



WELCOME  
To  
Young Minds in  
Motion

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Parent Handbook



## ❖ INTRODUCTION:

Dear Parents,

Thank you for selecting Young Minds in Motion to provide your child with an exceptional learning experience that meets the needs of today's child.

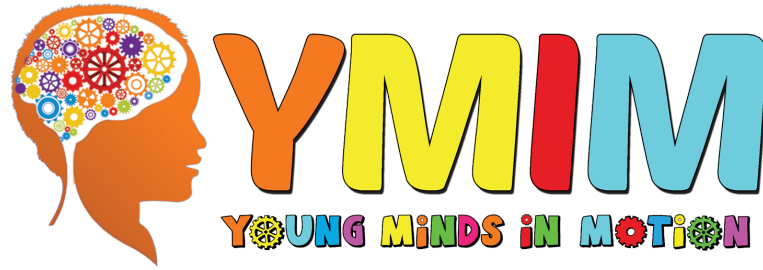
Young Minds in Motion is an early childhood educational child care program dedicated and committed to providing high- quality and affordable care for infants, toddlers, preschoolers and children with special needs. All centers are licensed through the New York City Department of Health and Mental Hygiene-Bureau of Childcare.

Our primary goal is to provide a welcoming, safe, nurturing and developmentally appropriate environment that develops and fosters individual creativity, active exploration and learning through child-centered activities and explorations that support the development of the “whole child”. At Young Minds in Motion we continually strive to create a stimulating environment, where every child is encouraged to reach their own potential. We understand and respect that every child is unique and has their own individual strengths and interests. Our educational philosophy is to teach using a multi-sensory approach; we learn through play and we play as we learn.

This Parent Manual has been prepared so that you can familiarize yourself with Young Minds in Motion philosophy, policies and procedures. As partners with our parents, we strive to ensure a strong, positive school-home connection. We recognize the importance of working closely with our children's families and encouraging family involvement. Ongoing cooperation and open communication between relevant staff and parents is essential and are vital components in your child's development and future success. We pledge that any concern that you have will be addressed in a professional manner and we will work together to find appropriate solutions so that we can ensure a strong foundation for your child's future.

***Please take the time to read the following pages and feel free to contact us if you have any questions or concerns.***

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## Our Mission

Young Minds in Motion is here to service target communities and empower families through educating their children and preparing them early for success.

We do not consider ourselves a daycare center, but rather, an academy of learning that services the whole child by providing social, emotional and most importantly, academic support through hands on learning.

## Our Vision

Here at Young Minds in Motion we understand that education is the key to that success, and for this reason we want to give every child that enters these doors the opportunity to succeed and thrive by providing a quality rich educational experience that is specifically geared towards making each child “Gifted and Talented” test ready by the time they reach school age and are ready to transition.

We do this by hand selecting educators who see our vision and want to help us facilitate our goal as well as partnering up with parents that are like-minded when it comes to their child’s academic success.

## Our Goal

By taking these initial steps we aim to empower parents by giving them the power to CHOOSE where THEY want their child to go to school, rather than being forced into zoned schools that are presently failing our children.

Each passing student will automatically receive an approved variance into a school that has a “Gifted and Talented” program and this allows communities to take regain control of how THEY want their child to proceed academically. It also provides each child with the same educationally rich opportunities other affluent communities automatically receive that are not readily available to our communities because of socio-economic disadvantages.

Here at Young Minds we aim to build families one child at a time.



## ❖ GENERAL INFORMATION:

### Licensing:

Young Minds in Motion is a licensed and approved center under the Department of Health and Mental Hygiene.

### Teaching Staff:

The Young Minds in Motion family is proud of our dedicated, friendly teachers that meet all requirements as per Article 47 of the New York State Department of Health and Mental Hygiene, based on their respective classroom duties. Our experienced staff is guided by the philosophy, mission and vision of Young Minds in Motion, and together we strive to better meet the needs of our children and families. In addition, staff receives ongoing training and support to ensure that all are current in the newest educational research. Formal and informal staff evaluations are conducted as well, to help identify personal strengths and promote professional growth.

### Support Staff:

In supplement to our amazing teaching staff, Young Minds in Motion enlists a complete support staff comprised of the following individuals: Center Director, Office Manager, Family Worker, Education & Disabilities Coordinator, Enrollment Coordinator, Health & Safety Coordinator, Family & Community Engagement Coordinator, Parent Advisory Committee, Food Service staff and Maintenance staff. We also employ a nutritionist and mental health consultant, who are available to respond and address any related concerns. Young Minds in Motion has many collaborative agreements with many community organizations so that our families' can feel completely supported regardless of their specific concerns.

Our center's employment goals are to attract and retain experienced, qualified professionals who are competent and committed to supporting the programs offered at Young Minds in Motion.

### Supervision in the Classrooms:

Young Minds in Motion adheres to staff: child ratios and group size as per the New York Department of Health and Mental Hygiene. Regardless of the classroom or activity, staff always maintains appropriate line of sight and visual supervision of all children, at all times. In addition, ongoing video surveillance of each classroom is monitored by both the Center Director, as well as the Program Director.



## **Calendar: School Wide Schedule:**

Young Minds in Motion centers are open year round. School closing schedules can be found on our website and are included in the enrollment packet.

## **Hours:**

Young Minds in Motion centers are open from 7:45 AM to 6:00 PM, Monday through Friday, throughout the year, unless posted otherwise.

*\*Parents will be notified of any changes to the school calendar in a timely manner.*

## **Special Events:**

Young Minds in Motion creates many special events throughout the school year which provide increased opportunities for parents/caregivers to interact with their child in the school/classroom setting. These occasions allow for our students to show off their classroom, personal/group artwork, and to engage in a specially prepared activity with you! Some of the special events that Young Minds in Motion provides are as follows:

- Holiday Programs
  - Parent-Child Events
  - Parent-Teacher Conferences
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## ❖ PROGRAM INFORMATION:

### Curriculum:

Every child will be tested and assessed before entering the school. Once we have assessed their strengths and weaknesses we build an individual curriculum not only for them to meet the standard but exceed the standard. How children learn is as important as what they learn and that is why we have created a free-flowing atmosphere, with state of the art technology. This includes Smartboards, laptops, iPads, tablets that promote interactive learning for all students. Our curriculum provides consistency and predictable routine, which is comforting to children. Children are relaxed and ready to learn when they can anticipate what is happening next. Chess program to build strategic thinking. Every week the students will participate in two and three-dimensional art, music, dramatic play, and creative movement.

### Daily Schedule, Weekly Lesson Plans and Newsletters:

The daily schedule is posted inside your child's classroom, along with the current week's lesson plan and the previous week's newsletter. Lesson plans are teacher directed, yet child driven, based on the developmental needs and interests of the children in the particular classroom. We teach to the group, but never lose sight of the personal needs of each child. Our teachers are extensively trained in Early Childhood Development and are prepared to deviate from their posted lesson plan, as they respond to the questions and interests of their students.

Although it may not be obvious to them, children crave structure. By adhering to the daily schedule, our children have a sense of control over their environment as they can "predict" what will happen next. Each day seamlessly incorporates a variety of activities designed to keep the children interested, engaged, and productive. The daily schedule integrates: teacher instructed and children's choice, active and quiet activities, as well as a balance of indoor and outdoor play. Classroom materials are rotated and changed to maintain interest, and are representative of different cultures and ethnicities. Children's choice centers include but are not limited to: music, art, sand and water play, dramatic play, discovery, toys and games, math, reading and writing.

In our continued efforts to showcase our children and their classroom activities, teachers send home weekly newsletters. This is yet another tool designed to give parents an understanding of the classroom happenings, complete with current photos and a brief synopsis of the weeks' events. Teachers will also include any pertinent information regarding upcoming events.



### **Toddler Program:**

Toddlers are amazing! Their constant fascination with the world around them motivates us, as educators, to develop, create and engage them in activities which ignite their natural curiosity and spark an interest in learning. Their daily schedule is packed with exciting activities that are specifically designed to meet their needs as they are becoming active explorers in their environment. Social awareness and increased independence are the driving components of instruction at the toddler level. Toddlers are transitioning from an egocentric world, to a world where they must develop turn taking skills, respect for others and a sense of responsibility for their own actions. Some of their activities include, but are not limited to:

Circle Time	Sensory Play	Exercise
Phonemic Awareness	Arts & Crafts	Tumbling/Climbing
Print Awareness	Discovery	Dance
Mathematics	Library Time	Parachute Play

### **Preschool Program:**

Our Preschool Program offers a wide variety of activities designed to engage your preschooler and ensure that he/she has the school readiness skills necessary for a successful transition into kindergarten. We encourage our young thinkers to make connections between what they are learning in their classrooms, to the fascinating world in which we live. School readiness is the primary goal at this level and teachers are constantly assessing their student's needs to ensure that every child is prepared to enter the exciting world of kindergarten.

As with all our classes, classroom instruction varies between whole group activities, small-group instruction, and 1:1 support. By identifying the strengths and needs of each student, we adjust and fine tune teaching styles and lesson plans to incorporate differentiated instruction needs.

Our child-directed, teacher-supported activities are standards driven and address the whole child by promoting;

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- Decision-making and problem-solving skills.
- Pre-reading and pre-writing skills.
- Understanding of age appropriate math, science and social studies concepts.

Additionally, research shows that physical fitness promotes mental fitness. At Young Minds in Motion, we incorporate a variety of formal physical instruction including Music and Movement and Yoga.

**Discipline Policy:**

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

**Bullying Policy:**

Young Minds in Motion is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. No physical violence or aggression will be tolerated at any time. In the event of physical aggression against another student or a teacher, a parent will be contacted immediately. In the event of continued aggression, a family member may be asked to pick up their child.





## **Ongoing Parent: Teacher Communication:**

Our teachers strive to maintain a strong parent-teacher relationship through a variety of communication and reporting techniques, including weekly newsletters and Parent –Teacher Communication through Kinderlime. The classroom newsletter and school calendar will keep you informed about classroom and school wide happenings, suggest home activities that parallel your child’s program, and provide information about current and upcoming events. Formal and informal parent conferences are scheduled during the year. At formal conferences, the teachers will share a Progress Report with you reflecting the developmental progress of your child in the various areas of development.

*Parents are always welcome to call and schedule a phone conference or a meeting with your child’s teacher at any time throughout the school year.*

## **Parent/Teacher Conferences:**

Participation in Parent/Teacher Conferences is an essential element of high quality early childhood programs. Conferences are offered a minimum of three times annually and parent participation is highly valued. Every effort will be made to accommodate difficult schedules and phone conferences are always a possible option as well. These 1: 1 meetings provide a specific, scheduled opportunity for staff and parents to focus on the overall development of the child and communicate and address issues of concern and importance. During the conferences, teachers will share with parents their child’s Progress Report which is actual documentation of how the child is performing, in all areas of development.

## **Developmental Assessments:**

When a child enters our program, his/her needs become our needs and we will do our best to serve him/her to the best of our abilities. That being said, not every child develops at the same rate. Some children excel in gross motor skills (ex. running, climbing) while others have a voracious vocabulary. Our highly educated, professional staff utilize a variety of approaches to best meet all of our children’s needs, but sometimes, we find ourselves in the difficult position of having to communicate with parents that their child would benefit from additional 1:1 support. At Young Minds in Motion, we work closely with our families and we will do whatever is necessary to help each child succeed and to receive the support he/she needs. However, we do ask that our parents cooperate in return and be forthcoming with any concerns that you feel need to be addressed.



Young Minds in Motion uses parent questionnaires (ASQ:SE) and teacher administered developmental assessments to deepen our understanding of your child's competencies, strengths and weaknesses. By taking the time to review these screenings, we can feel confident that we are able to competently provide early identification and successful remediation of any concerns. Early identification of potential concerns regarding your child's vision, hearing, behavioral, motor function, language and communication, sensory, and cognitive development, will lead to efficient remediation.

To the greatest extent possible, these screening procedures are sensitive to your child's cultural background. All results are shared with parents and together with the teacher, an appropriate, effective, plan of action is implemented.

If your child has been found eligible to receive support services through an approved source, including Early Intervention or CPSE, Young Minds in Motion will ensure that there is carry-over in the classroom. Please speak with your center director for help in securing services, In addition, approved interventionists are welcomed in our sites as our children's progress is of our utmost importance.

**Children with Special Needs:**

In the instance that a child with a disability is enrolled, a plan will be put in place to ensure that the needs and health requirements of the child are met to the best of our ability.

***\*If a parent does not follow through on the recommendations of a professional, their child care may be terminated.***



## **❖ GENERAL POLICIES AND PROCEDURES:**

### **Outdoor Play:**

Health experts agree on the importance of spending time outdoors, in the fresh air. Our children enjoy daily outdoor play in our fully enclosed, child- safe playgrounds. This is an opportunity for organized sports play as well as increased opportunities for the development of gross motor skills. We ensure that shaded areas are available so that our children are sheltered from the direct sun and can still comfortably enjoy their outdoor time with their friends.

In order for your child to comfortably participate in outdoor activities we request that you dress your child according to the day's weather conditions. For those days that you are not sure how to dress your child because of the temperature that day, please dress your child with layered clothing. Please make certain that all garments (including hats, mittens, etc.) are clearly labeled to avoid confusion, especially as oftentimes two or more children may have the exact same item.

We encourage parents to apply sunscreen and /or bug repellent prior to bringing their child to school. You may also sign a release allowing your child's teacher to re-apply the sunscreen that you provide. Parents are also encouraged to provide their child with a hat during the summer months.

Except in the case of extreme weather, please expect that your child will be playing outside. The Center Director will determine if weather conditions are unacceptable for outdoor play based on air quality and environmental safety conditions. If your child is well enough to be in school then he/she is generally well enough to go outside. If there is some extenuating circumstance, please speak with the center director to discuss possible accommodations.

In the event the children cannot play outdoors, they will be provided similar opportunities indoors with activities that focus on developing their gross motor skills.

### **Children's Clothing:**

Children learn through play. While we do take the necessary precautions to maintain a clean classroom environment and we do encourage our children to participate in the clean-up process, our children will get dirty during the day. Working with water, sand, dirt, flour, paint and other untidy materials provide children with a variety of sensory experiences. These often times messy items, lend themselves to a variety of scientific, mathematical, artistic, and of course, imaginative activities. Please dress your child appropriately so that he/she can participate without fear of ruining good clothes. Even the use of smocks and paint shirts cannot guarantee that clothes will not get messy.



- Please be sure to dress your child in clothing they can easily manage on their own. No belts, buckles or overalls.
- Footwear- Sneakers are required. All footwear must fit securely on the child's feet. No flip-flops or open toed shoes permitted.
- Snow/Rain Boots- Snow and rain boots may not be worn in the center during the course of the day. Please provide sneakers or other acceptable footwear, so that your child can change footwear once they enter the classroom.
- If your child is not yet toilet trained, please supply enough diapers/wipes, etc., for a week's needs.
- Backpack/Book Bag: Please provide a standard size backpack/book bag labeled on the exterior with your child's first and last name. No rolling backpacks/book bags, please!

Please make certain that all clothing/personal items are labeled clearly with your child's first and last name. This will help to avoid confusion, especially as many children have similar items and oftentimes the person bringing our children to school in the morning, is different from the person picking up our children at dismissal time.

### **Rest Time:**

Classrooms are darkened and soft music is played to encourage children to be in an increasingly relaxed state and to fall asleep. Provisions will be made each day for each child to rest. Staff will help the children to get comfortable even to the extent of "tucking them in". Staff will always make certain that their line of vision is maintained, even when the children are sleeping. They will periodically walk around so as to assure that no child is in distress. Realizing that not every child will fall asleep, after a period of time resting quietly, youngsters who are unable to sleep will be allowed to look at books or play with a quiet toy while still remaining on their cots.

Please provide a fitted sheet and a small blanket to cover your child's cot at nap-time. The sheet and blanket are to be picked up every Friday afternoon to be laundered and brought back to the center on Monday mornings. Please label your child's sheet and blanket and all personal items with his/her name.

***Please be advised that the use of pillows, blankets and comfort toys are not permitted in cribs according to the rules and regulations as set forth by the NYC DOHMH Bureau of Childcare.***



### **Toys from Home:**

Please speak with your child's classroom teacher regarding Show & Share policy. Toys from home often cause conflict and we cannot be responsible for their safekeeping. Certain items are always discouraged: violent action figures, stuffed animals (asthma trigger), etc.

### **Hand Washing Practice:**

Frequent, appropriate hand washing is the number one deterrent to preventing the spread of germs and infectious diseases. Teachers repeatedly show children how to wash their hands effectively. Staff members assist all children in learning and practicing personal hygiene habits.

*Proper practice and procedure for hand washing is required by all staff, volunteers, and children as it reduces the risk of transmission of infectious diseases.*

### **Toileting:**

Although toilet training typically occurs between the age of two and three years of life, we believe that there is no definitive age as to when toilet training must commence. As with all stages of development and independence, children are unique creatures, so parents and teachers must be attuned to the child's level of readiness. All children are escorted to the bathroom several times throughout the day (after breakfast, before going outside, before rest time, etc.). Of course we cannot dictate when a young child needs to use the bathroom and so a child will be accompanied by a teacher to the bathroom at any time during the day upon request. Hands are always cleaned appropriately after using the toilet. Accidents do happen, particularly with our youngest children, and a teacher will assist the child in changing into the spare clothing that parents have provided. Please inform teachers when you are sending your child to school in underwear for the first time, etc. so that we can best assist him/her. In addition, when a child is being trained, parents are asked to send in several changes of clothing as the process can be unpredictable in the length of time it takes for a child to become fully trained.

### **Toddler Bottle and Pacifier Policy:**

While many toddlers (ages 12-24 months) are still enjoying the security and comfort of a pacifier and/or bottle, our aim is to promote appropriate developmental gains. In addition, as per research, extended use of a pacifier and/or bottle can delay the development of speech and language skills. Also, young children have a tendency to put anything they find into their mouths; it is their way of exploring their environment and unfortunately one of the fastest ways to spread germs. Therefore, we insist that parents do not send their toddler to school with pacifiers or bottles.



**Birthday Celebrations:**

Birthdays are an important and significant event in the life of a child. If you choose to have your child’s birthday celebrated in school please arrange in advance with your child’s teacher. Please check with the teacher about appropriate foods and activities.

**Holiday Celebrations:**

In an effort to affirm and respect your family’s culture and holidays, we encourage you to share your special family rituals and traditions with classroom staff so that our differences can be celebrated and respected by all. Your child, his classmates and staff will grow and benefit from this diversity.

**Trips:**

Young Minds in Motion will request signed consent forms from parents a week prior to any class trip. This is to ensure that we can safely and adequately, prepare for the excursion. Neighborhood walks shall be deemed as part of the daily program and shall not require an additional consent form. Young Minds in Motion reserves the right to deny such participation, if a child is deemed to possess a safety risk to themselves or others.



## **❖ Health Policies and Procedures:**

### **Child's Health Assessment and Annual Medical Examination**

All children entering Young Minds in Motion are required to meet the minimum standards for immunizations in accordance with NYC Department of Health and Mental Hygiene. Exemptions from specific immunizations may be permitted for medical or with respect for religious purposes provided appropriate documentation accompanies such exemptions. While all medical records are reviewed by Young Minds in Motion staff, it is imperative that parents review any ongoing/new medical concerns with their child's classroom teacher.

It is the parent's responsibility to ensure that their child's medical records and immunizations are current and remain up to date as per NYC Department of Health and Mental Hygiene guidelines. All children are required to have a current medical form on file. A medical form is not considered complete if it is more than one year old, if immunizations are not complete, and/or if it is not signed, stamped and dated by the physician.

### **Emergency Release Contact Form:**

It is the parents' responsibility to make certain that their child's Emergency Release Contact Form remains current. Please make certain to inform all relevant staff in writing when a phone number or contact name has been changed.

### **Hygiene:**

It is our intent to reinforce your child's hygiene practices in order to develop lifelong healthy habits. To this end, we practice proper hand washing techniques throughout the day. Dental hygiene is also practiced as children are encouraged to brush their teeth after lunch. Additionally, all staff are trained in Infectious Disease Control and the proper sanitizing techniques as per the NYC Dept. of Health and Mental Hygiene.

### **Cleaning and Sanitization:**

Our facilities are maintained in a clean and sanitary manner. As per Department of Health requirements, all teachers are trained in Infection Control. Toys/items that cannot be cleaned and sanitized are not permitted in our classrooms.



## Short Term Exclusion Policy:

Temporarily excluding a child/staff from program participation protects the health of the affected child, other children and the staff. For the safety of all of our children, as well as staff, please do not knowingly send your child to the program if he/she is ill. As per the Department of Health and Mental Hygiene, parents shall report to the day care center within 24 hours any absence for: chicken pox, conjunctivitis, diarrhea, diphtheria, food poisoning, hepatitis, or any other disease or condition which may be a danger to the health of other children. When a child exhibits symptoms while in our care, parents will be notified and requested to pick up their child immediately.

- Children may not attend school with a fever over or above 100F oral thermometer.
- Children may not attend school with diarrhea.
- Children may not attend with an undiagnosed rash (a doctor's note must state that the rash is not contagious).
- Children may not attend school with pink or red eyes or noted eye discharge.
- Children may not attend school with severe coughing and/or difficulty breathing.
- Any communicable condition will be cause for exclusion, including but not limited to: impetigo, diarrhea, vomiting and lice.

The center's established policy for returning to school is: a written statement from the child's physician stating that your child may return to the program and participate in program activities. Absence from the program for three (2) consecutive days or more due to illness always requires a physician's note for re-admittance.





## **Medication Policy:**

Medication policy varies based on the specific site. Please check with your Center Director as to your site's medication permit. For sites where medication can be administered; it is the parent's responsibility to sign the parent medication release form and to obtain appropriate doctor authorizations. At **all** sites, staff may administer over-the-counter topical ointments, including sunscreen lotion, insect repellent and diaper cream with a signed authorization form. In addition, please inform your child's teacher, in writing, if your child was given **any** medication (including Tylenol or baby Motrin, etc.) in the 12 hours prior to coming to school.

***Parents may choose to administer medications to the child while they are in school, however this request must be documented.***

## **Notification of Infectious Diseases:**

If we have been notified that a child or staff member in the classroom has a communicable disease, you will be notified as soon as possible. We will specify the disease and the possible symptoms in a handout. A child or staff member with a contagious illness may not return to school until we have received notification from a physician that he or she is no longer contagious and can resume all activities without restrictions.

## **Emergency Care Procedures:**

Staff members certified in infant, child, adult cardiopulmonary resuscitation (CPR) and first aid shall be at Young Minds in Motion during all operational hours, as required by the Department of Health

In the event that a child is in need of medical attention, we will proceed as follows:

- Accidents (ex. bumps, scrapes, etc.): Staff will comfort and console the child, while applying appropriate first aid. Parents will be contacted by phone in a timely manner and an accident report form will be completed and given to parents upon pick up
- If an accident indicates immediate emergency treatment, staff will call 911 for an EMS squad.

In the event that a child needs to be transported to another facility (ex. hospital), staff will accompany the child, if the parent has not yet arrived at the center. At no time will a child be left unattended.

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## ❖ Food Program & Policies:

### Toddlers and Preschoolers:

- All toddlers and preschoolers' are provided with nutritious meals for breakfast, lunch and supper while attending Young Minds in Motion.
- Kitchen staff is trained in proper food safety guidelines and are certified food handlers.
- Young Minds in Motion makes every effort to serve hearty, healthy nutritious foods, low in sugar, salt, and fat.
- Substitutions are always available for our youngsters with food allergies.
- Menus meet all CACFP guidelines, and are updated/ changed as needed.
- Current menus are posted in every classroom, along with a list of all children in the classroom, with food allergies.
- Outside food is not allowed in our toddler and preschool classrooms, unless it has been pre-approved by your child's teacher (ex. birthday party).

### **"Nut-Free" Policy:**

***For the safety of our children who may have an airborne allergy to nuts, any food items containing any nut products are not permitted into our school at any time.***

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## **❖ FINANCIAL OBLIGATION:**

### **Monthly Tuition**

- Your child's tuition is an ongoing fee. You are responsible for your child's tuition based on his/her scheduled days, regardless of any days he/she is ill, on vacation, or does not attend for any other reason.
- Monthly tuition payments are due on the last Friday of the month in advance of the next month's tuition.
- Private Pay and HRA tuition payments may be made by check, money order or cash. All checks/money orders are to be made payable to Young Minds in Motion.
- All co-pays need to be submitted the Friday prior to the next week. Co-payments are to be paid weekly even if a child is absent more than one day.
- All payments need to be received by the Center Office Manager who will provide a receipt for payment. If you do not automatically receive a written receipt, please ask for one at the time of payment.
- If HRA/ACS eligibility is determined a parent may be responsible for a pre-determined copayment (sliding scale fee).
- Children who are eligible for HRA/ACS need to be recertified at least two (2) months in advance prior to the lapse of service. If the recertification is not established, your child may continue to attend with a tuition fee that will be arranged.

### **Bank Charges:**

There will be a \$25.00 service charge for all returned checks. When Young Minds in Motion receives three or more returned checks from a family, we will no longer accept checks as a method of payment.

### **Delinquent Accounts and Late Fees:**

If private pay or HRA accounts are two or more week's delinquent, the Center Director has the right to discontinue services. Families experiencing temporary financial difficulties should contact the Center Director in a timely manner.

Payments made for private tuition, after the tenth day of the month are considered late and a late fee of \$35 will be assessed. If the 10th day of the month falls on a weekend or holiday, the last day tuition may be paid without a late fee is the last day the center is open (i.e., if the 10th is a Saturday, tuition would have to be paid by the 9th; if the 10th is a Sunday, tuition would have to be paid by the 8th; etc.). Tuition fees/ co-pays for Early Learn/HRA children must be paid on Friday before the week of service. Any payments not received by the center, by the close of business day Monday, will be



assessed a daily late fee of \$5.00. If the copayment, including the late fees assessed are not received by the end of the week of service, your child will not be allowed into the program until payments are made. All unpaid fees will be reported to ACS accordingly and the child may lose their slot and be listed as ineligible for future placement at another center.

## ❖ Administrative School Policies and Procedures:

### Absence Policy:

In the event that your child will be absent, you are required to notify the center within one hour of the child's scheduled arrival time.

### Guardian Log:

Parents must sign their child "in", on the Kinderlime system, upon arrival at the center in the morning and then sign their child "out" when leaving, after pick-up. This process must be repeated each time a child arrives and leaves for the day. In addition, when parents bring their child into the classroom, the teacher will perform a Daily Health Check, while the parents are still in the classroom. It is important to discuss with your child's teacher any changes that may have occurred since the last time the child was in school (late night vomiting, a fall at the park, etc.).

### Lateness Policy:

Research links regular attendance habits to children's success in meeting school readiness goals, to higher rates of high school graduation and to successful college entry.

Young Minds in Motion Child Care centers are open 7:45am-6:00pm (unless otherwise specified at the site). Breakfast is served at 9:00am, and all classrooms begin their teacher led instruction, group time, at 9:30am; for that reason, Young Minds in Motion requests that all children are in their classroom no later than 9:30am. Furthermore, a child arriving after 9:15am will be escorted to their classroom by YMIM staff so as to eliminate the distraction factor, as the other students have already settled into their classroom routine. If you are running late, (ex. due to a doctor's appointment) please inform the school in advance, and bring in a doctor's note, which will be placed in your child's file. In addition, please try to schedule medical appointments for late in the day. Lateness in the morning is more detrimental to your child, than leaving early, or leaving and returning. Furthermore, a child entering into the class late creates a disruption for his classmates, as well as for his teachers.



### **Dismissal:**

It is imperative that children are picked up prior to 6:00PM, as the school is officially closed at that time, and the nightly cleaning staff begins their work, promptly at 6:00PM. In the event of an emergency or extenuating circumstance, contact the school immediately to discuss other necessary arrangements. Please understand that as our day ends at 6:00pm, our staff is then leaving to attend to other commitments.

### **Release of Children:**

In order to ensure your child's safety, a child will only be released from the center to the child's parent/guardian, or designated person indicated on the child's Emergency Release Contact Form. WE CANNOT ACCEPT RELEASE PERMISSION OVER THE PHONE.

If a new, designated person will be picking up your child, school staff must be notified in writing. Persons unknown to the staff will be required to provide photo identification. Parent/guardian or designated person(s) must be at least 16 years of age is required to sign the child out of the center. All persons, relatives, or others, must abide by these policies. Children will not be released to non-authorized adults *or* any authorized adult who is unable to provide photo identification.

### **Holidays and Scheduled Center Closings**

The centers will follow the calendars prepared for Young Minds in Motion programs and a copy will be given to the parent/caregiver during the enrollment process. Parents will be informed of any changes in a timely manner.

### **Emergency Closings**

Please be advised that in inclement weather the policy of Young Minds in Motion is to follow the closures of the NYC Public Schools. In the case of severe weather or utility emergencies while we are in session, all parents will be contacted for early pick-up. If a parent cannot be reached, we will refer to your child's "Emergency Release Contact Form" for releasing instructions. It is essential that parents notify the school when their phone numbers change, or contact/release individuals change as in an emergency, time is of the essence.



## ❖ Security:

### Building Security:

- In our efforts to minimize the risk of unauthorized visitors entering our programs, our facilities include a secure entry.
- All visitors must sign in by the front desk, and show proper identification. Visitors are not permitted to walk through the building unescorted.
- Ongoing video surveillance system is continually monitored by staff.

### Lockdown Procedures:

To secure and protect staff and children when an unauthorized or suspicious person enters our facility, it may be necessary to implement lockdown procedures. Lockdown procedures are similar to shelter-in-place procedures in that they are to be used when it may be more dangerous to evacuate the facility than to stay inside. If the intruder is outside, staff will secure all windows and doors, and gather all personnel and children inside the building. If the intruder has entered the facility, staff and children will be secured in a safe room. When implementing lockdown procedures, staff will follow the prearranged protocol. Ensure calm communication with staff and children, call 911 immediately and follow the direction of the police. By controlling access to, and movement and noise within the facility, emergency personnel are better able to manage and respond to the threat.

**Hiring Process:** In addition to reference checks, all Young Minds in Motion staff whether lead teacher, or maintenance worker, is required to be fingerprinted by the Department of Investigation as part of a criminal records background check and is screened through the New York State Central Registry of Child Abuse and Maltreatment.

### Reporting Child Abuse & Neglect

Employees receive training in the detection and reporting of child abuse, maltreatment and neglect. As mandated reporters, it is required by NYS law that all staff, report any suspicion and /or incidences of child abuse or neglect. It is required by NYS law to report any incidences of suspected child abuse or neglect. Our first concern is the safety of your child, and if we suspect he/she has been subjected to abuse, we are mandated to file a report to the proper authorities.



## **❖ Chain of Command: Teacher, Center Program Director, Executive Director:**

As concerns arise, it is important for all parties to communicate clearly and effectively so that resolutions can be made and situations can be rectified. Please take a moment to write down the facts about any particular concern before you make an appointment to speak to the appropriate person. Remember when you speak in a calm and relaxed tone, your concerns will be communicated more clearly. At Young Minds in Motion the Chain of Command guarantees parents that their voice will be heard and their needs will be met.

## **❖ Parent Advisory Committee (PAC):**

Parent Advisory Committee (PAC) is a center committee which provides an opportunity for parents with children enrolled at Young Minds in Motion to be more involved in their child's education. We encourage all of our parents to attend the quarterly Parent Meetings, which are designed to be a forum for parents to communicate directly with staff and community organizations to discuss ideas to promote change both within our schools and in our community. It is also a time when we provide parents with information and support from outside sources (ex. nutrition, home safety, etc.)

Quarterly parent meetings help us to support our parents in voicing their opinions and becoming strong advocates for their children and for themselves, which is why we encourage all of our parents to participate whenever their schedules allow.

## **❖ Program Evaluation Survey:**

Young Minds in Motion takes pride in our centers and in our carefully chosen staff. However, we recognize that there is always room for improvement. To that end, we have implemented a Parent Survey form; twice a year we ask parents to complete a survey which will ensure that we are in fact meeting your needs and responding appropriately. Parent input, and suggestions are essential in helping us to better understand and respond to parent concerns about our centers.

***\*Please note: centers may have specific policies and procedures not addressed in this manual.***

***\*Additionally, as our programs grow and evolve, practices and policies may change. Formal documentation will be provided informing parents of any changes that may occur.***



**We are all role models for our children.**

**How staff and parents communicate with each other, and with our children, will directly affect how our children learn to communicate with others. All staff, parents and visitors to our sites are expected to speak respectfully and dress appropriately when on site. Disagreements may occur, however, it is imperative that everyone is treated courteously and that confidentiality is always maintained.**

**The safety, happiness and growth of your child are our primary concerns and we appreciate your utmost cooperation in all school matters and regulations. To achieve our goals, we must work together.**

### **❖ Parents' Rights and Responsibilities:**

#### **Parent Rights:**

- 1. To be informed about all aspects of the program.*
- 2. To be informed of your child's experiences in the classroom.*
- 3. To feel welcomed to visit or observe.*
- 4. To feel free to request a meeting with staff members (ex. teacher, director, etc.)*
- 5. To feel respected and assured that beliefs, concerns, and values are sought and respected.*
- 6. To feel confident that all personal matters will be kept confidential, and all information will only be used towards the betterment of the welfare of your child and family.*

#### **Parent Responsibilities:**

- 1. To read this handbook, parent agreements, and to follow all policies and procedures.*
- 2. To read all notices which are sent home with your child and to respond to all requests for information/complete paperwork from staff in a timely manner.*
- 3. To keep all important child related information current: phone numbers, addresses, medical examinations, etc.*
- 4. To treat all Young Minds in Motion staff and property with respect.*