

Adirondack Enrichment Handbook

Our Mission provide a warm, loving, rich learning environment for all children, promoting independence and confidence while meeting individual needs. We understand that although there is a norm of development among each age group, children are also individuals. They learn at their own pace, their own style and have their own capabilities. We also know that families are different and important in every child's life. We will strive to establish open relationships with families and provide guidance and education for them to better understand their child's developmental needs. Our goal is to connect with children and families through enriched experiences while keeping everyone safe and healthy

Adirondack Enrichment is designed to enhance and meet the needs of children in order to fully prepare them for kindergarten. Our curriculum aligns with the NYS Learning Standards and our goal is to connect with children and families through enriched experiences while keeping everyone safe and healthy.

Program Operations

Application and Enrollment Forms

All paperwork is required to have on file prior to the first day of school:

- Registration Form
- Medical/Immunization Records
- Emergency Card
- Pick Up Form

Tuition

Tuition is due for September by August 31st. Bills will be e-mailed to you by Lillian lseeleydrever@adkenrichment.com. You can pay via e-mail, drop off payment or mail in a check. **Tuition is due the 15th of each month for the next month.** (ex. Tuition for October is Due September 15th).

Tuition is due each month even if you take your child out of school for part of a month or for a full month.

Building Hours

Adirondack Enrichment building is open from 7:30 am to 3:30 pm Monday-Friday

Holidays Observed

Labor Day
Columbus Day
Veterans Day
Thanksgiving
Martin Luther King Jr Day
Good Friday
Memorial Day
Juneteenth Day

Inclement Weather

To ensure the safety of children, families, and staff there may be times that Adirondack Enrichment delays the start of classes or closes for the day. You can find closings on ALL local news stations. Please do not call or text your child's teacher inquiring about school delays or closings.

Attendance

Regular attendance is highly encouraged. Regular attendance allows your child to be comfortable with the routine, their peers and teachers. **If your child is out for the day, please e-mail your child's teacher or the Director Heidi Underwood.**

Clothing

- Children play hard and get dirty (we encourage this) so please dress your children in **comfortable play clothing** so they can move freely.
- Each child is to have a change of **clothing labeled** with his/her name and be in the child's backpack.
- Their shoes should be sturdy sneakers or rubber soled shoes. **NO sandals** are to be worn at school.
- If your child is not potty trained, please make sure there is a disposable diaper in their backpack.
- Children will be going outside in the winter months. Your child will need a snow coat, snow pants, hat, mittens and boots. Please send in a separate labeled bag for these items.

Personal Property

Children should not bring toys from home except for Show and Tell or other special event.

Snack/Lunch

- Toddler Class

Snack is provided for our Toddler Class (2-3 year olds). Snacks consist of juice or water, fish crackers, animal crackers or pretzels. All children will be given an open cup for drinking. Please do not send in any special drinking cups for your child.

- 3-4 Year Olds and Pre-K Classes

Children in or 3-4 and Pre K classes will need to **bring in their own snack**. A drink and one or two small snack items are requested. A nutritional snack is recommended.

- 3-4 Year Olds 11:30-2:00 Class Lunch

Children in the 11:30-2:00 class should bring in a lunch that does not need to be heated. They should have a small snack and drink as well.

Arrival/Departure

- Cars are to pull all the way to the end of the sidewalk in the circle. (4-5 cars should be able to fit at a time)
- Parent/guardian is to walk their child to their teacher at the front of the building.
- Parent/guardian will pull their car all the way to the end of the sidewalk and pick up their child from their teacher at the front door sidewalk.
- Safety is our priority, please drive slowly and cautiously.
- Parents are responsible for getting their child out and in their car seats.

Pick Up Policy

Parents are required to provide Adk Enrichment with the **Pickup Form**. This identifies who is able to pick up a child from school.

If a person who is **NOT** on the Pickup Form will be picking your child up you need to call Adirondack Enrichment and let them know the name of the person. The person will have to show identification in order to pick up the child.

Special Days/Events

Birthdays: You are welcome to provide treats for your child's birthday providing they are store bought and wrapped as per NYS regulation. Ingredients containing peanuts or peanut products should be avoided. Accommodations will be made for children with other food allergies and/or dietary restrictions.

Special Days: Your teacher may celebrate special days such as Halloween, Family Days, Art Show etc. You will be notified in the Monthly Newsletter of these days and if there is any special activities going on.

Holiday Programs and Parties: We may have Holiday parties and other programs throughout the year. You will be notified in the Monthly Newsletter. We encourage children and families to share their family culture and cultural traditions.

Communication

Communication is extremely important, and we encourage it.

Drop off and pick up times will allow for brief communication. If you need to speak at length with your teacher, please e-mail them to set up a time.

If your child will be absent for the day please e-mail your teacher or the Director or call Adirondack Enrichment.

Parent/Teacher conferences for our Pre K children will be scheduled at the end of the school year.

At anytime a parent can request to have a parent/teacher conference.

Emergency Evacuations

In the event of an Emergency, all children will be removed from the building and brought to Singleton Sullivan Potter Funeral Home or Childtime Daycare.

Our emergency medical kit that contains all children's emergency information will be brought with us allowing us to quickly notify parents.

Fire Drills and lock down/lock out drills are performed throughout the year.

Behavior Management Policy and Procedures

Adk believes that having clear behavior expectations in place and enforcing and communicating them in a kind, consistent manner is the key to successful behavior management. Adk staff will provide clear and specific behavior guidelines, incorporate daily routines, and use visual cues to support positive behaviors. Adk will reinforce positive behaviors through praising, identify positive behaviors such as being a good friend and sharing toys and pay close attention to challenging behaviors. Adk staff will engage families in meaningful ways about behavior and how we can support families in and out of the classroom.

We use a variety of behavior management techniques which focus on positive behavior supports and minimize the need to remove a child with or without disabilities from an activity. An important objective of our school is to help our children feel accepted by others, feel a sense of belonging and comfort in the environment, have a healthy acceptance of self, and be treated with dignity and respect. Children need to develop a belief in their ability to do things and that they are worthwhile. We want to be loving, accepting and supportive of all children in our care.

Techniques our Educators may use include:

- promoting and rewarding desirable behaviors,
- modeling appropriate behaviors,
- giving choices
- redirection
- reflection of feelings
- giving warnings before transitions
- self-talk
- planned ignoring
- shared responsibility for developing simple classroom or play rules
- frequent review of established rules
- quiet discussion
- reminding children to "use your words"
- facilitating peer mediation
- time away from the group so the child can "pull himself together"

- using natural and logical consequences
- consult with parents/caregivers for insight and suggestions

For persistent problem behaviors, we will meet with parents/caregivers, conduct a Functional Behavioral Assessment and develop an individualized behavioral plan. The purpose of a Functional Behavioral Assessment is to help us understand the function of a child's disruptive behavior. If there is a severe immediate behavior need parents will be contacted immediately by phone and a plan will be put into place. Adirondack Enrichment assures that the New York State Education Department's Procedural Safeguards with regard to the discipline of students with disabilities are adhered to.

Code of Conduct

Adk believes that setting standards for conduct for both students and educators allow for clear expectations.

Educators have the responsibility of the following:

Nurture the intellect, physical, emotional, social and civic potential of each student.

Create, support, and maintain a challenging learning environment for all.

Commit to their own learning in order to develop best practices.

Collaborate with colleagues and other professionals in the interest of student learning.

Collaborate with parents and community, building trust and respecting confidentiality.

Students have the responsibility of the following:

Respect other students and their belongings.

Know the rules.

Go to school.

Try their hardest.

Respect the teachers and others working in the school.

Control their anger.

Feel free to ask if they have a question.

Talk to an adult when you think something is wrong.

Be responsible for their actions.

Tell others if they are getting hurt or others are being hurt

Health Policy

Health Assessment and Vaccinations - All children must have on file their most recent health assessment and vaccination record.

Food Allergies – Your teacher will notify parents if there is a food allergy in your child's classroom and if specific foods will not be allowed.

Health Checks Kids – Parents are asked to be vigilant with daily health checks of their child prior to coming to school.

- Children should not be coming to school with subjective or confirmed fever of >100.0 degrees F, chills, cough, sore throat, shortness of breath, fatigue, muscle/body aches, loss of taste or smell, diarrhea, nausea/vomiting, or headache.

- Children should be 24 hours free of symptoms without the use of medication.

Should your child have an illness diagnosed by the doctor as a contagious disease, you must notify the Director immediately, so that other parents can be informed that their child may have been exposed to a contagious disease. Some of these include conjunctivitis, chicken pox, bronchitis, fifth disease, Coxsackie virus, measles, mumps, impetigo and Covid-19.

Covid-19 Adirondack Enrichment will follow the Guidelines set forth by the NYS Health Department

Child Sick at School – if your child becomes sick at school you will be notified immediately and will be expected to pick up your child as soon as possible. In the event a parent cannot be reached the person listed on the Emergency card will be notified and asked to pick up the child.

Medical Emergency – in a case of severe illness or injury Adirondack Enrichment will call 911 and then the parent.

Hand Washing – Hand washing using soap and water as well as the use of hand sanitizer will be frequent throughout the day by all adults and children.

Cleaning – All toys and surfaces will be cleaned thoroughly and regularly throughout the day. Professional cleaning of the building will be conducted two times per week.

Classroom Curriculum

Adirondack Enrichment uses the **Creative Curriculum and the DIR Floortime Model** of instruction. Activities and instruction will be enriched and varied to support children's early learning experiences that build on each individual's foundation of learning.

Activities will be incorporated into the curriculum that foster meaningful exploration, creativity, imagination, curiosity, and persistence through a variety of play.

A variety of activities are incorporated for development of **gross and fine motor skills**. To include indoor and outdoor physical activity to enhance body awareness, coordination, strength and balance. Fine motor activities are guided by the use of the program Hand Writing Without Tears. This in turn supports children's development with using a combination of drawing, dictating and writing to express themselves. Children will have a variety of sensory experiences as well.

Opportunities and guided activities will support children's **social/emotional** development to increase children's self-confidence, self-awareness and self-regulation. Stories, interactive play and guided social engagement will help support children's understanding of the emotions of others and being successful at expressing their own emotions. To foster appropriate behaviors all children will be supported in becoming aware and comfortable with themselves and others. Children will be supported in developing positive relationship with peers, trust with familiar adults and cooperative play as well as when and how to seek guidance and how to problem solve.

Early language and communication activities will be supported through play, small group instruction as well as social opportunities such as snack time and outside play. Through adult

modeling and peer interactions children will be supported to be active listeners, initiate conversations and make choices. They will be encouraged to ask questions, make inferences, and draw conclusions in response to what they have heard or seen. Through meaningful activities children will grow their vocabulary and as well as increase their understanding of more complex language.

Children's **early literacy** skills will be supported through activities that prompt and support them to develop curiosity and interest in learning new vocabulary, make connections with illustrations and a story, and to ask and answer questions regarding what they have heard and seen. Instruction will be provided for development in understanding print, phonological awareness and word recognition.

Daily Activities

Arrival/Morning Routine

Once students arrive to the classroom, they take care of their belongings. Students hang up their coats and backpacks, take care of their snack all while working on adaptive and self-help skills. Students then sign in and play with table top toys.

Morning Meeting

Students gather on the carpet for morning meeting. As a large group, we will sing calendar and weather songs, discuss the date, and count how many days thus far in the month. We will also discuss the daily activities, weekly theme, weekly letter, monthly shape and monthly number. Daily jobs will also be identified.

Center Time

Choice Centers are activities throughout the classroom. They include sand and water tables, activities based on themes, fine motor activities, block and transportation area, family area, Lego table, writing center, easel, sensory bins and reading area. These centers will rotate on a daily and weekly basis. The daily art project will be completed in small groups at this time. Students are free to independently rotate around the classroom.

Story Time

New stories are introduced, or familiar ones are reread based on the weekly themes. Comprehension skills will be a focus such as retelling parts of the story, making predictions and answering questions.

Bathroom/Handwashing

Students are supported to become independent while using the bathroom and washing hands. Step by step hand washing directions are introduced and classroom jobs, such as line leader and caboose, are incorporated at this time.

Snack

Students will sit down to whole group snack time. Daily living skills, independence and manners are worked on during this time. Topics are also introduced to foster social language skills while eating snack amongst peers.

Music and Movement

Students will sing several songs that are just for fun or will correspond with the weekly theme. These songs will ask the student to listen, follow along and will require movement while sitting or standing.

Gross Motor

Students will play on the playground while working on gross motor movements, peer play, group games, walking in a line and following directions. If the weather does not allow the students to get outside, the time will be spent in the gym where students will be engaged in a variety of activities to promote gross motor skill development and group games will be incorporated.

Dismissal

Dismissal includes learning how to independently manage belongings by packing backpacks and putting on outside gear. Students will then be dismissed one at a time to their families.

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