



85 Greenway South Forest Hills, NY 11375

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Parent Handbook

Dear Parents/Guardians,

Angels in the Gardens exists to service the needs of the community,

While these needs are important, our most intense efforts go toward meeting the needs of our children. Since parents are teachers too it is important that we work together to keep open communication and support one another in decisions.

On the following pages, we share our philosophy with you and the importance of the program. It is your responsibility for knowing and abiding by the policies and producers of our center.

Please feel free to share your suggestions and concerns with us. We encourage your involvement, in every aspect.

Warm regards,

Angels in the Gardens

Our Philosophy

The precious little years from ages 2-5, are times of unlimited energy, exuberance and curiosity.

Our center exists to encourage and support the growth of each child in all areas of development. This creates a positive self-image and a realistic opportunity at succeeding in life.

With our knowledge and expertise, Angels in the Gardens Preschool has created a healthy, safe, nurturing and enriched environment for your child. Our learning environment encourages your child's "school readiness" skills, which help them understand the routines of school, how to work in groups, and how to be students. Our program is designed to cater to each child's social, emotional, cognitive, and physical development and work to achieve the best learning outcomes.

Our team of teachers and staff in the classroom are facilitators and nurturers, providing children with developmentally appropriate activities, positive encouragement, and support. Our staff is always close at hand with guidance and assistance, while also encouraging independence. Our children learn and develop best in a secure loving clean environment. Our teachers and staff are dedicated to helping children grow at their natural pace by building self-confidence, strength, and skills.

Angels in the Gardens knows that class size matters. Our small classroom sizes provide opportunities for quality teaching time with each child. Your child will always get the attention and care they deserve. Small classrooms provide an optimal learning environment for little ones by supporting the delicate balance of peer socialization and guidance from teachers.

We have created an atmosphere that fosters the development of positive social and emotional behavior through educational experiences.

Curriculum

The curriculum at Angels in the Gardens is designed to set an educational foundation that encourages our students to reach their full potential. Our team of NYS Certified Teachers and staff in the classroom are facilitators and nurturers, providing children with developmentally appropriate activities, positive encouragement, and support. Our staff is always close at hand with guidance and assistance, while also encouraging and fostering independence. Our children learn and develop best in a secure, loving, fun-filled, clean environment. Our teachers and staff are dedicated to helping children grow at their natural pace by building self-confidence, strength, and skills.

2 Year Old Classrooms

It is extremely beneficial for toddlers to get the chance to interact with their peers. At this age, your child is becoming more aware of their surroundings and environment. In our 2 year old classrooms we guide our little learners as they discover the world around them. Using a

multi-sensory approach, we explore early learning experiences through art, reading, structured and free play, movement, outdoor play, and more.

3 Year Old Classroom

At the age of 3, your child is beginning to develop a better sense of self-awareness and independence. In which our teachers encourage a more independent atmosphere for them. Our 3 year old curriculum is aligned with the NYS Early Childhood Learning standards. In our 3 year old classroom, our students develop language skills, "school readiness" skills and increase their knowledge of the world around them. We instill these dependent attributes along with showing the same love and care as with our 2-year-olds. Our 3-year-olds will also be taught a better consciousness of classroom structure, preparing them for Pre-K and Kindergarten. These experiences lay the foundation for your child's future successes in school and life by building on the five key parts of a child's development. Our curriculum includes the following.

1. Early social and emotional skills, such as sharing, solving social problems, and expressing and managing their feelings
2. Learning skills such as problem solving, imaginative thinking, and persistence
3. Pre-reading and writing skills, such as understanding that letters have meaning and can be combined to form words, and that reading and writing can be used to share information and ideas
4. Early math skills, such as learning about numbers, shapes, sorting and patterns
5. Physical strength and coordination skills, such as running and being able to use paint brushes and crayons

Our Educational Director writes all classroom lesson plans in conjunction with our other lead teachers. They choose age appropriate lesson plans according to their class. All of our teachers meet on a monthly basis.

SHELTER IN PLACE LOCK DOWN (Emergency Plan)

In the event, there is a State Emergency, all children will need to remain on site. Shelter will remain in our building. Dry nonperishable foods such as cereals, crackers, snacks and water will

always be on hand. Cots & blankets are provided for all children and we will try and resume activity as normal as possible until we are alerted by the authorities to remove the lock-down.

Evacuation Drill

We have fire drills monthly, on varying days so all children will become familiar with procedures. Our primary relocation site is Greenway South and Harrow. Upon evacuation, attendance and contact information is always taken with us so that parents can be contacted with details in the event of a true emergency.

STAFF

Every employee must have a resume, medical, supporting references, fingerprinting completed by the Department of Investigation, and SCR background history check and their educational background history.

Providing Childcare means more than providing a clean, safe place for children to play or giving them nutritious meals, and snacks. Of equal importance is the love, support, comfort, understanding and structure our staff is encouraged to give the children. This enables children to develop a good self-image to see themselves as valuable.

Our Staff must complete 15 hours per year in topics of NYC Regulation Article 47. Some areas of study include:

- Mandated Reporter Training
- Bug Busting/Infectious Disease
- Foundations in Health & Safety
- Shaken Baby/SIDS
- Abusive Head Trauma
- Code ANA Allergic Reactions & Epi Pens
- Mental Health First Aid Thrive
- CDC Watch Me! Celebrating Milestones
- Family Engagement
- CPR & First Aid
- Food Protection Course (Supervisors of Food Service Only)
- Keeping Children Safe: Lead Poisoning & Other Hazards
- Medication Administration Training

SIGN IN – PROCEDURES

All parents Guardians etc., who drop off must sign their child or children in & out upon leaving the building there is a sign in book at the front door.

Angels in the Gardens hours are 7:30 am-3:30 PM. All children need to be dropped off & picked up with those hours of operation.

Children who are picked up late will incur a late fee as stipulated in the enrollment packet.

Beyond a certain time, past closing, we are required to call respective authorities and release your child to their care.

Parent Drop-off and Pick-up

- Children will be signed in and dropped off at the entrance of the school.
- Children will be escorted down by a designated staff member
- A designated staff member will bring the child out to parent/guardian during dismissal.

INCLEMENT WEATHER

Based upon severe weather conditions, you will be notified of any school closings via email and phone call/text message

OBSERVATIONS

Parents are welcome & encouraged to observe the operations of our center at any time. However, children are generally accustomed to seeing their parents when it is time to go home. So, if you come to visit, you may leave a very little sad person behind. Making the visit at a point when you can take your child home is recommended.

MEDICATION

Angels in the Gardens DOES NOT administer medications. We can only apply topical creams such as diaper ointment.

If your child is in need of medication be sure your Child's Physician prescription can be dispensed either 1 or 2 x a day so it can be given at home.

ALLERGIES

Please notify us of any allergies if your child has allergies we need to know so we may familiarize the specific symptoms.

If your child has FOOD allergies inform us upon registration. An allergy action plan must be completed by the parents and shared with the Educational director and the child's teacher.

CLOTHING

Please be sure to dress your child in clothing suitable for climbing, running, and other large motor skills. Dressy clothes tend to inhibit a child from participating in activities.

Please leave a full change of weather appropriate clothing (undergarments, pants, socks, tops) in their cubbies.

BIRTHDAYS

We celebrate each child's birthday at the center. Please send in the class with mini cupcakes, small ice pops, or ice cream cups. Due to allergies, all items must be store bought and list ingredients.

PROBATION PERIOD POLICIES

All Children are accepted on a probationary period. Evidence of the child's inability to adjust to the child care center may result in a termination of contract. We may also refer you to your pediatrician or school district to request an evaluation of your child. Copies of such reports must be provided to Angels in the Gardens.

TUITION

There are no refunds for tuition due to illness, school closures due to inclement weather or emergencies or vacations. Tuition is due at all times throughout the school year & summer program. Tuition is due on your child's first day; if not paid you will receive a late fee.

AUTHORIZED PICK-UPS

Parents, we ask that you notify us if someone different will be picking up your child. Please ensure they have a photo ID to show staff.

TRIPS

We do not go on any Trips AWAY FROM OUR BUILDING

BEHAVIOR MANAGEMENT

A strong school/home connection is beneficial in so many ways, including behavior management. You are welcome to share input each morning on how your child's day started. If one of your preschoolers didn't sleep well or had a rough morning, we would want to know. We will keep our families in the loop and enlist their help when behavior problems occur.

Our goal is to build a community that cares about and for each other through positive experiences and we want to reduce the occurrence of behavior problems at Angels in the Gardens. We will work with our families to help uncover and address the root cause of any behavior.

Angels in the Gardens program is responsible for educating all staff on this plan upon employment and as needed. The program must post this plan and share it with all staff and parents of children enrolled in the program.

The following acceptable child guidance techniques will be used:

- Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy.
- Focus on "Do" rather than "Don't." For example, "We walk inside" instead of "Stop running inside."
- Provide a consistent daily routine, preschoolers thrive on routines.
- Praise/ reinforce positive behavior: "Thank you for using your words."
"Thank you for sharing with your friends!"
- Model desired behaviors in order for the children to learn by example.
- Arrange the program space to positively impact children's behavior.
- Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities, structure helps prevent conflict.
- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Transitions will be managed carefully, explaining what will be happening in each activity to help the children with understanding the expectations at each stage of their day
- A child may be separated briefly from the group, but only long enough to gain self-control and must be in view of, supervised and supported by a director, group teacher, assistant teacher, provider, substitute, and/or assistant.

- Focus on all the good things happening even if a child is having a rough day. Ignoring an outburst and instead focusing attention on a positive interaction which can help decrease immediate escalation.
- Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area or any other area where a child cannot be seen, or supervised.
- Withholding or using food, rest or sleep as punishment is prohibited.
- Methods of interaction that punish, demean or humiliate a child are prohibited.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any child care program must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, or any person under the program's control.
- Physical restraint is prohibited.

If a child is exhibiting behavior that cannot be addressed by using the above stated methods, we will have to terminate their enrollment in our program. This is listed in our policy agreement on the enrollment packet, *Angels in the Gardens Child Care Corp. has the right to terminate your child's enrollment at any time.*

Additionally, each child is under an evaluation period for the first month. Our program works with your family to set meaningful goals for your child and direct you to the supports needed to create a service plan to help your child and your family meet those goals. We may make referrals to begin an evaluation process for early intervention or CPSE services. More information can be found in the links below;

<https://www.health.ny.gov/publications/0532.pdf>

<https://www.schools.nyc.gov/learning/special-education/the-iep-process/making-a-referral>

Enhanced Hygiene Practices

- Children and staff will follow CDC handwashing guidelines and practice frequent handwashing.
- Children and staff will wash hands with soap and water for at least 20 seconds upon arrival. Children will be taught how to properly wash hands by singing “Happy Birthday” or “ABC” song.

- Children and staff will practice handwashing upon arrival, before meals and snacks, after outdoor play, after using the bathroom, prior to going home and after coughing, sneezing, and blowing noses.
- Hand sanitizer will be readily available for staff throughout common areas on site (classrooms, entrances, exits, and reception desks).
- Children will read books that discuss the importance of good hygiene practices.

Enhanced Cleaning and Sanitizing Practices

- The center will complete a professional cleaning and disinfecting weekly.
- Staff will routinely clean and sanitize all areas of the center beginning and end of the day.
- A cleaning schedule and log will be followed.
- Staff will clean, sanitize and disinfect frequently touched surfaces and objects such as toys and manipulatives on a daily basis. This also includes doorknobs, light switches, toilets, faucets, sinks, tables, chairs, cubbies, and desks.
- Toys that cannot be cleaned or sanitized will be removed from the classroom (soft toys, dress up clothes and puppets).
- Toys will not be shared with other groups of toddlers, unless they are washed and sanitized before being moved from one group to the other.

Please review this parent handbook carefully. If you have any questions or would like additional information about a topic please don't hesitate to reach out to the education director, or business owner

Annie or Trish 718-997-0990