

Parent Handbook 2026



Table of Contents

Our Staff.....	Page 3
Non-Discrimination Policy	Page 4
Mission and Philosophy Statement	Page 5
Our Environment.....	Page 6
Our Curriculum.....	Page 7
Enrollment Procedure.....	Page 8
Ages Served	
Drop-off/Pick-up.....	Page 9
Absences	
Supplies.....	Page 10
Change of Clothing	
Meals	
Emergency Care / Substitute Care	Page 11
Illnesses.....	Page 12
Holidays.....	Page 13
School Closings	
Drills.....	Page 14
Field Trips	
Discipline.....	Page 15
Termination Policy	
Parent Involvement.....	Page 16
Tuition Structure	Page 17
Late Tuition	
Tuition & Tuition Policies Cost.....	Page 18
Child Introduction form	Page 19
Sample Schedule	Page 21
Napping agreement.....	Page 22
Media release	Page 23
Initial Acknowledgement.....	Page 24

Our Staff

A dedicated Education Director, responsible for the overall success of the center, and a curriculum consultant, who ensures the quality and integrity of our educational programs, oversee our operations.

- The center directed by a highly trained Education Director, who holds a Master of Public Administration (MPA), Bachelors in Political Science (BA), and a Master of Science in Education (MSEd); certified in General Education and Special Education; with over ten years of experience in the field.
- The American Heart Association, ensuring the safety and well-being of all children in our care, certifies all staff members in CPR and First Aid.
- Every staff member will be fingerprinted and must pass a NYS/FBI criminal history and registry check.
- All staff will train in best practices in Early Childhood Development.

Non- Discrimination Policy

At Early Childhood Visionary Center (E.C.V.C), we are committed to fostering an inclusive, respectful, and welcoming environment for all children and families.

We do not discriminate on the basis of race, religion, ethnicity, national origin, gender, gender identity or expression, sexual orientation, marital or parental status, disability, or any other protected characteristic.

Every child and family is treated with dignity and respect and is valued as an essential part of our community. We celebrate diversity and are dedicated to creating an environment where all individuals feel safe, supported, and empowered to thrive.

Mission and Philosophy Statement

At Early Childhood Visionary Center (E.C.V.C), we are dedicated to providing a progressive early childhood education experience that extends beyond traditional daycare. As an early learning academy, we implement best practices in education while meeting children and their families where they are developmentally, socially, and culturally.

Our mission is to enrich the lives of children and families within our community by fostering critical thinking, leadership, and a strong sense of self-worth in every child.

We are committed to closing the achievement gap by creating a supportive, engaging, and inclusive learning environment that embraces diverse learning styles. We empower each child to reach their full potential by cultivating their natural curiosity and strengths.

At E.C.V.C, we believe that every child is a genius waiting to happen. We encourage children to explore, question, and actively engage in their learning experiences. Through this approach, we strive to maximize their life opportunities and nurture the next generation of confident, capable leaders.

Our Environment

Our environment is safe, nurturing, healthy, and secure, designed to provide an optimal space for learning and growth. Our classroom is spacious, filled with natural light, creating a welcoming and comfortable atmosphere for children.

- Our center is OCFS certified and regularly inspected by the Department of Fire and Safety to ensure the highest standards of safety.
- E.C.V.C. embraces and welcomes children and families from all cultures, languages, and backgrounds.
- We support and include all children, including those with physical and learning disabilities, and cater to the needs of children with Individualized Education Programs (IEPs) and IFSPS.

E.C.V.C Motto:

“Each child is a genius waiting to happen.”

E.C.V.C Watch Words:

- Lead
- Question
- Explore
- Inspire

Our Curriculum

Our curriculum emphasizes educating the whole child by fostering creativity, exploration, and a deep emotional connection to the joy of learning. Through exploratory and active learning, we help children develop essential skills that prepare them for both school and life.

- **Pedagogy:** Our approach is rooted in the principles of the HighScope curriculum, blended with the child-centered philosophy of Reggio Emilia. We prioritize respecting and validating each child's interests, ensuring that learning is meaningful and engaging.
- **Instruction:** We provide instruction that caters to all learning domains, aligns with the Common Core, and fosters Multiple Intelligences in our students. Our curriculum is theme-based, driven by children's curiosity, and supported by monthly units of study.
- **Assessment:** We use authentic assessment tools, including DAYC-2, The HELP Checklist, and Brigance, to track and support the progress of our learners, ensuring that each child receives the guidance they need to thrive.
- **Nature-Based Learning:** Our curriculum emphasizes a nature-based approach, allowing children to explore literacy, math, and science through hands-on experiences with the environment. This includes activities like gardening, health and nutrition, music, and body movement, which help children connect with the natural world.
- **Character Development:** We believe in the importance of character development, enriched through interactions with their natural environment, helping children develop empathy and responsibility.
- **Additional Enrichment:** As part of their overall development, our children also learn conversational French, simple American Sign Language, and yoga. They are exposed to the arts and creative exploration, broadening their horizons and enhancing their cognitive and emotional growth.

Enrollment Procedure

Parents/Guardians enrolling children are required to provide:

- Completed Registration Packet (A copy of the child's birth certificate)
- Valid Identification (A valid form of identification must be provided)
- Current Medical Forms (Signed, and dated medical forms completed by your child's medical practitioner; including an updated immunization record)
- Escort List and Release Forms (A list of individuals authorized to pick up your child, along with completed release forms)
- Signed Contract (A fully executed contractual agreement)
- Enrollment Fees (Enrollment fees must be paid or a voucher can be used, If applicable)

Ages Served

We admit children between the ages of 18 months to 12 years old. Infant enrollment details are to be determined, contact the Education Director at 845-210-4268.

*Extended day is for children who are more independent in need of enrichment or tutoring after school services typically designed for children 3+ must be potty trained for the extended day program!

Drop-off/Pick-up

- Student Arrival: Children are to arrive at their contracted time.
- Dismissal: Children must be picked up at their contracted time.
- Late Pick-up: We reserve the right to charge late fees if children are not picked up in accordance with their scheduled times. Please ensure timely pick-up to avoid any additional charges.
- Appointments and Early Pick-ups: If you need to pick up your child early or if your child has an appointment and will be leaving and returning later in the day, please inform the staff during morning drop-off. This ensures that we can plan accordingly and provide the necessary support for your child throughout the day.
- Escorts: During registration, each parent/guardian must complete an escort form, listing all individuals authorized to pick up their child/children. All escorts must be 18 years or older and provide an acceptable photo ID at the time of pick-up. **Students will not be released to anyone who is not on the escort list.** In case of an emergency where an authorized escort is unavailable, parents must contact E.C.V.C in advance with the full name of the new escort. The new escort must present proper identification before the child/children will be released into their care.

Absences

Parents/guardians are required to notify staff prior to the regular drop-off time if their child will be absent due to illness or any other reason. Timely communication helps ensure appropriate planning and staffing.

Parents/guardians must also inform staff in advance if they anticipate arriving late for drop-off or pick-up.

Please note: Tuition is based on enrollment, not attendance. Payment is required regardless of absence. Fees are not prorated, and parents/guardians are responsible for full tuition as long as their child is enrolled and holding a reserved spot at Early Childhood Visionary Center (E.C.V.C).

Supplies

Parents are responsible for providing the following items:

- Pull-ups
- Wipes
- Cot sheets
- Complete changes of seasonally appropriate clothing
- Any other necessary personal items

Change of Clothing

Parents are responsible for keeping their child's spare clothing current. The set of clothing in your child's cubby should be the correct size and appropriate for the current weather. Please check and update these items regularly. Bring home blankets and sheets to wash weekly.

Meals

E.C.V.C is a healthy food zone committed to providing nutritious options for our children. We provide a healthy breakfast along with dairy-free milk options (Flax, Almond, and Oat milk) and 100% juice. Fresh fruits are available daily. Breakfast, lunch, snacks, and dinner are provided. Please inform staff of any allergies your child may have so that we can take the necessary precautions.

Alternative Care Policy

Parents/guardians are responsible for securing alternative childcare arrangements for their child when needed. E.C.V.C should not be the sole option for child care.

In the event of illness, emergency closure, or a situation requiring immediate pick-up, families must have a designated emergency contact or backup caregiver available to assume care of the child promptly.

Failure to maintain reliable alternative care may affect a family's continued enrollment at E.C.V.C.

Illnesses

Parents/guardians are expected to keep children home when they are unwell. An ill child in attendance places other children, families, and staff at risk. If your child exhibits any of the following symptoms or conditions, they must stay at home:

- A temperature above 100 degrees Fahrenheit
- Vomiting (2 or more times within 24 hours)
- Diarrhea (3 or more watery stools within 24 hours)
- Eye infection (conjunctivitis)
- Sore throat (strep throat)
- Any communicable disease
- No lice; no-nit policy is followed. Child should be treated and nit free before returning

If a child arrives exhibiting signs of illness, E.C.V.C reserves the right to refuse care or require immediate pick-up. Repeated instances of sending an unwell child to care may result in termination of services.

We reserves the right to request a medical note before resuming care, for illnesses and injuries. If your child is clearly unwell, depending on the illness, a doctor's note may be required before they can return to school.

We appreciate your cooperation in maintaining a health and safe environment for all members of our community.

Holidays

We are closed every Federal Holiday:

(New Year's Day, Martin Luther King Jr. Day, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.)

Thanksgiving Recess: November 26-29th

Holiday break: December 23rd- January 2

Spring break: April 14-18th

Summer break: TBD

Professional Development: TBD, advanced notice will be provided.

Please note that dates may be subject to change. For the latest information, please contact the education director.

School Closings

In the event of severe weather, including storms, hurricanes, or flooding. E.C.V.C will follow the Ellenville Public School closing announcements. Upon registration, each parent/guardian will receive a list of school closings and a calendar of events. We observe all federal and state holidays. Additionally, professional development days are considered school closing days, and families will be notified in advance.

Drills

Fire drills are conducted monthly, other emergency drills, such as evacuation drills, are conducted quarterly. Evacuation Schematic Posters are displayed at the primary and secondary exits at the center. Staff, students, and parents will be informed of designated meeting places in the event of an emergency.

Field Trips

I hereby grant my child/children and grant Early Childhood Visionary Center LLC and its representative's full authority to take whatever actions they deem necessary to ensure my child's health and safety. My child may participate in trips by bus, foot, or public transportation, including visits to the park, library, outings, and community walks. Early Childhood Visionary Center encourages and welcomes parent participation on these trips.

Discipline

Corporal punishment is strictly forbidden, at Early Childhood Visionary Center (E.C.V.C). We use positive reinforcement to encourage good behavior and redirect negative behavior. We use the first then approach to foster compliance and for children to learn to accept no. If a student becomes violent or poses a danger to themselves or others; parents will be notified and directed to come in immediately to help resolve the situation. If a child is physically aggressive and is a danger to themselves and or others we will offer them a break and try to redirect them while keeping everyone safe. If the behavior does not deescalate, parents will be called to intervene. which may result in picking up the child. Strategies of behavior management will be offered to the family but safety is first.

Termination Policy

Early Childhood Visionary Center requires a minimum of two weeks written notice prior to the termination of services. This policy ensures that both families and providers have adequate time to make appropriate arrangements for the child's transition. Any remaining balance will be prorated accordingly, and all outstanding tuition must be paid in full prior to the child's final day of attendance.

Parent Involvement

At the Early Childhood Visionary Center (E.C.V.C), we believe that parents and guardians are essential partners in their child's care and education. We encourage parents to volunteer in their child's classroom, participate in field trips, and assist with school activities such as birthday parties, read-aloud sessions, and more.

We understand how busy parents can be, but daily communication is key to better meeting the needs of both parents and students. We recommend setting aside a few minutes regularly to discuss your child's progress, share observations, and work together as a team to establish individual goals and objectives for your child. If a child is physically aggressive and is a danger to themselves and or others we will offer them a break and try to redirect them while keeping everyone safe. If the behavior does not deescalate, parents will be called to intervene. which may result in picking up the child. Strategies of behavior management will be offered to the family but safety is first.

Parent and Family Services are a vital part of our learning centers. As responsible community partners, we actively promote Family and Community Learning Empowerment.

Tuition Structure

The program hours are from 7:30 a.m. to 3:30 p.m. During these hours, registration and tuition fees will apply for children enrolled in the program.

The following table outlines the applicable fees for enrollment at Early Childhood Visionary Center. Please note that all fees are due in advance:

- **Monthly Tuition:** Tuition must be paid one month in advance
- **Weekly Rates:** Tuition may be paid on a weekly basis. Weekly rates must be paid in advance, at least one week prior to the beginning of each service week.

Parents and guardians are reminded that fees are subject to change as school services evolve. Any adjustments to fees will be communicated in advance. Please note rates are not prorated for absences.

Late Tuition

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

- **Tuition Payment:** Your tuition payment is due the Friday before the first service day of each week. Payments not made in full by this time are late.
- **Late Tuition:** If you owe more than one week of back fees. Services for your child can be suspended until all past and current fees are paid in full.

Please ensure timely payments to avoid any disruption in services. However, we understand that circumstances may arise that could influence your ability to make payments on time. We strongly recommend communicating any issues in advance. We are always willing to work with our parents to find a solution.

Late Fees:

- **Late Pick-Up Fee:** \$10 per 15 minutes late
- **Late Tuition Fee:** 10% of the balance owed per month late

Registration Fees:

- **Registration Fee:** \$100.00 (One-time)
- **Books and Supplies:** \$65.00 (One-time)
- **Insurance:** \$55.00 (Annually)

Tuition & Tuition Policies

	Morning Schedule Tuition		Afternoon Schedule Tuition		
Infant	7:30am - 11:30am	\$185 Weekly	11:30am –3:30pm	\$185 Weekly	\$76 Daily
Toddler	7:30am - 11:30am	\$175 Weekly	11:30am –3:30pm	\$175 Weekly	\$72 Daily
Preschooler	7:30am - 11:30am	\$170 Weekly	11:30am –3:30pm	\$170 Weekly	\$70 Daily
School aged	7:30am - 11:30am	\$168 Weekly	11:30am –3:30pm	\$168 Weekly	\$69 Daily

If your child is enrolled in both the morning and afternoon sessions within the same week, tuition will be combined accordingly.

Families receiving childcare assistance are responsible for any remaining balance not covered by the subsidy. The parent/guardian listed on the contract assumes full responsibility for this balance.

Our after-school program is designed for school-aged children (5 years and older) and focuses on closing the educational opportunity gap through support in reading, math, public speaking, and tutoring services.

Please note: A separate contract and fee schedule will be provided for enrollment in the after-school program.

Tuition secures your child’s enrolled seat and is not based on attendance. Accommodations may be considered on a case-by-case basis at the discretion of E.C.V.C administration.

All families must have automatic payment set up if tuition is not paid in advance. This ensures timely and consistent payment for services

Child Introduction Form

Name: _____ DOB: _____

Please help us get to know your child better by sharing information about their routines, likes, dislikes, and more.

Eating: _____

Sleeping: _____

Toileting: _____

Activities: _____

Fears: _____

Likes: _____

Dislikes: _____

Habits: _____

Favorites: _____

Developmental Information:

Please tell us a little about where your child is developmentally.

Additional Information:

What other information should we know, to care for your child as an individual? Events at home often influence a child's behavior. We are better able to support your child, when informed of situations or events that might influence behavior, such as:

- Divorce
- Separation from a relative or friend o
- Death of a relative or friend
- Change in housing situation

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

Daily Sample Schedule

7:30 AM

- Arrival, hand washing, toileting, and sign-in

7:30 - 8:00 AM

- Journal writing, tabletop manipulatives, and fine motor activities

8:00 - 8:30 AM

- Free play

8:30 - 9:00 AM

- Breakfast (family style); students hand out meals and utensils using 1:1 correspondence

9:30 - 10:00 AM

- Toileting

10:00 AM

- Who came to school today Circle Time: Letter and number of the day, unit topic, and calendar math

10:30 - 11:00 AM

- Centers (rotated): Small groups, guided instruction, skill building

11:00 - 11:30 AM

- Outside play/Recess

11:30 AM - 12:00 PM

- Lunch

12:00 - 12:30 PM

- Toileting and transition activity(story time)

12:30 - 1:30 PM

- Nap time or quiet activity

1:30 - 2:00 PM

- Clean up and toileting; preschoolers can get up earlier to work on sight words

2:15 PM

- clean up, and toileting snack 2:15-2:50 story time or gross motor time **Extended Day Program:**

3:00 - 3:15 PM

- PM Snack offered

3:15 - 3:45 PM

- PM Story time and story response (exit ticket)

3:45 - 4:15 PM

- Tap (Mon-Wed); Literacy activities (Thu-Fri) school age arrive

4:15 - 4:45 PM

- ASL, music, or acting

4:45 - 5:15 PM

- Yoga, French, ASL, or Gross motor activities tutoring and enrichment

5:30 PM

- Pick-up

Sleeping and Napping agreement

My child _____ will be taking a nap or resting at E.C.V.C. My child will nap/rest on a:

Cot Mat Playard (please circle one)

I understand that I must provide a sheet, small blanket; if desired, a small travel pillow and one small stuffed animal.

Sleeping arrangements for infants require that the infant be placed on his or her back to sleep (418-1.7(p)). Cribs, bassinets and other sleeping areas for infants must not have bumper pads, toys, large stuffed animals, heavy blankets, pillows or infant positioners I understand that the provider will have visual contact with the children in their care and the NYS Office of Children and Family Services Regulations for staff to

Parent Signature

Date



Multimedia Release Permission Form

I, the undersigned, having full authority to execute this Release on behalf of myself and my child at Early Childhood Visionary Center (E.C.V.C), hereby grant permission to use, publish, post, and display my child's image or likeness, voice, and/or work materials created at E.C.V.C, whether written, artistically created, or performed.

I warrant and represent that the materials submitted hereunder are owned by and/or are original to my child, and I have full authority to permit their use, publication, posting, transmission, and display in a manner that reflects and celebrates my child's educational accomplishments and progress. This permission extends to all multimedia outlets.

Parent Signature

Date

Sign, then initial next to each item to acknowledge receipt

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

- Our Staff: _____
- Non-Discrimination Policy _____
- Mission & Philosophy Statement _____
- Our Environment _____
- Our Curriculum _____
- Enrollment Procedure _____
- Ages Served _____
- Drop-off/Pick-up _____
- Absences _____
- Supplies _____
- Change of Clothing _____
- Meals _____
- Emergency Care / Substitute Care _____
- Illnesses _____
- Holidays _____
- School Closings _____
- Drills _____
- Field Trips _____
- Discipline _____
- Termination Policy _____
- Parent Involvement _____
- Tuition Structure _____
- Tuition & Tuition Policies _____
- Napping Agreement _____
- Media Release _____