



85 Greenway South Forest Hills, NY 11375

718-997-0990 childcare@angelsinthegardens.com

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

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 has created an environment that encourages your child's confidence, self-esteem, manners and sharing ability during these joyous and challenging years.

We have created an atmosphere that fosters the development of positive social and emotional behavior through educational experiences. We feel that your child's day will be filled with fun and joy in our "SPECIAL PLACE" of loving and learning.

GOALS FOR OUR CHILDREN

To instill positive image.

To provide a safe, secure and happy environment.

To encourage independence in children through praise and encouragement.

To respect each child as an individual with special capabilities, needs and potential.

To encourage the social, physical, intellectual, cognitive and emotional growth of each child.

To hire staff and to enroll children of all incomes, races and creeds to be a part of our center.

THE CURRICULUM

The curriculum of our facility affects all areas of a child's day. The curriculum approach is a holistic one -one which our teachers work with pre-school programs that they choose very carefully, all our head teachers are Early Childhood Educators.

The teachers in the classroom are facilitators and nurturers and NYS certified.

Providing children with age appropriate activities, encouragement & support. Adults are always close at hand with guidance and assistance also encourage children to help themselves.

The curriculum we provide at our center provides child-size equipment arranged in learning centers. Making choices in these centers enables children to exercise their autonomous tendencies.

Our Educational Director writes all classrooms 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.

The Teachers in the classroom are facilitators and nurturers providing children with age appropriate activities, encouragement and support. Teacher Assistants are always close at hand with guidance and support. We also try and promote independence by encouraging children to help themselves. Some examples in which independence is displayed is unpacking their own backpack, putting homework book in its proper place, zipping, snapping, learning to use words in order to handle a confrontation with peers are. Your child's development and progress will be discussed at our parent/teacher conferences.

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, Parmalat milk 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:

Child abuse

Infectious Disease

First Aid & CPR

Mandated Reporter

Asthma prevention& management

Business Health & Records

Growth & Child Development

First Days

Talk with your child's teacher upon registration to determine any special goals /needs for your child. We encourage you to visit center with your

child once or twice prior to leaving them in such a new environment. This will allow for a smoother transition.

Medical & Health procedures (please review current Health & Safety guidelines)

New York City Department of Health whom provides our licensing requires each child needs a medical upon entry into our center. The form is to be signed by a physician indicating your child is free of communicable disease.

All children must receive the following immunizations prior to beginning school: TDap, Polio, Hep B, Hib, PVC, Influenza, MMR, Varicella, Hep A, Rotavirus, etc. appropriate to his age.

A new updated medical exam will be required each year your child is in our center.

If your child becomes ill at Angels in the Gardens you will be notified immediately. Children who are sent home due to illness with fever, vomiting, loose bowels, glandular swelling, severe cough, sneezing or running nose, tearing or inflamed eyes may not return to school until they are free of these symptoms for 24 hours & then return to school one day after so they are of well-being.

In the event your child contracts Coxsackie viral infection (Hand Foot and Mouth Disease), we follow the Board of Health guidelines for infectious disease. Coxsackie this virus is spread by direct contact with nose, throat discharges, blisters and feces of infected people. Children can return to school when they are free of all blisters in the mouth and also blisters like skin lesions, which are highly contagious.

If they are diagnosed with pink eye, medication must be administered for 24 hours prior to returning to school and continuing medication at

home as per doctor's instructions. A note is required stating medical clearance.

We have a responsibility to our students, parents and our staff on implementing these guidelines for good health.

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 desk.

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.

INCLEMENT WEATHER

Based upon severe weather conditions, you will be notified of any school closings via email.

OBSERVATIONS (temporarily suspended due to Covid)

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 into

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.

WHAT'S HAPPENING TODAY

The curriculum will include reading, math readiness, arts crafts, music, gross motor, nutrition & free/structured play.

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.

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, along with a pair of sneakers or rubber soles shoes.

Birthdays

We celebrate each child's birthday at the center. Please send in the class with mini cupcakes, small ices or ice cream cups. Items must be store bought and list ingredients.

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 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 photo ID to show staff.

TRIPS

We do not go on any Trips AWAY FROM OUR BUILDING

Behavior Management:

Angels in the Gardens program is responsible for educating all staff on this plan upon employment and as needed. The program must supply copies of this plan to 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.”
- Praise positive behavior: “Thank you for using your words.”
- Model desired behaviors in order for the children to learn by example.
- Arrange the program space to positively impact children’s behavior. For example, avoid large open spaces that might encourage children to run indoors.
- Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities helps prevent conflict.
- A child may only be disciplined by the director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child’s actions and be handled without prolonged delay.
- 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.
- Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area of 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, any person under the programs control.
- Physical restraint is prohibited.

Please review this parent handbook carefully. If you have any questions or would like additional info about a topic please don’t hesitate to reach out.

Annie or Trish 718-997-0990