Welcome! to Kid Krazy Preschool and After School Program.

Where the staff is krazy about kids!

About our Afterschool Program

Our goal is to offer a safe, fun, learning environment which extends Kid Krazy's high quality 3K and UPK program beyond the UPK hours. At Kid Krazy, all 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 afternoons are filled with developmental play, 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.

Below, you will find important information that are specific to our after-School 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 / Sr. Education Director

To Apply for our After -School Program (PS 122), click the arrow

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Meet your Teacher :



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

After School schedule of operation.



- The after -school program begins and ends on the same day as ps122.
- Hours offered: 2:20pm to 6:00pm
- We offer 3 or 5 Days
- We offer full After School Hours (2:20pm-6:00pm) or 2 hour (2:20-4:30)

Tuition Policy: School Year

- Enrollment in our after-school program 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 7th of the month, a late fee of $30.00 will be imposed. If tuition plus late fee is not paid by the 15th 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: 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, including but not limited to vacation, illness, or school closings for holidays, weather, city, state, or federal emergencies

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.

Enrollment: Enrolled Students and Summer Program



To maintain an ongoing relationship with our After School families, children currently enrolled in our preschool classes and their siblings are eligible for priority registration for our summer program. Priority Summer registration notice will be given to parents by March. Those parents who wish to continue with our program as well as register siblings for the following year must do so by the dates given.

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 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, except for 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 notices in April.

Picking up- Students at PS 122:



Pick- Up Procedure

Designated pick-up spot: TBD

1. Kid Krazy staff will pick up students at designated pick-up spot @ 2:20pm
2. There will be 2 staff for 15 students maximum.
3. Kid Krazy staff will sign in students on Brightwheel app. upon pickup, parents will have access to Brightwheel and can see when their child has been picked up… In addition, Kid Krazy will sign out students from PS 122 sign out sheet.
4. Children will line up on a traveling rope to walk to Kid Krazy Preschool.

5. Before departure at PS 122, there will be a “Name to Face” count on Brightwheel.
6. Children will travel one block on the 22nd Street route to Kid Krazy Preschool.

Weather and Attire



As we will be walking a block to Kid Krazy, it is important to have the wellbeing and safety of our children in mind. Our staff will be using a traveling rope for our children to hold onto as they walk to the school. Students are walking distance apart on the rope. That is why, particularly in the RAIN, their outerwear is important. They will not be able to hold onto an umbrella. Please read and follow the guidelines that are for the health and safety of all students.



RAIN

With the overall safety of our children in mind, Students must be dressed so they can hold the traveling rope to Kid Krazy. Which means, on rainy days, they **cannot carry an umbrella** as this may harm another student online with them. Please make sure your child is wearing a **raincoat with a hood.**



WINTER/COLD/ SNOW

Please dress your child appropriately for the weather. Warm jacket, hat, and gloves.
When snowing, please have your child in snowshoes as the sidewalks can be slippery.



BACKPACK

All students must carry a backpack where all their personal belongings can fit. Their hands must be free to hold onto the ropes. The staff must have their hands free to hold the ropes and monitor our children when walking and will not be able to carry your child’s belongings.

SNACK:

Please provide your child with a daily snack (No PEANUT food)… Upon arrival at Kid Krazy, students will have a snack provided by their family.

Picking up – Your child at Kid Krazy:



Only parents or authorized adults may pick up your child at your designated pick-up time. Authorized adults must sign out students on the Brightwheel app before leaving the school.

Late Pick-Up:



Parents will be charged at a rate of $20.00 per each 15 minutes after the agreed upon pick up time. We will give a 5-minute grace period. The late charge will be invoiced on your Brightwheel account.

To clarify:

*If your pick-up time is 4:30 and you arrive between 4:35 to 4:45, you will be charged a $20 late fee

* You arrive between 4:45 to 5:00, you will be charged a $40 late fee...etc

School Closings: After School



Our afterschool closing dates are aligned with PS 122 calendar and closing. Do not follow Kid Krazy's private, school-hour, calendar…. However, unexpected school closing days may occur due to weather or city emergencies. If this occurs, families will be alerted via Brighwheel messaging. In addition, if the NYC public schools are closed due to weather conditions, city emergencies, or any unforeseen crisis, we will be closed as well.

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

PEANut Free:



Kid Krazy Preschool is a PEANUT 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 peanuts in them.

In addition, Kid Krazy will reserve the right to exclude other food items from the school or classroom as the health and safety of our children and staff are assessed.

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 the evacuation sight is reached and the children are safe, we will designate a pick-up area. A staff member will call parent/emergency contacts.

- 21st Avenue school designated site is: PS 122 located on Ditmars Boulevard and 21st 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.

*** Fever of 100 or higher**

***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 at or 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 Depart 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 will not. 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 gastro-intestinal viruses

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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 30th 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.

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.





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.

DISMISSAL: From Kid Krazy

Every effort will be made to resolve differences. However, circumstances that can result in a child /family's dismissal from the program, include, but are not limited to:

Behavior aspects of a child:

• Any child who is not yet ready for the group experience or whose needs cannot be met in a group setting (i.e.-cannot get along with other children, unable to follow site safety rules and teacher instructions, requires one-on-one attention from the teacher for a majority of the day),

• A child who continually places the safety of him/herself, other children, or staff members at risk,

• A child with behavior problems so severe that they cannot be accommodated within the scope of the regular program and regular staff-child ratio, or lack of a written plan or instructions from a psychiatrist, psychologist, counselor, or therapist specializing in young children.

Parental disregard for Center policy:

• Tuition is 30 days in arrears and there is not a written plan for payment of back tuition,

• Failure to pay the tuition according to the written plan,

• Consistent disregard for the hours of operation,

• Failure to treat the Kid Krazy staff and children with respect.

COURT ORDERS EFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Kid Krazy Preschool must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.