

PARENT HANDBOOK

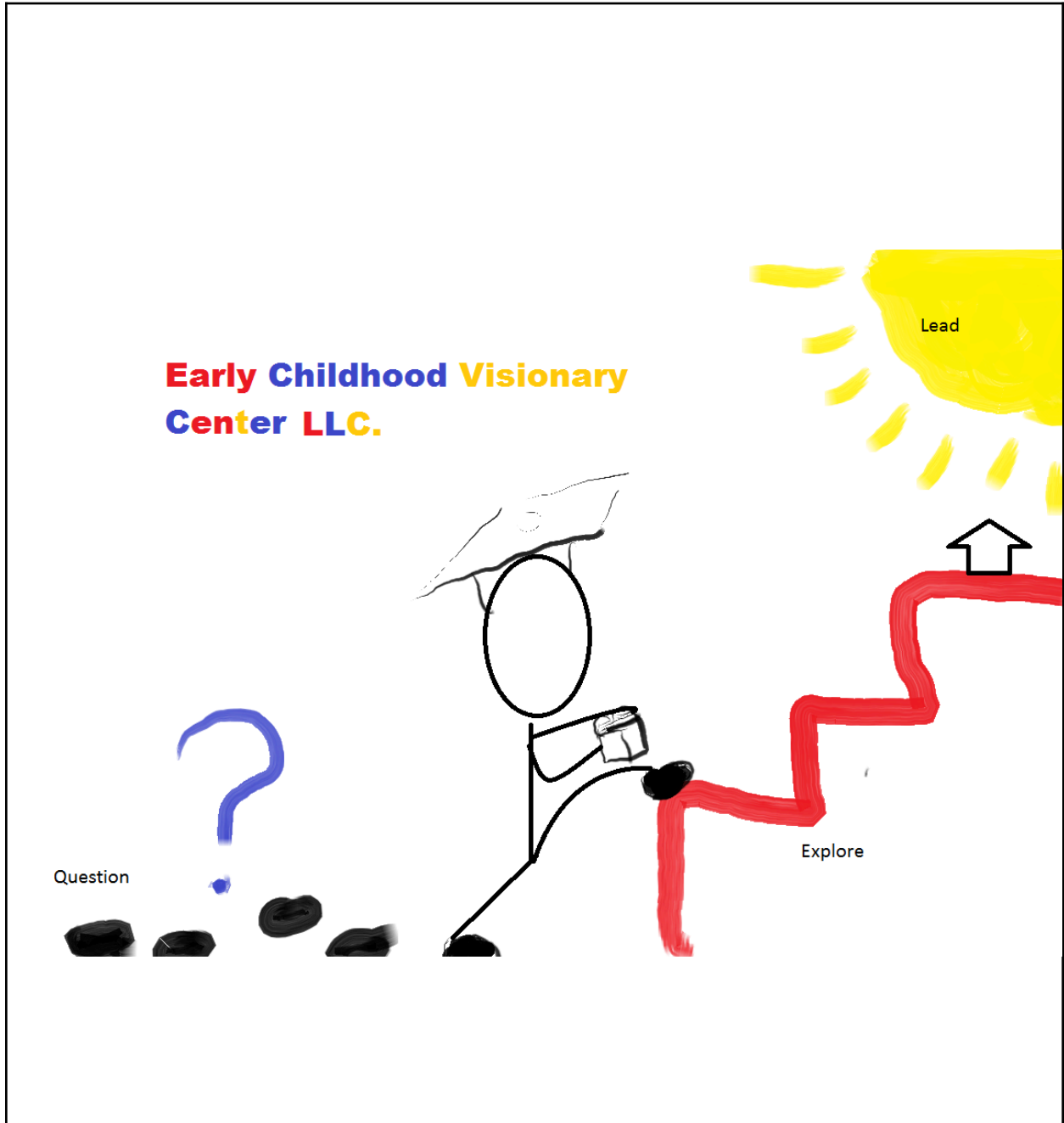


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STATEMENT OF NON DISCRIMINATION

Early Childhood Visionary Center welcomes all families, regardless of race, religion, national origin, sexual orientation, gender, ancestry, married or parental status and physical, mental, emotional or learning disability

Mission Philosophy Statement

Early Childhood Visionary Center LLC.

E.C.V.C is a progressive early childhood center that aligns pedagogy with best practice while seeking to meet children and their families where they are. E.C.V.C is an early Childhood center that seeks to implement enrichment in the lives of children and their families within the Ellenville community. ECVC is determined to enhance critical thinking skills while engaging students despite their style of learning. E.C.V.C is not a typical daycare, it is an early childhood learning academy that caters to families to enhance our students' performance across all five learning domains. This

organization's purpose is to close the achievement gap while teaching our youth principles of leadership and self-worth.

OUR MOTTO: Each child is a genius waiting to happen

OUR MISSION: We exist to provide a childcare environment that teases out the unique genius in children, which allows the children to explore and question instruction for maximizing their life chances while becoming future leaders.

OUR WATCH WORDS: Lead, Question, Explore, Inspire

OUR ENVIRONMENT: Our environment is safe, nurturing, healthy, and secure. Our classroom is spacious with lots of natural light.

- o Our Center is certified by OCFS, and the Department of Fire and Safety.
- o E.C.V.C welcomes children and families of all cultures, languages and backgrounds.
- o ECVC accepts and supports all children who are challenged by physical and/or learning disabilities; and caters to the needs of children with I.E.P. needs.

OUR STAFF: Operations are supervised by an Executive Director – responsible for overall success; and a Curriculum Consultant – responsible for maintaining program quality.

- o The Center is headed by a highly trained Education Director – holding a minimum of a Master's Degree in Early Childhood Education/Special Education; and five (5) years' experience. The Teacher Director also holds a Masters in Public Administration and Bachelors in Political Science.

Each staff member is certified in **C.P.R.** and **FIRST AID** by the American Heart Association. Should a student suffer a minor injury, First Aid will be administered by a staff member. Parents / guardians will be notified, and the incident will be documented. In the event of a major accident or injury, ECVC will call **911**. The parent /guardian of the child will be notified immediately.

OUR CURRICULUM: The Curriculum Components place high emphasis on educating the Whole Child. We use exploratory and active learning to excite our children's creativity and exploration, which binds our students emotionally to the joy of learning. This practice will in turn enhance our children to develop transitional skills for school and life.

Our Pedagogy is aligned with that of the High scope curriculum intertwined with the teachings of Reggio Emilia. We pride ourselves on child centered learning and respecting and validating our student's interests.

- o We ensure instruction caters to all learning domains, aligns with the Common Core, and builds Multiple Intelligences in our learners.
- o Our themes will be based on the children's curiosity along with the monthly units of study

Authentic Assessment of our Learners is guided using DAYC 2, The Help Checklist, and Brigance Authentic assessments.

- o Our Nature Based emphasis allows children to explore the excitement of Literacy, Math and Science through hands-on exposure to the environment, Gardening, Health and Nutrition, Music, Body movement etc.
- o Character Development of students' is expanded by exposure to plants, animals and the natural world.
- o As part of their overall development, our children learn conversational French, Simple American Sign Language, and Yoga. Our children also enjoy exposure to Arts and creative exploration

Enrollment procedure

To be enrolled into our program parents/guardians are required to have, the child's birth certificate, a medical form filled in and signed and dated by your child's medical practitioner, and an updated Immunization Record of your child. A list of child escorts, and release forms completed. The enrollment fees include \$150 for registration, \$65 books and supplies and \$55 for insurance. A voucher if applicable.

Ages Served:

Children are admitted into the school ages 2 through 12 years old. Infant enrollment TBD

Weekly Schedule:

Student Arrival and Dismissal: All students must be at school by 7:15 a.m. Students arriving after 7:15 a.m. will be considered late. School dismisses at 3:00 p.m. The aftercare program/extended day begins after 3:00 pm until 5:30 pm.

All students who are not picked up by 3.00 p.m. will be placed in the aftercare program; whereby parents will be charged the weekly rate.

Fee Structure

The program hours are from 7.00 a.m. – 3.00 p.m. There will be registration and tuition fees for children in this program during the mentioned hours.

The following table will contain fees which are applicable to parents wishing to enroll their children at ECVC. Please note that all fees are due in advance. Tuition and related fees are payable monthly. However, where special arrangements are made, fees may be payable on a weekly basis. Fees are to be paid one month in advance from the 1st through the 5th of each month for monthly tuition. Weekly rates are due prior to the beginning of each week. Parents and guardians are reminded that fees may be subject to change as school services increase; weekly rates are not prorated for absences. Parents and guardians will be informed prior to such changes.

Registration / Tuition Fees

Other Fees Market rates as of 10/2023

Infant- Full Day	7:00 a.m. – 3:00 p.m.	\$325 Weekly
Toddler Age Full Day		\$300 Weekly
3+ year old Pre-K Full day	7:00 a.m. – 3:00 p.m.	\$300 Weekly
school aged children morning drop off and extended day		\$250 weekly
Toddler Age extended day	3:00 – 5.30 p.m.	\$80 Weekly(\$16 per day)
Pre-Kindergarten extended day	3:00 – 5:30 p.m.	\$80 Weekly(\$16 per day)

Other Fees

Registration Fee	\$150.00 Annually
Books and Supplies	\$65.00 Annually
Insurance	\$55.00 Annually
Uniform	TBD
Late pick up fees :	\$10 per 15 mins late
Late tuition Fee:	10% of the balance owed per month late
Field Trips	TBD

We reserve the right to charge late fees if children are not picked up in accordance with their scheduled times. Or if tuition is not paid on time!

Your fee payment is due on or before the first service day in each week and will be considered late if it is not paid in full. If you owe more than one week back fees, services for your

child will no longer be provided until you pay all past and current fees.

Absences

If parents / guardians plan to keep their child home due to illness, or any other reason, parents/guardians must notify the Education Director no later than the regular drop off time. The Education Director is also expected to be notified if it is anticipated that the parents/guardian will be late dropping off or picking up the child. Payment is still due whether or not the child is in attendance. Fees are not prorated and parents are expected to pay tuition as long as their child is enrolled and holding a seat in daycare.

Illnesses:

If your child has any of the following illnesses or conditions, you must keep your child at home.

- A temperature above 100 degrees Fahrenheit
- Vomiting (2 or more times in 24 hours)
- Diarrhea (3 or more watery stools in 24 hours)
- A rash
- Eye infection (conjunctivitis)
- Sore throat (strep throat)
- Any Communicable – Disease

If it is clear your child is just not feeling well, depending upon the illness, you may be required to obtain a doctor's note before your child returns to school.

Appointments and early pick-ups

Please notify the Education Director when you drop off in the morning, if you will be picking your child up early that day, or if your child has an appointment and will be leaving and returning later in the day.

ESCORTS:

Upon registration, each parent /guardian is required to complete an escort form listing all persons who will be allowed to pick up their child /children. All escorts are to be 18 years or older and must have picture identification. Students will not be released to anyone whose name is not on their escort list.

In the event of an emergency where a sanctioned escort is not available, parents **MUST** call the office ahead of time giving the full name of the new escort. The escort on the other hand must present proper identification before the child/children will be released into his /her care.

School Closings:

In the event of severe weather examples, storms, hurricanes or flooding, ECVC will follow the Ellenville Public School closing announcements. Each parent/guardian will be given a list of school closings and a calendar of events upon registration. ECVC holds a Summer program following a three-week summer vacation beginning June 25th-July 15th starting 2019. We reserve all federal and State Holidays. Professional development days are also school closing days and families will be notified in advance.

FIELD TRIPS:

I hereby enroll my child _____ in the above program where I grant Early childhood Visionary Center LLC and its representatives full authority to take whatever action they deem necessary regarding my child's health and safety. Each child will go on trips by bus, foot or by public transportation. The trips will include the park, library, outings, and community walks! Early Childhood Visionary Center encourages parent participation.

Signature

Date

Emergencies:

Fire drills are conducted regularly each monthly. Other emergency drills such as evacuation drills, are conducted quarterly at our sites. Evacuation Schematic Posters are posted at strategic points of our center. Staff, students and parents will be made aware of the place(s) where we will meet. Management and staff are responsible for non-perishable food items. Parents and guardians are responsible for providing a full set of clothing for their child(ren) which will be stored along with other emergency supplies. Food and water supplies are refreshed quarterly.

Emergency / Substitute Care:

It is the parent(s) responsibility to arrange for substitute and/or emergency care for your child when the program is closed!

Early Childhood visionary center requires a two- week written notice if service is to be terminated by either party. This policy gives parents and providers adequate time to accommodate the child and properly pro rate the fee!

Holidays:

ECVC is closed on all federal holidays. Dates may be subject to change. Please refer to the parent board for periodic updates.

Meals:

ECVC is a healthy food zone. Our children are provided with a healthy breakfast. We will provide students with dairy free milk options (flax Good Karma milk and 100% juice) Fruits will be made available.

Morning and Afternoon snacks are provided, but lunch is not provided. Please notify management of any allergies which your child may exhibit. **Please send in healthy lunches for your child daily!**

A weekly menu is posted on the Parent Information Bulletin Board for further review and updates.

Supplies:

Parents are responsible for supplying pull-ups, wipes, cot sheets, full complete changes of seasonally appropriate clothing, and other necessary items for their child(ren).

Uniforms:

Red Yellow or blue polo shirts with blue, khaki or black pants or skirts. The students will be required to have red yellow or blue sweat suits for days involving gym or gardening. The children's names should be written on their belongings!

Change of Clothing:

Parents/ guardians are responsible for updating their child's necessary clothing supplies. The spare set of clothing in your child's cubby should be of the current size and weather appropriate.

Parent Involvement

Parents/guardians are expected to be partners in your child's care. Parents are encouraged to volunteer in their child's classroom and on field trips. Parents are welcome to help in school activities such as: birthday parties, read aloud and more. We know how busy parents are and how difficult it can be to find time to talk. However, daily communication helps the staff of ECVC to better help us to meet the needs of both parents and students. It is advisable to meet with staff on a regular basis to discuss your child's progress, share observations and work together as a team, to set individual goals and objectives for your child.

Parents and Family Services

Parent and Family services are an essential part of our learning centers. As responsible community partners our centers promote Family and Community Learning Empowerment.

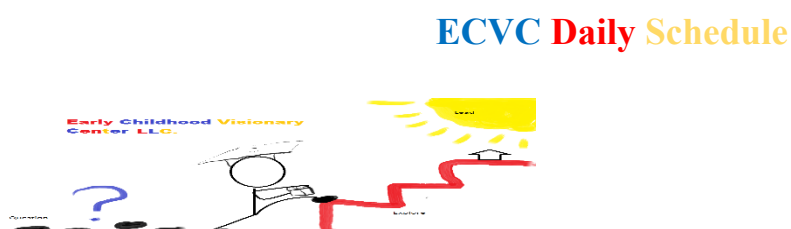
DISCIPLINE:

Corporal punishment is forbidden at ECVC. Students are redirected through positive reinforcement of good behavior and redirection of negative behavior. If a student becomes violent or a danger to themselves or others, parents will be notified, and will be invited to come

in as soon as possible to resolve the issue. Our Behavioral Management information is disclosed on the Parent Bulletin Board in our classrooms.

Daily Activity Schedule:

A Daily Schedule is posted on the Parent Information Bulletin Board. A copy of this schedule is also attached. Please refer to the schedule when necessary.



7:30| Arrival Hand washing, toileting, and sign-in

7:30-8:00| Journal Writing, table top manipulatives, and fine motor

8:00-8:30| Morning Meeting “Who came to school today”

8:30- 9:00| Breakfast family style, students hand out meals and utensils using 1:1 correspondence

9:30-10:00 | Large group lesson

10:00 Circle time, letter and number of the day, unit topic and calendar math

10:30-11:00 | Centers (rotated) small groups guided instruction skill building!

11:00-11:30 | Outside play/Recess

11:30-12:00 | Lunch

12:00-12:30 |toileting transition activity

12:30-1:30| Nap time or quiet activity

1:30- 2:30| Clean up and toileting preschoolers will be allowed up earlier to work on sight words

2:45-| wake up and clean up toilet

Extended day

3:00 -3:15 PM **Snack**

3:15 -3:45| PM Story time and story response (exit ticket)

3:45-4:15 Tap Mon-wed Thursday & Friday literacy

4:15-4:45| ASL or music or acting

4:45-5:15 Yoga, French, ASL or Gross motor

5:30 pick up

CHILD INTRODUCTION FORM

Name _____ DOB _____

Please help me get to know your child. What are his / her routines, likes, dislikes, etc.?

Eating _____

Sleeping _____

Toileting _____

Daily Activities

Fears _____

Likes _____

Dislikes _____

Habits _____

Favorites _____

Tell me a little about where your child is developmentally

What other information should I know / be aware of to care for your child as an individual? Events at home often influence your child's behavior. I am better able to help your child when you inform me of situations and / or events that might influence his / her behavior such as:

- Divorce
- Separation from a relative or friend
- Death of a relative or friend

Knowing about these transitional times allows me to give special attention, understanding, and care. The information you give me will remain confidential. Has anything happened recently in your child's life that might influence her/him?

FIELD TRIP PERMISSION FORM

I give my permission for my child

_____ **to leave Early**

Childhood Visionary Center LLC for supervised trips to special places including but not limited to:

- **The Public Library**
- **The park**
- **The Zoo or Museum**
- **Public Events or Civic Center**

Restrictions on such trips for my child include:

Signature of Parent or Guardian

Date



I hereby grant Early Childhood Visionary Center LLC permission to photograph and record my child and his or her work for assessment purposes and to place on the School's website to showcase their growth and talents!

Signature of Parent or Guardian

Date

| _____,

have received the Early Childhood Visionary Center Parent Handbook and Handouts.

PARENT – CHILD CARE PROVIDER
NAPPING AGREEMENT

I _____, agree to have my child _____,

parent's name

child's name

nap in/on a **mat, cot, crib, pack and play, or bed** (circle one), which will be placed in
the **playroom, bedroom, living room, dining room** (circle one)

or _____, while s/he is in _____'s

write in other location

child care provider's name

child care program.

- I give permission for my child care provider to use an electronic monitor as an indirect means of supervision while my child is napping. I understand that my child care provider must leave the doors open to all rooms where children are napping. I understand that electronic monitors will be used as an alternate means of supervision only when my child is napping.
- I do not want my provider to use an electronic monitor as an indirect means of supervision. I want my child care provider to directly supervise my child during nap time.

I understand that my child care provider must remain on the same level of the home as the children at all times.

Sleeping arrangements for **infants** require that the infant be placed on his or her back to sleep, unless medical information is presented to the provider by the parent that shows that this arrangement is inappropriate for that child.

Parent's signature _____ Date _____

Provider's Signature _____ Date _____

INITIALS HERE

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