

# Parent Handbook



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## **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 is led 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 will be cleared, fingerprinted and trained on best practices in early childhood Development.

## **NON-DISCRIMINATION POLICY**

At Early Childhood Visionary Center, we are committed to fostering an inclusive and welcoming environment for all children and families. We do not discriminate based on race, religion, ethnicity, national origin, gender, sexual orientation, marital or parental status, disability, or any other characteristic. Every child and family is respected and valued as an essential part of our community.

## **MISSION AND PHILOSOPHY STATEMENT**

We are dedicated to providing a progressive early childhood education that goes beyond traditional daycare. As an early learning academy, we emphasize best practices in education while meeting children and their families where they are. Our mission is to enrich the lives of children and families in the community by fostering critical thinking, leadership, and self-worth in every child.

Our goal is to close the achievement gap by creating a supportive and engaging environment that embraces diverse learning styles and empowers each child to reach their full potential. We exist to cultivate each child's unique genius. Encouraging them to explore, question, and engage with their learning. By doing so, we aim to maximize their life opportunities and nurture the next generation of leaders.

**E.C.V.C MOTTO:** “Each child is a genius waiting to happen.”

### **E.C.V.C WATCH WORDS:**

- Lead
- Question
- Explore
- Inspire

## **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.

## 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, which is 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 further exposed to the arts and creative exploration, broadening their horizons and enhancing their cognitive and emotional growth.

## Enrollment Procedure

To enroll your child, parents/guardians are required to provide the following:

- **Registration Packet:** A copy of the child's birth certificate.
- **Identification:** A valid form of identification must be provided
- **Medical Forms:** Completed, signed, and dated 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:** The enrollment fees include a \$150 registration fee. If applicable, a voucher.

## Ages Served

We admit children between the ages of 2 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 Education Director 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 the office 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.



## School closures

**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 aka 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.*)

*Thanksgiving Recess November 27-29th*

*Holiday break December 23rd- January 2*

*Spring break April 14-18th*

*Summer break June 25th July 19th*

*We will close for Professional development and notices will be sent in advance TBD*

## Supplies

Parents are responsible for providing the following items for their child:

- 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 up to date. The set of clothing in your child's cubby should be in the correct size and appropriate for the current weather. Please check and update these items regularly.

Bring home blankets and sheets to wash weekly check for refreshing

## Meals

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

## Absences

If parents/guardians plan to keep their child home due to illness or any other reason, they must notify the Education Director no later than the regular drop-off time. Additionally, parents/guardians should inform the Education Director if they anticipate being late for drop-off or pick-up.

Please note that payment is still **due regardless of attendance**. Fees are **not prorated**, and parents are expected to pay tuition as long as their child is enrolled and holding a spot in the daycare.

## Emergency Care / Substitute Care

It is the responsibility of the parent(s) to have substitute care for the enrolled child. ECVC must not be the only option your child has for care. In the event of an emergency that requires your child to be picked up; you must have alternative care.

## Illnesses

For the safety and well-being of all children, 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 and no Nit policy child should be treated and nit free before returning

Provider 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.

**Please do not send unwell children to daycare.** It is unfair for the other children and families and may result in dismissal of care. The health screen attestation form indicates the need to check your child daily for wellness.

## School Closings

In the event of severe weather, including storms, hurricanes, or flooding. ECVC 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. There is a three-week summer vacation beginning June 25th and ending July 15th (starting in 2019). We observe all federal and state holidays. Additionally, professional development days are considered school closing days, and families will be notified in advance.

## Holidays

ECVC is closed on all federal holidays. Please note that dates may be subject to change. For the latest information, please contact the education director.

## Drills

Fire drills are conducted monthly, while 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.

**Management and staff are responsible for maintaining non-perishable food items, which are refreshed quarterly. Parents and guardians are responsible for providing a full set of clothing for their child/children, which will be stored along with other emergency supplies.**

## 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 (ECVC). We use positive reinforcement to encourage good behavior and redirect negative behavior. If a student becomes violent or poses a danger to themselves or others; parents will be notified and directed to come in as soon as possible to help resolve the situation. We use the first then approach to foster compliance and for children to learn to accept no.

## Parent Involvement

At the Early Childhood Visionary Center (ECVC), 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.

## Termination Policy

Early Childhood Visionary Center requires a two-week written notice if services are to be terminated. This policy ensures that both parents and providers have adequate time to make necessary arrangements for the child and to properly prorate any remaining balance.

## Fee Structure

The program hours are from 7:00 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:** Fees must be paid one month in advance
- **Weekly Rates:** Fees 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 Fees and Payment Policy

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

- **Fee Payment:** Your fee payment is due the Friday before the first service day of each week. Payments not made in full by this time are considered 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 impact 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.

## Registration / Tuition Fees

### Rates as of August 2024:

- **Infant - Full Day:**  
\$325 Weekly
- **Toddler Age - Full Day**  
\$300 Weekly
- **3+ Year Old Pre-K - Full Day**  
\$300 Weekly
- **School-Aged Children - Morning Drop-off and Extended Day**  
\$250 Weekly
- **Toddler Age - Extended Day**  
\$80 Weekly (\$16 per day)
- **Pre-Kindergarten - Extended Day**  
\$80 Weekly (\$16 per day)

### Other Fees:

- **Registration Fee:** \$150.00 (One-time )
- **Books and Supplies:** \$65.00 (One-time)
- **Insurance:** \$55.00 (Annually)

### Late Fees:

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

**Field Trips:** TBD

## Child Introduction Form

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Please help me 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 me a little about where your child is developmentally.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Additional Information:**

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

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

Knowing about these transitional times allows me 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?

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## 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

### Napping agreement

Sleeping and Napping Arrangement Agreement My child \_\_\_\_\_.  
 will be taking a nap or resting after lunch which ends at approximately \_\_\_\_\_. The  
 location that he/she will nap/rest is \_\_\_\_\_.  
 \_\_\_\_\_. **My child will nap/rest  
 on a cot, mat, or pack and play (please circle one). I understand that I must provide a sheet,  
 small blanket and 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

X\_\_\_\_\_

parent signature



## 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 (ECVC), hereby grant permission to use, publish, post, and display my child's image or likeness, voice, and/or work materials created at ECVC, 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.

x \_\_\_\_\_

Parent Signature

**Please sign, then initial next to each item to acknowledge receipt**

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

- Our Environment: \_\_\_\_\_
- Our Staff: \_\_\_\_\_
- Our Curriculum: \_\_\_\_\_
- Enrollment Procedure: \_\_\_\_\_
- Ages Served: \_\_\_\_\_
- Drop-off/Pick-up: \_\_\_\_\_
- Supplies: \_\_\_\_\_
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- Discipline: \_\_\_\_\_
- Parent Involvement: \_\_\_\_\_
- Termination Policy: \_\_\_\_\_