

Dear Families,

**Welcome!** to Kid Krazy Preschool and Day Care, where the staff is crazy about kids!

We understand the search for your child's first school was not an easy one. Thank you for selecting Kid Krazy Preschool and entrusting us with your child's care and development. Please know that we value your trust and take your child's development very seriously. We know that you not only seek a place where your child can learn and develop, but more importantly, a place where your child feels safe, secure and loved. We believe there is nothing more important for a child than to have a positive self-image. Once a child feels secure in their environment, learning becomes a natural process. At Kid Krazy all of our teachers understand that children are born with a huge capacity to learn. Our children are given the tools to stimulate their natural curiosity and to develop a strong sense of empathy and respect for one another. The children's days are filled with play (to develop creative imagination and social skills) as well as fostering early reading, writing, math, science and language development. Our goal is to bring out the best in your child and to nurture their love of learning.

Enclosed in this manual, you will find some very important information about the preschool program. Please take the time to read it over and feel free to refer to it throughout the school year.

With Regards,

Ms. Melissa Chin, MS. Ed  
President / Education Director

## Meet the Staff:



### **Melissa Chin: Education Director/Founder/ President**

Hello! I am the founder of Kid Krazy Preschool which opened its first door in 2000. I Have a Master's Degree in Early Childhood Education from Hunter College. Although my career began in the corporate world as president of an apparel manufacturing/sales company, I always had an interest in childhood education and development. My passion for education was renewed when I was looking for a preschool for my then 2 year old son. After visiting multiple preschools within my community of Astoria Queens, I discovered I was unable to find the quality I was looking for. I wanted a school where my child was nurtured and developed; where my son was looked at as a unique individual who had limitless possibilities. After much research, I began to believe that I was not alone in seeking this type of high quality preschool/daycare that I wanted for my child. With a giant leap of faith, I opened Kid Krazy Preschool with the aspiration to provide every student and family who walks through our doors with the best early childhood experience, we as educators, are able to provide.

Although I must say goodbye to our students when they graduate from our Pre-K classroom, their continuing education is very dear to me. Since 2001 I have had the privilege to volunteer as a Board of Trustee for Our World Neighborhood Charter School (OWNCS) in Astoria. Currently, I chair OWNCS Education Committee.



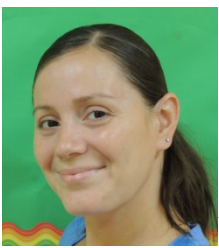
**Annette Rodriguez: Admin. Director / Office Manager for 21<sup>st</sup> ave.**

Hello, I am the administrative director for Kid Krazy preschool. I have been with Kid Krazy since its inception in 2000. After graduating from Pace University with a BA in Marketing and Management and working for 20 years as a Production Manager in the garment industry, a much welcomed career change came about through Kid Krazy. It has been thirteen years now since that change and it gives me great pleasure in being a part of an excellent organization dedicated to providing children and families a positive and rewarding early childhood educational experience. I am responsible for making sure that Kid Krazy is in full compliance with all licensing and safety regulations as dictated by the Department of Health and Mental Hygiene, the NYC Department of Daycare, as well as by the Department of Education.



**Judy Trazino: Office Manager for 27<sup>th</sup> Street**

Hi, I am the office manager at the 27<sup>th</sup> street location. My past work experiences include a progressive career with a major health insurance company where I was employed for 22 years. My experiences range from: full life cycle system development and implementation; operations research and system analysis; middle management and claim processing operations. After the birth of my second daughter I decided to take some time off and work part time. I worked as a play group coordinator where I ran a mommy and me group for children ranging in ages from 12 months to 4 years. I later joined the charter school movement where I worked as an Operations Assistant at the Ross Global Academy for 2 years before joining the founding team of the Empower Charter School Community. I was thrilled to join Kid Krazy in October of 2011 and once again get involved in the opening of a new school.



**Yajaira Vega: Assistant Education Director / Head Co-Teacher:**

Hello! As the Assistant Education Director, my main responsibility is to assist the Education Director in the training/orientation of new staff and to ensure that all teachers have both the materials and support they need to have a successful year.

My responsibility as the head co-teacher in the Tumble Tot classroom is to support my young students on a daily basis by planning lessons that will expand their knowledge of themselves and the world that surrounds them in a loving, nurturing, and supportive environment.

My ability to care for my students in such a warm, loving manner originates from my passion for education my educational experience and my personal experience as a mother of 3 children. I am currently working towards a Masters of Education degree.

During my free time, I enjoy spending time with my family, cooking new foods, and exercising. I plan trips to museums, parks, and landmarks to visit with my children. When planning lessons for my students, I incorporate my personal learning and experiential knowledge.



## Meet your Teacher :

Prior to school starting you will be receiving a special letter from your child's teacher. Be on the look out!

## Philosophy



At Kid Krazy Preschool we value the whole child. Each child's social, emotional, language, cognitive and physical developments are all equally important to us. We believe that no one development is more essential than the other. We create a loving, nurturing environment that promotes each child's social and emotional development with an emphasis on respect and empathy. We value the individual child within the "community group". We believe children learn through "meaningful" play and that learning occurs during developmentally appropriate, child-centered activities. Children learn concepts best when they are meaningful and relevant to them. They acquire knowledge through the active exploration of their environment. Consequently, it is the teacher's responsibility to provide a learning-enriched environment, which provides stimulating and challenging experiences for them. The teacher then acts as a facilitator: encouraging, promoting and reinforcing a child's attempts, questions, skill development, and discoveries.

## Goals:



**For Children:** Based on our understanding of young children and their development, broad goals are set for each age group and then individual goals are set for each child. But, in general, our teachers all strive to:

- Encourage positive social interactions: communicating, cooperating, empathy, sharing, manners and respecting each other, teachers, classroom and the community.
- Enhance children's self-esteem, self-sufficiency, and feelings of self-worth.



- Provide a language-rich environment. We expose children to the written and spoken word and in turn, encourage their writing and storytelling.
- Celebrate diversity and intrinsically teach respect for the world around us.
- Foster creativity in art, language, and thinking.
- Promote the development and mastery of early math, science, and literacy skills.
- Introduce a wide variety of activities to exercise both the large and small muscles of the body.
- Prepare children for success in Kindergarten and beyond.



**For Parents** A program which provides...

- High quality child care that supports their family's needs
- Support of their relationship with their child
- Opportunities to increase understanding of child development
- Opportunities to contribute to their child's program
- Encouragement to trust their ability to resolve parenting issues
- Mutual support from and for other parents



### **School Hours:**

Our School offers the following schedule/time options for either 3 or 5 days, with the exception of UPK, which is only a 5 day program.

**Full Day: 8 am to 6pm**...Although these are our maximum hours open and available for our full day students, a parent who has enrolled in our Full Day Program has the option of dropping off late (no later than 9:30) and picking up early (we recommend no earlier than 4:30).

**Half Day/ Morning Session: 8:15am-11:15am**

**Half Day / Afternoon Session: 1:30pm – 4:30pm**



### **Arrival and Departure:**

Every child, regardless of age, is required to be accompanied by an adult into the classroom and picked up by an authorized adult at least 18 years of age. **Children cannot be dropped off after 9:30am and we request that parents do not pick up their child between the hours of 11:30pm and 1:30pm.** This is in the best interest of our children and staff...If a full day child misses their morning drop off, he/she can enter the school at the beginning of the afternoon session at 1:30pm.



### Sign-in and Sign-out:

Please escort and walk your child into his/her classroom. Upon arrival, there will be a sign-in/out sheet with your child's name on it. Please sign in/out with your signature and time of arrival and departure.

Children will only be released to the people listed on the Authorized pick up list which a parent/guardian has provided. Until the staff becomes familiar with the authorized adult, please provide a picture ID. This procedure is for your child's safety and must be strictly adhered to.



### Late Pick-Up:

Parents will be charged at a rate of \$10.00 per each 15 minutes after the agreed upon pick up time.

Full Day children must be picked up no later than 6PM

Half-Day Morning Children must be picked up no later than 11:15

Half-Day Afternoon Children must be picked up no later than 4:30

***To clarify: If your pick up time is 4:30...***

- ***and you arrive between 4:35 to 4:45, you will be charged a \$10 late fee.***
- ***and you arrive between 4:45 to 5:00, you will be charged a \$20 late fee...etc.***



### School Closings:

A list of school closing days is given prior to the beginning of each school year. It is also posted on our school website. However, unexpected school closing days may occur due to weather or city emergencies. If this occurs, please call our school and listen for our recorded message. In addition, if the NYC public schools are closed due to weather conditions or city emergencies, we will be closed as well.



### Enrollment: Continuing Students and New Applicants

To maintain an ongoing relationship with our preschool families, children currently enrolled in our preschool classes and their siblings are eligible for priority registration for the following school year. Priority registration notice will be given to parents by mid-February. Those parents who wish to continue with our program as well as register siblings for the following year must do so by the end of February. A date will be given on the notice. After the deadline date, enrollment will open to new applicants.

### Secure Enrollment:

To secure your enrollment, a one-time registration fee and a one month security deposit must be paid at the time of registration. The security is held and rolled over to the following year if your child continues with us. The security is never refunded for absolutely any reason; it is used on your last month with our program... **PLEASE NOTE: Parents who enroll for the new school year and wish to withdraw before September of the new school year will forfeit their security.**

### **Enrollment Period: School Year**

Enrollment is for the school year, beginning the Thursday after Labor Day through the third week of June.



### **Summer Enrollment:**

Only those children who are enrolled for our school year are eligible for our summer program, with the exception of our Pre-K classroom. We will allow children who are 4/5 years old enter for just our summer session. Families will receive summer enrollment notice in April.

### **Summer Schedule:**

We offer 2 four week session beginning immediately after our school year ends. Families can choose to do either one session or both. Typically our summer sessions end in the middle of August. Our school is then closed until after Labor Day.

### **Tuition Policy: School Year**

Enrollment is for the school year. The yearly tuition is payable in monthly installments due the first of each month. If a payment is not received by the 7<sup>th</sup> of the month, a late fee of \$30.00 will be imposed. If tuition plus late fee is not paid by the 15<sup>th</sup> of the month and no communication has been made by the family, the school will consider the non-payment as the families' withdrawal notice. Security will then be used and the child's last day will be the end of the month.

If a check with insufficient funds is presented, a \$50.00 charge will be added to the amount owed plus late fee.

### **Tuition Policy: Summer Enrollment:**

Tuition is due the beginning of each session. A late fee will be imposed after 7 days.



### **Tuition Policy: Additional Children:**

If a family has more than one child enrolled, a 10% discount is given on the lowest tuition.

### **Tuition Policy: Vacation, School Closings, Absences**

During the school year, tuition is still required for days absent due to vacation, illness, or school closings.

If you choose not to participate in our summer program, no tuition payment is due during our summer session

### **Termination of Enrollment:**

Should you wish to cancel your child's enrollment with us, please provide us with one month's notice. Your child's security will be used for his/her last month with us. If you do not give us one month's notice, you will be forfeiting your security. NO EXCEPTIONS.

**To Clarify:** If your child's last month of attendance will be February, you need to let us know of your intended termination by the last day of the previous month (January). You will not be paying February tuition; your security will be used.

**To Further Clarify:** If you have paid your months tuition (example, February) and shortly thereafter notify the office that February is your child's last month; your security will not be refunded.



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## **Staff- Teacher Qualification/Ratio**

**Head Teacher:** Each head teacher is educated, trained and experienced in childhood development. Our head teachers either hold a Master's Degree in Early Childhood Education or are pursuing a Master's Degree.

**Assistant Teacher:** In addition to possessing a minimum of 2 years' experience, most of our assistant teachers are pursuing a degree in childhood education.

### **Additional Qualification's:**

- All staff members are fingerprinted and cleared to work through a criminal background check.
- Each staff member is CPR/Fir-Aid Certified.
- Staff members go through several Professional Development trainings that include but are not limited to:
  1. Kid Krazy's Curriculum
  2. Kid Krazy's Philosophy and Goals.
  3. Kid Krazy's approach to Behavior and Discipline
  4. Kid Krazy's Language of Teaching
  5. Assessment
  6. Math, Literacy, Science, Art, for Young learners

### **Typical child: Staff ratios are as follows:**

**Tumble Tots** (1-2 year olds) - 3:1 ratio with 10 children maximum and 3 teachers

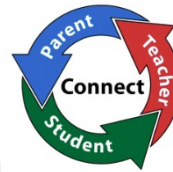
**Bumblebee's** (2-3 year olds) – 6:1 ratio (however, most often there is a 4:1 ratio with a floater assistant)

21<sup>st</sup> location = 10 children maximum and 2 teachers

27<sup>th</sup> location = 12 children maximum and 2 teachers  
Caterpillar (3-4 year olds) 8:1 ratio  
21<sup>st</sup> location = 15 children maximum and 2 teachers  
27<sup>th</sup> location = 16 children maximum and 2 teachers  
Butterfly (4-5 year olds) 9:1 ratio with 18 children maximum and 2 teachers

**Summer Staff:** Each Summer Session is led by a Kid Krazy teacher. In addition, Kid Krazy employs youth from our local non-profit organization, Hanac, as teacher aids. Hanac's mission is "to provide the education, vocational training and support services to enable everyone to reach their full potential." For more information on Hanac, go to their website... [www.hanac.org](http://www.hanac.org)

As with all staff at Kid Krazy, all Hanac youths are interviewed by the Education Director or Assistant before granted permission for employment. This is to ensure that the goals, standards, and expectations set by Kid Krazy can be met by the summer aids. In addition, all summer aids are supervised at all times by Kid Krazy staff.



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## **Parent / Teacher/ School Communication**

Communication between home and school is extremely important in order to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher or the Center Director. We ask, in the best interest of your child's emotional development, that you and the teacher avoid having conversations about your child in front of him/her, or any child.

It may not be possible for you to have a long conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care. If you have a special concern, a meeting or phone conference may be arranged. Kid Krazy preschool provides many opportunities for parents to receive information on the progress of their child as well as the activities and events at our school. The following details the types of communication that parents will receive:

- **Mandatory Class Orientation/Meet the teacher:** A day before the first day of school all students and parents are asked to attend their classroom orientation. This provides a great opportunity for you and your child to meet their new teachers. ( Parents will receive a letter informing them of the date and time of orientation prior to opening).
- **Teacher "Hello" Letter:** Prior to school opening, you and your child will be receiving a "hello" letter from your child's teacher.
- **Monthly Newsletter:** Parents are provided information on what their child will be learning each month. In this letter, you will be provided with a helpful "home/school" connection activity, as well as other important and helpful information.
- **School Notices:** Throughout the school year, you will be given variety of different notices in regards to class trips, school activities, etc. in your child's class room mailbox... ***PLEASE CHECK YOUR CHILD'S MAILBOX EACH DAY.***
- **Curriculum Night:** You will be provided with information on what your child will be learning at Kid Krazy Preschool throughout the school year. The topics will include age appropriate

development and goals, NYS Common Core Standards, domains of learning (social, emotional, cognitive, physical, and language), and our approach to teaching.

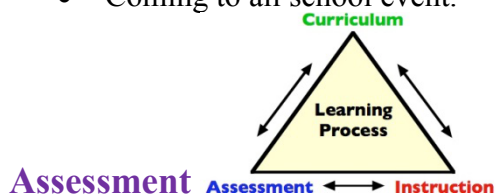
- **Parent/Teacher Conference:** Parent/Teacher conferences will be scheduled two times per year, or more often by request. This conference will summarize each child's progress in our program. Conferences are generally scheduled in November and in May. Parents are welcome to schedule a conference at any time.
- **Parent Work Shops:** Kid Krazy will provide parent workshops on the needs of the parent school community. The most often requested workshops are on the following:
  1. Behavior and Discipline
  2. Understanding my child's development and promote their learning at home.
  3. Getting Ready for Kindergarten (Pre-K families)
- **Tumble Tot Classroom Only....Daily Report:** This provides our Tumble Tot families with information on meals, toileting and sleeping.
- **Mailbox:** Please check your child's mailbox daily for communication



## Parent Involvement

There will be many times and ways you can get involved in your child's preschool/daycare experience. You are welcome and encouraged to participate in any or all of these. Some examples of ways to be involved include but not limited to:

- Chaperoning on field trips
- Lending objects for units of study
- Coming and talking about your job or special interest (particularly when connected to unit of study.
- Helping your child at home with the concepts we are studying in school (see monthly newsletter)
- Coming in to read to the class
- Volunteering to help with projects or games
- Coming to all school event.



Every child will be assessed three times a year: fall, winter, and spring. The purpose of the assessments is to inform teachers of your child's experiences and growth throughout the year in all areas of domain (social, emotional, physical, cognitive, and language). Your child's teacher will use these results to guide instruction and planning in the classroom, as well as create an individual learning plan that is specific to your child's needs.

Families will be informed about their child's assessment results during the parent/teacher conference. If the teacher and Education Director suspects that a child has a developmental delay or other special need, it will be communicated to the family in a sensitive, supportive, and

confidential manner and the parent will be provided with documentation and explanation for the concern, suggested next steps, and informed about resources for assessment.

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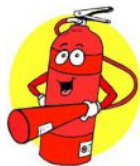
### **Safety:**

Safety is our #1 concern and priority for our preschool. We conduct background checks on all of our staff and train them in CPR and First Aid... Our preschool doors are always locked and entrance can only be obtained through a staff member... When going outdoors, our children either hold a safety rope (Caterpillar & Butterfly class) or ride in our buggy (21<sup>st</sup> location Bumblebee class only).



### **Nut Free:**

Kid Krazy Preschool is a NUT FREE ENVIRONMENT. We make no exceptions to our safety guidelines. When filling out your child's health information sheet, it is essential that you list any significant allergies that your child may have... Parents, please be considerate of children and their allergies. Please do not send any snack/lunch food with nuts in them.



### **Fire Drills:**

Each school holds fire drills and follows procedures approved by the local fire department. A report is kept of the date, time and number of children participating. Each staff member is familiar with this procedure and has specific instructions for moving the children safely out of the building.



### **Child Pick-Up**

Only adults on authorized pick up list will be permitted to take a child out of our school.

### **Injury Policy**

If your child is injured, regardless of the severity, an incident report will be written providing you with information regarding the location of the injury, how the injury occurred, and first aid administered by staff. Upon arrival at the school, In addition to receiving a copy, you will be asked to sign the original incident report. *It is the policy of the Preschool not to disclose the names of children who may have caused injuries to other children. This is a safeguard for each family's privacy.*

When a minor accident or injury occurs, we will provide you with the accident report upon picking up your child. It will then be your decision, based on the information provided to seek additional medical attention. In the event of a serious injury, however, you will be contacted immediately. A serious injury



would be an injury that requires a medical or dental examination and treatment outside the preschool's capabilities. You are required to provide emergency contact information for your child. It is important to notify the office of any changes in the emergency contact information.



## Emergency Evacuation

If we need to evacuate the building during an emergency, we will take the children to the designated sites listed below. Once evacuation sight is reached and the children are safe, we will designate a pick-up area. A staff member will call parent/emergency contacts.

- 21<sup>st</sup> Avenue school designated site is: PS 122 located on Ditmars Boulevard and 21<sup>st</sup> Street.
- 27<sup>th</sup> Street school designated site is: PS17 Henry David Thoreau School located on 28-37 29<sup>th</sup> Street.

## Provision of Emergency Care

If a child is injured at Kid Krazy, the parents or guardian are responsible for paying the medical bills for the treatment received.

## Mandatory Reporting of Child Abuse

We understand that young children get bumps, bruises and scrapes as part of growing up. It is important, however, that you tell your child's teacher about any unusual injuries or conditions, as staff members are required by law to report any suspicious injuries. All of our staff members, as mandated reporters, are required by law to report any reasonable suspected cases of child abuse/neglect under the Abused and Neglected Child Reporting Act. The purpose of this ACT is to protect the welfare of the children in our program.



## Health/Illness Policy

To protect everyone's health, please do not bring a child to school if they are ill. Kid Krazy is a facility which cares for "well children" only. We do not have a nurse on staff.

### *When am I too sick to attend my school?????*

*Generally speaking, I should stay home if I am not well enough to participate fully in the day's activities, including outdoor play. I need to be home when I am too tender to handle the day without my parent due to my illness. When I am not yet recovered enough, and my resistance to new germs is probably quite low, I should not return to my school; specifically, when I have had any of the following symptoms in the previous 24 hours.*

**\*Severe coughing**

**\*infected skin patches**

**\*sore throat**



|   |                                      |                     |
|---|--------------------------------------|---------------------|
| *Trouble breathing                      | *unusual behavior                    | *trouble swallowing |
| *Yellowish skin or eyes                 | *gray or white stool                 | *vomiting           |
| *Pinkeye or mucus coming out of the eye | *headache                            | *loss of appetite   |
| *Unusual spots or rashes                | *unusually dark or tea colored urine | *diarrhea           |

### *When Can I return to school????*

*I can usually return when I have been prescribed antibiotics for 24-48 hours (ask doctor) and with a **doctor's note stating that I am OK to return**... When I have no fever for 24 hours...When my runny nose is much milder and don't need frequent wiping...When my stool, tummy, or fever has returned to normal and is stable.*

*I should see a health care provider if my symptoms persist, my fever is high, I have an eye infection, I am too sick to eat. I become dehydrated, or for other reasons.*

*Please discuss my condition with my teacher when I return to Kid Krazy Preschool. Call them if you have any questions about any of this.*

### Guidelines for Excluding Children with Illness

1) Respiratory illnesses and colds: Children with fresh colds maybe excluded for 1-2 days if he/she appears unwell and “not her/his usual self”. Where after children with runny noses will not necessarily be excluded from Kid Krazy Preschool. However, if the mucous has color, such as green or yellow, or it is profuse and cannot be controlled by normal wiping, then the child can be excluded at the teacher's discretion. A child will also be excluded from Kid Krazy Preschool if the runny nose is associated with a fever, an infected throat, congestion, persistent cough, or general irritability.

2) Diarrhea: A child with a loose or water stool will be observed. If it is repeated, the child must be excluded. Children must be free of diarrhea for 24 hours AND have had at least one normal bowel movement before returning. Children should be carefully bathed before being brought back to Kid Krazy Preschool.

3) Vomiting: children cannot return to school for 24 hours after vomiting.

4) Other symptoms which might warrant exclusion or special attention include earaches and/or ear drainage; unusual listlessness; red or watery eyes; unexplained rashes or sores; difficulty in breathing; vomiting; headaches; croupy coughs, etc. If your child is not well enough to participate in all normal activities, including outdoor play, he or she may be excluded at the discretion of the teacher.

5) If your child develops a childhood illness or other contagious illness, the staff should be notified at once. For example, notify the staff if your child has measles, rubella, chicken pox, impetigo, conjunctivitis, etc. We will alert the other teachers and parents to watch for possible symptoms in other children.

6) Children with a temperature above 100 and no other symptoms may be sent home at the teacher's discretion. The child must be free of fever for 24 hours before returning to the Center.

7) Children with conjunctivitis (i.e., "pink eye") must see a doctor and have been taking medication for at least 24 hours before returning to the Center.

It is the Director's duty to send any child home immediately if any illness is suspected. When a child develops a possible contagious disease, such as pin worms, pink-eye, impetigo, chicken pox, measles, etc., the parent should notify the Director and the Director will notify other parents as to day of exposure, incubation period and isolation period of the reported disease. An ill child should not return to school until the period of contagion has passed and with a doctor's note giving clearance to return. The Director will contact the Department of Health to report an outbreak of contagious illness and to get advice on managing such an outbreak.

### Preventing the Spread of Illness

It would be convenient if the exclusion of all ill children would result in a disease-free environment. But it won't. Even healthy children carry the germs to which they are personally immune...but others may not be immune. Or they may be in the highly contagious stage just before the symptoms of a virus appear. Two healthy children can play together one day and both become ill the following day because of the wide variety of germs to which they must build immunity by "catching" something. If children who are ill stay home, if all of us frequently wash our hands with soap, and if everyone gets plenty of sleep and good foods, we can at least reduce the amount and severity of illness. Parents must nevertheless be prepared for those days when their child is unable to attend due to illness.

When we become aware of a contagious illness that has affected one or more children within the program, notification will be made to the parents of all children who may have had contact with the affected child during the contagious period. This does not include all minor colds or gastrointestinal viruses

### COMMON COMMUNICABLE DISEASES

*The following articles on childhood illnesses are taken from:  
Health Power: A Blueprint for Improving the Health of Children,  
by Hannah M. Nelson, R.N. and Susan S. Aronson, M.D.*

Early childhood health problems can make parents feel that their child "gets everything that walks past the front door." But take heart. Many childhood illnesses result in lifelong immunity. And children outgrow the tendency to get many other types of illness. Ear infections, for example, become less frequent as the ear structures become larger. Here's what to expect from the illnesses young children commonly acquire. Incubation period refers to the time after a child has been exposed to germs until the first signs of illness usually appear.

#### ASTHMA

This illness can range from mild wheezing to severe shortness of breath. Wheezing is distinguished from obstruction of the nose by the fact in asthma it takes longer to get air out of the body than to draw it into the body. Asthma is caused by allergy, infection, emotional stress or some combination of the three in people who are predisposed (genetically) to wheeze. This problem needs to be assessed by a doctor. Medicine can be prescribed to relieve the symptoms. Sometimes infants and toddlers wheeze with

infections of their tubes. They are not asthmatic children unless they continue to have wheezing after they are 2 years old.

### **CHICKEN POX** - Incubation period is usually 10-21 days

- Chicken pox is a mild but very contagious disease which seldom has any side effects. The first symptom is usually a rash of small red bumps or lesions that rapidly develop into blisters on a red base. The blisters usually appear first on the stomach and back, and then spread to the face. In a day or two, crusts form on the blisters. These crusts usually fall off in about 14 days. Characteristically, early in the infection the rash includes red raised bumps, blisters, and scabs all at once. The disease is spread by discharges from the nose and throat and the skin blisters, but not from the scabs. Recovery is about 7 days.
- A child may return to a child care setting in 7-10 days if no new lesions form. The rash is very itchy. To prevent secondary infection of the chicken pox sores, care should be taken not to scratch the lesions with dirty fingernails. Cool baths, calamine lotion and pain reliever to help to relieve the itching. Since the disease is most contagious before there are signs of illness, little can be done to prevent infection of those who are exposed. Once chicken pox is around, those who can get it usually will.

### **COLDS**

- Young children, especially under five years of age, may get colds whether they stay at home or are in a day care situation. Decisions about care at home or care at the day care program must be individualized, depending on the family's ability to stay home with the child and the day care program's ability to handle a sick child.
- The worst part of a cold lasts 2-3 days. Most colds bring sneezing, a runny nose, and watery eyes, but little or no fever. These symptoms may precede other illnesses such as chicken pox or measles. An infant with a congested nose may have trouble sucking, which may be an upsetting experience. Coughing from a cold may cause vomiting. Remember to encourage your child to drink lots of clear liquids (e.g., grape, apple juice) when he or she has a cold.
- Unfortunately, there is no antibiotic to cure a viral cold. It is important to watch for a severe sore throat, a sharp rise in temperature, or a deep chest cough. These symptoms may indicate that an infection requiring medical treatment has occurred. It is also important to watch for the development of an ear infection. Young children often pull or rub their ears when coming down with an earache. An untreated ear infection can sometimes lead to hearing loss. Infants under one year should be watched carefully for any sign of ear pain. Children with ear pain should always be examined. Colds can be spread as long as the child is sneezing and coughing.
- In any upper respiratory infection or "cold" the mucous membranes of the nose become swollen and pour out extra amounts of mucous. This mucous normally runs out and is pushed forward by the lining of the inner nose. During a cold, the nose may become blocked and the mucous can run down the throat, where it is swallowed when the child is awake. During the sleeping hours, this mucous runs down the throat and causes the gurgling sound so common to infants with colds. This sound does not mean pneumonia.
- When the nose is blocked, the child breathes through the mouth. This air is much drier than air normally coming through the nose and causes the mucous to become thick and sticky causing the child to cough, "rattle", and have difficulty breathing. The natural and simple solution to this problem is to make the mucous thinner and more watery. This is done by raising the humidity of the air taken in through the mouth. The cold mist vaporizer very nicely does this.
- The best types of vaporizer are the large jar reservoir or tank type, holding from 1 to 4 quarts of water. There is now a cold water vaporizer which is superior to the hot water "steamer" type. The larger the reservoir, the longer the vaporizer runs. It is preferable to have one which runs continuously for 6 hours or more; otherwise, you will have to fill it too often. It is not necessary

to add anything to the water. Only the water mist does the job. Vaporizers generally cost \$15 - \$25 and can be obtained in some areas on a "medical special appliance" request.

- For the cold water vaporizer, the nozzle should be placed so that it blows mist directly toward the child's crib or bed. The moist air is thereby concentrated where it is needed most. A tent arrangement improves the concentration. For the cold water type of vaporizer, make a tent of crib or bed using a sheet. If the child is in a bed, make a tent by taking a sheet to the wall above the bed and then drape it over two high-backed chairs placed at the side of the bed.
- Be certain the child cannot reach the vaporizer nozzle of the hot water vaporizer or a severe burn can result. There is no danger of this when a cold water vaporizer is used. Do not place a child with a high fever in a hot steam tent. A cold mist vaporizer should be used and will help to bring the temperature down. Be sure to clean the vaporizer after each few days of use to prevent mold from growing in the moist machine parts. Follow the instructions which come with the machine.

### **COXSACKIE**

- Coxsackie is a virus that is commonly transmitted through coughing or sneezing. It can cause painful ulcers in the throat (called herpangina), sores on the hands, foot, and mouth, diarrhea, a rash, fever, and general flu-like symptoms. Like any virus, this passes in about 7 days. Sometimes the symptoms are very slight.
- Coxsackie is very contagious even 3 to 7 days before symptoms appear, and is thus it is impractical and highly unlikely that we can halt the spread of this virus. Children who have fever, mouth sores that prevent them from eating or drinking normally, blisters that are open, or who feel generally ill must stay away until they feel better.
- Treatment includes acetaminophen, soft foods, cool liquids. Contact your pediatrician.

### **CONJUNCTIVITIS** - See Pink Eye

**DIAPER RASH:** Diaper rash is basically an ammonia burn of skin that is susceptible to burning - the ammonia being formed by the breakdown of urine by the bacteria of the skin.

1. Treat the burn itself.

Leave baby without diaper and plastic pants.

Cool sitz bath (at least 15 minutes to give time for deep cooling and contraction of blood vessels).

2. Neutralize ammonia and make it hard for the bacteria on the skin to grow: Put vinegar (2-3 tablespoons) in bath water or in cool compress

water. Vinegar is a mild acid which works against the ammonia and prevents bacteria growth. Bathing also cuts down the need for rubbing the child's sore bottom. To make the urine more acid, feed acid fruit juice – cranberry is good (citrus less effective). Bacteria do not grow well in diluted urine - give enough liquids to make the child's urine look like water.

3. At night, if a diaper is used, keep the urine away from the skin. Use Vaseline (to keep urine off the skin). It is easy to apply because no rubbing is needed. Or use zinc ointment (harder to put on than Vaseline). Make sure the child is clean and dry before applying; otherwise, you merely trap the rash.

4. Stools contain broken down bile, which is like a detergent and irritating - so change the child right away and wash well with soap and lukewarm water over the child's bottom with a cupped hand. For a small infant, this rinsing can easily be done over the sink. Do not run water from the tap directly onto an infant's skin. Use your hand to be sure that a sudden surge of hot water from the tap cannot scald the child.

### **ENTERIC INFECTIONS** - Nausea, Vomiting and Diarrhea

- Infections of the stomach and intestinal tract are very common; they have a variety of causes. The symptoms are familiar: nausea, vomiting, diarrhea, and loss of appetite. Severe or prolonged causes can result in dehydration. Diarrhea is the frequent discharge of loose stools. One loose stool does not constitute diarrhea, but the condition should be treated as potentially diarrheic until the presence of disease is determined. Enteric infections are communicable as long as symptoms are present. Good hygiene and care in handling food are preventive measures you can take.
- For all these symptoms, it is good to remember: clear liquids are the thing. Stop all solid foods. Offer such things as flat coca cola (shake the bottle to remove all carbonation), tea, jello and bullion.
- For **vomiting**, liquids should be given in small amounts, 1-2 ounces (or 2-4 tablespoons) every 15 minutes. Room temperature fluids stay down best.
- For **diarrhea**, give as much as the child will drink no more often than every 4 hours since every feeding may produce a bowel movement. No citrus juices or milk should be given for either diarrhea or vomiting.
- Diarrhea in infants under 6 months of age can become serious. Such young children should be seen by a doctor or nurse. We suggest you call for advice for any child who seems very ill and does not improve using the methods described above, or whose diarrhea contains blood.
- When the symptoms stop, add such things as applesauce, bananas, rice, and cereal. Do not give greasy or fried foods until the child has been well for several days.

**FEVER** There are several ways to make a child comfortable when he or she has a fever.

- A young child may be irritable or sleepy and it may be difficult to eat. Offer small frequent amounts of liquids. Citrus juices and mild will tend to upset his stomach so avoid them. Clear liquids like flat soda, jello, bullion, apple juice or grape juice are best. If the fever is 101 degrees or more, either aspirin (1 grain per year of age) or tempera (1/2 grain per year of age) may be given.
- When the temperature is over 102 degrees, tub baths with plain water may be used to help bring a child's temperature down. The water should be comfortable.
- If the child shivers, it is too cool. Keep sponging the child's body while he or she is in the tub. Adding a few floating toys may make the experience more pleasant. The sponging should continue for 15-20 minutes before checking for any change in temperature.
- Remember a fever is usually an indication of infection. Ear pain or unexplained fevers should be discussed with your doctor or nurse. There is no harm in taking the child outdoors with a fever. It may even help to cool your child off. Minimize the amount of clothing on a child with a fever; he or she will not need blankets and sweaters indoors.

**FIFTH DISEASE** (aka Slapped Cheek Parvovirus) (2-3 weeks incubation)

- Basically a mild virus that causes a blotchy red rash that begins on the cheeks and spreads to the trunk and limbs. It usually fades within a week, but can come and go for several weeks. The rash can be itchy. It may be preceded or accompanied by a mild fever and "cold" symptoms. Usually no treatment is necessary, except to relieve itch.
- Fifth Disease is contagious 1-2 weeks before the rash appears, and not usually after the rash. A child does not need to stay home as long as s/he is feeling well enough to participate.

**FLU:** Like the common cold, the flu is caused by a virus and is very contagious. But the flu is more severe. It takes 1-3 days to develop, then comes on quickly with a sore throat, fever, chills, headache and muscular aches, loss of appetite. Sometimes it brings vomiting, a cough, and general weakness. The fever usually lasts about 3 days. Full recovery takes 9-15 days, if no secondary infections like pneumonia develop.

- Treatment is the same as for colds: rest, drink lots of fluids, and take aspirin\* for fever and aches if recommended by your doctor.

**GERMAN MEASLES** - See Rubella

**HEAT RASH** Many children develop patches of raised eruptions on their skin when they are overdressed or are exposed to warm room or outdoor temperatures. The rash usually occurs around the neck, upper chest and back of the head. The area may be spotted with red dots and itch.

- \*Use aspirin substitute, not actual aspirin for young children. Aspirin may lead to Reyes syndrome.
- The treatment is to remove all excess clothing (children need no more layers than you do) and to sponge the area with cool tap water frequently. Applying bland powders such as corn starch should only be done after thorough clear water rinsing of the skin. Using a fine layer of corn starch may help to relieve the itching, but using too much will add to the problem. If used, corn starch or powder should be dusted on lightly and carefully with cotton to avoid having the child breathe in the powder dust.

**IMPETIGO** Impetigo is a streptococcal or staphylococcal infection. Most often, the infection starts in a scrape or sore as a pimple that has a yellowish or white blister on top. A scab or crust (partly brown, partly honey colored) soon takes its place. There may be the other spots on the face and on parts of the body where hands carry infections. It is contagious and, if not contained quickly by vigorous washing of the sores with soap and water, it should be treated promptly by a doctor. Impetigo occurs most frequently during the late summer and early fall.

- To disinfect underwear, towels, pajamas, and sheets, wash them every day with hot water and detergent while impetigo is present. Good personal hygiene and environmental cleanliness help to control the disease. Children can be in day care with impetigo as long as the sores are covered to prevent contact of infected material with objects and other children in the program.

**LICE (Head lice)** Lice are first noticed by itching red pimples where the hair meets the back of the neck. The eggs (nits) are tiny, pearly-white, egg-shaped objects that stick tightly to the hair shaft. Lice are transmitted by direct contact with an infected person or indirectly through clothing, headgear and combs. Treatment consists of using a special shampoo that is available by doctor's prescription.

- Clothing and bedding should be washed in detergent and rinsed in very hot water to kill both lice and eggs. Other members of the child's family or group should be checked carefully. Children should not return to the group until the shampooing has removed the eggs and lice.

**MEASLES** - Incubation period is 10 days from exposure to fever, 14 days to rash

- Measles should be an uncommon disease, since children can be effectively immunized against it if given vaccine at or after 15 months of age. If a child is not immune and is exposed to measles, call your doctor.
- Measles symptoms are a moderate fever, puffy, watery eyes, and cold symptoms. The lining of the cheeks and lips shows small, bluish-white spots. One to two days later, a rash appears, first on the head and then on the body.
- Uncomplicated cases are brief, but measles can have serious and permanent consequences. Make sure your child is immunized.

**MUMPS** – Incubation period is usually 18-21 days.

- Mumps is characterized by tenderness and swelling of the salivary glands located at the angle of the jaw. A fever and cold symptoms usually accompany the disease. Mumps virus is spread like cold viruses - by direct contact with the affected child's saliva or from his or her coughing, sneezing, runny nose, or watery eyes.



- Mumps spread quickly because it is most contagious about 48 hours before the characteristic swellings appear. The child with mumps can give the disease to others, until the swellings are gone. Once contracted, the disease usually results in a lifelong immunity. Vaccine is available for children over one year of age.
- If children have had mumps vaccine, they will not catch mumps. Exposure of other children to a child who still has swelling is safe if the others have had the vaccine and parents agree to accept the exposure.

**PINK EYE** Also known as conjunctivitis, this inflammation of the eyelids occurs primarily in summer and early autumn. Its symptoms are irritated, tearing eyes, swollen lids, and mucous discharge that make the eyelashes sticky. The child may have trouble opening his or her eyes after sleeping. (You can remove this discharge with a wet cotton ball wiping from the inner to outer corner of the eye. Wash your hands carefully after treating infected eye.)

- Children under five years are most susceptible to conjunctivitis. It is transmitted by contact with discharges from the eyes or upper respiratory tract of infected persons, through contaminated fingers, clothing or other articles. It is very contagious as long as the infection is active. For prevention, encourage improved personal hygiene.
- Other causes for pink eye symptoms can be allergies, viral colds, or foreign objects in the eye. If the eye discharge is pronounced, drops and ointment should be obtained from the doctor to put in the eye.
- Children can be kept at home to limit the spread of the infection. If this is not possible, careful hand washing must be practiced even while the child is under treatment.

### **PINWORMS**

- Pinworms are infectious parasites. Children can pick up pinworms from other infected children and from sandboxes and soil play. Eggs are picked up and transmitted by the fingers to the mouth. The eggs hatch in the intestines in 15-28 days. Itching of the anal area is the most common sign. The child may have insomnia or nightmares, may lose his or her appetite or may complain of abdominal pain or stomach ache.
- To check for pinworms, spread the buttocks and look with a flashlight for the worms; they look like white threads, 1/2 inch long and move toward the anus when exposed to light or the child moves. If you are not sure you see them, press a tongue depressor with tape on it against the anus while the child is asleep. Bring this to the doctor to be examined for worms or eggs. If pinworms are present, an oral medication is given to the whole family and is repeated in two weeks, re-infection is possible. For prevention, good hygiene is essential.

**RINGWORM** Ringworm is usually seen as a small round raised lesion any place on the body, including the scalp. The lesions look like rings and, if left untreated, leave scaly patches and sometimes baldness. It is a fungal infection, not caused by a worm or parasite. It is communicable as long as the lesions are present. Contact your doctor for treatment instructions while under treatment.

### **ROSEOLA**

- Roseola is a contagious disease to which children from 1 to 3 years old are most susceptible. It is most common in the spring.
- Roseola is characterized by a high fever that lasts for 3 to 4 days with no other symptoms. When the fever falls suddenly, a rash breaks out on the body. The rash is pinkish, flat, and resembles measles. The child may be cranky, but there are no complications to worry about.

**RUBELLA** – Incubation period is 14 to 21 days

- Rubella or German Measles is a mild, contagious disease characterized by a pink, blotchy rash. Before the rash appears, there may be coughing, sneezing, and congestion of the mucous

membranes of the nose and eyes. The rash starts on the face and head, spreading to the neck and trunk.

- Although it is a mild disease for children, rubella causes serious problems for pregnant women. Women, who are in the first three months of pregnancy and have not had rubella, should receive gamma globulin if they have been exposed to a case of rubella. There is a vaccine to protect against rubella.

**STOMACH UPSET** - See Enteric Infections

**STREP THROAT** - Incubation period is 2 to 5 days

- This is a severe sore throat caused by streptococcus bacteria, which are also responsible for scarlet fever and some impetigo. Most infections are relatively benign since they can be treated with antibiotics, but complications can occur. Strep throat may lead to rheumatic fever or kidney problems.
- Only some sore throats with inflamed tonsils and pharynx (voice box) are caused by strep. Strep throat comes on suddenly and may bring a fever of 104 degrees. The child may have a headache. You may be able to see white patches on the throat. But these patches occur with viral sore throats also. The only sure way to diagnose a strep throat is a throat culture which identifies the germs by growing them outside the body.
- If a throat culture is positive, the doctor will prescribe antibiotics. (Be sure to always complete the 10-day course of penicillin or other antibiotics the doctor prescribes). The child is no longer contagious 24 hours after treatment is begun and may return to childcare.

### **URINARY TRACT INFECTIONS**

- Symptoms of urinary infections are frequent urination in small amounts, burning or pain when urinating, wetting pants or the bed when it is unusual for the child. The urine may appear cloudy or blood-tinged. The child should be seen by a doctor promptly to prevent further, more serious infection and fever.
- Treatment consists of antibiotics or sulfur drugs. Encourage the child to drink lots of liquids, especially juice.
- Bubble bath is a frequent source of irritation or infection, especially for little girls whose urethras are shorter than boys. Teach girls to wipe from front to back after toileting. The direction of wiping has not been shown to cause urinary tract infections, but it is a wise idea to keep bowel movement (fecal, stool) material away from the vagina and urinary openings. When a boy has a urine infection, the cause should always be sought. Urine infections in boys are very rare without an accompanying infection in the kidney, bladder, and/or urine collecting tubes. Girls frequently have urine infections that are not associated with any structural abnormality. These infections are usually not investigated unless the infections are occurring repeatedly.

*I don't recall asking for any of this when I became a parent!*





**In Emergency:** If a medical emergency should arise at the center, the child will be taken to the ER of Mount Sinai Hospital, located on Crescent and 30<sup>th</sup> Avenue in Astoria Queens. Parents will be notified immediately.

**Medications:** Since we do not have a nurse on staff, due to Department of Health regulations, Kid Krazy staff members are ***not permitted*** to administer any medication; prescriptive or over the counter. If a child requires medication, the parent is welcome to come to the school to administer it.

**Allergies:** All allergies, food and other, must be reported upon enrollment... If your child cannot participate in our communal snack, please make sure that an acceptable snack is provided for him/her... If your child cannot eat a “birthday cake”, please provide a ***special*** alternative snack item for him/her... Your teacher will notify you of days where a birthday celebration will occur.

**Absences:** Please call the school to let us know that your child will be absent. If your child is absent 2 or more days, for any reason, we will need a note from you confirming the dates he or she was absent along with an explanation for the absence. If your child was absent for medical reasons we will need (along with your note) a note from his or her doctor, stating the reason for the absence and that it is ok for your child to return to school.

**Immunization:** Every child must submit a DOHMH medical form which has been filled out by their doctor which includes immunization information. The record should be updated when additional shots are given. If a child is not being immunized for religious, medical or conscience reasons, parents must provide written documentation. The office manager will guide you through the necessary steps. This medical form must be submitted by the time your child begins attendance.

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**Rest Time** *(Please label sheet and blanket with ***your child's name***)*

Kid Krazy Preschool will provide a nap/rest time on a daily basis for children who are in our care for four or more hours per day, as required by the New York State Daycare Regulations. Your child does not have to sleep, but will be expected to rest quietly (with books or other quiet activity on their cot) and not disturb other children. You must bring in the beginning of each week a clean crib size sheet and light blanket. Due to Department of Health regulations, no pillows are permitted at school. At the end of each week, your sheets will be returned to you to be laundered. Please return the following week.

If your child needs any nap time item such as a special “teddy or blankie”, please bring in to school and your child’s teacher will make sure your child has it for his rest.

- Our Tumble Tots sleep in cribs and are checked every 15 minutes.
- Our Bumblebee’s thru Butterfly’s sleep/rest on cots.



## Diapers and Toilet Training

If your child is still in diapers please provide us with a package of diapers and a container of wipes, as well as any creams they may need and check periodically if we need any additional. ***In addition, in consideration of the amount of diapers our staff needs to change in a day, please provide us with diapers or pull-up that has a tape or Velcro-like opening/closure.*** We cannot remove every item your child maybe wearing and then put on again for diaper changing. So please....**No closed-sided pull ups.**

If your child is ready to learn toilet independence, we want to partner with you. Please talk with your Head Teacher to establish a supportive plan.

### Your child may be ready for toilet training if he/she:

- Tells you when the diaper needs to be changed.
- Tells you when he/she is going in the diaper
- Shows an interest in using the toilet

Toilet training should begin at home on a weekend or holiday. However you decide to train your child, consistency is important. Please provide us with at least three sets of underwear and clothes each day until your child is trained.

The children's toilets are in plain view for safety reasons and to allow for supervision; naturally, this results in some opportunities for children to observe other bodies. In this way, the children's developing body awareness and normal early childhood curiosity can thus be satisfied in a safe setting.



## Holiday and Cultural Celebration

Kid Krazy is located in Astoria Queens, one of the most diverse communities in NYC. We would like to celebrate the cultural holidays of our school community by emphasizing the universal values and the fun ways in which they can be enjoyed. Thus, we hope to be able to plan activities, with families help and support, that are child-oriented, full of warmth, respect, and pleasure, and which embody the human values of the holiday. In so doing, we hope that all of the children can gain appreciation for the richness of their culture as well as other cultures. Parents are encouraged to offer insight and information regarding cultural practices and / or holidays throughout the year.

Religious instruction and worship are not provided or allowed in this program. Religious holidays are recognized through the significant human values that are emphasized without presenting the religious aspects of the holiday.



### Birthday Celebration!

Birthdays are a special time and we would like to celebrate with your child at school. Every Birthday child will make their very special “birthday crown”. In addition, you are welcome to bring a special snack for your child to share at school, as well as join in for the celebration and singing of “Happy Birthday”! We respectfully ask that you do not bring in any “goody bags” for the children.

Field Trips Between the months of January thru June, we will be planning 3 fieldtrips for our Pre-K students. Prior to each trip, information will be sent home detailing the date, time, cost, location, chaperones, etc. The permission slip must be signed and returned to the teacher in order for the child to attend. We welcome parents to join us for trips.

Due to the NYS Department of Health and Department of Education guidelines, no children under the age of 4 are permitted to go on fieldtrips due to bus/seat regulations. However, your child’s teachers will be suggesting “family field trips” that may connect to the unit of study. If you do take our suggestion, please take photographs and share with your child’s class.

### Community Walks

Since learning does not happen just between the 4 walls of our school, from time to time, our children go on community walks.

At our 21<sup>st</sup> location, our Bumblebee’s ride in safety buggies and our Caterpillar and Butterflies use a walking rope.

At our 27<sup>th</sup> location, only our Caterpillars and Butterflies are permitted to go on community walks with a walking rope.

## Guide to the first day/ first week of School



### Before the first day... Orientation

Every child needs to have a visit to their classroom and meet their teachers prior to their first day of school. The orientation is generally scheduled the day prior to the first day. A letter will be sent to all families providing the day and time. **THIS IS MANDATORY!** We cannot make exceptions to this important pre-attendance visit. If a child has had one or more visits to the Center before the first day, parting will be smoother, and the child will have more confidence.

### First days...

Age is not a good predictor of readiness for separation. Some very young children will be ready to be independent right away, causing parents to feel a bit rejected! (It helps to remember that

this is a sign of confidence and independence in the child.) Sometimes parting is easy the first week, and then later the child clings to you when you expect to leave. The child has realized that you are going to be gone for a considerable time, and has figured out what his new schedule is all about. This turn of events is not a cause for worry -- it's another of the many milestones in the lifelong process of separation from parents. As a parent, you probably know what to expect of your child.

Please prepare your child in the weeks before starting by talking about the program, always mentioning that you will return and take him/her home. Read books such as *The Runaway Bunny*; *The Owl Babies*; *You Go Away*; *Will I have a Friend*; *Everything Changes*; *Going to Day Care*. Visit your local children's library and ask for books on separation and going to school. Take photos of the Center and teachers to keep at home. Bring photos of yourself and family to keep at the Center. (You will receive a couple of weeks prior to the first day a letter with photo from your child's teacher).

I encourage all **new parents** to stay with their child on their first day for an hour and then go home with their child. It is on the second day that we ask you to follow a quick departure ritual and leave your child in your teachers care. It is most likely that your child may cry, but it is important that you maintain an optimistic demeanor and leave. Your child's teacher will then spend their time bonding and creating a trusting relationship with your child.

Whatever your child is feeling on their first day, or any day, it is best to accept and respect their honest expression of these feelings. *"It's okay to cry...I know you maybe a little scared and will miss mommy and daddy...we will miss you too... but we always come back and you are going to make lots of friends and have teachers who will take very good care of you!"*...The teachers will support you when you are ready to depart, and to help your child deal with the upsetting feelings

**The following are 3 Quick Reminders to ensure a positive separation:**

1. **Always Say Goodbye to your child.** NEVER leave your child without clearly saying "good-bye"...if separation causes tears, we can accept the tears.... But don't make the mistake of causing mistrust and confusion by disappearing without the good-bye hug or kiss or your traditional ritual. Do not underestimate the importance of departure rituals! Children sometimes fret a whole day because they missed that good-bye kiss.
2. **Don't Drag It Out Too Long.** It is helpful for the parent to show their confidence in the child's ability to adjust by making a comfortably brief departure. Sometimes a child feels the need to prolong the morning's parting, and can work up quite a lot of sad feelings in the process, but is quick to adjust once s/he understands that the parent is leaving.
3. **If your child is upset when you leave, you may be worried. Phone Us!** Parents are welcome to call the Preschool at any time to ask how a child's feeling; we will gladly give you a report on your child's adjustment and present situation. We'll let you know if s/he has worked through the upsetting feelings.

## What to bring and what to wear!

*Please bring on your child's orientation day*

*(Please label all items with your child's name on it)*



1. **SEND ME IN CLOTHES I CAN PLAY AND LEARN IN!**  
All clothing worn at Kid Krazy Preschool needs to be work-play type, not dress-up type. We plan to have fun! That can mean messing about and getting dirty in the process. We can't let clothing interfere with exploring and investigating the world! So...we'll do our best to give your child loving care, lots of attention, a safe and healthy environment, and opportunities to learn. This will sometimes involve getting messy, and we will not be responsible for stained clothing. Please dress your child accordingly. We purchase "washable" paint, but you must treat clothes with extra detergent before washing!

2.

3. **CLEARLY LABEL YOUR CHILD'S JACKET**
4. **PLEASE BRING A COMPLETE CHANGE OF CLOTHING FOR YOUR CHILD** in a clearly marked zip lock bag with your child's name on it. When your child uses the extra set, **REMEMBER TO REPLACE IT IMMEDIATELY.**



5. **CHILDREN'S FEET MUST BE PROTECTED BY CLOSED-TOE SHOES.** We prefer for younger children in our Tot thru Caterpillar classroom be in Velcro closed shoes. It is extremely difficult to climb safely in sandals or cros. For this reason, **DO NOT SEND YOUR** child in "flip flops", sandals without back straps, and cros. We want to take care of their toes while they are here, and to let them run and climb without tripping over their own shoes.

6. **CRIB SHEET AND LIGHT BLANKET** (For full day children only)...



7. **DIAPERS AND WIPES** (For those who are still in diapers)
8. **SIPPY CUP** (for Tumble Tots and Bumblebee's only... Caterpillar and Butterfly can bring in water bottles or ask teachers for cups of water)... Sippy cups are sent home each day and washed.

9. **LUNCH** (For full day children only) ...PLEASE NOTE: We do not refrigerate or heat up children lunches. They must be packed and ready to eat from their lunch box. Please remember “**NO NUTS**”!! and **NO POPCORN. IF YOU GIVE YOUR CHILDREN HOT DOGS OR GRAPES YOU MUST CUT THEM IN HALF LENGHTWISE (This is due to choking hazards). Uncut hotdogs and grapes will go home unopened.**
10. **SNACK:** Our children receive daily snacks in the morning and afternoon. The snacks are provided by each classroom families. A “snack sign-up” sheet is posted in your child’s classroom. Please pick one day each month for you to provide healthy snacks for your child’s class. Again, **NO NUT** products or **POPCORN**. We ask that all snacks be healthy; low in sugar and fat. The following are suggested snacks: low fat yogurt, fruit (grapes must be cut in half lengthwise), low fat muffins, low fat cheese & crackers, etc.
11. **FAMILY PHOTOS** (These will be used for our “family tree”)
12. **MISSING FORMS/DOCUMENTS...**that the school needs...(ex. Medical forms)

### *It’s OK to Bring...*

“blankies” or whatever item your child needs as a security blanket. (LABEL IT) These “transitional objects” are wonderful coping mechanisms for the child, who has created them because he/she needs them for now. It is very helpful for the child who has such an object to bring it to school. Often the “blankie” will be dropped casually during moments of intense participation, returned to for a brief stroke and hug between times. We will do our best to keep track of such items... and will be grateful if you have labeled them.

### *Please don’t bring...*

- **TOYS FROM HOME**...so that the children learn that all items are community property as they learn to share. If an item is brought to school, the teacher will promptly return it back to the parent to take home.
- **CANDY OR GUM**
- **PLEASE DON’T GIVE CANDY OR GUM** to your child or any other child during pick-up...(If you wish to give your child any food/snack item at pick up, please do so outside the school premises.

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**Tumble Tot / Bumblebee / Caterpillar/ Butterfly Classroom:**



### Tumble Tot:

Our Tumble Tot classroom is unique from all other classrooms for the following reasons:

- Although much of our tots are walkers, we do have a few that begin crawling and spend much of their time on the floor and putting their hands in their mouth. In light of this, and for the health of our children, all children, staff, and parents must remove their shoes before entering the classroom.
- We ask that parents provide their tots with closed slippers or socks with rubber guards on the bottom of their sock.
- Children's cubbies are outside their classroom.
- Parents must remove jackets and shoes and place in their child's cubbies (DO NOT LEAVE IN STROLLER)... Please bring lunch/snack into your child's class and hand to the teacher.
- We provide bottle warmers to warm up our children's milk
- All food, snacks, and drinks are provided by parents. No communal snack is provided.... (Kid Krazy is aware that you are still discovering your child's allergies, by parents controlling what is being eaten, you are able to introduce and monitor new foods)
- Children sleep in cribs, not in cots.
- Children are checked every 15 minutes during nap time.
- A daily chart is provided for each child to show when your child ate, napped, and was diapered.



### Bumble bee and Caterpillar Classroom:

Our babies are growing up...and... so are you ;-). The following are some basic changes that occur from our Tumble Tots to our Bumblebee and Caterpillar classrooms:

- Cubbies are inside their classroom.
- Children, parents, and staff DO NOT remove their shoes.
- Parents help remove student's jackets and place lunch box in their cubbies.
- Parents contribute to a communal snack by signing up once a month for their child's classroom... see "what to bring and what to wear".
- Potty training begins to happen.
- Children sleep in cots.
- No daily toileting, diapering, eating or napping chart is kept.
- All uneaten food is sent home so you will always know what your child ate or not.



- Sippy cups for water... These cups will be left out for children to take on their own throughout the day.



**Butterfly Classroom (Pre-K):** To help further develop the independence and self-reliance skills our Butterflies need to acquire before moving onto Kindergarten, their classroom expectations will change in the following way (as always, guidance and assistance from their teachers will be provided:

- Parents continue to walk their child into the classroom, however, parents are now requested to allow their child to take off their own jackets and put away in their cubbies.
- Children will get their own lunch box and open it on their own... as well as clean up and put back.
- Children clean-up each center before moving to the next center.
- Children go to the bathroom on their own as well as clean themselves. (Parents... please begin teaching your child to clean themselves after toileting prior to them beginning Pre-K... Our teachers will assist when necessary)
- Children, at end of day will put their own jackets on and check their mailbox. (Parents...please supervise and support your children in their newly found independence)



## **Behavior Management and Discipline**

All teachers at Kid Krazy Preschool manage behavior in their classrooms in a non-punitive, age appropriate manner. Our staff uses positive guidance, redirection, and the



setting of clear-cut limits that foster the child's own ability to become self-disciplined. Staff will encourage children to respect other people, to be fair, respect property and to be responsible for their actions. We approach discipline as a loving way of setting clear boundaries, expectations and consequences. Discipline is deliberate, thought out; it is not out of anger or emotion. Under no circumstances will children be subject to physical punishment or abusive language, as these approaches teach children to respond in the same manner. Staff will guide children to develop self-control and approach peers and adults in a respectful manner by first actively listening to children.

Active Listening (a term first used by Thomas Gordon in his book Parent Effectiveness Training) is a way of first listening to verbal and/or non-verbal language and then reflecting back to the child the "message" which we received. Listening in this manner not only encourages children to keep the lines of communication open, it also validates the child's needs and feelings. For example:

### **When two children are in conflict over use of some equipment, it might go like this**

- Adult: *"Joe, I see you're crying. You look sad."*
- Joe: *"Megan took the book and I wasn't finished."*
- Adult: *"Oh, I see... Megan, it looks as though you want to read that book right now."*
- Megan: *"I want it."*
- Adult: *"Megan, I understand you want to read that book now, however, Joe wasn't finished with the book yet."*

After some further clarification and acknowledgment of each child's wants, the children will usually agree to a way they can both win by taking turns.

By acknowledging and accepting children's feelings and by helping them become aware of the feelings of others, we are raising children who feel valued for the very special people they are.

### **Setting Behavior Limits - Communicating what is NOT OK**

By providing a child-centered program, meeting children's needs, and consistently demonstrating respect for all people, Kid Krazy Preschool has developed an atmosphere in which children do not usually need to act out their feelings in unacceptable ways. It is normal, however, for children to need specific guidelines for behavior, and to need occasional demonstrations of the limits. Teachers focus on social skills in their daily interactions with children and in the curriculum. When discipline is called for, we state the behavior limit in a positive manner, briefly giving the child information about why the limit is being set. When stated positively, the child gets the message, "this teacher cares about me and my safety." We then work with the child by giving her choices or by helping her find a safe way to get her needs met. For example,

**A child is climbing over the railing of the climber and jumping to the surface below. This is a behavior limit because it's not safe. The child could get hurt.**

1. Acknowledge the child's need:  
*"You're really having fun jumping from this high place."*

2. State the limit in a positive manner:

*"This is not a place for jumping because the surface here is hard and you could get hurt."*

3. Help the child find a place to get her need met:

*"Can you think of a place where you can jump where you won't get hurt?"*

4. When dealing with younger, even pre-verbal children, just offering a safe alternative might be enough.

*"You're having fun, but this isn't safe. You can jump over here. This is safe."*

Most of the time, the children accept verbal reminders of acceptable behavior. We work on setting appropriate limits and on teaching them consistently. Sometimes we need to clarify our message by temporarily restricting where a child can play. For example:

*If a child is throwing toys in the kitchen play area (which the teacher has already clarified is unsafe) and after a reminder of appropriate and safe action has been given, will be removed from the area and guided to another. The child will not be able to play in the area for duration of time which can be from 15 minutes to the duration of the morning or afternoon session. The duration is dependent on the age, child, and the behavior. It is always followed by the teacher verbally expressing her understanding that the child is "still learning" and she/he will be given another opportunity to play in the area appropriately and safely.*

## Biting

Children biting other children are one of the most common and most difficult behaviors in group childcare/preschool. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, at Kid Krazy, it is never acceptable, however, it is understandable and the staff will work very hard to teach appropriate ways to achieve the needs of the individual child.

### **When biting occurs, Kid Krazy teachers will take the following steps:**

- The biter is immediately removed with no emotion, using words such as "biting is not okay- it hurts." Teacher will avoid any immediate response that reinforces the biting or calls attention to the biter.
- The victim is administered first aid and comforted.

- The teacher will guide the victim to the biter and will help allow the child to give her/his “voice” by telling the biter “It hurt when you bit me... or... I am said because you bit me”.
- The teacher will ask the victim “if there is anything the biter can do to help him/her feel better”... a possible suggestion will be to give a hug... (teacher may even direct some children to make an “I’m sorry” card to their victim).
- The teacher will then talk with the biter on a level that the child can understand.  
*“I can see that you want that truck, but I can’t let you hurt your friend. We don’t put our teeth on people.”.*
- The biter will not be able to return to the play that caused the biting.
- An accident report will be filled out and the victim’s parents will be given a copy.
- Parents of the biter will also be notified.

### **Behavior beyond the Limits- Unsafe and Disruptive**

The staff of Kid Krazy Preschool will make every effort to work with children having difficulties at the Center, in order that they may participate safely and the safety and well-being of all the children is protected. If a child displays frequent disruptive behavior which is detrimental to the physical or emotional well- being of another child/children, the staff and parent will meet to discuss the situation and will develop a plan of action for improving the behavior.

In the event that consultation and action plans are not successful and the staff determines that enrollment in Kid Krazy Preschool is not in the best interest of the individual child and/or the other children, the Director reserves’ the right to give immediate notice of termination.

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## **CURRICULUM**

Kid Krazy Curriculum is created by Ms. Chin, the Founder of Kid Krazy Preschool. Ms. Chin works closely with all new teachers guiding their lessons and approach to teaching. Continuous Professional Development and training in Kid Krazy’s curriculum and philosophy of teaching are provided throughout the year to ensure that Kid Krazy’s high standards are met through all ages and schools.

We know that the early childhood years, zero to age eight, are a very critical time for the development of young children. We also know that this time period is one in which typical children's development is very individualized and can be uneven. This makes a single approach or "magic formula" difficult to address every child's individual needs and learning style. This also means that learning does not happen in an isolated moment or at a specific time of day. At Kid Krazy, we understand that learning happens when a curriculum addresses the whole child's development; social and emotional, creative, physical, and cognitive. By observing and focusing on the "whole child", we provide multiple learning opportunities for students to experience both self-guided and direct teaching that promotes their own individual learning and growth. Kid Krazy Preschool is committed to this approach because we know that this is how young children learn best.

**To provide multiple learning opportunities throughout the day, children participate in a variety of activities including the following.**



**Learning Centers**

These are areas set up by teachers and students and are changed monthly to fit the theme for the month. Learning centers have activities that are suggested either by written or verbal cues from the teacher or can be developed daily by the children. Materials and equipment in each area are displayed in a manner that promotes individual and independent play.



**Monthly Themes**

The curriculum has monthly themes that are established and coordinated center wide from toddlers to Pre-K. The monthly unit is designed to promote developmental skills, and to enrich all children's understanding of their world. The themes have educational, social, cultural, and emotional value.



### Circle Time/Large Group

Circle time provides the children with the opportunity to interact with each other as a large group, develop focusing skills and self-control skills. Depending on the age group, circle time can encompass sharing time, song, music and movement, lesson of the day which can focus on math, literacy, language, and science concepts.



### Small Group

Small group is when the real learning happens for both the teacher and students. Depending on the lesson, it can be a 1:1 ratio or 4:1 ratio. By engaging in small groups, the teacher can focus on the individual learning need of the child as well as learn what the child understands. This understanding helps the teacher to scaffold your child's learning.



### Social Skills

With considerable support from Kid Krazy teachers, social skills emerge and interaction with other children begin to take place. Teachers model, facilitate, and encourage children to have positive social interactions. Sharing, communicating, cooperating and caring unfolds as teachers assist children in creating friendships in the classroom community



**Arts and Crafts:**

Although the majority of our projects are focused around our thematic units, children are encouraged to just create during their center/choice time. Arts and Crafts projects stimulate a child's mind to be creative. These activities also assist in the development of fine and gross motor skills. Children also achieve a sense of pride and accomplishment through the development of projects. Our program is filled with hands-on learning activities as well as open-ended art activities. Open-ended art allows the child to explore the use of various materials and processes and enjoy what happens. Craft projects are designed to help the children develop their creativity and the use of specific skills. Uneven or lopsided projects are to be expected from children of this age. The children are in the process of learning. It is the "process not the product" that is important. Please keep this in mind and treat all of your children's projects as masterpieces!



**Reading and Writing/ Language:**

Kid Krazy's teachers provide a language rich environment. Children are exposed daily to written and spoken word, and are encouraged to write on daily bases that are both child-initiated and teacher guided.



**Math and Science:**

Children are provided with multiple materials and opportunities to develop math and science concepts that are both self-guided and teacher directed. Kid Krazy promotes the inquiry of science by asking questions. Children predict, observe, and record several science projects throughout the year. In math, children learn to count, first by rote then by understanding of numbers. They learn one to one correspondence, patterning, sorting, sequencing and seriate by size. For Pre-K students, if the child is ready, addition and subtraction are incorporated.





**Manipulative:** Manipulative help develop organizational skills like sorting, counting, comparing, classifying, matching, and shape recognition. Children integrate concepts through more physical involvement. By using more senses, children form more associations and learn.



**Sensory Experiences** Children will be provided with a wide variety of hands on, concrete, real world sensory experiences appropriate for the child's age and stage of development. They will learn about all of their senses and how to use them.



**Computer Skills** appropriate for each child's age and developmental level will be introduced and reinforced in our Pre-K class only.

**Kindergarten Readiness** – Readiness is not a matter of intelligence; it is a combination of factors that allow a child to make the best use of his or her intelligence by completing the important business of early childhood before moving into a more formal school setting. Our pre-kindergarten program prepares children for kindergarten by being aware of their needs as individually assessed in the areas of social and emotional development, language and literacy, cognitive development, and physical development, while maintaining a stimulating program encompassing units of study in science and social studies. Kid Krazy preschool aligns their curriculum with the NYS Common Core Standards.

In New York, children who are five years old by December 31st are eligible to enter kindergarten in the preceding September. Kid Krazy will provide information on the Kindergarten application process and timeline.

### English Language Acquisition

Many children speak a language other than English at home. Our staff recognizes the advantages of having more than one language, and will support the children in acquiring fluency in English. This is a process that can take several years. We will provide opportunities for the child to be part of the group without verbal expectations, and then build on the words that the child knows. In the beginning, it is typical for the child to observe and listen, and to communicate with gestures. Gradually, the child uses one or two word utterances, then short phrases. Through repetition, gestures accompanying words, and extending the child's phrases, we will support the acquisition of English. Parents can help by giving teachers words and phrases in the home language as well as children's books in the home language.

### Extending Learning at Home

Your child may benefit from ways in which you can extend the concepts that are being presented in the program. You can often do this through routine and simple activities at home. Our teachers will help you find ways to extend your child's learning. They will include suggestions in the monthly newsletter.

Free Universal Pre-K (UPK)... a free 2 ½ hour program funded by the Board of Education.

Kid Krazy is a contracted CBO (Community Based Organization) which offers UPK program for its community. It is only for children who turn 4 by December 31<sup>st</sup> of the same school year.

*Although UPK only funds for 2 ½ hours a day, Kid Krazy has extended the time to 3 hours a day in order to ensure the full benefits of our Pre-K program at no cost to our UPK families.*

The DOE, G & T Testing (Gifted and Talented)...*Kid Krazy does not teach for testing. We teach for children to learn and develop. Once the DOE notifies us of testing date, we will notify all parents. At this time, the DOE G&T will provide handbooks that will have helpful suggestions to parents prior to the test.*

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The following is a small portion of one of Kid Krazy's curriculum for the Caterpillar Classroom  
(Each class is provided with their own age-appropriate curriculum)

## Bugs!!! (Insects)



### Vocabulary Words:

**\*Bugs - \*Insects - Wings - Antenna - Bumble Bee - Fly - Caterpillar - Butterfly - Lady Bug - Spider- Ants - Cockroaches**

*\*Although there is a difference between bugs and insects, for this age development, it is a difficult concept for them to understand. Refer to Insect as another word for bug*

1. Children will be able to use vocabulary to describe what a bug is.
2. Children will be able to describe through language, song, art, or story that a bug has 3 body parts, antennas, wings, and 6 legs.
3. Children will begin to recognize the first and last letter sound of each vocabulary word.
4. Children will learn that Bumble bees, fly's, Butterfly's, Lady bugs, cockroaches, and Ants are bugs...a Caterpillar will be a bug... and a Spider is not a bug!
5. Children will learn that bugs are important for flowers and trees.
6. Children will learn that some bugs fly and some do not.
7. Children will be able to sort and classify the bugs that can fly and those that cannot.
8. Children will develop stronger number recognition and one to one correspondence through this bug unit.
9. Children will role play different bugs.
10. Children will "read" fiction and non-fiction books on bugs.
11. Children will create art that represents their **unique** understanding and perspective of bugs.

### Music & Movement / Rhyme



#### 5 Little Ladybugs

I saw a little ladybug flying in the air,  
But when I tried to catch her, two bugs were there.  
Two little ladybugs flew up in a tree.  
I tiptoed very quietly, and then I saw three.  
Three little ladybugs—I looked for one more.  
I saw one sitting on the ground, that made four.  
Four little ladybugs—another one arrived.

I saw her sitting on a flower, and that made five.  
Five little ladybugs, all red and black—  
I clapped my hands and shouted, and they all flew back!

## ART:

### **Spider Web Marble Painting**



Children place a black paper circle in the bottom of a pie pan. Dip the marble in white paint, put it in the pie pan and roll it around to make a spider web. Also tie a plastic spider ring onto the web with yarn.

### **Egg Carton Bugs**



We make bugs using half of a cardboard egg carton, paint, wiggle eyes, pom-pom balls, and other materials.

### **Match the Ladybug (Math)**

- Teachers can make matching ladybug cards to improve preschooler's math skills. Create several pairs of matching ladybugs. Each pair should have the same number of spots. Different pairs, however, should have different numbers of spots. After mixing up the cards, allow students to match the ladybug pairs. See which students can find the most matches. Older students can find matches based on an addition or subtraction. For instance, the teacher could say, "Find three plus one," and the students would search for the ladybugs with four spots.

### **Insect Inspection (Science)**

- Materials Needed: Show the children some pictures of insects. Then pass out some plastic insects (one for each child). Have them find these items on their insects:
- All insects have 3 body parts: the head, the thorax (middle) and the abdomen.
- All insects have 6 legs.
- All insects have antennae. What do they use these for (touching and detecting odors!)
- Some insects have wings. Does yours have wings?
- 

**Bug Obstacle Course. (Gross Motor)...**Place different colors of paper (food) at one end of the room. Set up an obstacle course where the children have to climb over things like chairs, under tunnels (you can use nap mats), and jump over things like a broomstick. At the other end of the room place whole sheets of paper that match the colors of food. Tell the children that they are bugs gathering food for the winter. To safely save the food, each child needs to pick up a piece of food, identify the color, travel the obstacle course, and put the food on the corresponding paper (in their home). Watch out for birds that want to eat you or steal your food! (*Use a bird puppet to chase the children occasionally!*)

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## ADDITIONAL INFORMATION/ POLICY

**Babysitting** In order to avoid conflicts of interest as well as legal issues, Kid Krazy staff are not allowed to provide babysitting services to families.

**Birthday/Event/ Dinner Invitation to Teachers:** Our teachers/staff have personal responsibilities and obligations that does not permit them to attend “every” party or event. So in fairness to all children and with their personal feeling in mind, our teachers/staff are not permitted to attend children’s parties/event outside of our school.

**Photos and Videos:** Photos and Videos are taken by teachers and Education Director for the purpose of sharing with families and posting in classroom as well as for Professional Development.



### No Strollers, Scooter, or Bikes

- 21<sup>st</sup> avenue School: We regret due to lack of space, no strollers or scooters can be left inside the school.
- 27<sup>th</sup> street School: Strollers can be hung and left in the front lobby area that is designated for strollers. Due to Fire Department regulations, only light weight strollers, such as an umbrella stroller, folded and hung can be left on the stroller bars.... No Scooters or bikes can be left at our school.

**Visitors:** Kid Krazy has an “Open Door” policy that allows parents to visit their child at any time. However, we ask parents to be aware that some children may not understand having to be separated from their parent more than once and could have a difficult time recovering and re-adjusting to school. Parents who wish to visit their child during the day should inform the teacher of their plans so we can work together to make the visit – and your departure – successful.

When there is a court order defining or limiting a parent’s time with their child, it is the responsibility of the enrolling parent to provide the Preschool with a copy. This might be a restraining order or documents of separation or divorce. Kid Krazy will strictly adhere to the requirements of the court documents, and will verify the identity of any person or parent who is not previously known to our staff.

In the event that Kid Krazy Preschool has no written record of a parent’s name, then that person will not be allowed access to the child.

Others, such as friends and relatives, are not allowed to visit the children unless accompanied by the parent. Please do not send them to visit your child at the Center.

**Student/Parent Volunteer:** From time to time you may see unfamiliar faces in the classroom. As a school which promotes childhood education as well as parent involvement, we occasionally have student and parent volunteers provide additional aid to our staff.

**Professional and Student Observers:** On occasion we have students who are being observed by professionals with the authorization of the parent. In addition, Kid Krazy promotes teacher education and participates with college students who are in the field of education to do observational hours at Kid Krazy.

**Disruptive Adults** If a parent or other adult displays disruptive behavior which affects the integrity of the program, such as verbal abuse/harassment of staff or children or physical abuse of their child, Kid Krazy staff member will ask them to leave the premises. It will be up to the discretion of the Director to determine the length of this suspension, from a few hours to termination of the child's enrollment.

The law authorizes the person in charge of the child day care facility to deny access to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.

**End of Year Parent Evaluation:** During our last parent/teacher conference, all parents are

*If you have a CONCERN, or a complaint, a COMPLIMENT,  
a suggestion, an idea...  
Please share it!  
Speak with your child's teacher, Office Manager, Director, or*

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input is very important to us and will provide information to better improve the quality of education and care our children will receive.