



**BROOKLYN
KINDERGARTEN
SOCIETY**

EARLY CHILDHOOD EDUCATION
SINCE 1891

Family Handbook

2022-2023

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Brooklyn Kindergarten Society

Dedicated to Early Childhood Education since 1891

Brooklyn Kindergarten Society (BKS) is a community-based organization that provides year-round early childhood education, and family support services to more than 375 children and their families.

In 1891, BKS started the first free kindergarten in Brooklyn offering early childhood education to immigrant children. BKS now has seven early childhood centers that provide children and families with a full-range of services to support children's academic success and assist families in reaching their goals. Each center is licensed by the New York City Department of Health.

Our mission is to provide a secure, nurturing, educationally-rich environment to ensure that the children develop the social, emotional, physical and cognitive skills they need to succeed in life and in school. We engage parents and caregivers as partners, encouraging them to nurture the development of their children while training them to advocate effectively for their children.

A strong partnership is formed with families to support children's development at home. Our Family Service staff provides support to families to ensure they feel connected to their child's learning and experience at BKS as well as connected to the larger community. They are also available for any families who may be in crisis. They can provide support through referrals to community resources when different needs arise.

The majority of BKS's annual funding is provided by the New York City Department of Education, which supervises the use of these funds and determines each family's eligibility on an annual or as-needed basis. Additional funding comes from individual donors and foundations.

Student Eligibility and Enrollment

Admissions Policy

BKS programs provide safe, educational, and nurturing environments to children ages 2 to 5 years old, depending on the specific center at which you are enrolled. Families can qualify for admission through one of three ways, depending on the center’s allocated budget and seat availability.

3-K/PRE-K SEAT TYPES			
Type	Cost	Hours	Eligibility
Full Day seats	Free	Provide early care and education for 6 hours and 20 minutes a day during the school year, typically from September to June.	No additional eligibility requirements. <ul style="list-style-type: none"> All NYC children born in 2019 are eligible for Full Day pre-K seats. All NYC children born in 2020 are eligible for Full Day 3-K seats.
Extended Day and Year seats	Free or low cost	Provide early care and education for up to 10 hours a day, all year round.	Based on family income and needs. If you receive an offer to an Extended Day and Year seat, you will need to confirm your child’s eligibility by completing a Child Care application.
Head Start seats	Free	Provide early care and education for up to 10 hours a day, all year round.	Based on family income and needs. The best way to find out if your family is eligible for a year-round program is to contact a program directly. You can find any program’s contact information on its MySchools page or by calling 311 . If you receive an offer to a Head Start seat, the program will work with you directly to confirm your child’s eligibility.

SEAT TYPE ELIGIBILITY

For Extended Day and Year Programs

- Your income falls below a certain amount **AND** you have at least one of the following approved reasons for care:
 - You work an average of 10 or more hours per week
 - You are in an educational or vocational training program
 - You are a four-year college student working 17.5 hours per week.
 - You have been looking for work for up to six months
 - You live in temporary housing
 - You are attending services for domestic violence

For Head Start Programs

- You are enrolling a child who is in foster care
- You receive SSI (Supplemental Security Income)
- You receive HRA Cash Assistance
- You live in temporary housing
- Your family income falls below a certain amount

Hours of Care

- Hours of care are planned for each family individually with the parent/guardian and Center Director based on the family's eligibility. This is determined upon enrollment. The maximum hours are from 8:00 a.m. to 6:00 p.m.
- Upon enrollment each family is required to commit to a specific schedule based on employment or contracted school hours.
- It is essential that each family keeps its agreed upon admission schedule because adequate teaching staff is planned for on the basis of the number of children in the classroom at any given time.

Adjustment Period

- All new children are given a "transition schedule" for the first three to five days of school. The Center Director will work out your child's schedule. The length of time needed for the transition depends on the individual child.
- It's normal for your child to have some fear and misgiving about starting a childcare center arrangement. This is known as *separation anxiety*. Children, like adults, need time to get used to new situations.
- At Brooklyn Kindergarten Society we practice a policy of keeping children with their teachers for at least nine (9) months (September through June) whenever possible. However, because we have open enrollment, we may not always be able to adhere to this policy.

Sample Preschool Daily Schedule

Arrival /Center Time

Breakfast

Meeting: Greetings, Songs, Story, and Planning Time

Center Time

Clean-up Time

Small Group Activities

Recall Time

Outdoor Play

Wash for lunch/ Lunch time/ Brush Teeth

Naptime

Wake up/ Bathroom/ Snack

Story time and Discussion

Outdoor Time

Center Time/ Small Group Time

Music/ Table Toys/ Story time

Pick-up Time

Arrival Time and Pick-up Time

- Children are expected to arrive (no later than 9:30am) and leave by their specified times which are determined during registration. A complete breakfast with fresh fruit is served daily.
- In the event your schedule changes, please notify the Center Director/Family Worker.

Attendance

- Families must contact their center whenever their child will be absent. Families must alert the program in advance if they will be out for an extended period to avoid jeopardizing your child's spot.
- If a child's monthly attendance drops below 85%, the Center Director and Family Service staff will meet with families to develop a plan to best support the family to ensure the child is attending the program regularly.
- If a child is absent for 30 consecutive days and BKS has not received notice from the family regarding the reason for absences and/or if BKS is not able to make contact with the family during this time, your child's slot in the program may be jeopardized and could result in discharge.

Payments and Recertification for Child Care Subsidies

- Fees are due no later than Tuesday for the upcoming week’s service. Fees must be paid for the entire week even if your child is absent.
- Families can opt to pay their fee on a monthly basis, paying the entire month’s fee on the first Tuesday of each month. You are responsible for the entire weekly fee even if your child is absent for one or more days.
- Toddler families’ must “recertify” their case with the DOE every few months or annually depending on the families’ eligibility. At that time the fee agreement may or may not change.
- Fees **must** be paid in **cash or money order**. **We will not accept personal checks**. Pay to the order of “Brooklyn Kindergarten Society.”
- Only the bookkeeper and Center Director are authorized to collect fees. You will always receive a written receipt for your fee payments.
- For some programs, your eligibility to receive subsidized child care services may expire within 3, 6, 2 months, or 2 years. DOE will send you a recertification package by mail. It is very important to keep these documents and copies in your personal records. If you do not fill out the paperwork and mail it to the DOE or hand it in to the center director on time, your case may be closed by the NYC Department of Education.

Delinquent Accounts

- Parents will receive a written notice when fees are not paid on time within 30 days.
- If you do foresee a financial problem, you may request to develop a payment plan that must be approved by the BKS fiscal office in order to avoid termination.

Program Operations

Holidays and Other Closings

BKS is closed 11 days each year in observation of some holidays. Specific dates for observing each holiday will be included in the monthly calendar of events. The general months and days are:

January	New Year’s Day and Martin Luther King Jr. Birthday
February	President’s Day
May	Memorial Day
July	Independence Day
September	Labor Day

November Thanksgiving Day and day after

December Christmas Eve, Christmas Day, New Year's Eve

Professional Development and Clerical Day Closings

We are required by the New York City Department of Education to close a minimum of 12 days a year for professional development of our staff. "School Day" children are entitled to 180 days of instruction and have more holidays than children in Head Start and child care seats based on our budgeted contracts. Whenever possible, the closings will coincide with public school holidays. See below for calendars for each seat type.

BKS has two calendars. One for School Day slots and another for Extended Day (EDY)/Head Start (HS) slots.

BKS 2022-2023 Program Year Calendar "Extended Day/Year and Head Start"

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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- Holidays - BKS Closed for Staff and Students – refer back to page 1 for list
- Professional Development Days – BKS Closed for Students only; Staff reports – refer back to page 1 for list
- Clerical Days - BKS Closed for Students only; Staff reports – refer back to page 1 for list
- Clerical Day – SPECIAL** **Sep. 22, 2022, WEEKSVILLE Gardens Children’s Center ONLY CLOSED TO STUDENTS; ALL OTHER CENTERS OPEN**
- Pre-K Stepping-Up Ceremonies (Center-specific date TBD...Centers are open for students)
 June 15, 2023 June 16, 2023 June 22, 2023 June 23, 2023

BKS 2022-2023 Program Year Calendar "School Day/Year"

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

- Holidays - BKS Closed for Staff and/or Students – refer back to page 1 for list
- No school for "School Day" only children
- Professional Development Days – BKS Closed for Students only; Staff reports – refer back to page 1 for list
- Clerical Days - BKS Closed for Students only; Staff reports – refer back to page 1 for list
- Clerical Day – SPECIAL** **Sep. 22, 2022, WEEKSVILLE Gardens Children's Center ONLY CLOSED TO STUDENTS; ALL OTHER CENTERS OPEN**
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 June 15, 2023 June 16, 2023 June 22, 2023 June 23, 2023

Emergency Closings And Remote Learning

BKS Centers are closed in the event of a citywide emergency (such as a snowstorm) and if New York City public schools are closed. Check in with your local radio or television stations for information. The center will also close for painting or lead abatement by the City's Housing Authority. Schools will provide remote learning for our 3K and Pre-K students.

Staff Qualifications and Clearances

The Executive Director at BKS provides administrative oversight for all staff. Each site is supervised by a Center Director whose qualifications meet the Department of Health and Department of Education requirements. Our teaching teams are composed of highly-qualified, dedicated teachers who meet the New York City and State licensing requirements and have had previous preschool and/or related experience. Our food services staff all hold "Food Handler's Certification" and are monitored by the New York City Department of Health. All employees are screened through the Department of Investigation and the New York State Central Registry. At least one teacher in each classroom is CPR and First-Aid Certified as well as trained to use the "Epi-Pen."

When a Center Director is absent, an "Acting Center Director" will be designated as interim supervisor of a center. For any issues or concerns that require immediate administrative input, the Director of Compliance will be contacted.

BKS Special Consultants

Brooklyn Kindergarten Society's centers are committed to utilizing the services of special consultants including but not limited to Department of Education Instructional Coaches, Department of Education Social Workers, nutritionists, and nurses. This helps the efforts of supporting staff to meet the needs of children and families to participate fully in the program, including children with disabilities, behavior challenges, food allergies, or other special needs.

Brooklyn Kindergarten Society has procedures in place to address the qualifications of special consultants to the program. Specialized consultants are required to present a degree from an accredited program in the field that they will be employed. Consultants are required to have a signed contract, job description, and must adhere to the policies that all regular staff must abide by.

Accident and Liability Insurance Coverage

Brooklyn Kindergarten maintains liability insurance coverage for children and adults. The certificate is located in the Center Director's office and is available upon request for review.

Our Educational Program

How BKS Supports Children's Academic Success in the Classroom

The Creative Curriculum is a research-based curriculum for early childhood programs serving children from 2 years old to 5 years of age. It guides teachers on how to set-up their classrooms using various types of toys, games, and learning materials to enable children to gain academic skills. Such skills include language and reading development, math skills, science skills, social studies knowledge, physical development, social and emotional competence.

Assessment & Screenings

- During infancy and early childhood, your child will gain many experiences and learn numerous skills. Your child's ability to effectively manage their emotions and positively interact with their peers is also critical for their well-being and school readiness. It is important to ensure that each child's development proceeds well during this period.
- Because your child's first 5 years of life are so important, we want to partner with you to ensure their healthy development. As part of this work, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3) and Ages & Stages Questionnaire: Social Emotional-2 to help us all monitor your child's overall development and social emotional growth.
- All parents are expected to complete (1) the Ages and Stages Questionnaire to identify developmental strengths and areas of growth and (2) the Ages and Stages Questionnaire Social/Emotional to identify children's social and emotional characteristics, within 45 days of enrollment and annually.
- Caregivers must give written consent for their child's screening. Results of any child assessments may be shared only with the caregiver or someone for whom the caregiver has given written permission to view assessment results.
- All children are assessed three times a year by the classroom teachers using the Creative Curriculum's Teaching Strategies Gold (TSG) developmental assessment tool. The type(s) of child data that are collected: child's physical, cognitive, social-emotional and language development.
- Accommodations made to ensure child screening and assessments are done in a culturally appropriate manner, including in their home language (when possible).
- The results of the observation and assessments are analyzed and used to guide instruction to support each child in reaching developmental milestones and adapting to special needs.
- If assessments show that there may be some areas that need further observation, parents will be contacted and the information will be discussed to see if further evaluations or interventions are needed.
- If a parent agrees to have a child receive a more formalized evaluation, specific forms are signed and the staff will assist with overseeing the referral process in partnership with the center's Family Service staff.

Americans with Disabilities Act (ADA)

Our programs are committed to providing children with the least restrictive environments and to work closely with the families and outside providers of children with special needs in accordance with the Americans with Disabilities Act.

Parents are requested to inform the program at the time of enrollment if a child is receiving outside services. The Center Director, teachers, and family support service staff will work with families to develop a communication plan with the service providers. When itinerant services are provided on-site, the Center Director/Family Worker will be responsible for communicating with the outside providers and staff so that the child receives any necessary services and that their IEP goals are supported in the classroom.

If a child is in need of special education services, BKS will make the necessary arrangements with CPSE (Committee on Preschool Special Education) for evaluation and support families through the process.

BKS supports children with different learning needs. Modifications will be made by the program to accommodate children with IFSP/IEP to ensure that the children are included in the classroom/group as equal participants and receive any necessary services and support.

In some cases, a full-day general education program may not be well-suited to meet the needs of a particular child; a child may require a smaller and/or therapeutic setting. If it is determined that our program is not meeting the child's individual needs, BKS will work with the family to find the best suitable placement for the child. We have a written policy that details the referral process we will engage in with the parent to get the child placed in a more appropriate setting.

Confidentiality Policy

All family records are kept in a locked cabinet in the social services and Center Director's offices as well as in our electronic Student Information System, ChildPlus. Only authorized staff (Center Director as well as the Deputy Directors of Family and Community Engagement and Education and health consultants) are allowed to review files.

Families are allowed to review their children's records. Additionally, families may request copies of file documentation at any time during the child's enrollment, and may also request copies of documents up to two years after the enrollment period.

Caregivers must give written consent for their child's assessment. Results of any child assessments may be shared only with the caregiver or someone for whom the caregiver has given written permission to view assessment results.

Parent-Teacher Conferences and Observations

- Parent-Teacher Conferences are conducted in October, February and May. Each child will have two parent/teacher conferences per school year.
- Parents are requested to sign up for a time (via ParentSquare) to meet with teachers to discuss their child's progress.
- Parents do not need to wait until Parent-Teacher Conferences to request a meeting with a teacher or the Center Director. Parents are welcome to call the center to see how their child is doing, or set up a phone meeting with the teacher during his/her lunch break.

Classroom Arrangement

Each classroom is set up with learning centers. Children learn many skills while engaging in the different centers. They include:

- **Block Area:** math, social skills, language skills, problem solving, and creative thinking
- **Dramatic Play:** creative thinking, social and emotional skills, language skills, social studies
- **Educational Toys and Games:** problem solving, math skills, language skills, social and emotional skills.
- **Art and Writing:** fine motor skills, reading skills, alphabet, creative thinking, aesthetic development
- **Library:** listening skills, language skills, reading skills, social skills
- **Science:** scientific process, evaluate information, math skills, language skills, and problem solving, language development, social skills
- **Sand and Water:** math and science skills, problem solving, creative thinking, language
- **Music and Movement:** physical development, math skills, social and emotional development
- **Cooking:** math and science skills, language skills, and social skills

Goals of Curriculum

BKS uses the research-based Creative Curriculum in all of its classrooms and DOE Units of Study in 3K and UPK classrooms to ensure that children are learning the skills they need. The Creative Curriculum is aligned with New York State Prekindergarten Foundation of the Common Core, the NYS PreKindergarten Learning Standards, Early Learning Framework and New York State's Quality Review Rubric, and the Head Start Early Learning Outcomes Framework.

The most important goals of our curriculum are for children to get along well with each other and develop love of learning! We want children to become independent, self-confident, and curious learners who can work well with others.

We also want to help children develop excellent language skills because research shows that children who have good language skills, know a lot of words, and can recite nursery rhymes will be more prepared to learn how to read in elementary school.

Staff supports the needs of children and families whose home language is not English. Program staff greets children and families in the home languages of the children and families.

Our curriculum has four areas of development that it focuses on:

- **Social/Emotional:** to help children develop independence, self-confidence, and self-control; follow rules and routines, make friends, and learn how to be a part of a group.
- **Physical Development:** to increase children's large muscle skills – balancing, running, jumping, throwing and catching – and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing and writing.
- **Cognitive Development:** to acquire thinking skills so they can solve problems, ask questions, and think logically – through activities that encourage sorting, classifying, comparing, counting, making patterns – and to use materials and their imagination to show what they have learned.
- **Language Development:** to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin to write for a purpose.

Water Play

During the summer months, our children engage in outdoor water play activities in our playgrounds or at neighborhood parks. Parents are also asked to put waterproof sunscreen on their children before sending them to school. BKS staff cannot apply sunscreen on children.

Enrichment Programs

We believe that children benefit greatly from engagement in the creative arts because music, visual art, movement, dance, and dramatic arts all support children's academic and social emotional development. We currently offer dance twice a week in the spring, violin twice a week in the spring and fall, and tennis weekly in the spring, summer, and early fall.

Children's Belongings

What to Bring

Each child has a plastic shoe-box size container to keep a change of seasonally appropriate clothing available in the event their clothing becomes soiled. Children must have the following:

- shirt
- pants
- socks
- undershirt
- underwear
- pull-ups, diapers, and wipes, if needed

Children who are in the process of toilet-training should have at least two sets of clothing in their cubbies at all times.

Please purchase a waterproof laundry marker to label each of your child's clothing items.

What to Wear

We encourage families to send their children to our centers dressed in comfortable play clothes.

During the day children may be playing or listening to a story on the floor, playing with play dough, sand, water or painting at the easel. While we do use smocks to cover clothing during messy art activities, clothing will, at times, get dirty. Occasionally children may spill juice or food on their clothes, too. We do not want children to feel inhibited from experiencing all of the wonderful activities that we engage them in, therefore, we ask that they do not wear fancy clothing. Remember, "play is children's work" and play clothes are their work clothes.

We also take the children outdoors twice a day, weather permitting. Because we go to the playground, we request that you send your child in sneakers or rubber soled shoes that are safe for climbing and running. During the winter time, children need to wear hats, scarves, and gloves so that they will be comfortable when we go outside. According to Department of Health regulations we are able to take the children outside to play as long as the temperature is 35 degrees or higher, with reasonable winds. A sun hat or cap may help to keep the sun out of your child's eyes during the summer months.

Valuable Items and Jewelry

We request that valuable items, including but not limited to money and jewelry, remain at home. Coins can be a choking hazard for young children, and jewelry should be kept at home and saved for special occasions. Toddlers should not wear large earrings or jewelry that could be pulled by other children or catch onto bedding or carpets. We will not take responsibility for items lost or broken while at school.

Discipline Policy and Practices

Discipline Policy

Discipline is a learning experience. Working and playing in a child care setting – sharing, waiting, and listening – can be difficult for children. Teachers view these difficult times as opportunities to teach children self-control, social skills, and appropriate language to deal with conflict or frustrations. BKS always utilizes positive behavior guidance.

- No one on our premises is permitted to engage in any form of corporal punishment or use any form of discipline that is harsh or humiliating to children.
- Children cannot be slapped, spanked, shaken, pulled, yelled at, threatened, or placed in a corner or hallway as a form of punishment.

- Children who have an especially difficult time with class rules may be given a short “quiet time” or a “special time” with a teacher. Sitting quietly in a chair or other special place gives the child a chance to relax. It gives the teachers the opportunity to talk to the child and help him or her discover a better way to deal with the problem.
- We make every effort to work with children and families to avoid any interruption in services. BKS’s policy is that we do not suspend or expel children. If a child exhibits ongoing problems that are disruptive to the classroom, the child’s physical safety, or the safety of other children, families will be asked to meet with our administrative staff and social service team to assess the child’s needs. Our social service team will work with families of children who may require an outside evaluation or additional services.

If you have any questions or concerns about your child, please reach out to your Center Director or Family Services Staff.

Suspension, Expulsion and Termination of Services Policy

It is the policy of the Brooklyn Kindergarten Society not to allow expulsion, suspension or termination of services for any reason. Our goal is to create positive experiences for children and their families that nurture positive learning and development.

The beginning years of any child’s life are critical for building the early foundation of learning, health and wellness needed for success in school and later in life. During these years, children’s brains are developing rapidly, influenced by the experiences, both positive and negative, that they share with their families, caregivers, teachers, peers, and in their communities. Therefore, expulsion, suspension and termination of services for any reason at all BKS sites are not allowed.

This policy is aligned with federal and state civil laws that prohibit discriminatory discipline practices.

Biting Policy

- Biting is not an uncommon occurrence in group child care, especially for two’s. Very young children who do not yet have expressive language may bite when becoming frustrated or upset.
- When a child bites we will immediately address the situation with the parents and work together to develop a plan to help the child learn other ways to express herself.
- Teachers also work together to be more vigilant with the biting child to “shadow” him or her during the day.
- We immediately comfort the child who has been bitten and wash off the bite with soap and water.
- In the event that the bite breaks the skin we will contact the parent, advising them to contact the child’s pediatrician.

Our Parent Involvement Program

Parent Orientation/Open House:

Our Parent Orientation/Open House is scheduled during late September and early October and is a time to meet central leadership, center staff, discuss the information in this handbook, and give parents a chance to see and understand the many ways that their child will learn while they are in the program. Parents also have an opportunity to learn about the services and activities that are provided by our Family Services staff.

Delegate Agency Policy Committee (DAPC) and Delegate Agency Site Parent Committee (DASPC)

Every year after the Parent Orientation/Open House, Head Start Center Directors will announce the election plans for the program year. The

Delegate Agency Policy Committee (DAPC) and Delegate Agency Site Parent Committee (DASPC)

- These Committees (DAPC and DASPC) are made up of Head Start parent leaders who are able and willing to work directly with the director and staff and serve as liaisons for parents who are unable to participate more fully in the program activities.
- Head Start parents can run for the following positions: Chairperson, Vice Chairperson, Secretary, and Treasurer. If Head Start enrollment is at capacity, centers should also work to fill the following positions: By-Laws Chairperson, Personal Committee Chair, and Grievance Chairperson
- DAPC and DASPC meet monthly, review policies, practices, and procedures, are involved in staff hiring processes, and give feedback for the center and all of BKS.
- *All* parents are strongly encouraged to attend these meetings. Only Head Start parents can run for an elected position on the DASPC and DAPC.

BKS FAMILY SERVICES

BKS children's offers Family Services that are dedicated to assisting families with the enrollment process, setting family and personal goals, helping families connect with community services including health, education and immigration services, and offering a variety of family engagement activities and workshops. Family Service staff may include one or more of the following: Family Worker, Family Service Coordinator, or Social Worker. Our Family Service staff is also available should a crisis occur during your time at BKS and can help connect you to resources to support you and your family.

Parent Workshops

The Deputy Director of Family and Community Engagement works with the Family Services team, DAPC/DASPC and consultants to schedule monthly parent meetings, parent workshops, and guest speakers.

Parents are encouraged to give suggestions for parenting workshops or topics that they would like to learn more about such as health issues, child development and discipline, budgeting and college savings plans, or career and educational growth.

ParentSquare

ParentSquare is the communication tool we use to communicate with families. We send important reminders, updates, notifications, pictures, and documents to parents through this system. The messages can be received as a text message, email, and/or app notification (families' preference). Families can also indicate their preferred to receive communication in.

Our Health, Safety & Nutrition Program

Health and Safety Code Policies

BKS has a Safety Plan that is reviewed with staff and families every year. It includes policies pertaining to the signing in/out procedures, cleaning protocols, children's admissions, hand washing procedures, tooth brushing procedures, etc.

All centers under the sponsorship of Brooklyn Kindergarten Society are fully licensed by the New York City Department of Health and Mental Hygiene. New York City Department of Health requires that each child enrolled in a child care facility must have a medical examination prior to admission and must be re-examined annually thereafter (examination frequency requirements may vary depending upon the child's age). Children cannot be admitted into the program without submitting the required health form completed by a licensed physician. Each child enrolled must have immunizations kept up to date and documented on his/her health record unless you have a medical exemption.

Families who are in contact with other school-age children should be especially aware of their child's capacity to introduce illness into the center. If it is suspected that your child, or any member of your household, has been exposed to a contagious illness, the center should be made aware as soon as possible. We will also immediately inform all families of any contagious illnesses at the center.

As a general rule, parents should notify the center whenever a child is kept home for the day. If a child becomes ill while in our care, a teacher or administrator will contact the family immediately and ask that someone pick up the child. It is essential that families adhere to our health policies because they benefit the health and safety of all of the children in our care and our staff.

Medical Examinations and Dental Screenings

A child must have a complete medical exam in order to start the program. A complete medical exam needs to be completed and updated each year that the child remains in the program.

A complete exam includes: necessary immunizations, blood test, urinalysis, TB test, vision test, hearing test, blood pressure, vision screening and dental screening by a dentist. Parents are responsible for providing the center with the results of all tests. We also need the treatment prescribed for any medical problems in writing from a doctor.

Dental screenings are required for Head Start children annually, and highly encouraged for all children. We provide dental screenings on site twice a year through HealthySmiles.

Immunization Requirements 2022-2023

The following immunization requirements (Figure 1) are mandated by law for all students between the ages of 2 months and 18 years. Children must be excluded from school if they do not meet these requirements. To be considered fully immunized, a child must have an immunization history that includes all of the following vaccines. The child’s immunization record should be evaluated according to the grade they are attending this school year.

Figure 1

2022-23: FULL COMPLIANCE

New York State Immunization Requirements for Child Care and School Entrance/Attendance

Notes: For all settings and grades (child care, head start, nursery, 3K, pre-Kindergarten through 12), intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for children aged 0 through 18 years. Doses received more than 4 calendar days before the recommended minimum age or interval are not valid and do not count. This 4-day grace period does not apply to the recommended 28-day minimum interval between doses of live virus vaccines (i.e., MMR, varicella). Refer to the footnotes for dose requirements and specific information about each vaccine. Children enrolling in gradeless classes should meet immunization requirements for their age-equivalent grade. Children who were not in full compliance before the start of the school year must complete requirements according to the ACIP-recommended catch-up schedule in order to remain in child care or school.

VACCINES	CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN	KINDERGARTEN through Grade 5	GRADES 6 through 12
Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTP) ²	4 doses	5 doses or 4 doses if the fourth dose was received at age 4 years or older or 3 doses if the child is age 7 years or older and the series was started at age 1 year or older	3 doses
Tetanus and diphtheria toxoid-containing vaccine and pertussis vaccine booster (Tdap) ³	Not Applicable		1 dose
Polio vaccine (IPV/OPV) ^{1,4}	3 doses	4 doses or 3 doses if the third dose was received at age 4 years or older	
Measles, mumps, and rubella vaccine (MMR) ^{1,5}	1 dose	2 doses	
Hepatitis B (HepB) vaccine ^{1,6}	3 doses	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax HB [®]) for children who received the doses at least 4 months apart between the ages of 11 through 15 years
Varicella (chickenpox) vaccine ^{1,7}	1 dose	2 doses	
Meningococcal conjugate vaccine (MenACWY) ⁸	Not Applicable		Grades 7, 8, 9, 10 and 11: 1 dose Grade 12: 2 doses or 1 dose if the first dose was received at age 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not Applicable	
Pneumococcal conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not Applicable	
Influenza ¹¹	1 dose	Not Applicable	

PROVISIONAL REQUIREMENTS

New students may enter school or child care provisionally with documentation of at least this initial series of immunizations (See Figure 2). Once admitted provisionally, subsequent vaccines must be administered in accordance with the Advisory Committee on Immunization Practices (ACIP) “catch up” schedule for the child to be considered “in process” and remain in school. The parent/guardian must provide a copy of a catch-up schedule. If a child does not receive subsequent doses of vaccine at appropriate intervals and according to the ACIP catch-up schedule, the child is no longer in process and must be excluded from school within 14 days after the minimum interval identified by the ACIP catch-up schedule. Alternative schedules are not acceptable. Students must complete the entire series to comply with the law. Students who have not been immunized within the provisional period must be issued exclusion letters and excluded from school or child care until they comply with the requirements.

Figure 2

VACCINES	CHILD CARE, HEAD START, NURSERY, 3K OR PRE-KINDERGARTEN	KINDERGARTEN through Grade 12
Diphtheria and tetanus toxoid-containing vaccine and pertussis vaccine (DTaP/DTP/DT/Td/Tdap) ^{2,3}	One dose DTaP or DTP	<u>Grades K-5:</u> One dose DTaP, DTP, DT; or Td, Tdap (ages 7 years or older) <u>Grades 6-12:</u> one dose of Tdap
Polio vaccine (IPV/OPV) ^{1,4}	One dose	One dose
Measles, mumps, and rubella vaccine (MMR) ^{1,5} On or after the first birthday	One dose	One dose
Hepatitis B (HepB) vaccine ^{1,6}	One dose	One dose
Varicella (chickenpox) vaccine ^{1,7} On or after the first birthday	One dose	One dose
Meningococcal conjugate vaccine (MenACWY) ⁸ Grades 7 through 12		One dose
<i>Haemophilus influenzae</i> type b conjugate vaccine (Hib) ⁹ Through age 59 months (up until the 5 th birthday)	One dose	
Pneumococcal conjugate vaccine (PCV) ¹⁰ Through age 59 months (up until the 5 th birthday)	One dose	
Influenza ¹¹ Depending on their influenza vaccine history, some children may need two doses of influenza vaccine. A second dose is not required for child care/pre-K attendance.	One dose	

Special Health Conditions

Parents must inform the staff of any allergies, asthma, and/or any serious illness or condition their child has and submit any necessary documentation (i.e. Allergy Response Plan, Written Medication Consent Form, Asthma Action Plan). In addition, all approved DOH emergency medications (albuterol (asthma inhalers), epi-pen, and nebulizer) need to be on site.

Illness and Medication

- Children may not come to the center when they are sick or have any contagious conditions. Center staff conduct a health check of each child at arrival and then again at dismissal.
- A note from the doctor is required to admit a child back into the program once he or she is absent because of a communicable or serious illness. (See Table 1)
- Colds among young children are highly contagious because children do not have the reflexes to cover coughs and sneezes.
- Parents are asked to keep their children home if they have heavy runny noses, a fever, coughs and sneezes.

- Parents are advised to request a note for the center’s file whenever they take the child to a doctor. A note stating the day a child can return to school is more important than one that says that child was seen by the doctor.
- A child who becomes sick in school must be picked up as soon as possible following notification.
- The center staff is prohibited from giving any medication to children except emergency medications (epinephrine auto injectors (EpiPen), asthma inhalers and nebulizers only. Parents/Guardians are encouraged to administer medications (antibiotics, sunscreen, etc.) at home before and/or after the child is in the center.

Emergency Medical Treatment

Upon enrollment, all families must complete a Medical Treatment Form allowing center staff to seek emergency treatment in the event that your child suffers a medical or dental accident or becomes very ill during program hours.

- 1) In emergency medical attention is warranted, we will have one person contact 911 immediately and another person contact the parent.
- 2) If a child can be moved, the teacher in charge of the classroom will bring the child to the office, pick up the medical treatment release and child’s medical file, and along with the Center Director or designated staff member, take the child to the nearest hospital emergency room. Parents will be contacted immediately to let them know where to meet their child.
- 3) Upon return to the center the teacher and Center Director will complete an occurrence report that will be sent to the New York City Department of Education, New York City Department of Health and the BKS Central Office. A copy will also be kept in the child’s file.

Emergency Information

- Upon a child’s admission, each parent completes an emergency contact form that provides accurate and important contact information – including names and telephone numbers of at least two family or friends who can be contacted in the event of an emergency.
- Parents are expected to inform the emergency contacts listed about their potential roles and responsibilities as an emergency contact person.
- Parents must update the information on these cards annually and as soon as changes occur. The center’s ability to reach an appropriate person in case of illness, accident or any emergency is essential. Current phone numbers must be on file.

INFECTIOUS CONTROL POLICY

Children sent home with illness can return to the center under these conditions:

Cold: No excessive coughing and sneezing and if their mucous is not yellow or green (not clear mucus may indicate sign of infection).

Vomiting: 24 hours after the last episode of vomiting.

Diarrhea: 24 hours after the last episode of diarrhea. **Doctor's note needed.**

Fever: 24 hours after fever is gone.

Strep Throat: 48 hours after medication is administered. **Doctor's note needed.**

Conjunctivitis: Eye must be totally cleared up; no ooze. **Doctor's note needed.**

Chicken Pox: When sores are totally scabbed over; no ooze. **Doctor's note needed.**

Impetigo: 48 hours after medication is started; everything is scabbed over. **Doctor's note needed.**

Head Lice: After quell treatment and all eggs are removed; children must be nit free. **Doctor's note needed.**

Ringworm: 48 hours after medication has been started. **Doctor's note needed.**

Cocksackie: 48 hours after fever and blisters have subsided. **Doctor's note needed.**

COVID-19 related symptoms.

For more information see guidelines below:

Table 1

WHEN CAN MY CHILD RETURN TO SCHOOL?

Is your child too sick for childcare?

- It is often hard to decide early in the morning if your child is too sick to go to his childcare center or school. It can be hard to tell if minor symptoms will get better or worse during the day.
- These guidelines can help you decide when to keep your child home.

<u>Illness</u>	<u>Contagious?</u>	<u>Symptoms</u>	<u>When to return to childcare or school</u>
Chickenpox (Varicella)	Yes – Spread through the air by sneezing & Coughing. Contact with mucus or	<ul style="list-style-type: none"> ● Fever ● Red, itchy rash on the body that changes 	Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school.

	<p>saliva-contaminated articles.</p> <p>Direct contact with rash.</p>	<p>from bumps to blisters.</p>	<p>Keep your child home until all the bumps have scabs and no new bumps appear for 2 days.</p> <ul style="list-style-type: none"> • Tell the school and playmate's parents if your child gets chickenpox. • Children who have not yet had chickenpox should receive routine vaccination to protect them from the disease.
Measles (Rubeola)	<p>Yes - Spread through the air by sneezing and Coughing.</p> <p>Contaminated articles.</p> <p>Contagious 4 days before the rash appears to 4 days after.</p>	<ul style="list-style-type: none"> • Fever • Cough • Red inflamed eyes • Runny nose • Red brown blotchy rash on the face that spreads to the body. 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school.</p>
Colds (Upper Respiratory Infection)	<p>Yes - Sneezing and coughing.</p> <p>Contact with mucus-contaminated articles.</p>	<ul style="list-style-type: none"> • Runny nose • Scratchy throat • Cough <p>NOTE: These symptoms may also be caused by allergies.</p>	<p>Your child may go to childcare with minor cold symptoms.</p> <p>If symptoms are worse than you might expect with a common cold, call your child's doctor.</p> <p>Call immediately if your child is not acting normally, has a fever, or has trouble breathing.</p>
Flu (Influenza)	<p>Yes - spread by contact with droplets from eyes, mouth or nose.</p>	<ul style="list-style-type: none"> • Fever • Chills • Cold symptoms • Body aches • Sometimes vomiting & diarrhea 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school.</p> <p>Keep your child home until there is no fever without using medicines for 24 hours and symptoms subside. This is usually for 5 to 7 days.</p> <p>NOTE: Children should have the flu shot each year.</p>
Fever	<p>Depends on cause.</p>	<ul style="list-style-type: none"> • Temperature over 100.3 F 	<p>24 hours after fever is gone, without the use of any fever-reducing medicine.</p>
Impetigo (caused by Staph or Strep virus)	<p>Yes - Direct contact with infected area or with nasal discharges from an infected child.</p>	<ul style="list-style-type: none"> • Blisters, crusts, scabs on the skin which is filled with yellow weeping fluid 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p>

Middle-Ear Infections	No	<ul style="list-style-type: none"> • Ear pain • Fever 	<p>Take your child to the doctor if they have these symptoms and they continue to progress.</p> <p>NOTE: Your child may attend school if their comfort level allows.</p>
Pinkeye (<i>Conjunctivitis</i>)	Yes – spread by a germ or virus	<ul style="list-style-type: none"> • Watery eyes • Itchy eyes • Redness in whites of the eyes • Puffy eyelids • Drainage from eyes <p>NOTE: These symptoms may also be caused by allergies</p>	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p> <ul style="list-style-type: none"> • Treat your child’s pinkeye as advised by his doctor. This may include antibiotics.
MRSA (<i>Methicillin-Resistant Staphylococcus Aureus</i>)	Yes – spread from person to person by hand contact	<ul style="list-style-type: none"> • Swelling • Drainage • Fever 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p> <ul style="list-style-type: none"> • Give antibiotics if advised by your child’s doctor. • For open sores, keep them covered until no more drainage. • No close contact sports until all sites are healed.
Ringworm (<i>Tinea</i>)	Yes – spread by direct contact. Ringworm can affect the skin or scalp.	<ul style="list-style-type: none"> • Skin – pink, raised patches and mild itching • Scalp – flaky or crusty patches, and hair loss 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p> <ul style="list-style-type: none"> • For skin – keep patches covered with a bandage. • For scalp – teach your child not to share hats, brushes, combs, clothing or linens.
Scabies and Lice	Yes – spread by direct contact. Scabies affects the skin; lice affect the scalp.	<ul style="list-style-type: none"> • Itching • Scratching 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p> <ul style="list-style-type: none"> • For scabies – keep your child home until after treatment is started. • For lice – keep your child home until all live lice are gone. <p>Check your child’s head for lice for 7 to 10 days. Re-treat, as needed.</p>

			<ul style="list-style-type: none"> • Teach your child not to share hats, brushes, combs, clothing or linens.
Strep-throat or Scarlet-fever	Yes – spread by contact with droplets from mouth or nose	<ul style="list-style-type: none"> • Sore throat • Fever • Headache • Stomach ache 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p> <ul style="list-style-type: none"> • Keep your child home until he is FREE of FEVER and on antibiotics for 24 hours.
Diarrhea	Diarrhea Depends on cause	<ul style="list-style-type: none"> • Vomits more than once • Loose, runny stools 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p> <ul style="list-style-type: none"> • Keep your child home until there is NO FEVER without using medicines for 24 HRS and symptoms subside. • For vomiting, keep your child home until he has not vomited for at least 24 hours. • For diarrhea – also your child home until he has not had diarrhea for at least 24 hours. This includes children who wear diapers. • If diarrhea or vomiting occur often or occur with a fever, rash or general weakness, call your child’s doctor.
Covid-19	<p>Yes – Spread via droplets & very small particles in the air that contain the virus, especially when sneezing or coughing etc.</p> <p>2 days prior to symptom onset (or positive test result if asymptomatic), through 10 days after symptoms started (or test date if asymptomatic)</p>	<ul style="list-style-type: none"> • Fever • Chills • Cough, • Shortness of breath • Fatigue • Muscle & body aches • Headache • Loss of taste and smell • Sore throat • Congestion • Runny nose • Nausea, vomiting or diarrhea 	<p>Follow the Department of Health & Department of Education most recent guidelines</p>

<p>Coxsackie (<i>Hand, Foot & Mouth Disease</i>)</p>	<p>Yes – Direct contact with nose and throat discharges, blisters, and feces.</p> <p>Contagious from the start of the first symptom until blister-like skin lesions are healed.</p>	<ul style="list-style-type: none"> ● Fever ● Runny nose ● Sore throat ● Blister-like rash (<i>maybe on the mouth, gums, tongue, feet or hands</i>). 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p> <p>· Keep your child home until blisters are dried/healed and until fever is gone.</p>
<p>Norovirus</p>	<p>Yes – Fecal-oral route, via contaminated food, water, or hands. Vomitus is also very contagious.</p>	<ul style="list-style-type: none"> ● Nausea & vomiting. ● Diarrhea ● Abdominal pain, ● Muscle pain ● Headache ● Fatigue ● Low-grade fever 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p>
<p>RSV (Respiratory syncytial virus)</p>	<p>Yes – Spread via droplets & very small particles in the air from sneezing and coughing. From touching hard surfaces containing the virus-like door knobs & countertops</p>	<ul style="list-style-type: none"> ● Runny nose ● Decrease in appetite ● Coughing ● Sneezing ● Fever ● Wheezing 	<p>Take your child to the doctor if he has these symptoms. Keep your child home until his doctor says it is OK to return to school</p>

ATTENTION: All children with a communicable disease or any child who has been out for **more than 3 days from sickness**, must return with a doctor’s note. Please be advised a medical professional assessment and note indicating **date of service, diagnosis and medical clearance** to return back to school **MUST** be provided before readmission to school after 3 sick days (i.e. on Day 4).

If your child has a preexisting health condition (i.e. asthma, seasonal allergies, etc.) that has been documented, please work with your child’s Director to determine when they should return to school. A doctor’s note *may not* need to be provided if their recovery time takes longer than 3 days and is connected to the preexisting health condition.

Hand Washing Procedures

The most effective way to prevent the spread of illness is the frequent washing of hands. All adults should sanitize their hands and children are required to wash their hands upon entering the classroom, between activities and before going home.

All adults and children should wash their hands as follows:

- upon entry to the classroom and before going home
- before and after serving eating or food,
- before and after changing a diaper or toileting a child
- after the use of the restroom,
- before and after applying any type of first aid,
- after wiping a child's or your own nose or mouth,
- after sneezing, coughing
- before and after sand, water play, and playdough,
- after handling garbage.

The following procedures **must** be followed every time you wash your hands or a child's hands:

1. Turn on warm water, and wet your hands.
2. Squirt soap on hands.
3. Lather soap in hands for a minimum of **30** seconds making sure to rub the back of hands, in between fingers, up to the wrist.
4. Wash ALL surfaces, including back of hands, wrists, between fingers and under fingernails.
5. Rinse well, keeping hands pointed down towards the drain, until the skin surface is clear of soap.
6. Dry hands with a paper towel.
7. Turn off the water using a paper towel instead of bare hands.
8. Dispose of used paper towels in trash receptacles.
9. Children's hands should be washed frequently, according to the same guidelines listed above for adults.
10. To cut down on the spread of infection, we ensure that children wash their hands upon arriving into the classroom each morning.

Reports on Accidents and Incidents

The accidents that occur in the center are usually minor. The appropriate staff members who are certified in First Aid/CPR always give first aid. Parents are informed of the incident.

Staff members are required to complete an incident report for minor incidents or medical or dental accidents, including scrapes and bruises and illnesses that a child might exhibit during the day (i.e., diarrhea, vomiting, or fever).

In some cases family members may be requested to take the child to the doctor.

Exterminating Procedures

Our centers have a visit from a licensed exterminator monthly or more frequently as needed. This is done after hours when no children are present in the building. All pesticides used are not harmful to children.

Fire Drills, Shelter Drills, and Lockdown Drills.

Fire drills are conducted monthly and are done at varying hours of the day so that teachers and children will know how to leave the building safely and quickly in the event of an emergency evacuation. Children leave the facility when there is a fire drill. Fire Drills can be scary for young children, especially new children who are just transitioning into the center. We ask teachers to inform parents when a fire drill has been conducted.

Shelter and Lockdown drills are conducted twice a year. Children and staff do not leave the building but go to a designated safe area of their center. Teachers will also inform you if there was a shelter or lockdown drill.

Unfortunately there can be a real reason to leave the building or move all of the children to a safe area inside. Again, when these instances occur you will be informed.

Miscellaneous

Escort Policy

- Parents must complete the Authorized Escort Form that states who is authorized to pick up your child from the program (upon enrollment and each year thereafter)
- All persons escorting children from the center must be 18 years old or older.
- All escorts must both sign the child in at the beginning of the day and sign the child out at the end of the day so that each center has a record of arrival and departure time and the name of the person who leaves with the child.
- Parents must give the name of at least two persons authorized to pick-up the child. In an emergency, the parent may call or send a note to the center. We ask that parents plan for adult escorts whenever possible. If someone who is not on the list must pick up your child, you must notify the center in advance and that individual must provide some form of picture identification upon arrival.
- If someone other than the authorized person comes for your child, we will not release your child without your written permission and verbal confirmation. This person must be able to show a valid form of ID.
- The parent or escort is expected to inform the teacher of any unusual occurrence at home, particularly if the child has received an injury. Teachers are responsible for reporting similar information to the parent or escort in the afternoon.

Rest Time

- Quiet time is important for a child's health and well-being. The children nap or have quiet time each day. You can check with your child's teacher to learn the exact time.

- Parents are required to supply their child with a sheet and a blanket. Sheets and blankets are sent home every Friday to be washed and dried by the family.
- Cots are placed 3 feet apart, head to toe position. Cots are sanitized before each use.

Obesity Prevention

BKS has a contract with New York Enrichment Group to provide monthly nurse and nutritionist visits to support staff with meeting all health needs of our children. We also have an **Obesity Prevention Program** which guides curriculum, staff training, food handling (preparing and serving food) and parent involvement in learning about obesity prevention and the relationship between healthy eating and exercise.

Meals

- Breakfast, lunch and an afternoon snack are served daily to all children.
- The meals are fully prepared in our center kitchens in compliance with governing federal and state guidelines to ensure nutritional value. Whenever possible, low fat, low salt, and non-additive food is used.
- Menus are posted for parents to review.
- Please notify the staff of any dietary restrictions or food allergies. No food from home is allowed at the center. We do not serve food with nuts or any pork.
- The funds for the children’s meals come from the Child and Adult Care Food Program (CACFP)/United States Department of Agriculture (USDA). Each family must complete an Eligibility Form for our Food Program upon admission and each year thereafter.

Celebration Policy

Holidays can be a vehicle for learning about the traditions and values of the families in our programs and exposing children to the traditions of others. A child may want to share the anticipation and excitement they feel about their holiday celebrations. Consult with your center’s director to make arrangements to share with the class.

We acknowledge:

- Different families celebrate different holidays
- Families may celebrate the same holiday in different ways
- Not everyone celebrates any or every holiday
- What your family does is valued

During **special events** (parent’s café, workshops, etc.) we do not allow outside food. To conform to state regulations, only food prepared on site by the kitchen staff will be served. Food allergies and other food related restrictions require careful selection of appropriate items. Please be aware that all our centers are nut-free and pork-free.

We are happy to celebrate **children’s birthdays**. Birthday celebrations are held once a month. All children with a birthday during a given month will celebrate on the same day. Teachers might provide a birthday crown or hat to help make the birthday child feel extra special.

To promote wellness and foster healthy eating habits among children we use children's birthdays as an opportunity for children to cook their own healthy snack (see recipes from "Growing Healthy Children- A Nutrition Education Curriculum for NYC Child Care Centers"). This is an effort to implement Obesity Prevention Policy to educate families and staff in providing an environment in which children can grow in a healthy way, reducing the risk of conditions such as childhood obesity. Birthday invitations for parties outside of the school are solely the responsibility of the family. Invitations may be distributed at school only if the entire class is invited.

Photographs and videos

A child's privacy is very important to us. We periodically take pictures of the children during classroom activities and field trips to let parents see various activities that go on at school and during class time. All parents/guardians must fill out a consent form to photograph/video form and indicate if they wish to allow their child to participate. All forms are kept on file indicating the family's request.

When parents are invited into the classroom, please ensure that parents are taking pictures or videotaping only their own child. Our intent is to prevent pictures from being published or on public display on social media sites or on the internet. Internet safety is a very difficult issue for parents and educators; following this policy will prevent images from being used carelessly, or without parent's knowledge. Please be considerate of students' privacy.

Reports on Suspected Child Abuse and Maltreatment

Under New York State Social Services Law, any person who has reasonable cause to suspect that a child is being abused or maltreated should report this information by calling the Toll-Free Hotline number 1-800-342-3720.

Our staff is legally required to report or cause a report to be made when they suspect that a child coming before them, in their official capacity, is being abused or maltreated.

If your child is injured at home, please explain to the teacher how your child received any visible bump, cut, scratch or bruise.

Maintain frequent and open communication with your child's teacher.

Staff members are required by New York State laws to report any and all suspicions of child abuse and maltreatment when functioning in their official capacity. Staff members are also immune from discharge, retaliation or other disciplinary actions when reports are made in good faith. However, if a report is found to be made as a result of malicious intent, staff members may be subjected to disciplinary actions, including and up to termination of employment.

We will host an annual Positive Discipline workshop for families.

Moving Up Ceremony

- The Moving-Up Ceremony is held in June for our 4-year-old children who will be leaving BKS to attend kindergarten.
- We do not use cap and gowns for this transition into Kindergarten.

Please note: Head Start and Extended Day/Year children who graduate or “move up” in June are encouraged to stay in the program until the end of August. If your child will be leaving prior to August, please inform the Center Director.

Pictures

Each spring, a professional photographer is hired to take pictures of the children. The pictures are available for purchase. Communication will be sent at the time of this event.

What to do if you have concerns

If you have a concern, please speak to the teacher and/or the Center Director/Family Worker. If the matter is not resolved satisfactorily, the parent is welcome to contact the BKS Central Office for further discussion and action as needed.

PARENT/CAREGIVER RESPONSIBILITIES AGREEMENT FORM

It is the responsibility of the primary guardian of the enrolled child to:

- Provide and replenish all required clothing items and supplies (wipes, diapers, bottles, water play clothing and towels).
- Take home bedding for washing on a regular basis.
- Clearly label all of your child's belongings with a waterproof/laundry marker.
- We have a written policy that details the referral process we will engage in with the parent to get a child placed in a more appropriate setting.
- Inform teacher and Center Director immediately if there is any change in address, phone number, emergency contact or release information.
- Have your child in the classroom no later than 9:30 (or call if a special circumstance arises).
- Pick up your child at the agreed time.
- Keep your child home if ill and notify the center if your child contracts a contagious illness.
- Bring your child to the center clean (if a child arrives with a soiled diaper, it is the parent's responsibility to change the child before leaving).
- Notify the children's center if your child is going to be absent that day or for an extended period of time.
- Read all notices and take children's artwork home.
- Notify staff if your child has incurred any minor injury (bump, bruise, scratch, etc.).
- Notify the center at least two weeks before withdrawing your child from the program for any reason.
- Inform the Center Director if your child is receiving special educational or therapeutic services and has an IEP so that we can support your child's needs.
- Discuss any special circumstances, needs, or requests with the teachers.
- Attend Parent/Teacher conferences throughout the year.
- Attend workshops
- Keep your child's medical visits and immunizations up-to-date.
- Pay all fees on time, as required.

I, _____, understand and agree to all of the above.

Parent/Guardian Signature

****Note:** One copy of the signed Agreement will be given the Parent/Guardian. One copy of the signed Agreement will be placed in the child's file.

All new policies are subject to change as new information is made available and as Brooklyn Kindergarten Society sees fit.

My signature below certifies that my family and I agree to abide by these new policies, until further notice.

Child's Name: _____ DOB: _____

Parent/Guardian's Signature: _____ Date: _____