24hrs symptom free
- 24hrs after introduction

*Little Scholars' Policy concerning illnesses your child may contract is based on one or more of the following criteria: New York State Regulations, Physical & Emotional Welfare of Your Child/Other Children, American Academy of Pediatric Guidelines.

*If your child is absent for three or more consecutive days based on your own sick claim, you must provide a doctor's note upon your child's return.

*Please also use your own discretion when deciding to send your child to school with any symptoms. Little Scholars reserves the right to require that your child be picked up if they are showing any signs of illness and it is imperative that you or your emergency contact arrive within one hour of being contacted, in this event.

Food Service



PLEASE NOTE THAT LITTLE SCHOLARS SERVES BREAKFAST, LUNCH AND SNACK. HOWEVER, BREAKFAST IS ONLY SERVED TO INFANTS AND TODDLERS AT THIS TIME. PLEASE MAKE SURE YOUR PRE-K CHILD EATS A WELL BALANCED MEAL BEFORE ARRIVING TO SCHOOL.

Little Scholars' meals are provided by Red Rabbit, an NYC based organization that provides farm fresh/organic meals for schools around the city, prepared in a peanut free facility. Meals are delivered every morning and handled by staff during meal times. Little Scholars is equipped to handle food that needs heating or refrigeration until serving times.

Red Rabbit offers the following meal options:

- Classic (no alterations)
- Vegetarian (meatless but may still contain dairy products)
- Egg and Dairy Free (free of any egg or dairy products but will contain meat)
- Specialized; Soy, Tofu, Gluten, and Tomato free meals

We continuously encourage students to eat independently and to try things they may not be used to. While we understand that students may be picky eaters, we encourage all of our children to eat what is served. Therefore (with the exception of celebrations), we will not allow outside foods during any time. If we find that your child consistently refuses to eat what we provide, you may have to provide your child's meals daily.

For more information on Red Rabbit, visit www.myredrabbit.com

Health Services

We want to make sure that we provide for all of your child's needs from emotional-social, to developmental and more. We also want to make sure that we are providing for your child's well-being, including any medical needs. In order to provide for your child when they are in need of medical attention, some of our staff have attended MAT Training and have been certified to administer medication on site. In the event of an emergency or medical situation, we will only be able to administer medication to children who have a medical form on file.

Written Medical Consent Form:

The Written Medical Consent Form (Form OCFS-LDSS-7002 11/2004) must be filled out with very specific instructions for staff to follow. Our **staff will not and cannot administer any medication, skin cream or inhaler without this form signed by your child's Pediatrician/Doctor and yourself.**

Verbal Medication Consent Form:

A Verbal Medication Consent form (Form OCFS-LDSS-7003 5/2004) may be used to document that a parent requested that a medication be given but did not have written instructions from the authorized prescriber. **The medication authorized on this form is valid for one day only.** This consent form does not authorize the administration of the medication for multiple days.

Bringing Medication to School:

Little Scholars cannot accept any medication without the proper labeling. Prescription medication should be in a child-resistant container and must be labeled with the child's first and last names. It must have the original pharmacy label. It must have the medication name, how often and what dose to give, date to stop giving medicine or days to give medication. It must include the health care provider's name who prescribed the medication, pharmacy name, telephone number and date prescription was filled.

Celebrations

- Birthday celebrations will be held monthly on a date determined by your child's teachers.
- Parents whose children have birthdays during the month can contribute snacks (**HEALTHY SNACKS please**), cupcakes/cake, juice, treat bags, utensils, or decorations to be used and distributed on the celebration date.
- Celebrations will be hosted by teachers in the classrooms. Parents/families are not allowed to attend celebrations in school unless otherwise noted.
- Always check with your child's teachers to confirm the date of the month's celebration, the number of students who will be participating, and your contribution.

Cleanliness & Hygiene

Here at our school, our scholars are our number one priority. We are adamant about keeping a healthy and clean environment for our students and staff. We want our students to be comfortable while learning and enjoying activities with friends. We teach our scholars how to keep our classrooms clean, tidy their play spaces as well as washing hands and keeping away from yucky germs.

We ask that you continue to reiterate these practices at home with your Little Scholar. We want to protect all of our students from harmful germs that can spread and make others sick. In keeping clean and fresh, **we ask that you tidy their cubby's on Friday evenings and bring in clean napping sheets on Mondays.** We look forward to seeing our scholars refreshed and ready to learn each day.

Contact Information

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