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 **PARENT HANDBOOK**

**520A WEST END AVE**

**NEW YORK, NY 10024**

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 **WELCOME**

Dear Parents,

Thank You for Choosing Little Ivies Prep! We are delighted to welcome you and your child and are pleased that you have elected to become a part of the Little Ivies family. As a parent, I know what it means to entrust your child's care and nurturing to others.

It is important that you are aware of the school’s policies, some of which are regulations pursuant to our license with the New York City Department of Health and Mental Hygiene. The school’s policies can be found in the Parent Handbook on our website, [www.littleivies.nyc](http://www.littleivies.nyc) and can also be printed at your request. Please read and familiarize yourself with our policies and use them as a reference for topics such as, medical emergencies, school holidays and other day to day items you may have questions about.

Please do not hesitate to call the school office if we can assist you in any way. We want your family to quickly feel at home and we look forward to experiencing the joys of watching your little one grow

COME GROW WITH US!

Riana M Barksdale

Director

** Our Philosophy**

Welcome to Little Ivies Prep! Here at Little Ivies we are committed to making each day a learning day, filled with a variety of centers and activities that help our early learners discover what interests and inspires them while also incorporating music, art, sports, technology and cultural awareness into their daily routine in a fun and imaginative way

We pride ourselves on providing a stellar preschool education that combines Montessori and common core learning philosophies, with an exceptional staff and a family style setting. It is our belief that all children are enthusiastic learners, actively seeking information and It is our job as their first educators to ensure they build a strong foundation that facilitates a lifetime of learning

As NYC is a highly competitive environment we strive to provide our children with the tools necessary to take on the rigors of most kindergarten and first grade programs in the area and it is our goal to exceed the expectations of each family that entrusts us with the care and early education of their child.

  **Mission**

Little Ivies Prep was founded in 2015 and was created to provide a nurturing & stimulating environment for young children. Our center is structured to make children feel at home, while also offering centers and activities that are both educational and enjoyable.

 **General Information**

We are a group family day care, accepting children ages 6 weeks to 5 years old. Our facility is conveniently located at 520 West End Ave on the corner of 85th Street, near all major forms of transportation. Our hours of operation are Monday through Friday 8am-6pm, with the option of extended hours for an additional fee

 **Enrollment**

Admission to Little Ivies consist of the following steps. Prospective parents are invited to schedule a tour

of our facility and sit for a brief interview with the director. During the parent interview, it is recommended that the prospective child spend time in one of our classrooms. Parents can then submit an online application specifying their desired start date. Decisions for admissions will be based on space availability and the parent/child interview.

 **Forms**

Upon acceptance of enrollment a signed contract and the security deposit (equal to one month’s tuition + annual fees) must be paid within 3 Days to secure the slot. All security deposits are NON-Refundable.

In addition, there are several forms that make up the Little Ivies enrollment packet. This enrollment packet includes a child health statement form that must be completed by a doctor prior to every child’s first day and updated based on immunization guidelines.

All forms must be complete and in our possession before we can assume the responsibility of caring for your child. This ensures that your child receives the best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be renewed annually. If there are changes to any of the forms in the enrollment packet, please notify us immediately

 **Tuition & Fees**

1. The first month’s tuition and annual fees are due and payable to Little Ivies Prep at the time of registration to guarantee placement.
2. Tuition is due and payable by the **5th** day of the preceding tuition month
3. Tuition received after the due date will result in a $25 late fee
4. Annual Registration fees in the amount of **$150** will be assessed per child and is non-refundable
5. Annual Technology & Material Expenses fees in the amount of **$350** will be assessed per child and is non-refundable.
6. Tuition agreed upon represents payments for a place in the school for the contract terms, **not for the period of attendance**
7. If a child does not remain at Little Ivies Prep for the contract term all security deposits and annual fees are forfeited.
8. To withdraw your child from the program for any reason, written notice **must be received by Little Ivies Prep 60 days prior** to withdrawal to avoid responsibility for the remaining month(s) tuition.

 **Classes**

At Little Ivies we used mixed age grouping and our classes are broken down into the following three age groups; Princeton Poodles (0 – 18 months), Yale Yorkies (1.5 – 3 Years) and Harvard Hounds (2.5 – 4 Years). We also coordinate activities with all age groups to create a sense of family and community in our center.

**Sample Daily Schedule**

8:00 Arrivals, Breakfast and Free Play **(ALL)**

9:00 Music & Movement **(ALL)**

9:30 Morning Circle **(ALL)**

10:00 Morning Nap **PP**

10:00 Park OR Backyard **HH** & **YY**

11:30 Lunch Time **(ALL)**

12:00 Walk OR Backyard **PP**

12:15 Self Exploration **HH** & **YY**

12:45 Nap Time **(ALL)**

3:00 Snack Time **(ALL)**

3:30 Puzzles or Planned Activities **HH** & **YY**

3:30 Gross Motor or Tummy Time **PP**

4:00 Fine Motor or Art Activities **PP** & **YY**

4:30 Late Naps **PP**

4:30Centers & Afternoon Circle **HH** & **YY**

5:30 Free Play or Backyard **(ALL)**

6:30 Pick Up Ends **(ALL)**

**Self - Exploration Time**

During these periods children will remain in their classroom and are free to explore at their leisure.

**Circle Time**

Circle time is an opportunity for the whole class to get together in one area. Activities at circle time include,

calendar, weather, introduction of new letters and numbers of the week, story time, and show and tell. Most importantly, circle time is a time for children to share information with others, practice listening and waiting skills, and participate in the large group.

**Center Time**

Center time varies and allows exploring selected areas such as the creative corner or technology room. In these areas children are able to explore dramatic play, kitchen, chalkboards, painting activities, sand and water/sensory table and read aloud books.

**Gross Motor Time**

During this time, we do a variety of whole class instructional activities. Activities include going to the

Park playground, taking nature walks, playing organized games, yoga instruction and dance routine videos, or free play using our indoor gym or backyard

 **Dress Code**

Parents please dress your child in long pants to help protect their legs and knees from scratches and carpet burns. When a child comes in with boots or non-rubber sole shoes, a parent MUST bring a pair of sneakers to prevent the child’s injury at the playground and during physical activities. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

We ask all parents to supply the school with at least (1) complete extra set of clothes consisting of underpants, undershirt, outer pants, outer shirt, and socks. All of Which Must Be Labeled and Placed in Ziploc Bags. These bags of clothes will be placed in the child’s cubby, ready for use in the event of emergencies.

 **Stroller Policy**

If your child comes to the school in a stroller, the stroller should be folded before parents leave to prevent any accidents from happening. All strollers must be of compact size allowing for easy storage.

 **Outings**

Little Ivies Prep takes the children outside daily, weather permitting. All parents must sign and submit a permission slip, granting permission to take their child outdoors. \*\* Please note that the children will stay inside when the temperature is under 32°F, above 95°F and if it rains or snows. We also reserve the right to use our best judgement when temperature fall within these parameters but are still less than desirable for the children’s comfort

Non-Center Activities / Field trips are activities that take place outside of the preschool building and will be taken to enhance your child’s learning environment, bringing authentic and relevant experiences into their school life. Field trips will be scheduled in advance and will be coordinated with the curriculum. In most cases, trips will remain within walking distance and will not require transportation. Parents will be notified in advance of such planned activities and an additional permission slip may be sent home.

 **Meals and Kitchen Use**

All meals are provided by parents. Formula or breast milk as well as meals and snacks must be provided to the school each morning. (Bottles and formula containers must be labeled) All items will be stored in the refrigerator by the school staff and any unused food or milk will be discarded or returned to the parent at the end of each day.

 **Nap Period**

There will be designated nap/rest periods each day. Children will nap, rest, read or play quietly during this period. Infants (0 - 18 Months) have multiple nap periods usually at 10 am, 1 pm and 4 pm. All other age groups nap from 12:45 to 3 pm Daily

Infants sleep in assigned cribs with bedding provided by parents. Beginning at 12 months of age infants are transitioned to sleep on our nap cots. Parents will continue to provide the same bedding that is used in the crib. \*\* Please note **a**) All bedding should Be clearly labeled with child’s name or initials **b)** Cribs and Cots both used standard size crib sheets **c)** blanket should not be larger than 40 in X 48 in **d**) All bedding must be taken home every Friday to be washed and returned

 **Toilet Training**

Toilet Training begins at Little Ivies for most children at age 2.5 Years. When children reach this age, we ask that you begin this process at home during a weekend or vacation and we will then begin to partner with you in the process.

Once the process begins, the child must be kept in pull-ups or training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training. We will continue to use pull-ups until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement.

Please dress your child in clothing that he/she can fasten to assist in their bathroom independence

 **Health & Safety**

Listed below are a few rules concerning the HEALTH OF YOUR CHILD and therefore must be strictly adhered to:

1. All children must submit a complete health form annually as well as submit updates based on NYS immunization schedules. Any child without up to date immunization will not be allowed to return to school until such updates are completed or a letter stating religious exemption is received
2. Parents Must Notify the school if their child has been absent due to any serious or contagious illness
3. All children that have been sick due to a serious illness such as Meningitis, Measles, Chicken Pox, Mumps, Pneumonia, Scarlet Fever, Whooping Cough or other communicable disease - Must present a signed doctor’s note, stating they may return to school. Children without a doctor’s note will not be admitted.
4. Any child having that is vomiting or has diarrhea cannot return to school until a minimum of twenty-four hours has elapsed since the vomiting or loose stool has ended.
5. Any child with a fever above 100.3 cannot return to school until a minimum of twenty-four hours has elapsed since the fever or loose stool has ended. Although most fevers do subside during the following morning or daytime hours, the infection may still exist.
6. Any child that presents a rash other than diaper rash cannot return to school without a doctors note
7. If a child is prescribed medication for short or long term use, parents MUST fill out the consent form and provide written instruction from a physician for Little Ivies to administer the medication. Only medication that is presented with physician’s instruction is acceptable

**Medical Emergency Procedures**

When a medical emergency arises, every effort will be made to contact parents, guardians, or an emergency contact. In the event that parents or emergency contacts cannot be reached, the director will decide the next step and a call to 911 will be placed. An authorized representative from the center will accompany the child and remain with him/her until parents arrive. The parent acknowledgement form signed serves as consent for your child to be transported by ambulance to a local medical facility to receive emergency care.

**Fire Drills**

We are required by state law to conduct (1) fire drill per month and (2) shelter in place drills annually. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely.

 **Hygiene**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and toileting. In addition, we use no heat antibacterial hand dryers for drying hands and All employees are required to wash hands and use antibacterial gel frequently. We also ask that parents use antibacterial gel when entering the building to assist us with our hygiene practices.

Little Ivies closes (1) hour early (1) day per month (Exact dates will be noted in your monthly calendar) to have a deep cleaning done at the school while no children are present. Although the space is cleaned professionally on a weekly basis. A deep cleaning once a month is necessary to guarantee the most sanitary environment for our children.

 **Adjustment Period**

The most difficult and trying time for children and parents is the first week of school and morning drop off. Please be aware that school adjustments for young children generally require a certain level of understanding and patience. It is normal for some children to have difficulty separating from parents, or cry during drop off. Each child is different and they will each require a unique warm-up period in-order to transition smoothly. Because we understand this very well, individual strategies will be used when needed to assist both parents and children with their daily transitions.

 **Sign In & Out**

All children must be signed in and out daily using the Kinderlime Application. A personal pin number will be assigned to each parent for use with the app. In the event, someone other than a parent is coming to pick up the child a written authorization form must be completed beforehand, along with a verbal notice that someone other than yourself will be picking up the child the day of.

Please do not provide an authorized pick up person with your pin number. Anyone picking up your child regularly will be assigned their own pin.

A child will not be released to anyone who is not on the authorized list. **No exceptions!** The safety of your child is very important to us and it is not taken lightly or for granted.

 **Pick-Up & Drop-Off**

**DROP-OFF:** It is preferred that children are dropped off by **10:00 am** daily,except in the event of a child having a doctor’s appointment or prior notice is given.

**PICK-UP:** Parents must be on time to pick-up their children; 6:00 pm for children not enrolled in the late day & 6:30 pm for children that are enrolled in the extended day.

1. **All Parents are allowed a 5-minute grace period free of charge**
2. **Parents that notify us they will arrive more than 10 minutes late will be charged a $25.00 late fee**
3. **Parents that DO NOT give advanced notice will be charged $25.00 per 15 minutes they are late**
4. **Continued lateness can result in termination of services**

 **Technology**

To enhance student learning and encourage excellence, students at Little Ivies will gain a general understanding of the use of technology. The use of IPads or computers will be introduced to each age group and assist them in their learning. Only videos or applications with educational content will be used.

In addition, technology is used to communicate with the parents daily, including taking pictures of your children while in our care, on walks or on field trips. The Parent authorizes the School to use the Student’s photograph, in School publications, including the school website, and other public communications without restriction or compensation.

The parent acknowledgement form signed serves as consent unless the Parent provides the School with a written document notifying the School of its desire not to use the Student’s photograph. Such authorization survives the term of this agreement and serves as authority to use such material both during and after the Student is enrolled at the School.

 **School Holidays and Closings**

The following is a list of the holidays and scheduled closings at Little Ivies Prep

**• Martin Luther King Day (January 20th)**

* **Mid Winter Break (February 20th & 21st)**

**• Spring Break (April 9th thru 17th)**

**• Memorial Day (May 25th)**

**• Independence Day Break (July 2nd & 3rd)**

**• Summer Break (August 27th thru Sept 4th)**

**• Labor Day (September 7th & 8th)**

**• Thanksgiving Break (November 25th - 27th)**

**• Winter Break (Dec 21st thru January 1st, 2021)**

**• Please note that the above calendar is subject to change. Advanced notice will be provided should any of the selected dates be revised.**

**• Parents will be notified of staff development closings, Early pick-ups and half days via email, Kinderlime and our monthly newsletter.**

 **Communication**

Good communication is of the utmost importance. When a new family is accepted into our center, we like to be sure that we can share openly about any concerns or questions that may arise.

Parent-teacher conferences are held annually to enable each parent to meet and discuss their child’s progress with the teacher. In addition to these meetings please note that all parents are welcome to call us at any time for any reason whatsoever.

We maintain an open-door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children. However, we would appreciate your taking into consideration our schedule when dropping in and remember that visitors usually cause children to react in an excited manner.

If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

If any of your personal information has been changed, please inform us right away. Your current phone number, address and email are necessary for the best communication between the school and parents.

 **Behavior Policy**

Our goal is to keep the environment safe for all children. Children have conflicts and, when they do, we try to redirect their energy in a more positive way. If an unsafe behavior continues, we will schedule parent conferences and may seek professional intervention with the parents’ permission. We reserve the right at any time to terminate a contract if we feel we are not getting the proper parent involvement and support or that the child is not adapting well in our program.

 **Mandated Reporter**

As a child care center we are mandated reporters to the Department of Health, Should we feel a child is being abused or neglected. Always be sure to let your director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file.

 **Special Request**

Whenever possible to assist our creative art programs, we would greatly appreciate receiving any used items that your child has outgrown and can no longer play with. We also appreciate parent participation with events and fundraisers for the benefit of the school whenever possible. Thank you in advance.