

Parent Manual

Rev. 12.24

Dear Families,

Welcome! to Kid Krazy Preschool and Day Care, where the staff is krazy 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.



Eugenia Fickens: Education Director

Hello! I am proudly the Education Director of Kid Krazy.

I hold a Master's degree in Special Education from Touro College and I have worked in the field of education since 2005. First as an aide, substitute, teaching assistant and finally a child development associate for AHRC's Astoria Blue Feather Head Start, right here in Astoria as well as teaching assistant at Kid Krazy in 2014 and the Department of Education teaching Pre - K through 5th grade. I take education seriously. I've watched my daughter grow, attending Astoria Blue Feather, PS 122, PS 234, TYWLS of Astoria and Benjamin Cardozo HS. I wanted my daughter to receive the best education and school experience she could possibly have and that entailed participating in her preschool's Policy Council and sitting on her middle school's School Leadership Team at The Young Women's Leadership School of Astoria. In doing so, it presented me with the opportunity and responsibility of selecting the current school's principal along with parents, students and staff, I am proud to have been a part of that

team. I have always been a strong advocate for my daughter since preschool and it was watching her begin school that motivated me to return to school. Now a college student, I still advocate on her behalf. My goal is to advocate and educate your children with the same drive as I do with my daughter.



Nichole Lachanna: Admin. Director / Office Manager - 21st Ave.

Hello, I am the Administrative Director of Kid Krazy Preschool. I have been in the education field for almost a decade, and I enjoy every moment of it. I hold a Bachelor's Degree in Business Management from Berkeley College and I am currently pursuing my Master's Degree in Early Childhood Education/Special Education at Touro College. I have worked in a Montessori preschool in the Bronx for six years where I started as an Assistant Teacher and worked my way up to Operations Manager. In June of 2019, I was offered the position of Office Manager for an Immersion School in Midtown Manhattan. I have experience in independent schools, and with the Department of Education and the Department of Health & Mental Hygiene. Having worked in preschools and an Education major, I have learned that Early Childhood Education is a vital necessity for child development. Although I am not in the classroom, I am someone who enjoys being around children and witnessing their developmental process. Creating an environment of warmth and comfort is something I strive for both children and parents. I am happy to be a part of Kid Krazy.



David Chin: Office Manager – 27th Street

Hello, I have been the Office Manager and Bookkeeper of Kid Krazy on 27th Preschool since 2022. I have a degree in Social Sciences. I have several years of experience working in the education field. I volunteered with City Year and worked at P.S. 122, as well as an assistant teacher at Kid Krazy Preschool. My experiences have granted me an understanding of child development and school operations. And once again, allowing me the privilege of supporting our Kid Krazy children, teachers, and families.

Meet your Teacher :



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

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 childcare 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 3K and UPK, which is only a 5-day program.

Full Day: 8 am to 6pm…(Private Program – excluding 3K and UPK)
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 9:00) and picking up early (we recommend, no earlier than 4:00).

Half Day/ Morning Session: 8:00am-11:00am
Half Day / Afternoon Session: 1:00pm – 4:00pm



Arrival and Departure:

(Private Program – excluding 3K and UPK)
Every child, regardless of age, is required to be dropped off and picked up, accompanied by an adult at least 18 years of age. ***Children cannot be dropped off after 9:00am and we request that parents do not pick up their child between the hours of 11:15pm and 1:00pm.***
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 ***1:00pm***.



Check In & Check Out:

Students are checked in/out via the Brightwheel app. Instructions on use are provided at the time of enrollment. Children will only be released to individuals listed in the Brightwheel application. Until the staff members become familiar with an authorized pick up, please provide a picture ID when requested. This procedure is for your child's safety and must be **strictly** adhered to.
As an added safety measure, we request all families and staff to include a photo in the app.

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.

Full Day children must be picked up no later than 6:00pm
Half-Day Morning Children must be picked up no later than 11:00
Half-Day Afternoon Children must be picked up no later than 4:00

To clarify: If your pick-up time is 4:00…

- ***and you arrive between 4:05 to 4:15, you will be charged a $20 late fee***
- ***and you arrive between 4:15 to 4:30, you will be charged a $40 late fee…etc.***

School Closings:



A list of school closing days is given prior to the beginning of each school year. It can also be found on our school calendar, on our website. However, unexpected school closing days may occur due to weather or city emergencies. If this occurs, families will be alerted via Brightwheel 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.

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 to end-January. Those parents who wish to continue with our program as well as register siblings for the following year must do so by mid-February. A date will be given on the notice. After the deadline date, enrollment will open to new applicants and late re-enrollment/sibling applications will be accepted based on availability and cannot be guaranteed.

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:

Families will receive summer enrollment notice and application in April.

Summer Schedule:

We offer two four-week sessions 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 the Thursday 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 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 at 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.

**** Please note, school closing for holidays, vacations, sickness, quarantine, parent/teacher conference, emergency, or any other unforeseen days closed, tuition is still due in full each month and tuition is not prorated.**

Tuition Policy- Pandemic/Emergency Shut Down

If School is shut down longer than one month for unforeseen reasons such as Pandemic, and parent wishes to maintain enrollment of their child, the following tuition payment options are as follows:

1. 75% of Tuition paid – (Payment goes towards basic operating cost and teacher salary) Families will receive lessons plans, remote teaching which includes class morning meeting, and afternoon story/end of day meeting, as well as small group/individual lessons with their teacher... School will continue to observe pre-planned holiday school closing dates and remote teaching will not be offered on those dates.

2. 40% of Tuition paid – (Payment goes towards basic operating cost) Families will maintain enrollment, receive weekly lesson plans and join in on remote morning meetings only.

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 more than one child is enrolled, within the same school year, 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, quarantine, or school closings for holidays, weather, city, state, or federal emergencies 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 pay or be charged for February's 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.

Termination of Enrollment During a Pandemic (or any other unforeseen event which forces school to close)

If school closure is longer than 1 month, a parent can request to pull the child out of the program and receive 50% of security. Any tuition paid for the month in which the school closed, is non - refundable.

Staff- Teacher Qualification/Ratio



Head Teacher: Each head teacher is educated, trained, and experienced in early childhood development. Our head teachers either have a license in ECE with a Bachelor's degree and / or obtaining a Master's Degree in Education. All teachers go through Kid Krazy training and continuous professional development.

Assistant Teacher: H.S graduate. In addition to possessing a minimum of 2 years' experience, most of our assistant teachers have an AA degree or are pursuing a degree in childhood education or related courses. All teachers go through Kid Krazy training and continuous professional development.

Additional Qualification's:

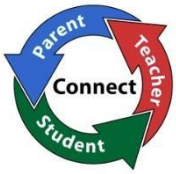
- All staff members are fingerprinted and cleared to work through a criminal background check.
- Each staff member is CPR/First-Aid Certified and Mandated Reporters
- Staff members go through several Professional Development trainings that include but are not limited to:
    1. Kid Krazy's Curriculum
    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 years) - 3:1 ratio with 10 children maximum and 3 teachers
Bumblebee's (2-3 years) – 6:1 ratio (however, most often there is a 4:1 ratio with a floater assistant)
21st location = 10 children maximum and 2 teachers 5:1 Ratio (however, most often 3:1 ratio with floater assistant
27th location = 12 children maximum and 2 teachers 6:1 Ratio (however, most often 4:1 ratio with floater assistant
Caterpillar (3-4 years) 8:1 ratio (however, most often 5:1 ratio with floater assistant
21st location = 15 children maximum
27th location = 15 children maximum
Butterfly (4-5 years 9:1 ratio with 18 children maximum (however, most often 6:1 ratio with a floater assistant)

Summer Staff: Each Summer Session is led by a Kid Krazy lead teacher and classroom teaching assistants that will continue through our summer program and into the new school year. This is also a time where Kid Krazy hires new staff to move into the new school year with us as well. 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

As with all staff at Kid Krazy, assistants are interviewed by the Education Director. This is to ensure that the goals, standards, and expectations set by Kid Krazy can be met.



Parent / Teacher/ School Communication

Communication between home and school is extremely important to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher or the 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:

- **Brightwheel Messages:** Teachers and Administration will communicate via Brightwheel, messages, notices, and daily photos which will showcase lessons and activities of the day… as well as photos of fun and sweet moments. 😊

- **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). ***Note: During a pandemic, we may alter the procedure of the orientation to maintain safety protocol.***

- **Teacher "Hello" Letter:** Prior to school opening, you and your child will be receiving a "hello" letter from your child's teacher.

- **Change of Information:** Any changes to family address, email, phone number must be provided to the office for us to maintain an accurate record of our students.

- **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.



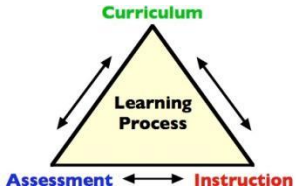
Parent Involvement

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:

- Lending objects and materials for units of study

- 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 (teachers will share lesson activities and goals via Brightwheel)
- Reading to the class
- Volunteering to help with projects or games
- Attending a school event.

Assessment



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.

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 or ride in our buggy (21st location Bumblebee class only).



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.

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, listed in Brightwheel, 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 the first aid administered by staff. You will be asked to sign the original incident report, you will receive the yellow copy and the original will be placed in your child's file. *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 incident or injury occurs, we will provide you with the incident 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. ***It is imperative that all contact information is up to date in the Brightwheel app.***

- 21st Avenue school designated site is: PS 122 located on Ditmars Boulevard and 21st Street.
- 27th Street school designated site is: PS17 Henry David Thoreau School located on 28-37 29th 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 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 100.4 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.



Guidelines for Excluding Children with Illness

1) Respiratory illnesses and colds: Children with fresh colds may be 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 mucus 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 of 100.4 or above with no other symptoms will be sent home at the teacher's discretion. The child must be free of fever for 24 hours (without medication) before returning to the Center. *Normal temperature is 98.6, students cannot return with a low-grade fever, 99.0 or above.*

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, pinkeye, impetigo, chicken pox, measles, etc., the parent should notify the Director and the Director will notify the school community 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 must 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 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 a 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 for 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 is 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.***

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 at 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 Bumblebees, Caterpillars and Butterflies 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 non-medicated creams they may need and check periodically if we need any additional. ***In addition, in consideration of the number of diapers our staff needs to change in a day, please provide us with diapers or pull-ups that have a tape or Velcro-like opening/closure.*** We cannot remove every item your child may be 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. Kid Krazy looks for both physical readiness and emotional readiness.

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

Physical Readiness:

- 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

Emotional Readiness: (if a student shows any signs of duress, staff will immediately stop potty training and will speak with the parents to discuss best course of action)

- When asked to use the potty, happily is willing without any duress or anxiety

Toilet training should begin at home on a weekend or holiday. During the potty training period, children are in pull ups with VELCRO. Training without pull ups is not acceptable practice at Kid Krazy… Once potty trained (meaning no accidents in pull ups) children can then be sent to school without pull ups and in underwear… If an accident occurs after the child appears to be potty trained 2 or more times within a few days period, the student will be put back in pull ups and continue the potty "training" process. Parents will be informed in advance.

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 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 doing so, 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" and students will sing and celebrate their birthday. You are welcome to drop off a special snack for your child to share at school with their classmates and celebrations will be directly before their lunch period. ***We respectfully ask that you do not bring in any goody bags, decorations or balloons and your child's academic learning time is precious, we celebrate as a classroom, students and teachers only.***

NOTE: During a pandemic or other health emergency, Kid Krazy reserves the right to change the above policy and may not permit birthday treats like cupcakes to be shared with the children. Please ask your teacher or administration in advance if either food items or visits are allowed.

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. We use either buggies or class walking ropes.

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. 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 a photo from your child's teacher).

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.

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…. **NOTE:** During a pandemic or other health emergency, unfortunately, Kid Krazy may not be able to permit families to enter the classroom for the "first day visit".

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 for 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 they understand 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 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)



SEND ME IN CLOTHES I CAN PLAY AND LEARN IN!

1. 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. **CLEARLY LABEL YOUR CHILD'S EXTRA CLOTHING and JACKETS**
   You will be surprised how often the wrong clothes or jacket goes home with a parent!

3. **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.

4.  **CHILDREN'S FEET MUST BE PROTECTED BY CLOSED-TOE SHOES**. We prefer for younger children in our Tots, Bumblebees and Caterpillar classroom be in Velcro closed shoes. It is extremely difficult to climb safely in sandals or crocs. For this reason, **DO NOT SEND YOUR** child in "flip flops", sandals without back straps, and crocs. 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.

5. **CRIB SHEET AND LIGHT BLANKET** (For Bees, Caterpillar and Butterfly, crib sheet for cots and top blanket. For Tots, no top blanket, but can use a sleep sack, this policy is in accordance with the Department of Health)

6.  **DIAPERS AND WIPES** (For those who are still in diapers)

7. **SIPPY CUP** (for Tumble Tots and Bumblebee's only… Caterpillars and Butterflies can bring in water bottles or ask teachers for cups of water) … Sippy cups are sent home each day to be washed. Please do not provide juice or soda, only water is given to our children.

8. **LUNCH** (For full day children only) …PLEASE NOTE: We do not refrigerate or heat up children's lunches. They must be packed and ready to eat from their lunch box. Please remember "**NO PEANUTS"!! and NO POPCORN. IF YOU GIVE YOUR CHILDREN HOT DOGS OR GRAPES, YOU MUST CUT THEM IN HALF LENGTHWISE (This is due to choking hazards). Uncut hotdogs and grapes will go home unopened. In addition, we encourage healthy eating with our children and high sugar and fatty foods are discouraged. Children will not be given any "treat" their parent may provide till their main and healthy food is eaten... No juice or soda are given to our children. Water only.**

9. **SNACK:** Our children are offered snacks in the morning (breakfast), afternoon pm (extended day). The snacks are provided by families for their child. Again, **NO PEANUT** products or **POPCORN**. We encourage that all snacks be healthy, low in sugar and low 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.

10. **FAMILY PHOTOS (**These will be used for our "family tree")

11. **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. If you wish to give your child any food/snack item at pick up, please do so outside the school premises.

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 socks with rubber guards on the bottom.
- 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. (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.
- You will receive a Brightwheel notification of diaper changes and nap times.

Bumblebee and Caterpillar Classroom (3K): 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.
- Potty training begins to happen.
- Children sleep on 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:

- 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, 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 the 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." The 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 and the student that was bitten will 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.

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 numbers. They learn one to one correspondence, patterning, sorting, sequencing and seriating 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.

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 turn 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.

3K and 4K For All… a free 6 hour and 20-minute program funded by the Department of Education. Kid Krazy is a contracted CBO (Community Based Organization) which offers a 3K and UPK program for its community. It is only for children who turn 3(3K) or 4(Pre-K) by December 31st of the same school year. Although our 3K/UPK ends at 2:20pm, we offer private extended day hours to 6:00pm.

ADDITIONAL INFORMATION/ POLICY

Babysitting: If a parent wishes to hire a teacher to provide babysitting service outside of the school, they must sign a "hold harmless" document before a staff member is permitted to babysit. Ask Administration for the 'Babysitting Form'. All parties must sign; parent, teacher (sitter) and Kid Krazy administrator.

Birthday/Event/ Dinner Invitation to Teachers: Our teachers/staff have personal responsibilities and obligations that do not permit them to attend "every" party or event. So, in

fairness to all children and with their personal feelings in mind, our teachers/staff are not permitted to attend children's parties/events outside of our school.

Photos and Videos: Photos and videos are taken by teachers and staff members to be posted on Brightwheel for school community use only.

Social Media: Only photos of children whose family gave authorization upon registration are used for social media.

No Strollers, Scooter, or Bikes



- 21st Avenue School: We regret due to lack of space, no strollers or scooters can be left inside the school.
- 27th 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… **If too many strollers are brought into the lobby and violates the Fire Department regulations, Kid Krazy reserves the right to limit which classrooms are permitted to leave their strollers. We will take into consideration families of children in our Tots and Bees room are most in need of using a stroller to get their child to school. We anticipate if we need to limit strollers being left in school, they will be children in either our Caterpillar or Butterfly classroom.**

Visits: 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 parents 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.
***** Kid Krazy reserves the right to eliminate this policy during a pandemic or other health and safety concerns.***

Court Orders: 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 former students or parent volunteers visit the classroom for classroom engagement opportunities.

Professional and Student Observations: 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 members 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 asked to fill out a Parent Survey. Your input is particularly important to us and will provide information to better improve the quality of education and care our children will receive.

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 Education Director